

TED ROGERS SCHOOL

Retail Management

RMG Course Policies and Practices

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In addition, please refer to the [university-wide policies and practices](#) for both academic and non-academic conduct.

A. COURSE FEEDBACK AND COMMUNICATION

Posting of Grades and Feedback on Work:

- Grades on assignments and tests will be posted on the D2L Brightspace site for the course unless otherwise specified.
- Students who wish not to have their grades posted must inform the instructor in writing by the end of the second week of the course.
- Students will receive their official final grade only from the Registrar – final official course grades will not be disclosed by the instructor.
- All assignments submitted for grading will be marked within three weeks except for final term assignments (where applicable), which will be available for review by appointment after official final grades are available.

Email Communication:

- Students **must use their ryerson.ca e-mail address** for all communication with the instructor and/or representatives of the school. E-mails and D2L Brightspace bulletin board postings will be answered within 2 school days.
 - Students are required to activate and maintain a Ryerson e-mail account. This shall be the official means by which you will receive university communications. Faculty will not respond to student enquiries from any other e-mail address. See [Policy #157](#) found at www.ryerson.ca/senate/policies for further information on this issue.
- Students are required to add the Course Code “RMG---“ in the subject line of emails to the instructor.

D2L Brightspace Communication:

- All communication about the course or material related to the course will be posted on the D2L Brightspace course site. In addition, all student study resources can be accessed through D2L Brightspace. Students are expected to check the site regularly for updates.

B. LATE ASSIGNMENTS

- Students **must submit assignments on time**.
- All assignments that are to be submitted online must be **uploaded before the due date and time** with a thirty (30) minute grace period without penalty.
- Failure to do so **will result in a failing mark of zero (0)** on that assignment.
- All other forms of evaluations and assignments must comply with the deadline as set by the instructor.
- Refer to the official assignment instructions for any variations within a course that may require a printed copy, class presentation, or other methods of evaluation.

C. ACADEMIC INTEGRITY & PLAGIARISM (USE OF TURNITIN)

Select assignments will be submitted automatically to Turnitin through D2L Brightspace online assignment drop boxes. Turnitin.com is a plagiarism prevention and detection service to which Ryerson subscribes. It is a tool to assist faculty members in determining the similarity between students' work and the work of other students who have submitted papers to the site (at any university), Internet sources, and a wide range of journals and other publications. While it does not contain all possible sources, it gives faculty some assurance that students' work is their own. No decisions are made by the service; it simply generates an "originality report," and faculty must evaluate that report to determine if something is plagiarized.

Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with the instructor to make alternate arrangements.

Ryerson's [Policy 60 \(now called the Academic Integrity policy\)](#) applies to all students at the University. The policy and its procedures are triggered in the event that there is a suspicion that a student has engaged in a form of academic misconduct.

Forms of academic misconduct include plagiarism, cheating, supplying false information to the University, and other acts. The most common form of academic misconduct is plagiarism. Plagiarism is a serious academic offence and penalties can be severe. In any academic exercise, plagiarism occurs when one offers as one's own work the words, data, ideas, arguments, calculations, designs or productions of another without appropriate attribution or when one allows one's work to be copied.

All academic work must be submitted using the citation style approved by the instructor. Students may refer to the Ryerson Library's list of Citations and Style Guides for more information.

It is assumed that all examinations and work submitted for evaluation and course credit will be the product of individual effort, except in the case of group projects arranged for and approved by the course instructor. Submitting the same work to more than one course, without instructor approval, is also considered a form of plagiarism.

Students are advised that suspicions of academic misconduct may be referred to the Academic Integrity Office (AIO). Students who are found to have committed academic misconduct will have a Disciplinary Notation (DN) placed on their academic record (not on their transcript) and will be assigned one or more of the following penalties:

- A grade reduction for the work, include a grade of zero for the work.
- A grade reduction in the course greater than a zero on the work. (Note that this penalty can only be applied to course components worth 10% or less,

that any additional penalty cannot exceed 10% of the final course grade, and that information explaining that such a penalty will be assigned must be included on the course outline.)

- An F in the course
- More serious penalties up to and including expulsion from the University

For more detailed information on these issues, please refer to the full online text for the Academic Integrity policy and to the Academic Integrity website.

