INFO6513 – Business Analytics & Data Visualization
Winter/2025

Course Type (e.g. F2F, online, blended): Online
Cross-list(s) *if applicable*: NA
Instructor name/title: Kyung Young Lee (Dal Webpage)
Office: Rowe Room 5106 or virtual
Contact info (Telephone/E-mail): Kyunglee@dal.ca (my main mode of communication)
Note: E-mail is used for personal inquiries. For online synchronous sessions and office hours, please use Microsoft Teams for communication. A team channel has been created for this course; you must join the course team (Team URL) on Microsoft Teams before our first class. For general inquiries on the course arrangement, assignments, exercises, etc., please use our Brightspace discussion board. Your inquiries will be replied to within 24 hours during the weekdays or on the next Monday during weekends.
Office hours: Tues 11:30 AM ~ 1:00 PM (In-person or Virtual) & Weds 10:30 ~ 12:00 (Noon) (Virtual via MS chat: ky354506 – use this only during official office hours but do not use this channel outside office hours)
Course website: https://dal.brightspace.com/d2l/home/363271
Class time (Synchronous Virtual office hours): Thursdays 1905-2025 (By default, TBA if changed)
Tutorials: NA
Teaching Assistant(s) name/contact info: NA

COURSE DESCRIPTION
This course provides an introduction to Business Analytics using state-of-the-art technologies. It covers the processes, methodologies and practices used to transform data into useful information to support business decision-making. *First of all*, business analytics requires foundational knowledge in data Extraction, Transformation, and Loading (ETL). For ETL processes, students will learn how to extract and manipulate data from various data sources and how to create multi-dimensional data models for data analytics. *Second*, students will also learn to build various data visualization charts using both structured and unstructured datasets and digital dashboards using a variety of data design and visualization tools. *Finally*, students will learn various data mining techniques and fundamental knowledge about machine learning.

The course will be made up of a combination of *conceptual and applied topics*, plus *weekly hands-on materials* that students can work on by themselves with the help of step-by-step hands-on tutorials. Both cloud-based and on-premise technologies will be leveraged to analyze data from a variety of sources, including open data from public data sources and SAP BW. Technologies to be used will be focused on end-user analytics and data visualization and will include state-of-the-art tools for self-serve business analytics such as MS Excel, SAP BW/4HANA 2.0 (MS PC only or VLAB), SAP Analytics Cloud, SAP Business Objects Analysis (MS PC only or VLAB), SAP Crystal Report (MS PC only or VLAB), and Tableau Public.

COURSE PRE-REQUISITES:
PREREQUISITES: BUSI 5511, BUSI 5512, INFO5590, DGIN 5100, DGIN 5200 or permission of instructor.

Any student found in breach of the prerequisite requirements for this class without special permission of the instructor may be removed from the class without further notice, potentially resulting in an "F" if the removal date is past the term deadline to drop a class. Students should make sure they

have completed the prerequisite requirements (or received special permission from the instructor) before enrolling in elective courses.

LEARNING OUTCOMES

Upon completion of this course, students should be able to:

- have an understanding of business analytics tools and how businesses use them
- extract, manipulate and transform data from different sources
- generate reports, design dashboards and other visualizations
- perform some basic data mining and analysis
- apply different concepts and skills in various business contexts using case studies and hands-on exercises with leading software applications

TECHNOLOGY REQUIREMENTS

Students need to have an MS-compatible laptop/computer. This class uses software obtained through the SAP University Alliances as well as other vendors such as Microsoft, Tableau, etc. Students can install the software on their Windows-based computer or access the software through Virtual Lab (VLab – Select 'SBA'). For a guide on VLab, see here. Software installation guide and license keys will be provided on Brightspace. Specifically, the course will use the following software:

- MS Excel (Students can install & use it on their Windows PC + VLab access will be available)
- SAP BW/4HANA 2.0 (via Eclipse IDE) (Students can install it on their Windows PC + VLab access will be available.)
- SAP Analysis for MS Office (Students can install on their Windows PC + VLab access will be available)
- SAP Analytics Cloud (The ID's will be given to students for this cloud-based Analytics Tool)
- Tableau Public (Students can install on their Windows PC or Mac)
- SAP Crystal Report (Students can install it on their Windows PC + VLab access will be available)

