

FACULTY OF BUSINESS AND PROFESSIONAL STUDIES SCHOOL OF BUSINESS COURSE SYLLABUS			
<b>TERM:</b>	Summer 2018	<b>COURSE NO.:</b>	BADM 101
<b>INSTRUCTOR:</b>	Laurie Prange (Prange-Martin)	<b>COURSE TITLE:</b>	Management
<b>OFFICE:</b>	CE333C	<b>SECTION NO(S):</b>	02
<b>LOCAL:</b>	3587	<b>CREDITS:</b>	3
<b>E-MAIL:</b>	<a href="mailto:laurieprangemartin@capilano.ca">laurieprangemartin@capilano.ca</a>	<b>COURSE WEBSITE:</b>	See Moodle
<b>OFFICE HOURS:</b>	See Schedule in Moodle Also available by email and text via the Remind.com app		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

### SCHOOL OF BUSINESS VISION

To be Canada's most student-focused cross-disciplinary business school that provides innovative and relevant practice-based programs.

### SCHOOL OF BUSINESS MISSION

We inspire and empower future industry-ready professionals committed to engaging in business and community.

### COACHING HOURS

Wednesdays 11:00a.m. to 2:00p.m.

Also available by email and text via the Remind.com app

### COURSE PREREQUISITES/CO-REQUISITES

None.

### COURSE FORMAT

Three hours of class time, plus additional work delivered through on-line or other activities for a 6-week semester.

### CALENDAR DESCRIPTION

Students study current management practices. This is a foundational course that prepares students for more in-depth study of topics such as human resource management, managing change, performance management and corporate social responsibility in third and fourth year courses. Students also develop and practice effective public speaking and business presentation skills. The course instructors use the study of contemporary business issues to reinforce course concepts.

### COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:

Ability	Learning Outcome	Levels *
Communications	C1 – Increase knowledge of own speaking and non-verbal communication skills through self-awareness activities and peer reviews.	1-3
	C2 – Understanding the importance of audience-centred communication.	1-3
	C3 – Increase ability to listen to and analyze other peoples' communication and give useful feedback.	1-2
	C4 – Write and deliver a persuasive, organized, well-supported work-related speech.	1-3
	C5 – Practice using audio-visual aids.	1-3
Analysis and Decision Making	A1 – Broad understanding of current managerial roles and functions.	1-2
	A2 – Recognize, define and apply decision-making and planning models to business issues discussed in class.	1-3
	A3 – Use a collaborative team approach during classroom activities and group assignments.	1-2
	A4 – Analyze business speech for effectiveness of delivery.	1-3
	A5– Apply business case study methods, working with a group to solve a business problem.	1-3
Social Interaction	S1 – Awareness of key elements of successful meetings.	1-2
	S2 – Successful group work in class and in assignments.	1-2
	S3 – Practice communicating change in a class simulation.	1-2
Citizenship, Sustainability and Global Perspective	G1- Awareness of ethics in business and practice making ethical choices.	1-3
	G2 – Awareness of diversity in doing business.	1-3

\*See Faculty of Business – Our Commitment to Assessment and Constructive Feedback for description of the six “Levels” of Comprehension.

## REQUIRED TEXTS AND/OR RESOURCES

*Introduction to Management: Second Custom Edition for School of Business, Capilano University. 2017.*  
Toronto: Pearson.

## COURSE CONTENT

Unit #	Dates	Topics	Pre-Class Reading	Summative Assessment
1	May 15	<b>Unit 1 – Managing the Business Enterprise</b> <ul style="list-style-type: none"> <li>Introduction to the course</li> <li>Review of Course Outline, including policies, grading, plagiarism, etc.</li> <li>Introduction to pedagogical approaches, including Case Studies</li> </ul>	Ch. 6	
2	May 17	<b>Unit 2 – Understanding the Canadian Business System</b>	Ch. 1	

