

2.1.9 Admissions & Progression –
Bachelor of Business Administration Degree Program

A. General

A.1 BBA Degree Program Course Reference

The Bachelor of Business Administration is a four-year degree program with five streams. The academic course requirements of all streams are listed in Appendix A. The degree requirements by category are as follows:

- a) General Education Requirements (27 credits)
- b) Core Business Requirements (39 credits upper 300 – 400 and lower level 100 – 200)
- c) Business Electives (39 credits)
- d) * 300-400 level courses can be used in place of 100-200 level courses.
- e) Sustainability Requirements (15 credits)

A.2 Applicability of College Policies

Students in the Bachelor of Business Administration Program are subject to the overall policies affecting all students at College of the Rockies, with the following additions. College policies may be viewed on-line at the College website.

B. ADMISSIONS

A Copy of these Admissions Regulations shall be given to all applicants for entry into the Business Program.

B.1 Eligibility

B.1.1 The College of the Rockies' Admissions Coordinator shall determine an applicant's eligibility for admission.

B.1.2 The College of the Rockies shall admit qualified applicants on a first-come, first-served, basis.

B.2 Timelines

B.2.1 Once a student is admitted to the degree program and registers, the degree requirements must be completed within 10 years.

B.2.2 The Sustainability Capstone Project courses, MGMT 470, 480, and 490, must be completed within 16 months of the start of MGMT 470.

B.3 Application Procedures

B.3.1 The following documentation must be received by the College of the Rockies Admissions Office before an application will be considered complete:

- a) Completed Application Form;
- b) Official* Transcripts of high school grades (an interim statement of grades is acceptable if applicant is still attending school)
- c) Official* Transcripts of all other post-secondary education grades
- d) Applicant information questionnaire

* Photocopies of transcripts are not acceptable unless notarized or submitted directly from the school.

B.3.2 All costs related to the application process will be borne by the applicant.

B.4 Admission Requirements - Academic

B.4.1 Definition of Admission into the BBA Program

Students will be considered admitted to the BBA program when:

- a) Direct Entry: they meet admission requirements and apply for admission into the BBA program in their first year of study, or
- b) MGMT 310: they register in COTR's MGMT 310 course or receive transfer credit for an equivalent course.

B.4.2 Applicants shall meet the following Academic Requirements:

- a) BC secondary school Grade 12 graduation or equivalent
- b) English Requirement: English 12 with a minimum of 65 percent or completion of ENGL 090 or 091 with a minimum grade of C+, or LPI Test with Level 4 or better, or iBT TOEFL with a minimum of 80, or ELTS minimum 6.0, or assessment.
- c) Math Requirement: For the transition years until the end of 2012, Principles of Math 11, Applications of Math 12, or Math 080 with minimum grades of 65 percent or C+, or assessment. Starting in 2013, any Grade 12 Math: Foundations or Pre-Calculus or Apprentice and Workplace 12, or ABE equivalent.
- d) Students may start certain courses in the program while they upgrade

B.4.3 Mature Student Applicants shall meet the following Academic requirements:

- a) A mature student shall be at least 19 years of age and shall have been out of the school system for at least one year on or before the first day of classes of the program.
- b) Mature students who lack high school graduation will normally be expected to meet the other academic prerequisite requirements and successfully complete at least one University Transfer level course (English 100 is recommended). A grade of C+ or better will be necessary to meet "Qualified" admission criteria.

- c) In exceptional circumstances, mature students with reasonable potential for success on the basis of related work experience or other criteria will be judged as being "Qualified", notwithstanding some deficiency in prior formal education.
- d) Mature students should apply at least one year in advance of the anticipated start date as academic upgrading may be necessary.

Word processing, computer and library skills are mandatory. Course assignments must be word processed.

B.4.4 English Assessment Requirements

Students for whom English is a second language may be required to undergo the English Language Assessment Test.

It is the applicant's responsibility to arrange this assessment through the English Language Training program at COTR.

The assessment will determine placement in the appropriate English course.

B.5 Transfer Credit

B.5.1 Transfer credit is evaluated only after admission to the BBA Program.

B.5.2 To transfer credit from another institution, students will apply to the Registrar.

B.5.3 The Registrar will determine course equivalency in accordance with college policy. Course equivalency will be based upon assessment by the appropriate faculty.

B.5.4 Courses with a grade of less than 60 percent will not be eligible for transfer into the BBA degree.

B.5.5 Applications from students who apply for advance standing from another Business Program will be considered on a case-by-case basis. Existing transfer protocols will be honored. Applicants with degrees within the past five years shall be assessed individually to determine equivalency with academic criteria.

