

SCHOOL OF BUSINESS Course Outline

COURSE NAME: Directed Study II	COURSE NO.: BADM 306
TERM: Spring 2017	COURSE CREDITS: 3.0
INSTRUCTOR:	E-MAIL:
OFFICE:	

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 See the schedule posted outside of the instructor's office door.

COURSE PREREQUISITES: 54 credits of 100-level or higher coursework.

REQUIRED TEXT: None

COURSE FORMAT: Supervised applied learning experience for a minimum of 100 hours in 15 weeks.

COURSE OUTCOMES:

Specific Student Outcomes: Upon successful completion of this course, students will be able to demonstrate competence in the following abilities and skills:

Ability	Learning Outcome	Levels*
Communications	C1. Develop or update a detailed resume and cover letter that highlights the student's past performances, achievements, education, and existing skill set.	1 ⇔ 5
	C2. Clearly articulate the intended outcomes for their term of directed study.	1 ⇔ 5
	C3. Demonstrate competence in written communication by producing a comprehensive report.	1 ⇔ 5
Analysis and Decision Making	A1. Prepare a personal directed study proposal and negotiate the outcomes with the faculty supervisor.	1 ⇔ 5
	A2. Detail, analyze and evaluate the experience and its learning outcomes.	1 ⇔ 5
	A3. Analyze the scope and relationship of business administration functions.	1 ⇔ 5
Social Interaction	S1. Utilize existing business skills, learn new skills, and experience life as part of the workforce.	1 ⇔ 5
Citizenship, Sustainability and Global Perspective	G1. Demonstrate an awareness of the relationship between citizenship, sustainability, & a global perspective.	1 ⇔ 5
	G2. Demonstrate an awareness of ethics in business & conduct oneself with professionalism.	1 ⇔ 5

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

COURSE OBJECTIVES:

General:

This course is designed to provide students with 100 hours of directed study experience in business, industry, government. The purpose of this course is for students to gain relevant business experience and to make an easier transition into the workforce.

Major emphasis of this experience is to allow students to put their current level of business education skills in practice while learning new business skills.

The student affairs program planner or designate in the School of Business would judge this directed study as suitable. Department approval is required. It is expected that the level of work would be reflective of the numbering level of the directed study.

Students, through the applied experience, will evaluate their specific interests and attitudes in order to assess their career goals.

COURSE CONTENT:

		Assessments
1	Students will meet the learning outcomes of the course under the guidance and direction of the faculty liaison. Discuss a personal directed study proposal and negotiate the outcomes.	Resume and Cover Letter Directed Study Research
2	Students will meet or contact the faculty liaison when necessary to discuss their progress and performance Prepare a directed study proposal outlining the negotiated outcomes	Directed Study Research & Proposal
3	The student will write a comprehensive directed study report following the guidelines listed in the directed study report documentation and present the results.	Interim Directed Study Reports & Presentation
4	The student will ensure specified deliverables are met and are documented.	Final Directed Study Experience Report Reflective Essay

EVALUATION PROFILE:

Assessment	% of Final Grade	CAPabilities Assessed			
		Communications	Analysis & Decision Making	Social Interaction	Citizenship, Sustainability and Global Perspective
Resume/Cover Letter	10	X			
Directed Study Research & Proposal	15	X	X	X	X
Interim Directed Study Reports & Presentation	30	X	X	X	X
Final Directed Study Experience Report	30	X	X		X
Reflective Essay	15	X	X		X
Total	100%				

UNIVERSITY POLICIES:

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.

Grading Profile:

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

Emergency procedures: In the event of an emergency, students must follow the emergency procedures posted in the classrooms.

In addition to the policies of the university, the School of Business has the following policies governing the management of our classes and curriculum.

SCHOOL OF BUSINESS POLICIES:

Attendance: Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials. This course requires a minimum 100 hours of work.

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.

English Usage: All assignments are marked for correct English usage, proofreading and formatting.

Missed Assessments

All students are required to complete all assignments & assessments, and to produce, by the assigned date, all pivotal presentations, individual and/or group. Missed assessments will receive a grade of "0" unless prior arrangements (wherever possible) are made with the instructor. Permission to make up an assessment will only be given in extraordinary situations such as illness of the student or the death of a close family member. A doctor's certificate or other proof supporting the reason for the absence may be required. For further information, refer to the Examination & Pivotal Presentation Exemption Policy of the School of Business.

Copyright Policy:

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

Cheating and Plagiarism:

Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as their own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Writing Centre and is published on the University website in the University Policies page.

Penalties for Cheating and Plagiarism:

A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (see the University website). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

Incomplete Grades:

Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the date set by University Administration.