INSTRUCTOR
Name: Brock Cordes
Office: 666 Drake Centre
Phone: 204-474-9179
Email: brock.cordes@umanitoba.ca
Office hours: 30 mins after class or by appointment

COURSE OBJECTIVES
This course is a broad introduction to the mind of the entrepreneur. As such it is only an overview of a large number of topics. The primary aim of the course is to make students appreciate and adapt to change in the world of entrepreneurship. Whether you take the entrepreneurial path or choose to remain a professional manager, as a graduate you will always find yourself in a supervisory position. As a means of easing you into your future management and entrepreneurial roles, this course will introduce you the skills and attitudes you will need to be successful.

As a new entrepreneur you will be called upon to bring about purposeful change within a complex environment. Early in this course, we will summarize the attitudes and behaviours that are valuable in both coping with change and more importantly, precipitating meaningful change. We will then keep these attributes alive while pursuing our next goal: developing a plan to initiate new ideas as a means to introduce you to the entrepreneurial community.

These skills include the ability to:
- Manage money
- Manage people
- Direct business operations
- Direct sales and marketing operations
- Set up an idea as a business
- Follow trends and anticipate change

EXPECTATION FROM THE STUDENTS
Lecture periods will be used to introduce you to new skills you will need. Classes are designed to be interactive and all students are expected to participate. Students are also expected to act as independent learners and have the ability to learn on their own. Students are responsible for:

1. Mastery of the basic subject matter (as assigned readings) by recalling facts and principles (knowledge) and through the interpreting and extrapolating of this knowledge (comprehension);
2. Development of higher cognitive abilities by remembering knowledge or principles in order to solve a problem (application) and by identifying the elements, relationships, and principles of a situation (analysis);
3. Application of knowledge to real problems by accomplishing personal task after devising a plan of action (synthesis).

COURSE MATERIALS


COURSE FORMAT AND EVALUATION
Grades and Assignments:
   Class Participation/Discussion/Attendance  10%
   Case Study #1 10%
   Case Study #2 10%
   Midterm Examination 15%
   Group Project: Paper 15%
   Presentation 15%
   Final Exam 25%
   Total 100%

Grading Scheme:
   95 – 100: A+
   90 – 95: A
   85 – 89: B+
   80 – 84: B
   72 – 29: C+
   60 – 72: C
   50 – 59: D
   Less than 50: F

Cases:
Each student is to complete and submit two (2) cases throughout this semester. The due dates for the cases are as follows:
   Case #1 Due in class on Tuesday, February 6, 2018
   Case #2 Due in class on Thursday, March 15, 2018

Titles of the assigned cases will be given out at a later date.
Cases must be 4 pages in length excluding the title page.

Format for Case Writing:
Instructions ***READ INSTRUCTIONS AND FORMAT CAREFULLY. ALL CASES MUST BE PRESENTED IN THIS FORMAT***
All cases must be in **twelve point type, with 3 cm margins on all sides, double-spaced and NO LONGER than the designated number of pages specified in the course outline** excepting the title page. Cases that are “too long” will be docked by 50% of the case’s worth. For example, Case #1 will be marked out of 50% if it’s too long. However, two or three pages would not do justice to a case study of this nature.

1) **Situation Analysis**
   - **Bold Heading**
   - Two or three paragraphs describing the circumstances and background of the case.

2) **SWOT Analysis:**
   - **Bold heading**
   - Use 2 columns to list SWOT elements

<table>
<thead>
<tr>
<th>Strengths (Bold this subheading)</th>
<th>Weaknesses (Bold this subheading)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Single space</td>
<td>- Single space</td>
</tr>
<tr>
<td>- Point form (at least 2 points)</td>
<td>- Point form (at least 2 points)</td>
</tr>
<tr>
<td>- Describe the INTERNAL STRENGTHS</td>
<td>- the INTERNAL WEAKNESSES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Opportunities (Bold this subheading)</th>
<th>Threats (Bold this subheading)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Single space</td>
<td>- Single space</td>
</tr>
<tr>
<td>- Point form (at least 2 points)</td>
<td>- Point form (at least 2 points)</td>
</tr>
<tr>
<td>- Describe the EXTERNAL OPPORTUNITIES</td>
<td>- Describe the EXTERNAL THREATS</td>
</tr>
</tbody>
</table>

