Course Outline

Course Code	RSM 100 H1 S
Course Name	Introduction to Management
Term, Year	Winter, 2023
Course Meets	Wednesday 11:00 AM – 1:00 PM, OI 2212
Web page URL	https://q.utoronto.ca

Instructor Details

Name	Email	Phone	Office Hours	Office
Michael Khan	rsm100@utoronto.ca	416-978-7583	Refer to "Office Hours" for "Professor Michael Khan" under "Modules" on Quercus	RT503 Rotman Building (105 St. George Street)

Issue	Contact	Email
Miscellaneous	RSM100 Team	rsm100@utoronto.ca (do NOT use Quercus to contact the TA or Professor)
Program Related Issues and Missed Tests	Rotman Commerce Academic Services	rotmancommerce.info@utoronto.ca

TA Office Hours: Refer to "Office Hours" for "TA: Amel Belmahdi" under "Modules" on Quercus
Booking and Meeting Details: https://calendly.com/amelbe/office-hours

Note: Due to the number of students in this course, the RSM100 Team (rsm100@utoronto.ca) should be your first point of contact for academic matters. The Team will escalate queries to the instructor as required. Professor and TA office hours will also be posted on Quercus under "Modules".

Course Scope, Mission and Learning Outcomes

This course is designed to introduce you to the principal functional disciplines of management. It will develop your understanding of what organizations do, and how they are managed across a broad range of functions. The course provides a landscape view of the academic field of commerce, consisting of: 1. an introduction to the role of business in Canadian society; 2. an introduction to the role and tasks of managers and leaders in business; and, 3. an introduction to the management disciplines (strategy, marketing, human resources, operations, accounting, and finance).

The mission of the course is to expose beginning students to Canadian business and to provide students with a context in which they can pursue their education in the field of commerce. Class sessions will consist of lectures, case studies, and/or exercises.

Please note that the last day you can drop this course without academic penalty is March 19, 2023.

Course Exclusions
RSM100 Y1

Course Materials

Required Readings
Contemporary Business (3rd Canadian Edition) Boone, Kurtz, Khan & Canzer packaged with Loose Leaf textbook.
ISBN 9781119501206
Cost: $139.00 + tax

Electronic Course Materials
This course will be using the following electronic course materials:
- Quercus

These materials will cost a total of $0.00. The use of these materials complies with all University of Toronto policies which govern fees for course materials.

Evaluation and Grades
Grades are a measure of the knowledge and skills developed by a student within individual courses. Each student will receive a grade on the basis of how well they have command of the course materials, skills and learning objectives of the course.

Work	Percentage of Grade	Due Date
Class Contribution (Participation)	20%	Refer to the Syllabus
Contemporary Issues Digital Journal (CIDJ)	20%	Refer to the Syllabus
Term Test	20%	Refer to the Syllabus
Final Exam	40%	Refer to the Syllabus

Course Expectations
Since RSM100 is a preparatory class on management and organizations, we aim to run the course in a way which will be consistent with the world of business - where many of you will spend your working lives. We strive to provide accurate information, quality materials, and good service consistent with our obligations to maintain the high academic standards of the University of Toronto.

We expect that you will conduct yourself in a way that prepares you for the working world:
- We start on time, so please do not arrive late to class.
- Please do not surf the internet during class time. Use your computer for in class for purposes to access course materials and take notes on the lecture. Using your laptop to message on Facebook, play Solitaire, or otherwise surf the web are unacceptable in-class activities.
- During class, respect the learning opportunities of others.
- Stay up to date and make sure that you know the class schedule. Check on the course web page for updates and posted materials.
- Our expectation is that you will not only participate in class discussions for the benefit of your own learning, but also for that of others.

Team Assignment
The CIDJ Project requires students to work in teams of 4-5 students. Learning to work together in teams is a crucial transferrable skill you will use not only in your coursework, but also in your future careers. Support is available if you encounter common teamwork challenges such as:

- Team members feeling left out of the team.
- Team members not responding in a timely manner to communication.
- Division or quality of work among team members being unequal or unfair.

Consult the [Centre for Professional Skills Teamwork Resources page](#) for tips, strategies, and best practices. You can also [book an appointment with a teamwork mentor](#) through the RC Centre for Professional Skills Writing Centre. Teamwork mentors can help you resolve or mitigate conflict, strategize on planning, or improve team communication.

If you are a student registered with Accessibility Services, and extensions are one of your academic accommodations, consult with your Accessibility Advisor about the teamwork in this course.

Joining a CIDJ Group on Quercus

Once you have your group members, you should go onto our course on Quercus and then follow the steps below (refer to the screenshot below):

1. Click on the "People" tab
2. Click on the "CIDJ Group" tab.
3. Make sure you join a group that's empty or that has your group members. Do NOT create your own groups. The maximum number of individuals in a group is 6 members and the minimum is 5.

