BUSADMIN XXXX

XX\_Course Title\_XX

Fall 20XX Course Outline

XXXX, XXXX, Operations Area

DeGroote School of Business

McMaster University

Course Objective

XX Brief Description XX

Instructor and Contact Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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|  |  |
| --- | --- |
| **Section 1: XX Date/Time XX** | **Section 2: XX Date/Time XX** |
| **XX Name XX** | **XX Name XX** |
| Instructor | Instructor |
| XX@mcmaster.ca  | XX@mcmaster.ca  |
| Office: RJC XX DSB | Office: RJC XX DSB |
| Office Hours: XX am/pm | Office Hours: XX am/pm  |
| Tel: (905) XXX-XXXX xXXXXX | Tel: (905) XXX-XXXX xXXXXX |
| Class Location:  | Class Location:  |

|  |
| --- |
| **Student TA** |
| TA |
| XXXX@mcmaster.ca |
| Office:  |
| Office Hours: Mon 1-4pm |
| Tel: (905) XXX-XXXX |

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**Course website:** Avenue to Learn

**Prerequisite(s):** Only open to students registered in level 1 of MBA Full Time and Co-op Programs and [BUSINESS F610](https://academiccalendars.romcmaster.ca/preview_course_nopop.php?catoid=55&coid=282084)
**Antirequisite(s):** [BUSINESS I602](https://academiccalendars.romcmaster.ca/preview_course_nopop.php?catoid=55&coid=274518) and [BUSINESS F650](https://academiccalendars.romcmaster.ca/preview_course_nopop.php?catoid=55&coid=274524)

Course Elements

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Credit Value: | 3 | Leadership: | No | IT skills: | Yes | Global view: | Yes |
| Avenue: | Yes | Ethics: | No | Numeracy: | Yes | Written skills: | Yes |
| Participation: | No | Innovation: | No | Group work: | Yes | Oral skills: | No |
| Evidence-based: | Yes | Experiential: | No | Final Exam: | No | Guest speaker(s): | Yes |

Course Description

Full Course Description

Learning Outcomes

Upon completion of this course, students will be able to complete the following key tasks:

* Outcome 1
* Outcome 2
* Outcome 3
* XXXX

Required Course Materials and Readings

|  |  |
| --- | --- |
| Avenue for course content, and readings: <http://avenue.mcmaster.ca> | $ FREE |
| XX HBS Case Pack: See Avenue to Learn Course Shell XX | $ XX.XX USD |

Optional Course Materials and Readings

EXAMPLE “Corporate Finance” Berk, DeMarzo, Strangeland. Pearson 2024 **STRONGLY RECOMMENDED!!**

|  |  |
| --- | --- |
|  |  |

Evaluation

XXXX Evaluation XXXX

**Components and Weights**

|  |  |  |
| --- | --- | --- |
| **Group Case 1** | XXXX EXAMPLE ONLY XXXX | 20% |
| **Assignment 1** | XXXX EXAMPLE ONLY XXXX | 10% |
| **Midterm Exam** | XXXX EXAMPLE ONLY XXXX | 25% |
| **Group Case 2** | XXXX EXAMPLE ONLY XXXX | 20% |
| **Final Exam** | XXXX EXAMPLE ONLY XXXX | 25% |
| **Total** |  | **100%** |

NOTE: The use of a McMaster standard calculator is allowed during examinations in this course. See McMaster calculator policy at the following URL:

[www.mcmaster.ca/policy/Students-AcademicStudies/UndergraduateExaminationsPolicy.pdf](http://www.mcmaster.ca/policy/Students-AcademicStudies/UndergraduateExaminationsPolicy.pdf)

**Grade Conversion**

At the end of the course your overall percentage grade will be converted to your letter grade in accordance with the following conversion scheme:

|  |  |  |
| --- | --- | --- |
| Letter Grade | Percent | Points |
| A+ | 90-100 | 12 |
| A | 85-89 | 11 |
| A- | 80-84 | 10 |
| B+ | 75-79 | 9 |
| B | 70-74 | 8 |
| B- | 60-69 | 7 |
| F | 00-59 | 0 |

**Course Deliverables**

**Group Case Studies – 20% each**

EXAMPLE ONLY

**Assignment 1 – 10%**

EXAMPLE ONLY

**Midterm and Final Exams – 25% each (50% total)**

EXAMPLE ONLY

Communication and Feedback

Students that are uncomfortable in directly approaching an instructor regarding a course concern may send a confidential and anonymous email to the respective Area Chair or Associate Dean:

<http://mbastudent.degroote.mcmaster.ca/contact/anonymous/>

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Administrative Assistant.

Academic Integrity

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at:

[www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity)

Students are responsible for being aware of and demonstrating behaviour that is honest and ethical in their academic work. Such behaviour includes:

* following the expectations articulated by instructors for referencing sources of information and for group work;
* asking for clarification of expectations as necessary;
* identifying testing situations that may allow copying;
* preventing their work from being used by others (e.g., protecting access to computer files); and
* adhering to the principles of academic integrity when conducting and reporting research.

