

EXPECTATIONS FOR COMMERCE SCHOLAR PROGRAM STUDENTS 2022-23

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, therefore 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.

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 (research talks, proposal conference and final conference) for all cohorts is mandatory during your entire time in the program. CSP students must notify Jessie Lam, Manager of Research Support Services if they will be absent, at least 30 days in advance for non-emergency reasons. Such absences may be permitted for reasons including health concerns and conflicts with other academic requirements, e.g. final exams.

If events are held in-person, Scholars must attend in-person. Exceptions may be made if the event is also made available on-line and the Scholar wishes to participate remotely for health reasons. If a Scholar cannot participate in an event in-person or on-line synchronously, and the event is recorded, the Scholar will be required to view the recording and provide written feedback on its content to the Steering Committee. The written feedback --to be based on questions the Steering Committee will provide -- should be transmitted to Jessie Lam within a week of the live event.

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 with valid reasons for their 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 deductions 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>

On UBC's programs and policies for dealing with the COVID-19 pandemic:

<https://students.ubc.ca/covid19> and <https://covid19.ubc.ca/information-for-students/>

2. Scholar & Mentor Communications

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

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

3. Rules for Non-Residence

Please note: these rules have been revised in response to the COVID-19 pandemic and will be reviewed when conditions warrant.

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

- 1st term year 3: No exceptions. A Scholar must be enrolled in COMM 311
- 2nd term year 3: Possible leave of absence
- Summer between year 3&4: Possible leave of absence
- 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.

A period of leave of absence must be approved in advance, by both the Scholar's Mentor and the CSP Steering Committee. This requires that the Scholar submit a completed Leave of Absence Application Form to Jessie Lam, Manager, Research

Support Services and Special Projects at least 60 days prior to the start date of the requested leave.

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

In the event the Scholar is completing their degree in 5 years they may request permission from the CSP Steering Committee to satisfy the year 4 participation requirement in year 5.

4. RA Appointment form for Scholar's payroll

The research assistance work for the Scholars are expected to start in the second semester of 2022-2023 or the summer between their third and fourth year (summer 2023). Any changes in the work term must be approved by the Mentor and endorsed by the CSP Steering Committee.

Scholars must return the Student Hire Form, copies of SIN card/letter and Work Permit to Jessie Lam by **November 15, 2022**. Compensation 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 their 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 defines 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

- ❖ Grade based on intellectual contributions (attending seminars and providing high quality comments; actively contributing to the intellectual advancement of other scholars; building the scholar community).

25% Presentation (Slides and Oral Presentation)

- ❖ Grade based 75% on clarity of presentation (slides, delivery, and written feedback from the audience), 25% on research contribution.
- ❖ Note: there are no formal grades given for the proposal presentations.

50% Research Project

- ❖ Mentors will provide a suggested grade and written comments summarizing the performance of scholar and the basis for the grade. The CSP Steering Committee will finalize the grade to ensure comparable grading standards across mentors.
- ❖ 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.

7. Ethics Application

All Scholars should:

- Submit an ethics application and obtain ethics approval or
- 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: [Tip sheet for people who have no idea where to start!](#)

In addition, you may find out from this checklist if your project warrants review by BREB: [Quality Improvement, Quality Assurance, Program Evaluation or Curriculum Development studies requiring ethical review](#)

Students will use RISE (<https://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 Jessie Lam, program administrator. The 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.

9. Withdrawals and Academic Concession

Scholars may withdraw from the program due to health issues or other valid reasons supported by their mentors and endorsed by the CSP Steering Committee. COMM 490 follows the same add/drop/withdrawal deadlines and academic concession rules as all other courses.

Last day to withdraw from COMM 490 with a 'W' standing is [Friday, November 25th, 2022](#). Withdrawal notification with valid reasons must be provided in writing to Jessie Lam, Manager, Research Support Services by this date. Valid reasons of withdrawal include, but are not limited to these conditions: 1) the student has changed their career goals and become lack of motivation in conducting research; 2) the student is

unable to prioritize the program within their other obligations and gets stressed; 3) the student is not a good fit with the mentor.

After November 25th, students withdrawing from COMM 490 will only be granted a 'W' standing if they have circumstances which warrant an academic concession. Otherwise they will receive a grade to date (i.e. on what the student have completed thus far with a zero assigned to anything that has not been completed).

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>.

Academic Accommodation for all Students' Religious Observances and for the Cultural Observances of First Nations, Métis, and Inuit Students

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,330,0,0>

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.

<https://hr.ubc.ca/working-ubc/respectful-environment>

<https://hr.ubc.ca/sites/default/files/wp-content/blogs.dir/14/files/UBC-Statement-on-Respectful-Environment-2014.pdf>