Failure to join a group that meets these requirements and the deadline (see page 8) may result in a penalty on the project and groups to be changed.
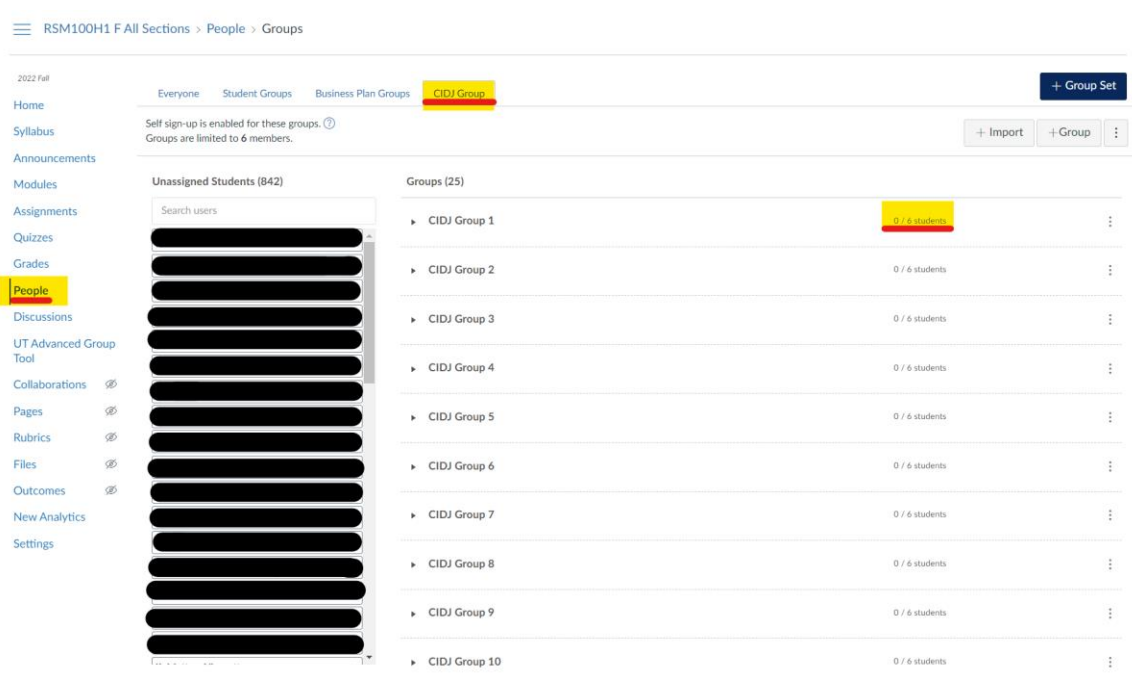
Class Participation

Students are expected to prepare thoroughly and make every effort to attend every class. As class participation is a graded component of the course, students will be evaluated on the following **verbal** contributions in class:

- Thoughtful responses
- Understanding and analysis of topic
- Idea generation
- Promoting further discussion

Term Tests

Term tests will be held as per the course schedule. These tests consist of a series of multiple choice and/or short answer questions that test your knowledge of the material that is discussed in class sessions and that is found in the textbook. In class, we will complement the material in the textbook with examples and case studies. We assume that you have read and are familiar with the assigned readings prior to class as we will not cover all the material in the textbook, though you are responsible for all of it.

The term tests will test textbook material not covered in class as class time is limited. The ability to self-study material will be a critical skill during your university experience.

Aids Allowed

No study aids are allowed. You may use a non-programmable hand-held calculator.

Lead Instructor:

Michael Khan

Michael Khan is an Associate Professor, Teaching Stream at the Rotman School of Management. He has taught courses at the University of Toronto's three campuses since 2001 in the areas of Management, Accounting and Auditing. He has won awards for teaching excellence at both the undergraduate and MBA level. Michael obtained his B.Com. from the University of Toronto and holds an MBA from the Schulich School of Business, York University. He also holds the designations of: Chartered Professional Accountancy (CPA, CA), Certified Information Systems Auditor (CISA) and Certified Information Technology Professional (CITP) and is also Certified in the Governance of Enterprise Information Technology (CGEIT). He currently trains CPA students for CPA Ontario. Michael's professional experience includes roles at Ernst & Young, Deloitte and his independent consultancy practice.

In order to enrich the content of this course, the course is team taught with various industry specialists to enhance the learning experience where appropriate. This is also a valuable networking opportunity for students.