Authenticity/Plagiarism Detection

This course uses Turnitin.com to reveal authenticity and ownership of student submitted work. Students are expected to submit their work electronically via Avenue to Learn so it can be checked for academic dishonesty. Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

**All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., on-line search, other software, etc.). For more details about McMaster’s use of Turnitin.com please go to [www.mcmaster.ca/academicintegrity.](http://www.mcmaster.ca/academicintegrity)

Courses with an Online Element

***XXXX*** This course uses some online elements (e-mail, Avenue to Learn (A2L), TopHat). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course.

The available information is dependent on the technology used. Continuation in a course that uses online elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with the course instructor. ***XXXX***

Conduct Expectations

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [*Code of Student Rights & Responsibilities*](https://secretariat.mcmaster.ca/app/uploads/Code-of-Student-Rights-and-Responsibilities.pdf) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx, Teams, or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

Attendance

Arriving late or missing class disrupts the learning experience for both you and your peers. Punctuality and attendance are crucial to maintaining a respectful, professional and productive environment for everyone, including our faculty.

We use Top Hat in their course to capture attendance in their classes. Attendance is recorded by submitting a unique 4-digit code displayed in your physical classroom using your personal device.

Missed Academic Work

Students may request relief from a regularly scheduled midterm, test, assignment or other course components. Please refer to the policy and procedure on the DeGroote website at the link below:<http://ug.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy>

Academic Accommodation for students with disabilities

Student Accessibility Services (SAS) offers various support services for students with disabilities. Students are required to inform SAS of accommodation needs for course work at the outset of term. Students must forward a copy of such SAS accommodation to the instructor normally, within the first three (3) weeks of classes by setting up an appointment with the instructor. If a student with a disability chooses NOT to take advantage of an SAS accommodation and chooses to sit for a regular exam, a petition for relief may not be filed after the examination is complete. The SAS website is:

<http://sas.mcmaster.ca>

Academic Accommodation for Religious, Indigenous or Spiritual Observances (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](https://secretariat.mcmaster.ca/app/uploads/2019/02/Academic-Accommodation-for-Religious-Indigenous-and-Spiritual-Observances-Policy-on.pdf) policy. Students should submit their request to the SEAO (Student Experience Academic Office) ***normally within 10 working days*** of the beginning of term in which they anticipate a need for accommodation. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

Copyright and Recording

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

Potential Modification to the Course

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

Acknowledgement of Course Policies

Your registration and continuous participation (e.g. on A2L, in the classroom, etc.) to the various learning activities of MBA F611 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

artificial intelligence

**USE PROHIBITED**

XX EXAMPLE XX

Students are not permitted to use generative AI in this course. In alignment with [McMaster academic integrity policy](https://secretariat.mcmaster.ca/app/uploads/Academic-Integrity-Policy-1-1.pdf), it “shall be an offence knowingly to … submit academic work for assessment that was purchased or acquired from another source”. This includes work created by generative AI tools. Also state in the policy is the following, “Contract Cheating is the act of “outsourcing of student work to third parties” (Lancaster & Clarke, 2016, p. 639) with or without payment.” Using Generative AI tools is a form of contract cheating. Charges of academic dishonesty will be brought forward to the Office of Academic Integrity.

Professionally, you cannot ask AI to read and summarize someone else’s case solution for you….

Course Schedule

XXXX COURSE TITLE XXXX

Fall 20XX Course Schedule

XXXX EXAMPLE ONLY XXXX

|  |  |
| --- | --- |
| Date | Topics |
| Jan 7 | **Course Introduction and Corporate Governance:** the challenges of ambiguity and discretion(CH: 29) |
| Jan 14 | **Working Capital Management**: dealing with short-term surpluses and deficits(CH: 26, 27) |
| Jan 21 | **Valuing Equity:** forecasting financial statements and estimating free cash flows (CH: 22) |
| Jan 28 | **Capital Structure 1:** the impact of leverage on equity valuation(CH: 17, 18) |
| Feb 4 | **Capital Structure 2:** navigating financial distress and other frictional costs(CH: 19) |
| Feb 11 | **Case 1 Discussion + Dividend Policy:** how investors get their capital back(CH: 20) |
| Feb 18 | **READING WEEK – NO CLASS** |
| Feb 24-28 | **Grit Week 2:** Lions and tigers and bears! Oh my!  |
| Mar 4 | **Midterm Exam:** 2-sided crib sheet + calculator |
| Mar 11 | **Raising Equity Capital:** how companies attract investors, from start-ups to mature firms(CH: 23) |
| Mar 18 | **Guest Lecture + Raising Debt Capital:** further considerations on lending and borrowing(CH: 24, 25) |
| Mar 25 | **Mergers and Acquisitions:** the risks and opportunities of corporate combinations(CH: 28, 21) |
| April 1 | **Case 2 Discussion + Risk Management:** forwards, futures, swaps, and other derivatives(CH: 30) |
| Apr 8 | **Options:** the value of flexibility(CH: 14, 15) |