Description of Class Format

This course will be offered fully online in the synchronous & asynchronous format with an emphasis on experiential learning. The weekly classes will consist of a combination of lectures and hands-on exercises with the latest analytics tools. You will build a portfolio of the tools you learn in this class, which you will be able to leverage to demonstrate to employers what you can do. When meeting certain due dates, students can take the class at their own studying pace. However, for each class, students are strongly suggested to complete the lecture session before starting to work on the hands-on exercise. Specifically, the class will be arranged as follows:

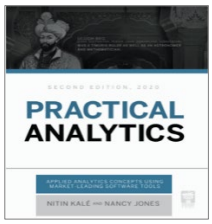
- For week 1 (Jan 9), the class will be synchronous (during the synchronous office hours: 1905-2025), and all students are expected to attend this class as it will include important explanations and an introduction of how the following class will be organized, how the student performance will be evaluated, etc.
- From week 2, each class will consist of two parts: 1) an asynchronous recorded lecture and 2) a synchronous online help session (Thursday 1905-2025).
    - ***Asynchronous lecture***. The lecture session will present the main concepts and may include demonstrations, examples, and videos that showcase the data analysis skills and the linkages between these skills and real-world business problems. The format of the lecture will selectively combine recorded videos, annotated lecture slides, required readings, videos (linked from the slides), etc. The asynchronous lectures will be posted 48 hours before the synchronous online help session at the latest (i.e., before 7:00 PM every Tuesday).
    - ***Synchronous online help session***. Following the weekly lecture, students will work on weekly hands-on exercises using various data analytics software packages. Every week, one

80-minute synchronous online help session (Thursday 1905-2025) will be offered via Microsoft Teams. Students who have questions about the lecture, exercises, and assignments can participate in these sessions and seek help. It is strongly recommended that students start their weekly exercises before the synchronous online help sessions and save this time slot for asking questions regarding the lecture materials, the hands-on exercises, and clarifying things related to the course materials or deliverables.

LEARNING MANAGEMENT SYSTEM SITE INFORMATION

Brightspace will be used as the learning management system of this course. Students can access Brightspace by clicking here. All course materials, including recorded lecture videos, hands-on exercises, assignments, additional readings, etc., will be shared via Brightspace. All the submissions shall be made via Brightspace unless additional accommodation is approved by the instructor.

LEARNING MATERIALS



Practical Analytics (2nd Ed) (eBook)
Nitin Kalé and Nancy Jones
Epistemy Press, 2020
ISBN: 978-0-9972092-2-8

Order site: http://store.epistemypress.com/books/analytics.html

METHODS OF EVALUATION

Marking Scheme	Due Date	Weight
Business Analytics Toolkit Portfolio (45%)		
• Portfolio Chapter 1-2 Draft	Jan 31, 11:59 pm	**10%**
• Portfolio Chapter 3-5 Draft	Mar 7, 11:59 pm	**15%**
• Finished BA Toolkit Portfolio (Exec summary + Revision of Chapter 1-5 + Chapter 6-7)	Apr 8, 11:59 pm	**20%**
Online Quizzes –Lock Down Browser needed (12%)		
• Quiz 1	24 hrs during Week 6 (All day Feb 13)	**6%**
• Quiz 2	24 hrs during Week 11 (All day Mar 27)	**6%**
Group Project (40%)		
• Project Proposal	Feb 14, 11:59 pm	**5%**
• Project Presentation	Apr 3, 11:59 pm	**15%**
• Project Report	Apr 3, 11:59 pm	**20%**
Feedback to Other Group Presentations (3%)	Apr 5, 11:59 pm	**3%**
	Total	**100%**

NOTE: As per FGS regulations students must obtain a final course grade of 70% (B-) or higher to pass the course.

Business Analytics Toolkit Portfolio (45%)

Throughout the semester, we will be learning hands-on skills using a variety of state-of-the-art business analytics tools and some theoretical aspects of them (e.g., especially for data mining analyses). The class will complete challenging exercises that will give you an insight into how these tools can be used to solve analytics problems. You will reflect on these experiences after each class by creating a

Business Analytics Toolkit Portfolio, which ultimately should be something you can show to an employer as evidence of the skills you obtained from the course. The business analytics toolkit portfolio includes three submissions described below.