B.5.6 Information on existing course-by-course or block transfer equivalencies may be found online at <http://www.cotr.bc.ca/transfer/>.

B.5.7 Normally, there is no time limit on the transfer of courses. However, in some subject areas and for some programs, courses taken over seven years previously are not automatically awarded transfer credit. Currency of the subject matter is taken into account and will be processed on an individual basis. Consideration will be given to older courses which the student has actively used in his or her working career. (See COTR Policy 2.5.6)

Disclaimer: Recognition by COTR of studies completed at a previous institution does not imply, or in any way guarantee, that the transfer credits will be recognized by a third institution.

B.6 Residency Requirements

B.6.1 The maximum allowable transfer credits into a certificate, diploma, or degree program at COTR is 75 percent.

B.6.2 In the BBA degree program, 25 percent of upper-level credits must be taken at COTR; this includes a 15-credit sustainability requirement.

B.7 Completion of Upper Level Business Credits

B.7.1 Subject to COTR residency requirements, students may complete BBA upper level business credits at other institutions as a visiting student. BBA students wishing to visit at another institution must submit the following documents to Registration:

- a) **COTR Request for Letter of Permission form:** the letter will indicate that the student is in good standing in the COTR BBA program.
- b) **Course Outlines:** course outlines for the proposed course or courses to be taken at other institutions as a visiting student.

COTR will determine the transferability of the requested courses and forward to the BBA Coordinator for approval.

Once approval is granted, COTR will mail a letter of permission to the student. The student submits the letter of permission to the institution.

B.7.2 The student must send an official transcript to COTR when the course is complete.

B.8 Flexible Assessment

B.8.1 A student who wishes to prove mastery of all the course content without taking that course must submit an application for Flexible Assessment to the Flexible Assessment Coordinator.

B.8.2 The Flexible Assessment Coordinator, in consultation with the assigned instructor, will determine whether credit is assigned. A Flexible Assessment fee will apply.

C. <u>PROGRESSION</u>

A copy of these Progression Requirements shall be given to all students upon entry into the Bachelor of Business Administration Program.

C.1 Evaluation

C.1.1 Grading will be based on the following scale:

Grade	A+	A	A-	B+	B	B-	C+	C	C-	D	F
Mark (percent)	≥ 90	85-89	80-84	76-79	72-75	68-71	64-67	60-63	55-59	50-54	<50

C.1.2 A minimum of 60 percent or better will be required for any course that is counted toward the BBA degree.

C.1.3 Frequency of Evaluation

Evaluative events will occur as specified in course outlines and will normally not be fewer than two events per course.

C.1.4 Types of Evaluation

In Business Theory courses, evaluative events will normally include assignments, projects, examinations, tests and quizzes. These will be specified in course outlines.

No single evaluative event can be worth more than 50% of the final grade in any course.

C.2 **Progression**

Progression in the degree program applies to three kinds of students:

- a) students who enter the BBA program directly in first year and meet the admission requirements, or
- b) students from another post-secondary institution who transfer into the BBA program, or
- c) COTR students who have a certificate or diploma that ladders into the degree. See Appendix B for pathway planning sheets for BUAD, TRMP, ATBO, ENST, GLST, Assoc. of Arts and others.

C.2.1 Students will be required to maintain a 65 percent average or COTR GPA of 4.0 in each semester in order to continue in the BBA program.

C.2.2 A minimum of 60 percent will be required for any course counted toward the BBA, regardless of where or when the credit was earned. When a student must repeat a required course to achieve 60 percent or higher, the results of the two courses will not be averaged and the higher mark will count.

C.2.3 Students who have an Incomplete grade ("N") at the end of any semester may be allowed to proceed into the following semester on a "conditional" basis. Such "conditional promotion" status will normally be permitted to continue only for the specified period permitted for conversion of "N" grades as per College of the Rockies policy 2.5.1 Student Evaluation (Grade) System.

C.2.4 In order to be considered a "full-time student" a student in the Business Program must be taking, in any given semester, three or more courses in the BBA program.

D. <i>Applied Research Projects</i>

D.1 **Research Ethics**

Students must comply with COTR Research Ethics Policy X.X.X. when conducting applied research projects as a degree requirement.

D.1.1 A **Work Placement Agreement** must be completed prior to the work placement in the Capstone project, Management 480 (Appendix B)

D.1.2 An **Intellectual Property, Confidentiality, and Non-Disclosure** agreement must be completed during the capstone project Management 470 (Appendix C).