Unit #	Dates	Topics	Pre-Class Reading	Summative Assessment
3	May 22	<b>Unit 3 – The Environment of Business</b> <ul style="list-style-type: none"> <li>DUE Topic idea for Individual Business Presentation</li> </ul>	Ch. 2	
4	May 24	<b>Unit 4 – Conducting Business Ethically and Responsibly</b> <ul style="list-style-type: none"> <li>DUE Outline for Individual Business Presentation</li> </ul>	Ch. 3	
5	May 29	<b>Unit 5 – Enhanced Verbal Business Presentation Skills</b> <ul style="list-style-type: none"> <li>Class online in Moodle</li> </ul>		
6	May 31	<b>Unit 6 – Midterm</b> <ul style="list-style-type: none"> <li>Midterm = 2 hours.</li> <li>Some questions will be multiple choice, true/false, etc. using <a href="https://www.zipgrade.com">https://www.zipgrade.com</a>. Please come to class with your Student ID (you will need to know your student number).</li> <li>Some questions will be Short Answer</li> <li>Bring plenty of pens, pencils, and highlighters</li> </ul>		Midterm 20%
7	June 5	<b>Unit 7 – Entrepreneurship, Small Business, and New Venture Creation</b> <ul style="list-style-type: none"> <li>About the Team Assignment</li> </ul>	Ch. 4	
8	June 7	<b>Unit 8 – Organizing the Business Enterprise</b>	Ch. 7	
9	June 12	<b>Unit 9 – Business Communications</b> <ul style="list-style-type: none"> <li>DUE Individual Business Presentations</li> </ul>		Business Presentations 25%
10	June 14	<b>Unit 10 – Managing Human resources and Labour Relations</b> <ul style="list-style-type: none"> <li>Library Workshop – details to follow</li> </ul>	Ch. 8	
11	June 19	<b>Unit 11 – Managing Innovation and Change</b>	Ch. 9	
12	June 21	<b>Unit 12 – DUE Team Assignment and Presentations</b> <ul style="list-style-type: none"> <li>Team Assignment and Presentations</li> <li>Peer Review Due</li> </ul>		Team Assignment 20%
13	June 26	<b>Unit 13 – Tying it All Together</b> <ul style="list-style-type: none"> <li>Final Exam review</li> </ul>		
14	June 28	<b>Unit 14 – Final Exam</b> <ul style="list-style-type: none"> <li>Covering the entire course</li> <li>Please come to the exam with your Student ID (you will need to know your student number).</li> </ul> <p>Helpful reminders may be sent via Text message.</p>	All	Final Exam 25%

**EVALUATION PROFILE**

Assessment	% of Final Grade	Individual/ Group (I/G)	Abilities Assessed			
			Communications	Analysis & Decision Making	Social Interaction	Citizenship, Sustainability and Global Perspective
Readiness Assessments	10%	I/G	√	√	√	
Midterm	20%	I	√	√		
Business Presentation	25%	I/G	√	√	√	
Team Assignment	20%	I/G	√	√	√	√
Final Exam	25%	I	√	√		
<b>Total</b>	<b>100%</b>					

**GRADING PROFILE**

A+	=	90-100	B+	=	77-79	C+	=	67-69	D	=	50-59
A	=	85-89	B	=	73-76	C	=	63-66	F	=	0-49
A-	=	80-84	B-	=	70-72	C-	=	60-62			

**Grading System explanation****Incomplete Grades**

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

**Late Assignments**

Assignments are due at the beginning of the class on the due date listed. Assignments are submitted both in paper copy to the instructor and through Moodle. If a student or group anticipates handing in an assignment late, they are to consult with the instructor beforehand.

For late assignments, there is an automatic 10% deduction per day. Assignments will not be accepted more than two days late.

**Missed Exams/Quizzes/Labs etc.**

Make-up exams, quizzes, and tests are given at the discretion of the instructor. It may not be possible to provide a make-up opportunity for presentations. Make-ups are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor. For further information, refer the "Examination & Pivotal Presentation Exemption Policy".

**Attendance**

Regular attendance and punctuality are both essential and expected due to the nature of the team-learning environment.

**English Usage**

Students are expected to proofread all written work for any grammatical, spelling, and stylistic errors. Instructors may deduct marks for incorrect grammar, spelling and formatting in all assignments. For guidance on English usage, please refer to the APA style manual: <http://www.apastyle.org/>

Students are strongly encouraged to use tools like grammarly.com and the advanced Proofing settings in MS Word.

