

## COURSE OUTLINE



<b>COURSE NAME:</b> International Business Report	<b>COURSE NO:</b> INMA 530
<b>TERM:</b> Summer 2017	<b>COURSE CREDITS:</b> 9
<b>INSTRUCTOR:</b> TBD <b>E-mail:</b> <b>Phone:</b>	

**COURSE PREREQUISITES:** None.

### **COURSE DESCRIPTION:**

The international business report is a substantial and transformative piece of investigative work undertaken by students which demonstrates the skills needed to integrate their learning from the range of disciplines covered in the programme's courses. Students will gain knowledge and understanding of how to state clearly the purpose of a report, follow this through to a conclusion and present a professional international business report. Students will carry out a successful literature and data search using different methodologies, gain an understanding of the interrelationship between theory and research findings and learn how to reflect critically on the research process to gain maximum benefit from the research experience.

### **REQUIRED TEXT and OTHER RESOURCES:**

No required text. Required readings will be posted on Moodle and vary each term.

### **COURSE FORMAT:**

Independent study, research and writing as well as advisory review meetings with faculty on regular basis.

The course website on Moodle will provide a detailed schedule of activities, resources, deliverables and updates.

Students are REQUIRED to check the course web site on Moodle as well as his/her [name@mycapilanou.ca](mailto:name@mycapilanou.ca) email at least 3 times weekly as these are the primary vehicles for university correspondence between instructor and student. Course communication will not be sent to student personal emails.

### **COURSE OUTCOMES:**

The aims of this course are to enable students to:

- Carry out independent business research
- Develop an area of specialist knowledge
- Exercise analysis, evaluation, synthesis and judgment within a defined area of business research
- Write a business report encompassing all aspects of a rigorous research process with a literature foundation appropriate to the research

## SPECIFIC STUDENT OUTCOMES:

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

ABILITIES	OUTCOME	LEVELS*
COMMUNICATIONS	C1. communicate effectively in writing;	6
	C2. reference written work;	5
	C3. present a sustained and coherent report that synthesizes theoretical approaches and research findings and considers their strategic implications for commercial practice	5
ANALYSIS AND DECISION-MAKING	A1. identify an appropriate research methodology for the topic chosen, including the ability to detail the approach and justify its use;	6
	A2. absorb and synthesise appropriate sources, considering the relevance of different theoretical and conceptual approaches to the defined topic;	
	A3. have a knowledge and understanding of the different methodologies available to the researcher;	3->6
	A4. carry out a successful literature and data search using both internal and external sources;	5
	A5. understand the interrelationships between theory from a range of disciplines covered in the International Management Graduate Diploma programme;	6
	A6. apply research data into a complex international business environment;	6
	A7. critically evaluate alternative methods, theories and data in the context of a dynamic, complex and uncertain international environment	6
SOCIAL INTERACTION	S1. work with a supervisor to choose and define an appropriate research topic;	5
	S2. manage a complex research strategy systematically and creatively;	6
	S3. conduct work in an appropriate ethical manner;	5
	S4. defend the work produced by voice if required	5
CITIZENSHIP, SUSTAINABILITY AND GLOBAL PERSPECTIVES	G1. consider the implications of their research within their chosen field and for their academic discipline;	5
	G2. present an articulate and coherent business report that synthesises theoretical approaches and research findings and considers their implications for policy or practice in the field of study	6
See Faculty of Business – Our Commitment to Assessment and Constructive Feedback for description of the six “Levels” of Comprehension		

**EVALUATION PROFILE:**

The International Business Report is an independent piece of work incorporating research, study and evaluation. It is the culmination of a successful graduate programme.

The International Business Report may focus on any aspect of international business justified as relevant for research. It will adopt a similar structure to that of a dissertation but will have a more applied orientation and a less broad literature review. For this international business report research may use primary and/or secondary sources.

An International Business Report Handbook will be available to all students to act as a focus and guide for the report process. Each student will also be allocated a report supervisor, whose role will be to offer guidance and support during the report process to ensure the learning objectives are achieved in each individual case.

Management of the research strategy, development and application of research techniques and skills are assessed both formatively and summatively. Formative assessment is undertaken by the supervisor through discussion with the student about their initial proposal form, and then discussion surrounding the maintenance of a 'report log', which is signed by the supervisor and the student at each meeting as a record of progress and action. This log and the research proposal must be submitted with the dissertation. Together, these provide evidence upon which summative assessment is made of the management of the research strategy and skill and practice development. Other learning outcomes are assessed summatively through the report document itself and the 'reflective chapter'.

Assessment	% of Final Grade	Individual	CAPabilities Assessed			
			Communications	Analysis & Decision Making	Social Interaction	Citizenship & Global Perspectives
Written report (circa 15,000 words excluding appendices) including a final chapter entitled 'reflections';	100%	I	6	6	N/A	4-6
Meetings log (in the appendix);	0%	I	4-6	3	3-6	4-6
There may be other items detailed in the International Business Report Handbook.	0%	I	4-6	4-6	N/A	4-6
<b>Total</b>	100%					

100% for the final report, to include aspects of the report presentation, research method/ methodology, literature/theory review and analysis and reflections chapter

**Grading Profile:**

This course is graded credit or no credit based on successful completion of all the assessments indicated above. The assessment grading criteria and other issues relating to the assessment

strategy are detailed in the International Business Report Handbook and Grading Criteria.

### **COURSE CONTENT/SCHEDULE:**

This following weekly course outline is tentative and subject to change. Additional readings and homework will be assigned during the course and will be posted on the course web site. You are responsible for checking Moodle and your @mycaplanou.ca email on a regular basis. The instructor may be required to travel on university business, during these times classes will be conducted online.

<b>Week</b>	<b>Topic</b>
Week 1-4	Research Project Plan Development
Week 5-8	Development of Research Strategy Research Preparation and Review
Week 9-13	Conduct Research Literature Review
Week 14-16	Further Research
Week 17-19	Further Research Editing and Review
Week 19-21	Draft Review Process
Week 22	Final Paper Preparation

### **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

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

### **FACULTY OF BUSINESS POLICIES**

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

### **Emergency Procedures:**

In the event of an emergence, students must follow the emergency procedures posted in the classroom.

### **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 Library, the Writing Centre and is published in the University Website.

### **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 Calendar). 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.

**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.

**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 Calendar.

**PROGRAM POLICIES – Capilano School of Business**

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

**Missed Exams and Quizzes:**

Missed exams or quizzes will receive a grade of "0" unless PRIOR arrangements (wherever possible) are made with the instructor. Permission to make up an exam 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.

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

**COURSE LEVEL POLICIES:**

In addition to Capilano University, Faculty of Business, and the Capilano School of Business policies, the following policies govern the management of this class and its curriculum.

**Assignments:** Homework assignments are due at the **start of class** on the due date unless otherwise advised by your instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.

**Programmable Tools:** Please note the use of programmable items such as calculators, dictionaries etc. is forbidden during tests, quizzes, and exams. Cell phones are not to be brought to any test, quiz, or exam