The format of your BA Toolkit Portfolio will be 8 chapters (1 executive summary + 7 portfolio chapters), where each of 7 Toolkit chapters is *4 ~ 8 professional-looking, single-spaced pages with at least 4 annotated screenshots of your work*, with explanations of what you did (i.e., the research questions you have solved), descriptions of the data and tools that you used, as well as your personal reflection of how well the tool is suited for the job at hand. At the end of the term, you will package all 7 revised chapters plus a 2-page executive summary (total 8 chapters) and table of contents and submit the completed portfolio for grading. The details of this assignment are provided in a separate document named "BA Toolkit Portfolio Guideline_KLee".

Online Quizzes (12%)

Throughout the term, students will take two online quizzes. The quizzes will selectively cover the course contents (e.g., textbook chapters, exercises, lecture slides, etc.) in the weeks before the quiz dates. Each quiz will be 18 minutes long and will consist of a combination of true or false, multiple-choice, and multi-selection type questions. **The quizzes are each worth 6% of your final grade and are supposed to be closed books with the Brightspace Lock-down browser enabled on your PC (there will be a test quiz to make sure that your PC is set to take the quizzes prior to the first quiz).** On quiz day, the quiz will be open on Brightspace for 24 hours (00:00 to 23:59). Within the 24-hour duration, students can start taking the quiz at their own choice of time. However, once starting, students will only have one opportunity to complete the quiz. If you miss a quiz without an official reason (you must submit an official document if you have an official reason for your absence from the quizzes, such as doctor's notes, funeral schedule from an official website, etc.), you will get zero from the quiz and there will be no make-up quiz.

Group Project (40%) (Group size: 5 students by default)

In this group project, you will apply the analytics skills learned in this class in analyzing real-world data. The purpose of the project is for you to develop an understanding of how data analytics skills can be employed to answer real-world (e.g., business-related) questions and create values for individuals, organizations, or even society. For this project, you will first select a field of your interest and come up with a series of questions you want to explore in this field. Then, you need to find *at least 2 related datasets (from outside the class)* and analyze them with "*analytics tool(s) that we learned in class" and "one you find from outside the class" to answer the questions that you proposed*. The group project includes three components described below.

- Project proposal (5%). Your group will submit a formal (up to) 3-page project proposal outlining the research questions, data analytics tools, and datasets (and variables from the data to be explored), briefly explaining how you will use the tools, describing the data sets you will use and listing a table of contents for your report. This proposal is meant to guide your group to a successful project and will be graded out of 5 marks based on completeness, ambition, feasibility, and clarity. *The selected tools and datasets will be subject to approval.*
- Project report (20%). Your group will submit a report that *describes 1) the chosen field of your project (e.g., business, environment, economic development, social welfare, etc.), 2) proposed research questions, 3) the datasets (the sources, the descriptions of variables and # of datapoints, explanations of how you found and merged (combined) the datasets, etc.), 4) descriptions of the internal and external tool(s), 5) the findings (answering your questions), and 6) the implications of the findings.* At the end of the report, you also need to give *a detailed discussion on the advantages and disadvantages of the tools used*. The length of the report should be 15 single-spaced pages (including charts, graphs, tables, appendices, etc., but excluding references). Detailed requirements of the report formatting will be provided later via Brightspace and must be followed.

- Project presentation (15%). Your group will deliver *an asynchronous presentation in the format of a recorded video (you can do it with Microsoft PowerPoint and Microsoft Teams – screen recording) and upload it to Youtube.com as an unlisted video at the end of the semester.* You should include the URL of your presentation in your report and submit the PowerPoint file (saved in PDF) on Brightspace. The sequence and table of contents of the presentation should correspond to those of your project report. There's no limit to the number of slides, but please make the recordings between 10 and 15 minutes long.

** For how to record your PPT using MS PowerPoint, see Here.
** For how to download your MS Team recorded video as an MP4 file, see Here.
** For how to upload a media file into YouTube as an unlisted video, see Here.

Feedback to Other Group Presentations (3%)
Students must watch all presentations by other groups (the URLs of all recorded YouTube videos will be available right after the group project deadline) and submit their 'rated feedback' to the other groups' presentations based on the given criteria. The format of feedback will be available later in the semester on Brightspace. The instructor will partially incorporate this peer-evaluated rated feedback into the grades of the group project presentation.