D.1.3 A **Work Term Report Release** form must be completed by a student's workplace supervisor prior to the dissemination of applied research project results (Appendix D).

D.2 **Confidentiality**

D.2.1 There will be immediate dismissal from the program of any student who IN ANY WAY breaks confidentiality by allowing information regarding persons with whom he/she is in

contact in his/her role as a Business student to be known to others outside the professional sphere.

Issue Date: Sept 2011		Concerning: Students and College Employees	
Amendment: (1)	Original: Sept 2011	2.4.5 Student Conduct & Responsibilities; 2.4.6 Student Discipline; 2.4.8 Transfer of Credit; 2.5.1. Student Evaluation (Grade) System; 2.5.3 Final Grade Appeals; 6.4.3 Administration of Exams – Distance Learning; X.X.X. Research Ethics	
Education Council:	Original signed by Jim Bailey	Title: Chair	Date: March 2012
College Approval:	Original signed by Nick Rubidge	Title: President & CEO	Date: March 2012

Appendix A Degree Requirements

General Education Requirements (27 credits)

	Accounting	Aboriginal Finance	Marketing	General Management	Local Government
English 6 credits	ENGL 100 COMC 102	ENGL 100 COMC 102	ENGL 100 COMC 102	ENGL 100 COMC 102	ENGL 100 COMC 102
Social Sciences / humanities 6 credits	ECON 250 PSYCH 270	ECON 250 PSYCH 270	ECON 250 PSYCH 270	ECON 250 PSYCH 270	ECON 250 PSYCH 270
Lab Sciences 6 credits	2 of: BIOL 151 CHEM 100 GEOL 105 GEOL 106 GEOG 101 GEOG 102 GEOL 220	2 of: BIOL 151 CHEM 100 GEOL 105 GEOL 106 GEOG 101 GEOG 102 GEOL 220	2 of: BIOL 151 CHEM 100 GEOL 105 GEOL 106 GEOG 101 GEOG 102 GEOL 220	2 of: BIOL 151 CHEM 100 GEOL 105 GEOL 106 GEOG 101 GEOG 102 GEOL 220	2 of: BIOL 151 CHEM 100 GEOL 105 GEOL 106 GEOG 101 GEOG 102 GEOL 220
Non-Business Electives (up to 9 credits in any Fine Arts, Humanities, Social Sciences, or Science course)	e.g., 3 of: ECON 207 MATH 113 ENST 200	e.g., 3 of: ANTH 105 ATBO 201 COMC 253 PSYC 151 ENST 200	e.g., 3 of: ANTH 250 ENST 200 COMC 253 ECON 207	e.g., 3 of: PSYC 151 ENST 200 WMST 202	e.g., 3 of: ENST 200 POLY 100 HIST 211

Core Business Requirements (39 credits upper and lower level)

	Accounting	Aboriginal Finance	Marketing	General Management	Local Government
Math 3 credits	1 of: MATH 101 MATH 111 MATH 113	1 of: MATH 101 MATH 111 MATH 113	1 of: MATH 101 MATH 111 MATH 113	1 of: MATH 101 MATH 111 MATH 113	1 of: MATH 101 MATH 111 MATH 113
Statistics 3 credits	MATH 106	MATH 106	MATH 106	MATH 106	MATH 106
Economics 6 credits	ECON 101 ECON 102	ECON 101 ECON 102	ECON 101 ECON 102	ECON 101 ECON 102	ECON 101 ECON 102
Computers 3 credits	1 of: COMP 153 COMP 154 COMP 105	1 of: COMP 153 COMP 154 COMP 105	1 of: COMP 153 COMP 154 COMP 105	1 of: COMP 153 COMP 154 COMP 105	1 of: COMP 153 COMP 154 COMP 105
Financial accounting 3 credits	ACCT 261	ACCT 261	1 of: ACCT 261 ACCT 263	1 of: ACCT 261 ACCT 263	1 of: ACCT 261 ACCT 263
Managerial Accounting 3 credits	ACCT 375	ACCT 375	1 of: ACCT 375 ACCT 265	1 of: ACCT 375 ACCT 265	1 of: ACCT 375 ACCT 265