D. STANDARDS FOR WRITTEN WORK

All assignments must be typed, double-spaced, in 12-point font, with 1” margins on all sides, and attach a standard cover page using APA style references unless otherwise specified.

Cover page

Must include the following:

- Ryerson University – Ted Rogers School of Retail Management
- The title of the assignment
- RMG Course Code & your section number
- Semester and year (e.g. Fall 2019)
- Full names as per RAMSS and last 4 digits of student ID numbers.

References

- Citations: use of APA format
- Bibliography: APA format corresponding to citations
- Quality of References :
 - The most authoritative references are those in peer reviewed
 - academic journals.
 - The next level of authority is a reputable trade magazine.
 - Web sites may be used if they are a reputable source.
 - Wikipedia and similar sites like Answer.com are not accepted sources.

Content

- English: correct grammar and spelling
- Students are expected to use an acceptable standard of business communication for all assignments. You are encouraged to obtain assistance from the Writing Centre for help with your written communications as needed and refer to the Ryerson Library for APA style guide references.

Use the services of the University when you are having problems writing, editing or researching papers, or when you need help with course material:

The Library (LIB 2nd floor) provides research workshops and individual assistance. Enquire at the Reference Desk or at:
www.ryerson.ca/library/info/workshops.html

The Writing Centre offers one-on-one tutorial help with writing and workshops - www.ryerson.ca/studentlearningsupport/writing-support

Learning Success Centre offers individual sessions and workshops covering various aspects of researching, writing, and studying -
www.ryerson.ca/studentlearningsupport

English Language Support offers workshops to improve overall communication skills www.ryerson.ca/studentlearningsupport/english-language-support

E. ACADEMIC CONSIDERATION & ACCOMODATION

Missed Classes and/or Evaluations

Students are required to inform their instructors of any situation which arises during the semester, which may have an adverse effect upon their academic performance, and must request any considerations and accommodations according to the relevant policies and well in advance. Failure to do so will jeopardize any academic appeals.

***** Students must submit all requests for accommodation online.*****

The online forms for accommodation due to medical reasons are available here:
<https://prod.apps.ccs.ryerson.ca/senateapps/acadconsform>

This requires speaking with your health care provider and asking them fill out the form. You must upload a digital copy within three working days. Your instructor will be automatically notified, and you will have an electronic record to verify when your requests have been submitted and approved. The entire system is linked to RAMSS.

Non-medical accommodation requests must complete the following online form:
<http://forms.gle/nsDnbSB4VdjmAViC8>

- *Medical certificates* – If a student misses the deadline for submitting an assignment, or the date of an exam or other evaluation component because of illness, they must submit a Ryerson Student Medical Certificate AND an Academic Consideration form **ONLINE ONLY** within 3 working days of the missed date. Both documents are available at www.ryerson.ca/senate/forms/medical.pdf.

- *Religious observance* – If a student needs accommodation because of religious observance, he or she must submit a Request for Accommodation of Student Religious, Aboriginal and Spiritual Observance AND an Academic Consideration form within the first 2 weeks of the class or, for a final examination, within 2 weeks of the posting of the examination schedule. If the required absence occurs within the first 2 weeks of classes, or the dates are not known well in advance as they are linked to other conditions, these forms should be submitted with as much lead time as possible in advance of the required absence. Both documents are available at www.ryerson.ca/senate/resources.
- *Students who need academic accommodation support* should register with the [Academic Accommodation Support office](#) (formerly called the Access Centre). Before the first graded work is due, registered students should inform their instructors through an “Accommodation Form for Professors” that they are registered with Academic Accommodation Support and what accommodations are required.

