Master of Management & Professional Accounting Program

University of Toronto

Best Practices and Guidance for MMPA Faculty during COVID-19

April 14, 2020 (updated periodically)

Guiding principles:

The overarching principle for our MMPA program is to maintain the high standards of the University of Toronto in terms of academic integrity and program delivery.

- Adopt a "pedagogy first" approach, using technology to enhance the learning experience.
- Re-create the in-person feel as much as is possible.
- Have compassion for our students, accommodating where we are able and reducing stress.

Specific Guidance:

1. **Academic Integrity**

   Faculty must remind students of the meaning of academic integrity at the University of Toronto and specifically within the MMPA Program. Best practices suggest that this should be done frequently throughout the term. We have created an Academic Integrity Module which will be added to every MMPA Class Shell on Quercus. Please refer students to this.

   In addition, to promote a strong culture which embraces academic integrity, we require the following:
   - Specific wording relating to academic integrity must be included in all MMPA course outlines.
   - A test/examination protocol form which must be signed and uploaded (by each student) to your Quercus course shell as an assignment each time a student writes a test/examination (see Online Examination Protocol). These must be verified by Faculty before tests/examinations are written.
   - Online submission of tests and examinations using Turnitin. For instructions on how to set-up the Turnitin feature click here. Students are allowed to submit a test version prior to the final submission, if they wish to do so. To facilitate this option faculty members must set-up two assignments/exams – same content but different submission- a draft copy and a final copy. As you are setting up the features in Turnitin, the "Store submissions in" section should be set on "Don't Store the submitted papers" as indicated above. This way the final submission will not be considered plagiarized.
   - Tests and examinations should be designed to take into account the online environment. See additional guidance below.

2. **Delivery mode**

   To reduce stress and make students feel at ease with the hybrid delivery mode, we recommend that faculty spend some time explaining the way that the class will be conducted as well as their expectations. This is an excellent time to remind students of what acceptable behavior is and what is not.

   In order to retain an in-class feel, we ask that all classes be delivered at least in part through synchronous means. Asynchronous delivery should be reserved for those parts of your classes that do not require interaction with students. Please create opportunities for interactions during synchronous sessions including group work (in breakout sessions with reporting back), polls, presentations, in-class discussions and presentations. It is helpful to have your Tutorial Assistant available during your session to monitor chats and discussions. If you require additional TA hours for this, please let me know.

   We encourage the use of Blackboard Collaborate (integrated with Quercus) as our primary mode of delivery. This will reduce the cognitive load on students since they will not have to familiarize themselves with different platforms. Zoom may be used as a default as long as security measures are in place (including use of passwords for each session). Click here for some helpful tips. Please reach out to Rima Abu-Shakra, if you require any assistance.

3. **Group work**

   Group work is an important part of the learning experience for our students. We therefore would like to continue to encourage and facilitate it. For **Class 2022** we will be assigning students to groups taking into account their varying backgrounds and physical location. **Class 2020, 2020-12M & 2021,** students can self-select into their study groups. Faculty should use their discretion as to whether students should be allowed to work in self-selected groups for other assignments. It may help to reduce stress if students are allowed to otherwise self-select into groups. **For Class 2021**, we will be assigning students to groups for the case competition **only**. Please do not use these groups for other assignments (unless the students elect to do so on a group by group basis).

   Students working within social isolation constraints may consider using platforms such as Skype, Google docs, Quercus or others to perform their groups work effectively.

4. **Scheduling**

   Synchronous sessions must be held within the time allocated on the MMPA timetable. At this point, as most of our Class 2020 and 2021 students are in the country, Faculty should make special arrangements with those few students who are not in order to accommodate them. We will update you once we have a final tally on the number of students who are not in the country.

   For Class 2022, to accommodate those international students who are not able to travel to Canada (approximately half the class), please schedule your synchronous sessions within 7:30 a.m. and 10:30 a.m. Eastern Standard Time on the day allocated for your course on the MMPA

timetable. Those courses originally scheduled in the morning timeslot on the timetable should schedule their synchronous sessions between 7:30 and 9:00 a.m. Those courses originally scheduled in the afternoon time slot on the timetable should schedule their synchronous sessions between 9:00 and 10:30 a.m. Please note all dates and times for synchronous classes on your course outline.

5. **Online tests and exams**
   Since our students may not be familiar with online testing environments, please provide students with a 10-15 minute mock-up exam in advance, as preparation for the real exam. Faculty (or their designate) must be present online during the test/examination to monitor the test/examination and respond to student questions or concerns.

   As noted above, students should sign the test/examination protocol form in advance of each test/examination and upload it to the course shell in Quercus (as an assignment).

   Attendance should be taken and the names of any students missing the test/examination should be reported to Rima Abu-Shakra. She is also the contact person to help with special accommodations for those students identified as requiring allowances.

6. **Access to MMPA Staff**
   We are here for you! MMPA staff will be available to assist you during regular working hours. All can be reached by phone, email or you can schedule a meeting and connect with them via Microsoft team or Zoom.

7. **Placements and other events**
   An important part of the MMPA value proposition is the experiential learning component including the placement activities and co-op work terms. For the summer term, all MMPA events will be taking place virtually. Martina Simmonds, Program Officer will keep you informed of dates and times of the events.

   I want to thank you for all the feedback that you have given me already during our video calls, sessions and emails. Your feedback as well as that from our wonderful MMPA students have helped shape this document. I hope that this MMPA Best Practices and Guidance document helps you during this upcoming MMPA term. We will build upon this "living" document as we move through the term, learning from each other, the fluid environment and our students as we go. No doubt new challenges will present themselves each day but remember that these challenges may represent new opportunities for us to make the MMPA program even better. We are here to help you so please reach out with any issues you may encounter. I would also like to hear about your successes so we can share. Don't forget the marvelous resources in the Quercus UTM Teach Anywhere shell.

   Take care,

   Irene