Marketing 3 credits	MKTG 281	MKTG 281	MKTG 281	MKTG 281	MKTG 281
Management / Organizational Behavior (3 to 6 credits)	1 of: MGMT 204 MGMT 216	1 of: MGMT 204 MGMT 216	1 of: MGMT 204 MGMT 216	Required: MGMT 204 MGMT 216	1 of: MGMT 204 MGMT 216
Canadian Business Law 3 credits	MGMT 312	MGMT 312	MGMT 312	MGMT 312	MGMT 312
Ethics 3 credits	MGMT 202	ABFM 225	MGMT 202	MGMT 202	MGMT 202
Research methods 3 credits	MGMT 318	MGMT 318	MGMT 318	MGMT 318	MGMT 318
Strategic Management 3 credits	MGMT 411	1 of: ABFM 429 MGMT 411	MGMT 411	MGMT 411	MGMT 411

Business Electives (39 credits)

	Accounting	Aboriginal Finance	Marketing	General Management	Local Government
Lower-level electives (up to 21 credits)*	ACCT 262 MGMT 204 COMP 154 COMP 248 Collaborating institution credits	ACCT 262 MGMT 216 ABFM 224 ABFM 226 COMP 154 Collaborating institution credits	MGMT 204 MKTG 283 MKTG 289 MKTG 291 COMP 154 Collaborating institution credits	MGMT 216 COMP 154 ECON 207 Collaborating institution credits	MGMT 216 COMP 154 Collaborating institution credits
Upper Level electives (at least 18 credits)	ACCT 369 ACCT 371 ACCT 372 ACCT 373 ACCT 374 ACCT 376 MGMT 316 Collaborating institution credits	ACCT 369 ACCT 371 ACCT 372 ACCT 373 ACCT 374 ACCT 376 MGMT 304 MGMT 316 MGMT 411 PADM 323 Collaborating institution credits	MGMT 302 MGMT 304 MGMT 316 MKTG 385 Collaborating institution credits	MGMT 302 MGMT 304 MGMT 316 Collaborating institution credits	MGMT 302 MGMT 304 PADM 323 PADM 341 PADM 343 PADM 440 PADM 442 Collaborating institution credits

* 300-400 level courses can be used in place of 100-200 level courses.

Sustainability Requirements (15 credits)

	Accounting	Aboriginal Finance	Marketing	General Management	Local Government
	MGMT 310 MGMT 410 MGMT 470 MGMT 480 MGMT 490	MGMT 310 MGMT 410 MGMT 470 MGMT 480 MGMT 490	MGMT 310 MGMT 410 MGMT 470 MGMT 480 MGMT 490	MGMT 310 MGMT 410 MGMT 470 MGMT 480 MGMT 490	MGMT 310 MGMT 410 MGMT 470 MGMT 480 MGMT 490

Appendix B

Work Placement Agreement

CONTRACT
Paid Work Experience

PARTIES to the AGREEMENT

Name of Student Worker			Phone Number	
Address		City	Province	Postal Code
Name of Business Supervisor			Phone Number	
Address of Business Supervisor		City	Province	Postal Code
Name of Parent or Guardian			Phone Number	
Address of Parent or Guardian		City	Province	Postal Code

- 1 Employment: The student worker agrees to enter the employ of the employer and the employer agrees to employ and supervise the student worker.
- 2 Duties: The student worker agrees to perform for the employer the duties included in the job description as determined from time to time by the employer, in consultation with the College of the Rockies representative.
- 3 Supervisor: During the hours of employment herein set forth the student shall be under the direct supervision and control of the employer, provided, however, the employer shall at all times permit the College of the Rockies or its representatives access to the employment site and the student.
- 4 Work Study - Work Experience Evaluation: The employer shall, at the request of the College or its representatives, evaluate the student in the performance of his/her duties hereunder and report such evaluation from time to time on a form provided to the employer by the College of the Rockies.
- 5 Workers' Compensation: The employer shall, at no cost to the College, ensure that the student worker is covered by the employer's active Workers' Compensation Board coverage.

The employer's active WCB Registration Number is: _____
Note to students: Not all employers in other provinces are required by law to have WCB coverage. You are advised to arrange for extended health coverage if you are travelling to work placements in provinces outside of British Columbia.
- 6 Remuneration: The employer shall remunerate the student for services performed by the student pursuant to this Agreement.
- 7 Board's Obligations: It is agreed that, having arranged work experience for the student worker as herein set out, the College's only other obligation is to maintain contact with the student worker and the employer to such extent deemed adequate or feasible by the College, and the College shall not be liable for any damage or other claim arising out of any act or omission of any other party to this Agreement.

