

**MANDATORY SCHOOL OF GRADUATE STUDIES COURSES - SGS-101 and SGS-201**

**SGS 101 / Academic Research Integrity and Ethics**

All graduate students, including all new MBA students (full time, part-time, co-op, accelerated), **must complete** the course *SGS 101 - Academic Research Integrity and Ethics* within the first twelve months after their admission to graduate studies at McMaster. The purpose of this course is to ensure that the standards and expectations of academic integrity and research ethics are communicated early and are understood by incoming students. **A graduate student may not obtain a graduate degree at McMaster without having passed this course. In the event that a student fails this course, they must retake it at the earliest opportunity.**

This course will introduce incoming graduate students to the standards of academic integrity expected at McMaster. It will provide examples of acceptable and unacceptable practices and will clarify the responsibility and expectations of graduate students with respect to academic integrity. Students will be exposed to the Academic Integrity Policy of McMaster and best practices will be described that will minimize the likelihood of incorrectly attributed work from appearing in their assignments and research records.

The required graduate course content SGS 101 will be available on Avenue to Learn.

**All MBA students are required to pass this course to be allowed to register for the next academic year or to be "clear to graduate" and we urge all students to take this course at their earliest opportunity this term.**

If you have already taken the course prior to starting your MBA, you do not need to take it again and you must provide the Student Experience – Academic office with written confirmation of completion of this course so that we may update your student record.

To access the SGS 101 course material, please complete the following steps:

- Go to "Avenue to Learn" at: <http://avenue.mcmaster.ca/> and click on the "McMaster e-Learning" button. Your MacID and Password are required to login.
- Under "My Courses", you will have an entry for "[SGS 101: ACAD RESRCH INTEGRTY & ETHICS](#)" Click on that link.
- Click the **Content icon** at the top of the page.
- The course material consists of 5 sections. These 5 presentation segments take approximately 38 minutes to view.
- All 5 of the sections under **Content** must be viewed before the final quiz is released.
- To access the quiz, click on the **Assessments icon** at the top of the page. The drop down box will then show **Quizzes**; click on that link.

All MBA students who have not yet fulfilled their SGS 101 requirement must view the online segments and successfully pass the quiz with a mark of 7 out of 10 or greater. Completed results will appear on student records. Students may take the test again in the term, if they fail to receive a mark of more than 7 out of 10, until a passing grade is achieved. The test may be taken up to 10 times during any term. The student is informed of their mark on the quiz immediately after it is submitted electronically.

If you encounter any issues, please email the Student Experience – Academic office at [maso@mcmaster.ca](mailto:maso@mcmaster.ca) and **please remember to include your student number in any inquiries.**

**SGS 201 / Accessibility for Ontarians with Disabilities Act - (AODA) Training**

All graduate students, including all new MBA students (full time, part-time, co-op, accelerated), **must complete** the course training on the Accessibility for Ontarians with Disabilities Act (AODA), which can be completed on-line [[www.mcmaster.ca/accessibility/](http://www.mcmaster.ca/accessibility/)]. Having an understanding of how we can identify and reduce attitudinal, structural, information, technological, and systemic barriers to persons with disabilities is core to McMaster University's commitment to supporting an inclusive community in which all persons are treated with dignity and equality, and completion of AODA training is critical as McMaster's graduates move forward in their varied, chosen professions.

**Students may not graduate or register for subsequent years in their program until they have completed their required training.**

The course content for SGS 201 is offered by Accessibility at McMaster through <http://www.mcmaster.ca/accessibility/>. The AODA Office maintains the course content and a record of all McMaster students who have taken the course. Completed results will appear on student records. If you have any questions about the training modules you can contact the Accessibility Office directly at [aoda@mcmaster.ca](mailto:aoda@mcmaster.ca)

**All MBA students are required to pass this course to be allowed to register for the next academic year or to be "clear to graduate" and we urge all students to take this course at their earliest opportunity this term.**

Once you have completed SGS 201, AODA will send you a completion confirmation email. Please forward that email to [maso@mcmaster.ca](mailto:maso@mcmaster.ca). Please include your student number.

If you have already taken the AODA training prior to starting your MBA, you do not need to take it again. You will have received a completion confirmation email from AODA. Please forward it to [maso@mcmaster.ca](mailto:maso@mcmaster.ca) so that we may update your student record. We will then be able to use the data we receive to show that you have completed this requirement.

If you encounter any issues, please email the Student Experience – Academic office at [maso@mcmaster.ca](mailto:maso@mcmaster.ca) and **please remember to include your student number in any inquiries.**