Final Note about the course materials: Please note what you get out of this class depends on what you put in. Many activities will be adapted to different students' strengths and experiences, with the baseline expectation that everyone must at least master the materials in the textbook and master several data analytics tools. There will always be opportunities to learn more than the baseline, and I will provide you with direction if you so desire.

PARTICIPATION EVALUATION RUBRIC: NA

Some Notes on Course Communication
- **My main mode of communication is my email (kyunglee@dal.ca)**
- **Students are expected to regularly check the course announcements through Brightspace.**
- **Email**: kyunglee@dal.ca, Your email will be replied to within 24 hours during working hours (9:00 AM – 6:00 PM) on working days (Monday – Friday). For example, if you send an email at 11:00 AM on Tuesday, you will receive my reply no later than 11:00 AM on Wednesday. For another example, if you send me an email at 5:00 PM on Friday, you will receive my reply before 5:00 PM on Monday the following week. In case you send me an email after working hours (6:00 PM ~ 8:59 AM the next day), then I will consider it as the email sent during the business hours of the next day, 9:00 AM, so you will receive my reply within 24 hours of the next day. For example, an email sent at 7:00 PM on Wednesday will be replied to before 9:00 AM on Friday.
- **MS Team Chat**: ky354506. Please use MS Team chat **only during my virtual office hours**, your MS Team chat will be replied to immediately during my office hours (but if I'm with someone, you will have you wait for your turn). However, if you send me a chat outside office hours, you will not get my reply via MS Team chat and you will have to send me an email (my main mode of communication) to get an answer.
- **Mobile Phone number** (Emergency only): 1-514-265-0827, Please use it only if it is an emergency – e.g., you have an emergency that prevents you from coming to an in-person quiz/exam. Again, if you send an SMS to this phone number with content that is not urgent, you will not get my reply, and I will not see the SMS messages as official.
- **Q&A Discussion Board in Brightspace**: this place is prepared for students to ask me questions about the course materials, schedules, deliverables, etc., that are applied generally to all classmates (i.e., properly answering your inquiries should be beneficial to other classmates). Your posted inquiries on our Brightspace page will be answered in the same way as your email (24-hour rule

within working days and hours).

- **Message menu in Brightspace**: Please DO NOT use the message menu in Brightspace, I do not check those messages in Brightspace.
- **The purpose of office hours**: The purpose of office hours is twofold. First, students may ask anything related to the course, such as (but not limited to) course materials, course deliverables, schedules, quiz/exam preparations, group collaborations, etc. Second, students can also visit my office hours to discuss their careers and personal/academic lives. There will be in-person and virtual office hours. I will prepare special longer office hours during the exam period to help students' exam preparation.

Course-specific policies

- **Backup Copies:** Please keep an electronic copy for every exercise and assignment you submit.
- **Online Session Recording:** The online synchronous sessions may be recorded by the instructor and shared with the whole class. Students who have concerns should talk to the instructor directly and accommodation can be provided. Students are not allowed to record the sessions by themselves.
- **Late or Missing Submission:** All deliverables are due on the date indicated and must be submitted through the Brightspace assignment submission tool. **Late deliverables cannot be accepted without appropriate documentation.** Extensions may be granted in the case of exceptional circumstances. You must discuss these circumstances with your instructor at least 24 hours before the assignment's due date (Note: Discussing the situation is not the same as merely informing your instructor). **Missing submissions will receive a mark of zero.** No additional deliverables will be designed for students who miss submissions, without a documented medical reason for their absence.
- **Student Absences:** Dalhousie students are asked to **take responsibility for their own short-term absences** (3 days or less) by contacting their instructor by email prior to the academic requirement deadline or scheduled time **AND** by submitting a completed **Student Declaration of Absence** form to their instructor in case of missed or late academic requirements. **Only two (2) separate Student Declaration of Absence (DoA) forms** may be submitted per course during a term (note: faculty, college, school, instructor or course-specific guidelines may set a lower maximum). The submission of the form **does not guarantee accommodations, or provide an automatic exemption,** from any academic requirements that were missed or late during an absence. Any alternate coursework arrangements for missed or late academic requirements are at the discretion of individual course instructor(s). That said, for this class, students can submit **one DoA form for assignment submission** and **the other for a missed quiz.**
  Students who experience **recurring short-term or long-term absences** are strongly encouraged to meet with their Academic Advisor. Click here for further information.
- **Standard Citation Style:** The Bachelor of Management and Bachelor of Commerce Co-op Programs use APA as their standard citation style (unless otherwise indicated by your professor). Please use APA style in your assignments to briefly identify (cite) other people's ideas and information and to indicate the sources of these citations in the References list at the end of your assignment. F**or more information on APA style**, consult the Dalhousie Library website at https://libraries.dal.ca/help/style-guides.html or consult the Frequently Asked Questions about APA