Policies and Procedures

Missed Tests and Assignments
Students who miss a test or assignment for reasons entirely beyond their control (e.g. illness) may request special consideration.

In such cases, students must:

1. Notify the instructor AND the Rotman Commerce Program Office **on the date** of the missed course deliverable, e.g. missed test, final assessments, assignment or class (in the case of participation marks).
2. Complete a [Request for Special Consideration Form](#) and submit it along with your Absence Declaration on [ACORN](#) (please read the instructions on how to use the Absence Declaration in ACORN) within **2 business days** of the originally scheduled

course deliverable. Please email your documents to rotmancommerce.info@utoronto.ca
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Students who do not provide this information will be given a grade of 0 (zero) for the missed course deliverable.

Upon approval of accommodation from the Rotman Commerce Program Office, further information will be provided by the RSM100 team regarding a makeup test and/or reweighing.

Test Conflicts

Students who miss a test due to a conflict with another course/assessment must provide proof of the conflict. The makeup test will be held after the scheduled test date. Further details regarding the scheduling of the tests can be found on the last page of the course syllabus.

Late Assignments

Late submissions of any assignment may be considered; however, a resolution may be determined at the instructor's discretion and may include an academic penalty. Students who, for reasons beyond their control, are unable to submit an assignment by its deadline must obtain approval from the instructor for an extension. Supporting documentation will be required as per the policy on missed tests and assignments.
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Statement on Equity, Diversity and Inclusion

The University of Toronto is committed to equity, human rights and respect for diversity. All members of the learning environment in this course should strive to create an atmosphere of mutual respect where all members of our community can express themselves, engage with each other, and respect one another's differences. U of T does not condone discrimination or harassment against any persons or communities.

Commitment to Accessibility

The University is committed to inclusivity and accessibility, and strives to provide support for, and facilitate the accommodation of, individuals with disabilities so that all may share the same level of access to opportunities and activities offered at the University.

If you require accommodations for a temporary or ongoing disability or health concern, or have any accessibility concerns about the course, the classroom or course materials, please email Accessibility Services or visit the Accessibility Services website for more information as soon as possible. Obtaining your accommodation letter may take up to several weeks, so get in touch with them as soon as possible. If you have general questions or concerns about the accessibility of this course, you are encouraged to reach out to your instructor, course coordinator, or Accessibility Services.

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Normally, students will be required to submit their course assignents to the University's plagiarism detection tool for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their assignments to be included as source documents in the tool's reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of this tool are described on the University's Plagiarism Detection Tool FAQ page from Centre for Teaching Support & Innovation.

Academic Integrity

Academic Integrity is a fundamental value essential to the pursuit of learning and scholarship at the University of Toronto. Participating honestly, respectfully, responsibly, and fairly in this academic community ensures that the U of T degree that you earn will continue to be valued and respected as a true signifier of a student's individual work and academic achievement. As a result, the University treats cases of academic misconduct very seriously.

[The University of Toronto's Code of Behaviour on Academic Matters](#) outlines the behaviours that constitute academic misconduct, the process for addressing academic offences and the penalties that may be imposed. You are expected to be familiar with the contents of this document. Potential offences include, but are not limited to:

In papers and assignments

- Using someone else's ideas or words without appropriate acknowledgement.
- Submitting your own work in more than one course without the permission of the instructor.
- Making up sources or facts.
- Obtaining or providing unauthorized assistance on any assignment (this includes collaborating with others on assignments that are supposed to be completed individually).

On test and exams

- Using or possessing any unauthorized aid, including a cell phone.
- Looking at someone else's answers.
- Misrepresenting your identity.
- Submitting an altered test for re-grading.

Misrepresentation

- Falsifying institutional documents or grades.
- Falsifying or altering any documentation required by the University, including (but not limited to) medical notes.

All suspected cases of academic dishonesty will be investigated by the procedures outlined in the *Code of Behaviour on Academic Matters.* If you have any question about what is or is not permitted in the course, please do not hesitate to contact the course instructor. If you have any questions about appropriate research and citation methods, you are expected to seek out additional information from the instructor or other U of T or RC resources such as the RC Centre for Professional Skills, the College Writing Centres or the Academic Success Centre.

Email

At times, the course instructor may decide to communicate important course information by email. As such, all U of T students are required to have a valid UTmail+ email address. You are responsible for ensuring that your UTmail+ email address is set up and properly entered on ACORN. For more information visit the [Information Commons Help Desk](#).

Forwarding your utoronto.ca email to a Gmail or other type of email account is not advisable. In some cases, messages from utoronto.ca addresses sent to Gmail accounts are filtered as junk mail, which means that important messages from your course instructor may end up in your spam or junk mail folder.