3) **Problem Statement:**
   - **Bold heading**
   - Two or three paragraphs on the problem and/or the situation the organization is facing

4) **Alternatives:**
   - **Bold heading**
   - Summarize the alternatives in one or two sentences
   - List three or four alternatives
   - List more than one “pro” and “con: associated with each alternative
   - Use point form in a vertical format (two columns) for the pros and cons under each alternative as follows:

   **Alternative #1: (State the alternative in bold).** Describe the bold statement in 1-2 sentences (not bold).

<table>
<thead>
<tr>
<th>Pros: - bold this subheading</th>
<th>Cons: - bold this subheading</th>
</tr>
</thead>
<tbody>
<tr>
<td>- List pros in VERTICAL point form</td>
<td>- List pros in VERTICAL point form</td>
</tr>
<tr>
<td>- Single space</td>
<td>- Single space</td>
</tr>
</tbody>
</table>
**Recommendation:**
- **Bold heading**
- State the ONE alternative you are recommending in paragraph form (ex: I recommend Alternative #1 because...)
- Avoid “I” statements when writing the case
- In two or three paragraphs defend why you chose this alternative and how it will assist the company
- Clearly outline specific steps of implementation
- Explain how all cons will be overcome for the alternative you chose

**Additional Notes:**
- Ensure that there is a **cover sheet** containing the case name, course name, number and section, your name, the professor’s name and the date
- Number the pages
- Conduct a spellcheck
- Spell the professor’s name correctly
- Follow the guidelines set out in the course outline with regards to proper case writing.
  USE HEADINGS!!

**GROUP PROJECT ASSIGNMENT**
- **Jan 30, 2018** – Projects selected. Students will provide a one-page typed summary of the topics selected.
- **Mar 1, 2018** – Each group will provide a two-page maximum, double-spaced, type-written progress report on their project
- **Mar 20, 2018** - Project completed and handed in on group presentation date. Prepare and present to the class a 20 – 25 minute presentation based on your report. All group members must participate equally. The analysis will be restricted to a maximum of six pages plus appendices where necessary. Aural reading of material solely is not desirable and will be marked accordingly. Props, transparencies, slides, videos, etc. are encouraged.
- **Apr 6, 2018** – Last projects completed and handed in.

**EXAMS:**
All exams will consist of multiple-choice questions. They will cover both the text and any materials covered in class. The final exam will be comprehensive covering all materials (i.e. prior to and after the two scheduled mid-term exams) equal with emphasis on materials covered after the two midterm exams.

**Final Exam as Scheduled by the Registrar’s Office**
Class time will be spent in lecture and discussion of relevant marketing topics. Students are expected to have read the text material corresponding to the subject matter before the lecture/discussion of that topic.

**NOTES ON LATE CASE ASSIGNMENTS AND EXAM RESCHEDULING:**
- Late case submissions will be graded on only 70% of their on-time score, and will not be accepted after they are 7 days late.
- Requests for examination rescheduling will only be considered prior to the scheduled exam time.
- There is a no electronics rule in class and during exams.
- Students are not permitted to exit class during lecture period.

**IMPORTANT: Effective September 1, 2013,** the U of M will only use your university email account for official communications, including messages from your instructors, department or faculty, academic advisors, and other administrative offices. If you have not already been doing so, please send all emails from your UofM email account. Remember to include your full name, student number and faculty in all correspondence.

For more information visit: [http://umanitoba.ca/registrar/e-mail_policy](http://umanitoba.ca/registrar/e-mail_policy)

**ATTENDANCE POLICY**
Each student will have up to five absences per term with no penalty. Each absence after five will deduct one grade from the overall Attendance grade.

