

**Example of Task One – Introduction and Code of Conduct
(From Accounting Theory course)**

Purpose

As much of the work in business is conducted as part of a team, the first task will be to prepare a Code of Conduct to guide your team’s interactions over the course of the semester. The first task will also develop an introduction to the company your group has chosen to examine.

Required

- Select a company for your group to examine over the course of the semester. Be very careful about choosing a company: due to the progressive nature of this project, changing your company during the semester cannot be allowed.

Possible companies include:

Energy		Telecommunications	Information Technology
Cenovus Energy	Parkland Fuel	BCE Inc.	Blackberry Limited
Suncor Energy	TransCanada Corp.	Rogers Communications	Shopify Inc.
Enerflex Ltd.	Colliers International	TELUS	Constellation Software
Utilities	Consumer Discretion	Consumer Staples	Health
TransAlta Corp.	Cineplex Inc.	Empire Company	Canopy Growth
Brookfield Renewable	Dollarama Inc.	Maple Leaf Foods	Extendicare Inc.
Fortis Inc.	Restaurant Brands International	Cott Corp.	Valeant Pharmaceutical
ATCO Group	Amazon.com, Inc.		
Income Trusts	Industrials	Financial	
Boardwalk REIT	New Flyer Industries	Scotiabank	Canadian Western Bank
Chemtrade Logistics	Canadian Pacific Railway	TD Canada Trust	Bank of Montreal
Granite REIT	WestJet Airlines		Power Financial

If your group would like to examine a different company, that may be possible. Please check with your instructor before proceeding. As a general guideline, your company must be publicly traded (i.e. listed on a Canadian or American stock market) in order to be suitable for this project.

- Prepare a report in Microsoft Word that introduces your company and outlines a Code of Conduct that your group will adhere to over the course of the semester. Your submission should contain:
 - Cover page.
 - Overall introduction to your report. (All reports should begin with a short introduction, as opposed to “jumping in” to the main part of the report).

- Introduction to your company:
 - Name of your company and a brief overview of what the company does, what industry it operates in, what products or services it offers, and any other pertinent information about the company you've chosen.
 - Brief summary or explanation of why your group decided to examine this particular company.
- Code of Conduct.
 - Brief summary of how your group will divide the required tasks between group members over the course of the semester.
 - Brief summary of how your group intends to communicate while working on tasks (i.e. e-mail, text, face-to-face meetings, Google Docs, etc.)
 - Brief summary of how your group will resolve any disputes which may arise between members.
 - Brief summary of how your group will address suspected cases of plagiarism or academic misconduct within your group. Refer to the SAIT [Student Code of Conduct](#) (AC.3.4.1) and the CPA Alberta [Rules of Professional Conduct](#).
 - Agreement by all group members to abide by the Code of Conduct, as well as an acknowledgement by all group members that all group members are responsible for the work submitted, regardless of which group member(s) worked on the task.
- Bibliography / Works cited.

Your report should be written in proper business language, and in your own words (i.e. don't just repeat what's written in the lesson notes or copy and paste from the Internet). Your report should be properly referenced (any words or ideas other than your own should have a reference to the source. All websites used in your research should be referenced.) The length of your report will vary, but should be between 4 and 6 pages (not including cover page or bibliography).

Submission Date

Refer to the course schedule for the exact due date for this assignment. The assignment is to be submitted through www.turnitin.com. Only one submission per group will be accepted. Late assignments will receive a grade of zero (0).

Weighting

Task One is worth 25 marks. The total project is 250 marks. The total project is worth 25% of your final grade for the course.

Example of Task Six – Reflection (From Accounting Theory course)

Purpose

An old expression says that those who fail to learn from the past are forced to repeat it. If we don't reflect on our past performance, and evaluate what worked and what didn't work, there's no way we can improve our performance for the future. This task calls on you to reflect on what you've learned from this course, on the effectiveness of your Code of Conduct, and on the performance of your group throughout the project.

Required

Task Six will be done on an individual basis, not as a group. Prepare a report in Microsoft Word that addresses the following tasks. Your submission should contain:

- Cover page.
- Introduction to this task.
- Reflect on your group's performance. At the beginning of this project (Task One), your group created a Code of Conduct to guide your team's interactions over the course of the semester. Refer back to your Code of Conduct, and write a report addressing the following:
 - Did your group divide the required tasks between group members as agreed in your Code of Conduct? If not, why not? Was the change agreed upon by all group members? Was the workload appropriately divided among group members? What would you change in the division of work among group members for the next time you work on a group project?
 - Did your group communicate throughout the project as agreed upon? If not, why not? Was the change agreed upon by all group members? Did the communication methods chosen work well for your group? What would you change in the communication methods for the next time you work on a group project?
 - Were there any significant disputes between group members over the course of the project? Was your Code of Conduct successful in resolving these disputes? Would you change anything in your Code of Conduct to prevent incidents the next time you work on a group project?
 - Did any members of your group go "above and beyond" in performing the tasks associated with the project? Were there any members of the group that did not "pull their weight" or failed to meet the expectations of the rest of the group? **(Note: your comments will be treated as confidential and will not be disclosed by your instructor to the other members of your group).**
- Reflect back on the Accounting Theory course as a whole, and the various assignments covered in this group project.
 - What are the top three things that you have learned from this course, or the top three things you've "gotten out of" this course? In other words, what will you take from this course and try to use in other courses or in your work life going forward? (These can be specific theories, general concepts, or learnings from the group work or presentation).
- Bibliography / Works cited.

Written portions of your submission should be written in proper business language, and in your own words (i.e. don't just repeat what's written in the lesson notes or copy and paste from the Internet). Your submission should be properly referenced (any words or ideas other than your own should have a reference to the source. All websites used in your research should be referenced.) The length of your submission will vary, but should be between 2 and 4 pages (not including bibliography, if required).