Quercus and the Course Page

The online course page for this course is accessed through Quercus. To access the course page, go to q.utoronto.ca and log in using your UTORid and password. Once you have logged in, you will be at the Quercus Dashboard. On this page you will see all of the courses you are presently enrolled in. If you don't see the course listed here but you are properly registered for the course in ACORN, wait 48 hours.

Recording Lectures

Lectures and course materials prepared by the instructor are considered by the University to be an instructor's intellectual property covered by the Canadian Copyright Act. Students wishing to record a lecture or other course material in any way are required to ask the instructor's explicit permission and may not do so unless permission is granted. Students who have been previously granted permission to record lectures as an accommodation for a disability are excepted. This includes tape recording, filming, photographing PowerPoint slides, Quercus materials, etc.

If permission for recording is granted by the instructor (or via Accessibility Services), it is intended for the individual student's own study purposes and does not include permission to "publish" them in any way. It is forbidden for a student to publish an instructor's notes to a website or sell them in any other form without formal permission.

Weekly Schedule

Session	Class Date	Topic	Req'd Reading Chapter(s)	Optional Self Study in WileyPLUS	Deliverable
#1	11-Jan	Introduction to Commerce & Canadian Business History	1, 3	**Chapter 01 Practice Chapter 03 ORION**	
#2	18-Jan	Business, Society & Wealth Creation	5, 6	**Chapter 05 Practice Chapter 06 ORION**	
#3	25-Jan	Managing and Leading Organizations	On Quercus	**Chapter 07 Practice Chapter 07 ORION**	
#4	1-Feb	Strategic Human Resource Management	8	**Chapter 08 Practice Chapter 08 ORION**	CIDJ Team Selection Due February 10
#5	8-Feb	Corporate Social Responsibility	2	**Chapter 02 Practice Chapter 02 ORION**	
#6	15-Feb	**Wednesday Feb. 15 @ 9AM Term Test – Testing Material from Sessions 1-5 (Inclusive) - NO CLASS**			Wednesday Feb 15 @ 9AM
	22-Feb	**Reading Week**			
#7	1-Mar	Canada in World Markets	4,16	**Chapter 04 Practice Chapter 16 ORION**	
#8	8-Mar	Accounting and Strategy I	4, 15, 17	**Chapter 15 Practice Chapter 17 ORION**	
#9	15-Mar	Strategy II & Operations Management	9, 10	**Chapter 09 Practice Chapter 10 ORION**	
#10	22-Mar	Contemporary Issues: Government and Climate Change and its Impact on Business	On Quercus		CIDJ Final Submission March 26
#11	29-Mar	Data Analytics			
#12	5-Apr	Amazon Case Analysis Part II and Course Wrap-up	15, 17	**Chapter 15 ORION Chapter 17 Practice**	Participation Self-Assessment Due Apr 5
		Final Exam (Cumulative) - TBD by A&S		**ORION FOR ALL CHAPTERS**	

Please note that the last day you can drop this course without academic penalty is March 19, 2023.

Other Useful Links
- [Become a volunteer note taker](#)
- [Accessibility Services Note Taking Support](#)
- [Credit / No-Credit in RSM courses](#)
- [Rotman Commerce Academic Support](#)

URL links for print
- Request for Special Consideration Form: https://rotmancommerce.utoronto.ca/current-students/forms-requests-and-appeals/forms/
- ACORN: http://www.acorn.utoronto.ca/
- Email Accessibility Services: accessibility.services@utoronto.ca
- Accessibility Services website: http://studentlife.utoronto.ca/as
- University's Plagiarism Detection Tool FAQ: https://uoft.me/pdt-faq
- The University of Toronto's Code of Behaviour on Academic Matters: http://www.governingcouncil.utoronto.ca/policies/behaveac.htm
- Information Commons Help Desk: http://help.ic.utoronto.ca/category/3/utmail.html
- Become a volunteer note taker: https://studentlife.utoronto.ca/program/volunteer-note-taking/
- Accessibility Services Note Taking Support: https://studentlife.utoronto.ca/service/note-taking-support/
- Credit / No-Credit in RSM courses: https://rotmancommerce.utoronto.ca/current-students/degree-requirements/credit-no-credit-option/
- Rotman Commerce Academic Support: https://rotmancommerce.utoronto.ca/current-students/academic-support/
- Book an appointment with a writing or presentation coach: http://uoft.me/writingcentres
- Writing and Presentation Coaching academic support page: https://rotmancommerce.utoronto.ca/current-students/academic-support/writing-and-presentation-coaching/
- Centre for Professional Skills Teamwork Resources page: https://rotmancommerce.utoronto.ca/teamwork-resources
- Book an appointment with a Teamwork Mentor: http://uoft.me/writingcentres

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