

COURSE OUTLINE		
<b>TERM: Fall 2018</b>	<b>COURSE NO: IBUS 405</b>	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE: Applied Projects in Supply Chain and Logistics</b>	
<b>OFFICE: LOCAL:</b> <b>E-MAIL: @capilanou.ca</b>	<b>SECTION NO(S):</b>	<b>CREDITS: 3</b>
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

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

### **COURSE PREREQUISITES**

75 credits of 100-level or higher coursework including IBUS 341 and an additional 6 upper level IBUS credits, ENGL 100, and CMNS 152 or CMNS 220

### **COURSE FORMAT**

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

### **CALENDAR DESCRIPTION**

This course provides students with an opportunity to apply concepts and skills learned during their previous International Business studies. Students will complete a team-based project to solve a "real world" problem in a client organization. The course format is a combination of classroom-based lectures, guest speakers, and instructor-directed student team group work (three to four students each), in combination with online interaction outside the classroom via a course website.

### **REQUIRED TEXTS AND/OR RESOURCES**

There is no required text for this course. Based on the specific project topics, additional reading packages and materials may be provided to student teams.

### **COURSE STUDENT LEARNING OUTCOMES**

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

- Prepare a professional quality supply chain and logistics report or similar deliverable.
- Deliver a compelling presentation to your client with project findings in a real business setting.
- Communicate effectively to the project stakeholders using terminology, language, format, and professionalism typical of a supply chain and logistics practitioner.
- Broad understanding of current managerial roles and functions in the supply chain and logistics industry.
- Apply supply chain and logistics concepts in a practical setting.

- Demonstrate a high degree of analysis, creativity and innovation in identifying and researching their client organization's supply chain or logistics problem, investigating potential solutions, and identifying the most optimal recommendation for the client organization.
- Effectively work as a team of supply chain and logistics professionals leveraging each group member's strengths and mitigating weaknesses.
- Overcome team dynamic challenges in a professional manner.
- Build a professional relationship with your client reaching win-win agreements.
- Enhance their ability to network within the local and global supply chain and logistics and business community.
- Identify and understand the social role of your client company.
- Assesses the environmental impact of the supply chain and logistics solutions proposed.  
Considers sustainable options for the supply chain and logistics solutions proposed.

### COURSE CONTENT

Week	Topic	Assessment
1	Course and Outline review Prior supply chain and logistics knowledge review.	
2	Individual and group expectations, skills survey, group formation exercise, group ground rules, project management overview, group project options.	
3	Group project overview, preparing a project plan, terms of reference, team roles, action plan. Identifying and selecting client organizations, working on the Terms of Reference.	Prior knowledge Quiz (10%)
4	Identifying and selecting client organizations, working on the Terms of Reference. Individual feedback.	
5	Progress report, sharing your experience with the client and the challenges you are facing. Signing your Terms of Reference. Working on your project plan.	
6	Presentation of project plans and terms of reference (5%)	Terms of Reference Due
7	Project reviews, group and instructor feedback.	
8	Work on team projects: progress report, sharing your experience with the client and the challenges you are facing.	
9	Project reviews, group and instructor feedback.	
10	Work on team projects, sharing the final deliverables.	
11	Preparing final presentations to the client organizations Presentation rehearsals	
12	Group Project Presentations to the Client (attendance is mandatory)	Client Presentations (15%)
13	Group Project Presentations to the Client, Peer Evaluation (attendance is mandatory) Final report or other deliverables due (35%)	Client Presentations
14-15	Final exam period	

**EVALUATION PROFILE**

Assessment	% of Final Grade
Prior knowledge quiz	10%
Project selection and Terms of Reference	15%
Presentation of Terms of Reference	5%
Written Report or other project deliverable agreed to with client	35%
Final Presentation to client <sup>1</sup>	15%
Instructor's and Client's Evaluation <sup>2</sup>	15%
Peer Evaluation <sup>3</sup>	5%
<b>Total</b>	<b>100%</b>

<sup>1</sup> Final presentations to clients to be delivered in the classroom. Other arrangements need to be coordinated with the instructor at least 2 weeks in advance. Student attendance to all presentations is mandatory. Fifty percent of this mark will be deducted to those students who do not attend all presentations.

<sup>2</sup> Clients will be contacted one by one to receive their feedback. This feedback will be used to assign the mark.

<sup>3</sup> Peer evaluation form to be filled at the end of the last class. Failing to fill the peer evaluation that day means zero points for the student who did not fill it. Special arrangements will not be negotiated.

**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	

**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**

Homework assignments are due at the start of class on the date indicated on the course content schedule. In-class assignments will be given at the start of class on the date indicated on the course content schedule.

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

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They 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.

**Attendance**

Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

**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 written assignments.

**Electronic Devices**

Students may use electronic devices during class for note-taking only.

**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.

**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: download the [CapU Mobile Safety App](#)**

**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, 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** 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.

### **COURSE OPERATIONAL DETAILS**

Students are expected to come to class having a clear understanding of assigned readings, pre-work and tangible project progress.