Make up tests and exams

- Should a student miss a mid-term test or equivalent (e.g. a presentation), with appropriate documentation, normally a make-up will be scheduled as soon as possible in the same semester, and, where possible, before the last date to drop the course.
- Where a missed mid-term, assignment or other assessment is one of only two assessments in a course (e.g. there is one mid-term and a final), or when the assessment is worth more than 30% of the final course grade, the provision of a make-up is required.
- Where a missed mid-term, assignment or other assessment is part of a number of assessments given throughout the term, and when it can be shown that the objective of the missed work is assessed in some other way, then the instructor and student may agree, in writing, to distribute the weight of the missed work to the final exam, or other assessment or group of assessments. The redistribution of the weight of missed work may not cause the final exam or any single assessment to be worth more than 70% of the student’s final grade. Where there is no agreement, the student may consult the Chair or Director for assistance.
- Where it is not possible to schedule the missed work or mid-term (e.g. group presentations) the weight may be distributed to the final exam or other assessment or group of assessments. In this case, the redistribution of the weight of missed work should normally not cause the final exam or any single assessment to be worth more than 70% of the student’s final grade. If it will,

an alternate assignment should be considered on a case-by-case basis.

- Make-up tests/exams will cover the same material as the original assessment but may not be of an identical format.

Missed final exams

- Students who miss a final exam for a verifiable reason and who cannot be given a make-up exam prior to the submission of final course grades, must be given a grade of INC (as outlined in Policy 46: Undergraduate Grading, Promotion, and Academic Standing) and a make-up exam (normally within 2 weeks of the beginning of the next semester) that carries the same weight and measures the same knowledge, must be scheduled.

F. COURSE MANAGEMENT

Every effort will be made to manage the course as stated and to maintain consistency between sections (where applicable).

However, adjustments may be necessary during the term at the discretion of the instructor. If so, students will be advised, and alterations will be discussed prior to implementation in class and through an announcement on D2L Brightspace.

G. STUDENT & CLASSROOM EXPECTATIONS

Punctuality

- Classes (both lectures and seminars) begin 10 minutes after the hour. All students are expected to be in their seats and prepared for class at that time.

Maintaining a Professional Learning Environment

During class time, except in emergency situations, laptop computers, cell phones and other electronic devices may only be used for academic activities (e.g., note-taking, class presentations). Students not complying with this requirement may be asked to leave the class.

Students are expected to:

- Show respect for each other and the instructor
- Demonstrate good listening skills.
- Read the material before class – you are expected to keep up with the reading. Quizzes, class discussions, and clicker questions (where applicable) will test your knowledge of the pre-reading.
- Participate in class – students learn more deeply by attending lectures and actively participating in group activities.

- Students who disturb the class by non-appropriate behaviour such as continued private conversations will be asked to leave the class and may be penalized for each such occurrence.

H. CODE OF CONDUCT

Student Codes of Academic and Non-Academic Conduct

Ryerson has a very comprehensive code of student conduct.

Please review these policies in their entirety at:

- <http://www.ryerson.ca/senate/policies/pol60.pdf>
- <https://www.ryerson.ca/senate/policies/pol61.pdf>

The policies set out an expectation that our students respect intellectual property and professional conduct.

I. ACADEMIC APPEALS

- Students should read the Undergraduate Academic Consideration and Appeals policy at (www.ryerson.ca/senate/policies/pol134.pdf).
- It is the student's responsibility to notify and consult with either the instructor, or the Chair/Director of the teaching department/school, depending on the situation, as soon as circumstances arise that are likely to affect academic performance. It is also the student's responsibility to attempt to resolve all course related issues with the instructor and then, if necessary, with the Chair/Director of the teaching department/school as soon as they arise. An appeal may be filed only if the issue cannot be resolved appropriately. Failure to deal with a situation as soon as it arises will jeopardize any appeal.
- Students who believe that an assignment, text, or exam has not been appropriately graded must review their concerns with their instructor within 10 working days of the date when the graded work is returned to the class.

J. GRADING POLICY

Evaluation of student performance will follow established academic grading policy outlined in the Ryerson GPA Policy

<http://www.ryerson.ca/senate/policies/pol46.pdf> . The grading system is summarized below:

Definition	Letter Grade	Grade Point	Conversion Range
Excellent	A+	4.33	90-100

	A	4.00	85-89
	A-	3.67	80-84
Good	B+	3.33	77-79
	B	3.00	73-76
	B-	2.67	70-72
Satisfactory	C+	2.33	67-69
	C	2.00	63-66
	C-	1.67	60-62
Marginal	D+	1.33	57-59
	D	1.00	53-56
	D-	0.67	50-52
Unsatisfactory	F	0.00	0-49