Accreditation: As an AACSB (Association to Advance Collegiate Schools of Business) accredited university, Dalhousie University's business programs are subject to Assurance of Learning (AOL) standards. During the semester anonymous data may be collected to assess if AOL's goals and objectives are being met. The data collected will be used for program improvement purposes only and will not impact nor be associated with student grades.

Originality Checking Software: The course instructor may use Dalhousie's approved originality checking software and Google to check the originality of any work submitted for credit, in accordance with the Student Submission of Assignments and Use of Originality Checking Software Policy. Students are free, without penalty of grade, to choose an alternative method of attesting to the authenticity of their work, and must inform the instructor no later than the last day to add/drop classes of their intent to choose an alternate method.

Student Use of Course Materials: These course materials are designed for use as part of the INFO6513 at Dalhousie University and are the property of the instructor unless otherwise stated. Third-party copyrighted materials (such as books, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian Copyright law. Copying this course material for distribution (e.g. uploading to a commercial third-party website) may lead to a violation of Copyright law.

INTEGRATION OF MI Competencies

PROGRAM COMPETENCY	COURSE LEARNING OUTCOME	COURSE ASSESSMENT
Adaptation	Apply different concepts and skills in various business contexts using case studies and hands-on exercises with leading software applications	Individual Portfolio Assignment & Group Project
Collaboration	Apply different concepts and skills in various business contexts using case studies and hands-on exercises with leading software applications	Group Project
Commitment to equity, diversity, inclusion, accessibility, and decolonization	Extract, manipulate and transform data from different sources & generate reports, design dashboards and other visualizations (Using SDG data)	Individual Portfolio Assignment (With UN's sustainability data)
Communication	Generate reports, design dashboards and other visualizations	Individual Portfolio Assignment & Group Project
Digital and technological literacy	Extract, manipulate and transform data from different sources	Individual Portfolio Assignment & Group Project
Evidence-based practices	Perform some basic data mining and analysis	Individual Portfolio Assignment & Group Project
Leadership		
Learning	Perform some basic data mining and analysis	Individual Portfolio Assignment & Group Project
Management	Apply different concepts and skills in various business contexts using case studies and hands-on exercises with leading software applications	Individual Portfolio Assignment & Group Project
User-centred design	Have an understanding of business analytics tools and how businesses use them	Individual Portfolio Assignment & Group Project Quizzes

