

EXPECTATIONS FOR COMMERCE SCHOLAR PROGRAM STUDENTS

Updated: August 31, 2018

1. Active Learning

A critical component of the program is spirited, informed discussion and interaction within the Commerce Scholars Community, which is composed of the scholars, faculty mentors, the CSP Steering Committee and other guests. This program relies heavily on active learning, regular attendance and participation is critical. Active learning means that you take responsibility both for your learning, and for helping others in the community to learn more.

Your ideas must be brought forward as a basis for rich discussions and interactions. Excellent participation builds on what others have said to move the conversation forward – not repeating what has already been said. Asking well-informed questions is one of the best ways of building an active learning discussion based culture.

Attendance at all CSP events for all cohorts (research talks, proposal conference and final conference) is mandatory during your entire time in the program. CSP students must notify Jessie Lam, Manager of Research Support Services if you will be absent, at least 30 days in advance for non-emergency reasons. Such absences include the following categories:

- Conflicts with other academic requirements, e.g. final exams
- Study abroad

In the event of personal tragedies or unanticipated emergencies please contact Jessie Lam as soon as possible – preferably prior to the session.

Scholars who miss two CSP events without providing Jessie valid reasons of absence in advance of the sessions, will receive an official warning from the CSP Steering Committee. If the non-excused absences continue after the warning, the scholar's performance will be evaluated by the CSP Steering Committee. Consequences may include deduction from grades or suspension from the program.

*Some useful links for students pertaining UBC/Sauder attendance policies:

UBC Academic Concession:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,48,0,0#255>

UBC Attendance:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,36,0,0>

Sauder Attendance:

<https://mybcom.sauder.ubc.ca//plan-success/know-my-rights-and-responsibilities/attendance>

Sauder Academic Concession:

<https://mybcom.sauder.ubc.ca/academic-concession>

Academic Honesty and Standards:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,286,0,0>

2. Scholar & Mentor Communications

Scholars must stay in regular contact with their mentors, and the CSP Steering Committee will be regularly confirming the ongoing communication.

Scholar must respond to email requests from the program administrator promptly.

3. Rules for Non-Residence

Scholars are expected to fully participate in the program when in residence in Vancouver. Under special circumstances, such as study abroad, or co-op, accommodations can be made with the approvals by Scholar's Mentor and CSP Steering Committee as follows:

- 1st term year 3: No exceptions. A scholar must be in residence and enrolled in COMM 311
- 2nd term year 3: Possible non-residence
- Summer between year 3&4: Possible non-residence
- 1st term year 4: No exceptions. A scholar must be in residence and enrolled in COMM 490. The scholar must present their proposal at the proposal conference.
- 2nd term year 4: No exceptions. A scholar must be in residence and enrolled in COMM 490. The scholar must present their final thesis research at the research conference.

For students graduating in 4 years, the maximum period of non-residence is a single term (either 2nd term year 3 or Summer between year 3&4).

A period of non-residence must be approved in advance both by the scholar's mentor and the CSP Steering committee by submitting a completed Non-Residence Application Form to Jessie Lam, Manager, Research Support Services and Special Projects at least 60 days prior to the start date of non-residency.

In the event the scholar is completing their degree in 5 years they can request to substitute the year 4 residency requirement with year 5 upon approval of the CSP Steering committee.

4. RA Appointment form for Scholar's payroll

The research assistance work for the scholars are expected to start in the second semester of 2018-2019 or the summer between their third and fourth year (summer 2019). Any changes in the work term have to be approved by the mentor and endorsed by the CSP Steering Committee.

Scholars must return the CSP Research Assistant Appointment form to Jessie Lam by **November 30, 2018**. Payroll will be paid out "per period" according to appointment term (approx. 200 hours in total). It is the Scholar's responsibility to track their work hours for the mentors.

5. Performance Reviews

1st Review – Term 2 of year 3 (March)

2nd Review – If needed, Term 2 of year 4, prior to graduation (March)

The goal of the reviews is to ensure the student is fulfilling the expectations of the commerce scholars program including being fully engaged in active learning, supporting others in the CSP community, and being ambassadors for the ethical and rigorous academic culture that define the CSP program.

