
COURSE TIMES + LOCATION:

Tu 2:30 PM – 5:20 PM
REMOTE LEARNING, Burnaby

INSTRUCTOR:

Jean-Francois Begin
jbegin@sfu.ca

INSTRUCTOR:

Barbara Sanders

NOTES:

All above grading is subject to change

Materials

MATERIALS + SUPPLIES:

Participation in synchronous component of this course requires students to have reliable high-speed internet access, a webcam, and a microphone

REQUIRED READING:

Weapons of Math Destruction by Cathy O'Neil. Publisher: Crown/Archetype.
ISBN: 9780553418811

RECOMMENDED READING:

The Essentials of Business Etiquette: How to Greet, Eat and Tweet Your Way to Success. Authors: Barbara Pachter with Denise Cowie. Publisher: McGraw Hill
ISBN: 9780071811262

They Say I Say: The Moves That Matter in Academic Writing 4th ed by Gerald Graff and Cathy Birkenstein. Publisher: W.W. Norton & Company
ISBN: 9780393631678

Practical Grammar: A Canadian Writer's Resource, 3rd ed Author: Maxine Ruvinsky. Publisher: Oxford University Press
ISBN: 9780199002306

Public speaking for college and career. Gregory, H. (2010). McGraw-Hill Higher Education.

Essentials of business communication. Guffey, M. E., & Loewy, D. (2019). Cengage Learning

Working with Difficult People: Revised and Expanded Hakim, A.C., & Solomon, M. (2002). Penguin.

Understanding Actuarial Management: the actuarial control cycle Klugman, S., Bellis, C., Shepherd, J., & Lyon, R. (Eds.). (2010). Institute of Actuaries of Australia.

How great decisions get made. Maruska, D. (2006). Amacom.

Messages: The communication skills book McKay, M., Davis, M., & Fanning P. (2009). New Harbinger Publications.

Essentials of writing biomedical research papers. Zeiger, M. (2000). McGraw-Hill Education.

Dynamics of Business and Professional Communication Graves, H. & Graves, R. (2016). Pearson.

DEPARTMENT UNDERGRADUATE NOTES:

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Students requiring accommodations as a result of disability must contact the Centre for Accessible Learning 778-782-3112 or csdo@sfu.ca

Students looking for a Tutor should visit <http://www.stat.sfu.ca/teaching/need-a-tutor-.html>. We accept no responsibility for the consequences of any actions taken related to tutors.

REGISTRAR NOTES:**A AD I MN G I E O CEO KCO****E CC**

SFU's Academic Integrity web site <http://www.sfu.ca/students/academicintegrity.html> is filled with information on what is meant by academic dishonesty, where you can find resources to help with your studies and the consequences of cheating. Check out the site for more information and videos that help explain the issues in plain English.

Each student is responsible for his or her conduct as it affects the University community. Academic dishonesty, in whatever form, is ultimately destructive of the values of the University. Furthermore, it is unfair and discouraging to the majority of students who pursue their studies honestly. Scholarly integrity is required of all members of the University. <http://www.sfu.ca/policies/gazette/student/s10-01.html>

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Teaching at SFU in spring 2021 will be conducted primarily through remote methods. There will be in-person course components in a few exceptional cases where this is fundamental to the educational goals of the course. Such course components will be clearly identified at registration, as will course components that will be "live" (synchronous) vs. at your own pace (asynchronous). Enrollment acknowledges that remote study may entail different modes of learning, interaction with your instructor, and ways of getting feedback on your work than may be the case for in-person classes. To ensure you can access all course materials, we recommend you have access to a computer with a microphone and camera, and the internet. In some cases your instructor may use Zoom or other means requiring a camera and microphone to invigilate exams. If proctoring software will be used, this will be confirmed in the first week of class.

Students with hidden or visible disabilities who believe they may need class or exam accommodations, including in the current context of remote learning, are encouraged to register with the [SFU Centre for Accessible Learning \(caladmin@sfu.ca\)](mailto:caladmin@sfu.ca) or 778-782-3112).