Submission Date

Refer to the course schedule for the exact due date for this assignment. Task Six will be done on an individual basis, not as a group. The assignment is to be submitted through www.turnitin.com. Only one submission per student will be accepted. Late assignments will receive a grade of zero (0).

Weighting

Task Six is worth 20 marks. The total project is 250 marks. The total project is worth 25% of your final grade for the course.

**Example Grading Rubric for Task One – Introduction and Code of Conduct
(From Accounting Theory course)**

	4 Marks	3 Marks	2 Marks	1 Mark	0 Marks
Cover Page (1 Mark)	–	–	–	Cover page present, well formatted, and contains most if not all of the typical contents: Course identifier Student names Instructor name Assignment number or title Due Date	Cover page absent or, if present, contains only minimal information and is missing several key contents.
Overall Introduction (1 Mark)	–	–	–	Well written introduction that describes the purpose of the submission and gives an overview of the contents.	Introduction is absent or is extremely brief. Submission begins the content without any introduction of the purpose of the paper.
Introduction to Chosen Company Name and brief overview (3 Marks)	–	Clear, succinct description of the company’s products, services, and industry. Major customer groups identified. Provides necessary background information on the company.	Good description of the company, but missing some information that would clarify the reader’s understanding. Could expand on products, services, or industry.	Some, but very basic, description of the company. Little background information, very brief. Missing some discussion of products, services, or industry.	Section is absent or is extremely brief. Little or no discussion of the company’s products, services, or industry. Reader is left to their own knowledge (if any) about the company.

	4 Marks	3 Marks	2 Marks	1 Mark	0 Marks
Reason for choosing company (1 Mark)	–	–	–	Clear explanation for the choice. May include liking the company or using its products/services, but this is not the only reason. Demonstrates interest in learning about the company.	Reason is missing. Reason is fairly basic (e.g. “We like the company” or “We use the company’s products”). Does not communicate a clear motivation for choosing the company.
Division of Work (4 Marks)	Detailed description of how the work will be divided between group members. Clear indication of each group member’s role and responsibility. Contingency plan if a group member does not complete their work. Concise, well written.	Very good description of how the work will be divided between group members. Some indication of each group member’s role, although some clarification may be needed. No or weak contingency plan. Well written but could be more concise.	Some description of how the work will be divided, but clarification needed. Some indication of each group member’s role, although some clarification may be needed. No backup or contingency plan. Spelling or grammar issues. Overly long or too brief.	Little or vague description of how the work will be divided between group members. Little or no indication of roles or responsibilities of group members. No backup or contingency plan. Multiple spelling or grammar issues.	Section is missing entirely. No description of how the work will be divided between the group members. No indication of roles or responsibilities of group members. Poorly written, difficult to understand or follow.
Communication Methods (4 Marks)	Detailed description of how the group will communicate. Innovative methods chosen, excellent plan for communicating. Contingency plan if a group member cannot be contacted. Concise, well written.	Very good description of how the group will communicate. Some innovative methods that have good chance for success. Some clarification may be needed. No or weak contingency plan. Could be more concise.	Some description of how the group will communicate, but clarification needed. Methods chosen are basic and have some chance of success. No backup or contingency plan. Spelling or grammar issues. Overly long or brief.	Little or vague description of how the group will communicate. Method(s) chosen are impractical or unlikely to succeed. Little indication of alternative methods / backup plans. Multiple spelling or grammar issues.	Section is missing entirely. No description of how the group will communicate. No indication of alternative communication methods. Poorly written, difficult to understand or follow.

	4 Marks	3 Marks	2 Marks	1 Mark	0 Marks
Dispute Resolution (4 Marks)	Detailed description of how the group will communicate. Innovative methods chosen that stand a good chance for success and do not rely on instructor intervention. Concise, well written.	Very good description of how the group will resolve disputes. Some innovative methods that have good chance for success. Clarification may be needed. Could be more concise.	Some description of how the group will resolve issues, but clarification needed. Methods chosen are basic, such as majority vote. Spelling or grammar issues. Overly long or brief.	Little or vague description of how issues will be resolved. Method(s) chosen are vague and not well described. Multiple spelling or grammar issues.	Section is missing entirely. No indication of process to resolve issues. Group plans to rely on instructor to resolve issues. Poorly written, difficult to understand or follow.
Discussion of Plagiarism or Academic Misconduct (4 Marks)	Excellent application of the SAIT and CPA Codes of Conduct to this course and project. Appropriate quotations are specifically applied. Concise, well written.	Very good discussion of SAIT and CPA Codes of Conduct. Applied to this course. May be lacking in some specifics. Well written but could be more concise.	Some reference made to SAIT and/or CPA Code of Conduct. Some attempt to apply to this course, but largely copy and paste. Spelling or grammar issues. Overly long or too brief.	Section is vaguely written. Only one of SAIT Code of Conduct or CPA Code of Conduct is discussed. Large sections are copied and pasted with little original discussion. Multiple spelling or grammar issues.	Section is missing entirely. Simple cut and paste from published Code(s). No discussion or application to this course. Poorly written, difficult to understand or follow.
Agreement to Abide by Code of Conduct and Acknowledgement of Group Responsibility (1 Mark)	–	–	–	All students agree to abide by the code of conduct they have described, and acknowledge that all group members are responsible for the work submitted.	Section is missing entirely, or only some students indicate agreement.
Bibliography / Works Cited (2 Marks)	–	–	List of references appears complete. Proper formatting.	List of references appears mostly complete, minor omissions. Mostly proper formatting.	List of references absent or missing significant sources. Significant issues with formatting.

Total Possible Marks for Task One: 25 Marks