Course Schedule

Week/Dates	Topic	Readings	Hands-on Exercises	Deliverables
Week 1 Jan 9	Overview of BI, Big Data, Analytics	• PA Ch 1. Data Analytics Overview	• Excel Pivot Table Exercises	
Week 2 Jan 16	Data Acquisition and Wrangling	• PA Ch 2. Data Acquisition • Open Data Sets	• Data sourcing (Structured Dataset) with public data and Excel • Data sourcing (Unstructured Dataset) with Listly – Taught with slides	
Week 3 Jan 23	Data Modelling and Extraction, Transformation, and Loading (ETL)	• PA Ch 3. Dimensional Data Modeling • PA Ch 4. Data ETL	• Data Modeling in SAP Analytics Cloud (SAC) • SAP Business Warehouse Modeling with SAP BW/4HANA 2.0	Group formed. (5 students)
Week 4 Jan 30	Data cubes Data processing (OLAP)	• PA Ch 5. Slicing and Dicing • IBM Redbook: Chapter 4	• Slicing and Dicing using SAP Analysis for Excel • ERPsim in SAC	Toolkit portfolio chapters 1-2 due (Jan 31, 11:59 pm)
Week 5 Feb 6	Data Visualization I	• PA Ch 6. Data Visualization	• Data Visualization Exercises with SAC (Global Bike)	
Week 6 Feb 13 (No class on Feb 20, Study break)	Data Visualization II	• SAPL - DataViz Handbook • Materials from Tableau	• Tableau Basics • Data Manipulation & Visualization using Tableau	**Quiz 1 (Feb 13, Based on W1~W5 materials)** Group project proposal due. (Feb 14, 11:59 pm)
Week 7 Feb 27	Reporting, Dashboard & Performance Mgmt	• PA Ch 7. Reports and Dashboards	• Reporting with SAP Crystal Reports • Dashboard in SAC	
Week 8 Mar 6	Text, Web, and Social Analytics	• No More Secrets Part III (pp. 87-127)	• Text Mining Analysis with Wine Data using SAC and Tableau	Toolkit portfolio chapters 3-5 due. (Mar 7, 11:59 pm)
Week 9 Mar 13	Data Mining Big Data Analytics	• PA Ch 8. Data Mining • PA Ch 9. Unsupervised Machine Learning	• Data Mining with SAC: Clustering, & Association + A Special Lecture on Blockchain (Synchro during office hrs)	
Week 10 Mar 20	Forecasting & Predictive Analytics	• PA Ch 10. Time Series Analysis and Forecasting • PA Ch 11. Predictive Machine Learning	• Data Mining with SAC: Classification, Time Series & Regression (Excel)	
Week 11 Mar 27	Geospatial Analysis and Analytics in Practice	• PA Ch 12. Analytics in Practice	• Working on group projects • No Hands-on	**Quiz 2 (Mar 27, Based on W6~W10 materials)**
Week 12 Apr 3	Business Analytics: Emerging Trends	April 3 (Midnight): Group project presentation & report due. April 5 (Midnight): Feedback to other group presentations due April 8 (Midnight): Individual Final Portfolio due.		

Note: This schedule is subject to change depending on unforeseeable circumstances such as IT & System support issues. The hands-on exercises may change due to technical issues or newer tools becoming available. Additional readings may be assigned throughout the semester.

GRADING POLICY

A+	90-100	Demonstrates original work of distinction.
A	85-89	Demonstrates high-level command of the subject matter and an ability for critical analysis.
A-	80-84	Demonstrates above-average command of the subject matter.
B+	77-79	Demonstrates average command of the subject matter.
B	73-76	Demonstrates acceptable command of the subject matter.
B-	70-72	Demonstrates minimally acceptable command of the subject matter.
F	<70	Unacceptable for credit towards a Master's degree.

ACCOMMODATION POLICY FOR STUDENTS

The Student Accessibility Centre is Dalhousie's centre of expertise for student accessibility and accommodation. The advising team works with students on the Halifax campus who request accommodation as a result of: a disability, religious obligation, or any barrier related to any other characteristic protected under Human Rights legislation (NS, NB, PEI, NFLD).

If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion please contact the Student Accessibility Centre. Please visit www.dal.ca/access for more information and to obtain the Request for Accommodation form.

A note taker may be required as part of a student's accommodation. Visit https://www.dal.ca/campus_life/academic-support/accessibility/accommodations-/classroom-accommodation.html for more details.

Please note that your classroom may contain accessible furniture and equipment. It is important that these items remain in the classroom, undisturbed, so that students who require their use will be able to fully participate.

ACADEMIC INTEGRITY

In general:

The commitment of the Faculty of Management is to graduate future leaders of business, government and civil society who manage with integrity and get things done. This is non-negotiable in our community and it starts with your first class at Dalhousie University. So, when you submit any work for evaluation in this course or any other, please ensure that you are familiar with your obligations under the Faculty of Management's Academic Integrity Policies and that you understand where to go for help and advice in living up to our standards. You should be familiar with the Faculty of Management Professor and Student Contract on Academic Integrity, and it is your responsibility to ask questions if there is anything you do not understand.

Dalhousie offers many ways to learn about academic writing and presentations so that all members of the University community may acknowledge the intellectual property of others. Knowing how to find, evaluate, select, synthesize and cite information for use in assignments is called being "information literate". Information literacy is taught by Dalhousie University Librarians in classes and through Dalhousie Libraries' online Citing & Writing tutorials.

Do not plagiarize any materials for this course. For further guidance on what constitutes plagiarism, how to avoid it, and proper methods for attributing sources, please consult the University Secretariat's Academic Integrity page.

