Notes

Insights Resources and Application (I.R.A):

- Students will be responsible for submitting an I.R.A. of between 300 and 400 words twice during the term. Students will also be required to comment on two I.R.A. entries from other students in the class.

One Page Essays:

- These exercises are designed to improve your critical thinking skills and your analytical writing abilities. For each theory assigned, you must write a one-page essay, due on the day indicated on the Moodle drop box provided.

Weekly Key Concept Papers

Course Schedule

Week of:		Monday, January 7 - Classes Start Monday, February 18 – Family Day (no classes) Tuesday, February 19 - Friday, February 22 – Reading Week (no classes) Tuesday, April 12 – Last Day of Regular Classes Friday, April 19 – Monday, April 22 – Easter (no classes)	
1	Jan 7	History and Overview	Ch 1
2	Jan 14	Transportation	Ch 2
3	Jan 21	Accommodation **One Page Essay 1: Freedoms of the Air Due**	Ch 3
4	Jan 28	Food and Beverage Services	

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?
At Okanagan College (OC), disruption of instructional activities includes student "conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC", as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties 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? "Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the 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 information to other students who are taking the test or examination."

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? Plagiarism is defined as "the presentation of another person's work or ideas without proper or complete acknowledgement."
It is the serious academic offence of reproducing someone else's work, including words, ideas 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. "Intentional plagiarism is the deliberate presentation of another's work or ide

evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.