Criteria for reviews:

- ❖ Work performance evaluation provided by the mentors
- ❖ Participation in the program activities: Attendance at events, active engagement, active learning (and meeting responsibilities for deadlines and paperwork)

6. Grading Criteria

Grading for COMM 490 (Directed Studies Research Report):

25% Active Learning

- ❖ Attendance at events, active engagement, meeting responsibilities for deadlines and completing all paperwork in a timely manner.

50% Paper

- ❖ Mentors will grade the paper; the CSP Steering Committee will grade the presentation. The grade the mentor gives on the paper should be considered as the final mark, but the Committee may come back to the Mentor if grading is inconsistent with the grading guidelines. The mentors and scholars will receive the grading guidelines in advance. After each presentation they will receive feedback from the audience, but only the feedback from the Committee and their mentors will be considered for the final grading.

25% Presentation

- ❖ Slides and Oral Presentation

Note: There are no official grades given for the proposal presentations. The presentation component of your grade is determined by the final research presentation.

7. Ethics Application

All scholars should:

- a) Submit an ethics application and obtain ethics approval or
- b) Explain about why ethics approval is not required for the research study

Ethics approval is required for research involving human or animal subjects. Types of research requiring approval include experiments and interviews with human subjects. Research that uses secondary data (data collected by others) does not require ethics approval.

Approval is done through the Behavioural Research Ethics Board (BREB) of UBC's Office of Research Ethics: <https://ethics.research.ubc.ca/behavioural-research-ethics>.

It is a somewhat complicated process. The BREB's tip sheet is a good place to start: https://ethics.research.ubc.ca/sites/ore.ubc.ca/files/documents/BREB_Tip_Sheet.pdf.

Students will use RISE (<http://www.rise.ubc.ca/>) and their CWL to start an application. First, they are required to complete a tutorial. Then the student will create an on-line application and fill out the fields (it is a good idea to ask the supervisor of an example of a previous application). The supervisor serves as the Principal Investigator (PI). Once the application is complete, the student should contact the supervisor to review it, and the supervisor will submit the application to the BREB.

For research requiring ethics approval, it cannot begin until approval is obtained. Therefore, the sooner you get ethics approval, the better. The BREB meets monthly to evaluate proposals. We normally expect you to have ethics approval in advance of the November proposal presentation.

8. Request for Program Extension

Scholars are expected to finish the program within two years after admission. However under special circumstances scholars may apply for program extension by submitting a letter of request to the CSP Steering Committee for approval. A letter of request for extension should include valid reasons for the delay, justifications, and support from the Mentor. Application for extension should be submitted within the first month of classes in the 4th year. Extensions are only granted with permission by the CSP Steering Committee and support of the Mentor.

UNIVERSITY POLICIES

ACADEMIC INTEGRITY

The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e. misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred to the President's Advisory Committee on Student Discipline. Careful records are kept in order to

monitor and prevent recurrences. A more detailed description of academic integrity, including the University's policies and procedures, may be found in the Academic Calendar at <http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,0>.

RELIGIOUS ACCOMODATION

The university accommodates students whose religious obligations conflict with attendance, submitting assignments, or completing scheduled tests and examinations. Students should let their instructor know in advance, preferably in the first week of class, if they will require any accommodation on these grounds. Students who plan to be absent for varsity athletics, family obligations, or other similar commitments, cannot assume they will be accommodated, and should discuss their commitments with the instructor before the course drop date. UBC policy on Religious Holidays: <http://www.universitycounsel.ubc.ca/policies/policy65.pdf>

CENTRE FOR ACCESSIBILITY

The Centre for Accessibility works with the university to create an inclusive living and learning environment in which all students can thrive. The university accommodates students with disabilities who have registered with the Centre for Accessibility: <https://students.ubc.ca/about-student-services/centre-for-accessibility>. Students must register with the Centre for Accessibility to be granted special accommodations for any on-going conditions.

UBC STATEMENT ON RESPECTFUL ENVIRONMENT FOR STUDENTS, FACULTY, AND STAFF

The University of British Columbia envisions a climate in which students, faculty and staff are provided with the best possible conditions for learning, researching and working, including an environment that is dedicated to excellence, equity and mutual respect. The University of British Columbia strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment, free from harmful behaviours such as bullying and harassment. <http://www.hr.ubc.ca/respectful-environment/files/UBC-Statement-on-Respectful-Environment-2014.pdf>