**ELECTRONIC DEVICE POLICY**
Electronic devices are prohibited in class.

**CLASS SCHEDULE**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Topics</th>
<th>Text Chapters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 4</td>
<td>Introduction</td>
<td></td>
</tr>
<tr>
<td>Jan 9</td>
<td>The Role of Entrepreneurship and Small Business in Canada</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>Jan 11</td>
<td>The Small Business Decision</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>Jan 16</td>
<td>Evaluation of a Business Opportunity</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Jan 18</td>
<td>Organizing a Business - The Business Plan</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>Jan 23</td>
<td>Buying a Business and Franchising</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>Jan 25</td>
<td>Financing the Small Business</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Chapter</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Jan 30</td>
<td>Marketing Management</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Managing the Marketing Mix</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>Feb 6</td>
<td><strong>CASE #1 DUE</strong></td>
<td></td>
</tr>
<tr>
<td>Feb 8</td>
<td><strong>Mid Term Exam – Chapters 1 – 8</strong></td>
<td></td>
</tr>
<tr>
<td>Feb 13</td>
<td>Case and Group Preparation</td>
<td></td>
</tr>
<tr>
<td>Feb 15</td>
<td>Case and Group Preparation</td>
<td></td>
</tr>
<tr>
<td>Feb 20</td>
<td>Louis Riel Day, University Closed, No class.</td>
<td></td>
</tr>
<tr>
<td>Feb 22</td>
<td>Winter Term Break, No class.</td>
<td></td>
</tr>
<tr>
<td>Feb 27</td>
<td>Financial Management</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>Mar 1</td>
<td>Operations Management</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>Mar 6</td>
<td>Human Resources Management</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>Mar 8</td>
<td>Management Help: Mentors, Boards of Advisors or Directors, and Tax Assistance</td>
<td>Chapter 12</td>
</tr>
<tr>
<td>Mar 13</td>
<td>Managing Growth</td>
<td>Chapter 13</td>
</tr>
<tr>
<td>Mar 15</td>
<td><strong>CASE #2 DUE</strong></td>
<td></td>
</tr>
<tr>
<td>Mar 20</td>
<td>Managing the Transfer of the Business</td>
<td>Chapter 14</td>
</tr>
<tr>
<td>Mar 22</td>
<td>Group Presentation 1 and 2</td>
<td></td>
</tr>
<tr>
<td>Mar 27</td>
<td>Group Presentation 3 and 4</td>
<td></td>
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<tr>
<td>Mar 29</td>
<td>Group Presentation 5 and 6</td>
<td></td>
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<tr>
<td>Apr 3</td>
<td>Group Presentation 7 and 8</td>
<td></td>
</tr>
<tr>
<td>Apr 5</td>
<td>Group Presentation 9 and 10</td>
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</tr>
</tbody>
</table>

**FINAL EXAM TO BE SET BY THE REGISTRARS OFFICE**

**NOTE:** This course schedule is subject to change

**Academic Integrity**

It is critical to the reputation of the I.H. Asper School of Business and of our degrees that everyone associated with our faculty behave with the highest academic integrity. As the faculty that helps create business and government leaders, we have a special obligation to ensure that our ethical standards are beyond reproach. Any dishonesty in our academic transactions violates this trust. The University of Manitoba General Calendar addresses the issue of academic
dishonesty under the heading "Plagiarism and Cheating". Specifically, acts of academic dishonesty include, but are not limited to:

- using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words
- duplicating a table, graph or diagram, in whole or in part, without referencing the source
- paraphrasing the conceptual framework, research design, interpretation, or any other ideas of another person, whether written or verbal (e.g., personal communications, ideas from a verbal presentation) without referencing the source
- copying the answers of another student in any test, examination, or take-home assignment
- providing answers to another student in any test, examination, or take-home assignment
- taking any unauthorized materials into an examination or term test (crib notes)
- impersonating another student or allowing another person to impersonate oneself for the purpose of submitting academic work or writing any test or examination
- stealing or mutilating library materials
- accessing tests prior to the time and date of the sitting
- changing name or answer(s) on a test after that test has been graded and returned
- submitting the same paper or portions thereof for more than one assignment, without discussions with the instructors involved.

