# **Business Administration**

Course Number:



**Professors** 

#### SKILLS ACROSS THE BUSINESS CURRICULUM

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

#### STUDENT CONDUCT AND ACADEMIC HONESTY

#### What is the Disruption of Instructional Activities?

A Okanagan College (OC), di p ion of in c ional ac i i ie incl de den ‰ond c hich in e fe e i h examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facili ie of OC+, a ell a cond c ha lead o p ope damage, a a I, di c imina ion, ha a men and f a d. Penal ie for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

## What is Cheating?

Chea ing incl de b i no limi ed o di hone o a emp ed di hone cond c d ing e o e amina ion in hich he use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying info ma ion o o he den ho a e aking he e o e amina ion.+

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### What is Plagiarism?

Plagia i m i defined a %he p e en a ion of ano he pe onq o k o idea i ho p ope o comple e ackno ledgemen .+ I i he e io academic offence of ep od cing omeone el eq o k, incl ding o d , idea and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

% en ional plagia i m i he delibe a e p e en a ion of ano he q o k o idea a oneq o n.+In en ional plagia i m can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

\*Unin en ional plagia i m i he inad e en p e en a ion of ano he q o k o idea i ho p ope ackno ledgemen because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of decei .+

#### What are the Students' Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format <a href="www.okanagan.bc.ca">www.okanagan.bc.ca</a>. Students must acknowledge the sources of information used on all their a ignmen . Thi all in ole p ing he a ho qname and he ea of p blica ion in pa en he e af e he sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

Solution den a e e pon ible fo lea ning and appl ing he p ope chola I p ac ice fo ackno ledging he o k and idea of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication 'Ragiarism Avoided;'