Please note that Dalhousie subscribes to software that checks for originality in submitted papers. Any paper submitted by a student at Dalhousie University may be checked for originality to support instructors in confirming that the student has not plagiarized from other sources. Plagiarism is considered a very serious academic offence that may lead to loss of credit, suspension or expulsion

from the University, or even the revocation of a degree. It is essential that there be correct attribution of authorities from which facts and opinions have been derived. At Dalhousie, there are University Regulations which deal with plagiarism and, prior to submitting any paper in a course; students should read the Policy on Intellectual Honesty contained in the Academic Calendar.

Furthermore the University's Senate has affirmed the right of any instructor to require that student assignments be submitted in both written and computer readable format, e.g.: a text file or as an email attachment, and to submit any paper to a check such as that performed by the plagiarism detection software. As a student in this class, you are to keep an electronic copy of any paper you submit, and the course instructor may require you to submit that electronic copy to plagiarism detection software. Use of third-party originality checking software does not preclude instructor use of alternate means to identify lapses in originality and attribution. The result of such assessment may be used as evidence in any disciplinary action taken by the Senate.

Finally: If you suspect a lapse in academic integrity by colleagues or a professor, you may confidentially share your concerns via DeanManagement@dal.ca.

Faculty of Management clarification on plagiarism versus collaboration:

There are many forms of plagiarism, for instance, copying on exams and assignments. There is a clear line between group work on assignments when explicitly authorised by the professor and copying solutions from others. It is permissible to work on assignments with your friends but only when the professor gives you permission in the specific context of the assignment. University rules clearly stipulate that all assignments should be undertaken individually unless specifically authorised.

Specific examples of plagiarism include, but are not limited to, the following:

- Copying a computer file from another student, and using it as a template for your own solution
- Copying text written by another student
- Submitting the work of someone else, including that of a tutor as your own

An example of acceptable collaboration includes the following:

- When authorised by the professor, discussing the issues and underlying factors of a case with fellow students, and then each of the students writing up their submissions individually, from start to finish.

UNIVERSITY STATEMENTS

This course is governed by the academic rules and regulations set forth in the University Calendar and the Senate.

ACCESSIBILITY

The Student Accessibility Centre is Dalhousie's centre of expertise for matters related to student accessibility and accommodation. We work collaboratively with Dalhousie and King's students, faculty, and staff to create an inclusive educational environment for students. The Centre is responsible for administering the university-wide Student Accommodation Policy working across all programs and faculties.

STUDENT CODE OF CONDUCT

Everyone at Dalhousie is expected to treat others with dignity and respect. The Code of Student Conduct allows Dalhousie to take disciplinary action if students don't follow this community expectation. When appropriate, violations of the code can be resolved in a reasonable and informal manner—perhaps through a restorative justice process. If an informal resolution can't be reached, or would be inappropriate, procedures exist for formal dispute resolution.

DIVERSITY AND INCLUSION

Every person at Dalhousie has a right to be respected and safe. We believe inclusiveness is fundamental to education. We stand for equality. Dalhousie is strengthened in our diversity. We are a respectful and inclusive community. We are committed to being a place where everyone feels welcome and supported, which is why our Strategic Direction prioritizes fostering a culture of diversity and inclusiveness (Strategic Priority 5.2).

INTERNATIONALIZATION

At Dalhousie, "thinking and acting globally" enhances the quality and impact of education, supporting learning that is "interdisciplinary, cross-cultural, global in reach, and orientated toward solving problems that extend across national borders."

RECOGNITION OF MI'KMAQ TERRITORY

Dalhousie University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq. We are all Treaty people. For more information about the purpose of territorial acknowledgements, or information about alternative territorial acknowledgements if your class is offered outside of Nova Scotia, please visit https://native-land.ca/.

The Elders in Residence program provides students with access to First Nations elders for guidance, counsel and support. Visit the office in the McCain Building (room 3037) or contact the programs at elders@dal.ca or 902-494-6803 (leave a message).

FAIR DEALING POLICY

The Dalhousie University Fair Dealing Policy provides guidance for the limited use of copyright protected material without the risk of infringement and without having to seek the permission of copyright owners. It is intended to provide a balance between the rights of creators and the rights of users at Dalhousie.