### AACSB Assurance of Learning Goals and Objectives.

The Asper School of Business is proudly accredited by AACSB. Accreditation requires a process of continuous improvement of the School and our students. Part of “student improvement” is ensuring that students graduate with the knowledge and skills they need to succeed in their careers. To do so, the Asper School has set the **learning goals and objectives** listed below for the **Undergraduate Program**. The checked goal(s) and objective(s) will be addressed in this course and done so by means of the items listed next to the checkmark.

<table>
<thead>
<tr>
<th>Goals and Objective in the Undergraduate Program</th>
<th>Goals and Objectives Addressed in this Course</th>
<th>Course Item(s) Relevant to these Goals and Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Quantitative Reasoning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Determine which quantitative analysis technique is appropriate for solving a specific problem.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Use the appropriate quantitative method in a technically correct way to solve a business problem.</td>
<td>√ Multiplying course assignments</td>
<td>Quantitative analysis in case assignments</td>
</tr>
<tr>
<td>C. Analyze quantitative output and arrive at a conclusion.</td>
<td>√ Written case assignments</td>
<td></td>
</tr>
<tr>
<td>2 Written Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Use correct English grammar and mechanics</td>
<td>√ Written case</td>
<td></td>
</tr>
<tr>
<td>B. Communicate in a coherent and logical</td>
<td>√ Written case</td>
<td></td>
</tr>
<tr>
<td>C. Present ideas in a clear and organized</td>
<td>√ Written case</td>
<td></td>
</tr>
</tbody>
</table>
Group Projects and Group Work
Many courses in the I.H. Asper School of Business require group projects. Students should be aware that group projects are subject to the same rules regarding academic dishonesty. Because of the unique nature of group projects, all group members should exercise special care to insure that the group project does not violate the policy on Academic Integrity. Should a violation occur, group members are jointly accountable unless the violation can be attributed to a specific individual(s).

Some courses, while not requiring group projects, encourage students to work together in groups (or at least do not prohibit it) before submitting individual assignments. Students are encouraged to discuss this issue as it relates to academic integrity with their instructor to avoid violating this policy.
In the I.H. Asper School of Business all suspected cases of academic dishonesty are passed to the Dean's office in order to ensure consistency of treatment.

Copyright Issues
Please respect copyright. We will use some copyrighted content in this course. Dr. Smith has ensured that the content used is appropriately acknowledged and is copied in accordance with copyright laws and University guidelines. Copyrighted works, including those created by Dr. Smith, are made available for private study and research and must not be distributed in any format without permission. Do not upload copyrighted works to a learning management system (such as UM Learn), or any website, unless an exception to the Copyright Act applies or written permission has been confirmed. For more information, see the University's Copyright Office website at http://umanitoba.ca/copyright/ or contact um_copyright@umanitoba.ca.

Dr. Malcolm Smith and the University of Manitoba hold copyright over the course materials, presentations and lectures which form part of this course. No audio or video recording of lectures or presentations is allowed in any format, openly or surreptitiously, in whole or in part without permission of Dr. Smith. Course materials (both paper and digital) are for the participant’s private study and research.

List of Academic Supports Available to Students
Writing and Learning Support
The Academic Learning Centre (ALC) offers services that may be helpful to you throughout your academic program. Through the ALC, you can meet with a learning specialist to discuss concerns such as time management, learning strategies, and test-taking strategies. The ALC also offers peer supported study groups called Supplemental Instruction (SI) for certain courses that students
have typically found difficult. In these study groups, students have opportunities to ask questions, compare notes, discuss content, solve practice problems, and develop new study strategies in a group-learning format. You can also meet one-to-one with a writing tutor who can give you feedback at any stage of the writing process, whether you are just beginning to work on a written assignment or already have a draft. If you are interested in meeting with a writing tutor, reserve your appointment two to three days in advance of the time you would like to meet. Also, plan to meet with a writing tutor a few days before your paper is due so that you have time to work with the tutor’s feedback. These Academic Learning Centre services are free for U of M students. For more information, please visit the Academic Learning Centre website at: http://umanitoba.ca/student/academiclearning/

You can also contact the Academic Learning Centre by calling 204-480-1481 or by visiting 201 Tier Building.