Up to 20% may deducted for incorrect grammar, spelling, punctuation, or word choice.

**Electronic Devices**

Due to the heavy use of technology in business, students are encouraged to bring their electronic devices for active learning activities during in-person class time.

However, students are then strongly encouraged to limit their use of electronic devices during lecture time. Researchers have found that students using technology during lectures, and those students seated near technology users, tend to have lower marks.

For example: Patterson, R.W., & Patterson, R.M. (2017). Computers and productivity: Evidence from laptop use in the college classroom. *Economics of Education Review*, 57 (66-79).

<https://doi.org/10.1016/j.econedurev.2017.02.004>

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

The Remind.com app is used to notify students when to check their email for detailed instructions from the instructor.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <http://www.capilanou.ca/services/>

**Capilano University Security:**

Students are advised to download the [CapU Mobile Safety App](#).

**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

### Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/Policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

### Academic Dishonesty

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or Misrepresentation of Sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

## Sexual Violence and Misconduct

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

*Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.*

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including [B.401 Sexual Violence and Misconduct Policy](#) and [B.401.1 Sexual Violence and Misconduct Procedure](#).

## Emergencies

Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

## SCHOOL OF BUSINESS OPERATIONAL DETAILS

### Professional Behaviour

Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in the Business Faculty. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

### Examination and Pivotal Presentation Exemption Policy

All students are required to appear and write their scheduled mid-term and final examinations, and to produce, by the assigned date, all pivotal presentations, individual and/or group, unless they meet one of the following criteria:

**“Medical Exemption”** will be considered, if: within the ten calendar days prior to a mid-term or final examination, or within ten days of a pivotal presentation, a student falls ill or is injured.

**“Falling ill”** is defined as being formally advised by a physician of the need to isolate oneself for the purpose of preventing communication of disease or infection to others; being advised by a physician of compromised immunity that requires isolating oneself from contact with others to prevent communication of disease or infection to themselves, or; being in a physical state of health which so compromises a student’s ability to function, physically or cogitatively, during the ten days prior to the examination or presentation date.

**“Injury”**, for the purpose of Exemption, is defined as sudden, unanticipated physical harm that renders the applicant physically incapable of attending campus or, in such physical distress that the student is specifically advised by their physician to abstain from appearing at their examination or presentation. Students who are prescribed medication(s) to treat their injury and who believe that the medication(s) may be impairing their ability to successfully prepare for or write their examination or presentation may provide written evidence of their concerns as verified by their physician.

**“Catastrophic Personal Loss Exemption”** will be considered, if: events occur in the student’s life that are of such scope as to sufficiently distract a student from the examination or presentation preparation period, or from appearing at or adequately focusing on, the scheduled examination or presentation itself. This could include; loss of housing due to eviction, flood or fire; or death of an immediate family member \* (defined as a sibling, parent or grandparent, child, partner or spouse, parent or step-parent, aunt, uncle, niece, or nephew and first cousins.) Immediate family member does not include general acquaintances. Circumstances that may qualify as a personal loss could also include an immediate family member being diagnosed with a significantly life-altering or life-threatening illness or injury.

In all of the above scenarios, a physician’s letter or other specifically requested documentation must be provided to satisfy the Instructor as to the validity of the claim. If an instructor agrees with the request for Exemption, the request for must be presented by the instructor to their Unit Convenor for consideration and his/her approval. No request for Exemption will be considered approved by virtue of submission, and will remain as merely “under consideration” until approved or rejected by the Unit Convenor. A student applying for an exemption for a specific section which is instructed by the Unit Convenor will have their application reviewed by the Vice-Chair or Chair of the School of Business.

Any student who applies for and receives an Exemption will be assigned a Future Examination or Presentation Date: this date is non-negotiable. Failure to appear on/at the single date and time assigned by the instructor will result in an automatic “0” grade for that exam or assignment.

### **Copyright Policy**

Students are expected to familiarize themselves with and abide by the University’s Copyright Policy. The University’s Copyright Policy is published on the University website.