University of Manitoba Libraries (UML)
As the primary contact for all research needs, your liaison librarian can play a vital role when completing academic papers and assignments. Liaisons can answer questions about managing citations, or locating appropriate resources, and will address any other concerns you may have, regarding the research process. Liaisons can be contacted by email or phone, and are also available to meet with you in-person. A complete list of liaison librarians can be found by subject: http://bit.ly/WcEbA1 or name: http://bit.ly/1tJ0bB4. In addition, general library assistance is provided in person at 19 University Libraries, located on both the Fort Garry and Bannatyne campuses, as well as in many Winnipeg hospitals. For a listing of all libraries, please consult the following: http://bit.ly/1sXe6RA. When working remotely, students can also receive help online, via the Ask-a-Librarian chat found on the Libraries’ homepage: www.umanitoba.ca/libraries.

Student Accessibility Services
Students are encouraged to contact Accessibility Services at 474-6213, or the instructor, should special arrangements need to be made to meet course requirements. For further information please visit http://umanitoba.ca/student/saa/accessibility/

Mental and Physical Health and Referral Services
For 24/7 mental health support, contact the Mobile Crisis Service at 204-940-1781.
Student Counselling Centre
Contact SCC if you are concerned about any aspect of your mental health, including anxiety, stress, or depression, or for help with relationships or other life concerns. SCC offers crisis services as well as individual, couple, and group counselling. Student Counselling Centre: http://umanitoba.ca/student/counselling/index.html
474 University Centre or S207 Medical Services
(204) 474-8592

Student Support Case Management
Contact the Student Support Case Management team if you are concerned about yourself or
another student and don’t know where to turn. SSCM helps connect students with on and off campus resources, provides safety planning, and offers other supports, including consultation, educational workshops, and referral to the STATIS threat assessment team.

Student Support Intake Assistant http://umanitoba.ca/student/case-manager/index.html
520 University Centre
(204) 474-7423

**University Health Service**
Contact UHS for any medical concerns, including mental health problems. UHS offers a full range of medical services to students, including psychiatric consultation.

University Health Service http://umanitoba.ca/student/health/
104 University Centre, Fort Garry Campus
(204) 474-8411 (Business hours or after hours/urgent calls)

**Health and Wellness**
Contact our Health and Wellness Educator if you are interested in information on a broad range of health topics, including physical and mental health concerns, alcohol and substance use harms, and sexual assault.

Health and Wellness Educator http://umanitoba.ca/student/health-wellness/welcome.html
Katie.Kutryk@umanitoba.ca
469 University Centre
(204) 295-9032

**Live Well @ UofM**
For comprehensive information about the full range of health and wellness resources available on campus, visit the Live Well @ UofM site:
http://umanitoba.ca/student/livewell/index.html

**A Notice with Respect to Copyright**
All students are required to respect copyright as per Canada’s Copyright Act. Staff and students play a key role in the University’s copyright compliance as we balance user rights for educational purposes with the rights of content creators from around the world. The Copyright Office provides copyright resources and support for all members of the University of Manitoba community.

Visit http://umanitoba.ca/copyright for more information.

**University and Asper School Policies, Procedures, and Supplemental Information Available On-Line**

**Your rights and responsibilities**
As a student of the University of Manitoba you have rights and responsibilities. It is important for you to know what you can expect from the University as a student and to understand what the University expects from you. Become familiar with the policies and procedures of the University and the regulations that are specific to your faculty, college or school.
The Academic Calendar http://umanitoba.ca/student/records/academiccalendar.html is one important source of information. View the sections University Policies and Procedures and General Academic Regulations.

While all of the information contained in these two sections is important, the following information is highlighted.

If you have questions about your grades, talk to your instructor. There is a process for term work and final grade appeals. Note that you have the right to access your final examination scripts. See the Registrar’s Office website for more information including appeal deadline dates and the appeal form http://umanitoba.ca/registrar/.

You are expected to view the General Academic Regulation section within the Academic Calendar and specifically read the Academic Integrity regulation. Consult the course syllabus or ask your instructor for additional information about demonstrating academic integrity in your academic work. Visit the Academic Integrity Site for tools and support http://umanitoba.ca/academicintegrity/. View the Student Academic Misconduct procedure for more information.

The University is committed to a respectful work and learning environment. You have the right to be treated with respect and you are expected conduct yourself in an appropriate respectful manner. Policies governing behaviour include the:

- **Respectful Work and Learning Environment**
  http://umanitoba.ca/admin/governance/governing_documents/community/230.html

- **Student Discipline**
  http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html and,

- **Violent or Threatening Behaviour**
  http://umanitoba.ca/admin/governance/governing_documents/community/669.html

If you experience Sexual Assault or know a member of the University community who has, it is important to know there is a policy that provides information about the supports available to those who disclose and outlines a process for reporting. The Sexual Assault policy may be found at: http://umanitoba.ca/admin/governance/governing_documents/community/230.html. More information and resources can be found by reviewing the Sexual Assault site http://umanitoba.ca/student/sexual-assault/.

For information about rights and responsibilities regarding Intellectual Property view the policy http://umanitoba.ca/admin/governance/media/Intellectual_Property_Policy_-_2013_10_01.pdf
For information on regulations that are specific to your academic program, read the section in the Academic Calendar and on the respective faculty/college/school web site http://umanitoba.ca/faculties/

Contact an Academic Advisor within our faculty/college or school for questions about your academic program and regulations http://umanitoba.ca/academic-advisors/

Student Advocacy
Contact Student Advocacy if you want to know more about your rights and responsibilities as a student, have questions about policies and procedures, and/or want support in dealing with academic or discipline concerns.
http://umanitoba.ca/student/advocacy/
520 University Centre
204 474 7423
student_advocacy@umanitoba.ca

TYPICAL PENALTIES AT THE ASPER SCHOOL FOR ACADEMIC DISHONESTY
Ignorance of what constitutes academic dishonesty (e.g., when and how to cite sources) is no excuse. Therefore, make sure you read and understand the attached ‘Academic Integrity: What You Need to Know’ sheet.

In case of the student being from another Faculty, the student’s home faculty often matches the suspension and/or adds penalties beyond the Asper School’s.

F-DISC on transcript indicates the F is for disciplinary reasons.

<table>
<thead>
<tr>
<th>ACADEMIC DISHONESTY</th>
<th>PENALTY</th>
</tr>
</thead>
</table>
| Cheating on exam (copying from or providing answers to another student) | F---DISC in course
Suspension from taking Asper courses for 1 year
Notation of academic dishonesty in transcript |
| Possession of unauthorized material during exam (e.g., cheat notes) | F---DISC in course
Suspension from taking Asper courses for 1 year
Notation of academic dishonesty in transcript |
| Altering answer on returned exam and asking for re-grading | F---DISC in course
Suspension from taking Asper courses for 1 year
Notation of academic dishonesty in transcript |
| Plagiarism on assignment                                  | F---DISC in course
Suspension from taking Asper courses for 1 year
Notation of academic dishonesty in transcript |
<table>
<thead>
<tr>
<th>Activity</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting paper bought online</td>
<td>F---DISC in course</td>
</tr>
<tr>
<td></td>
<td>Suspension from taking Asper courses for 1 year</td>
</tr>
<tr>
<td></td>
<td>Notation of academic dishonesty in transcript</td>
</tr>
<tr>
<td>Inappropriate Collaboration (collaborating with individuals not</td>
<td>F---DISC in course</td>
</tr>
<tr>
<td>explicitly authorized by instructor)</td>
<td>Suspension from taking Asper courses for 1 year</td>
</tr>
<tr>
<td></td>
<td>Notation of academic dishonesty in transcript</td>
</tr>
<tr>
<td>Group member had knowledge of inappropriate collaboration or plagiarism</td>
<td>F---DISC in course</td>
</tr>
<tr>
<td>and played along</td>
<td>Notation of academic dishonesty in transcript</td>
</tr>
<tr>
<td>Signing Attendance Sheet for classmate</td>
<td>F---DISC in course</td>
</tr>
<tr>
<td></td>
<td>Notation of academic dishonesty in transcript</td>
</tr>
<tr>
<td>Impersonation on exam</td>
<td>Expulsion from University of Manitoba</td>
</tr>
</tbody>
</table>