- 8 Indemnity: In consideration of the College having arranged for the Work Study-Work Experience Education Program, the undersigned student (parents or guardians) and employer agree jointly and severally to save harmless and indemnify the College with respect to any damages or costs incurred by the said parent or guardian, student worker, employer occurring or allegedly occurring to the student worker, parent or guardian or employer in connection with the aforesaid employment.
- 9 Termination: Any party to this Agreement may terminate it by giving notice of termination to the other parties at the address shown in the Agreement.
- 10 Employee: The employer agrees that the employment of the student hereunder shall in no way affect the job security of any other employee of the employer nor the employer's hiring practice with regard to employees, full or part-time.
- 11 Insurance: The employer shall be responsible for maintaining comprehensive general liability insurance with respect to the liability of the company and of the student worker under this program.
- 12 Employment: The student worker shall be employed by the employer and shall be deemed to be an "employee" or "worker" for the purpose of all Statutes of British Columbia.
- 13 Minimum Age: The undersigned student (parents or guardians) hereby represent that the student worker at the date of this Agreement below was of the full age of 19 years.

14 Schedule:	Dates of Work Experience:	Hours:
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15 Sponsorship :	The student agrees that if s/he is sponsored by any federal or provincial agency, including HRDC and provincial and/or federal student assistance programs, s/he will self-disclose earnings received to the appropriate agency, and understands that information regarding their employment may be shared by the Career Placement Officer with appropriate agencies/financial assistance staff.
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Signature of Employer	Name of Union (if applicable)
Signature of Student Worker	Signature of Union Representative (if applicable)
Signature of Parent/Guardian (if student is under 19 years of age)	
Signature of Instructor / Dept. Head / Manager Responsible for the Program	Date:
<i>College of the Rockies PO Box 8500 Cranbrook, BC V1C 5L7</i>	Phone Number: (250) 489-2751

Practicum Education Program Agreement

PARTIES to the AGREEMENT

Name of Student Worker		Phone Number	
Address	City	Province	Postal Code
<hr/>			
Name of Business Supervisor		Phone Number	
Address of Business Supervisor	City	Province	Postal Code
<hr/>			
Name of Parent or Guardian		Phone Number	
Address of Parent or Guardian	City	Province	Postal Code

- 0 Ministry of Advanced Education Definition: **“Practicum”**
a) an integral component of a program;
b) unpaid and supervised work experience which takes place at the host employer’s premises or place of business.
 (Note: ‘job shadowing’ does not meet the definition of practicum)
- 1 Employment: The student worker agrees to enter the employ of the employer and the employer agrees to employ and supervise the student worker.
- 2 Duties: The student worker agrees to perform for the employer the duties included in the job description as determined from time to time by the employer, in consultation with the College of the Rockies representative.
- 3 Supervisor: During the hours of employment herein set forth the student shall be under the direct supervision and control of the employer, provided, however, the employer shall at all times permit the College of the Rockies or its representatives access to the employment site and the student.
- 4 Practicum Evaluation: The employer shall, at the request of the College or its representatives, evaluate the student in the performance of his/her duties hereunder and report such evaluation from time to time on a form provided to the employer by the College of the Rockies.
- 5 Workers’ Compensation (BC) Workers’ Compensation Board Act Regulation, Section 5(7), made the 1st day of July 1974 by virtue of approval of the Executive Council, deems a student worker an employee of the Government of the Province of British Columbia. *To be eligible for College WCB coverage, the student must be:*
a) on practicum as defined above, or
b) a student apprentice while attending the classroom/lab/shop instruction for the technical training component of an Apprenticeship Program.
c) or on an approved practicum, as defined above, with a BC registered company at an out-of-province worksite.

In the event of a student worker injury, BC host employers are required to submit the Employer Accident Report (Form 7) immediately to the College for processing. [Fax: 250-489-8246]

- 5a Workers' Compensation (Out of Province) The Ministry will not extend WCB coverage for out-of-province practicums; students are advised to provide for their own medical and extended medical coverage before leaving for out-of-province practicums.
- 6 Remuneration: The employer shall not be obligated to remunerate the student for the services performed by the student pursuant to this Agreement.
- 7 Board's Obligations: It is agreed that, having arranged work experience for the student worker as herein set out, the College's only other obligation is to maintain contact with the student worker and the employer to such extent, as to the College, seems adequate or feasible and the College shall not be liable for any damage or other claim arising out of any act or omission of any other party to this Agreement.
- 8 Indemnity: In consideration of the College having arranged for the Practicum, Work Study or Work Experience Education, the undersigned student (parents or guardians) agree jointly and severally, with the College, to save harmless and indemnify the College with respect to any damages or costs incurred by the said parent or guardian occurring or allegedly occurring to the student worker, parent or guardian in connection with the aforesaid 'employment'.
- 9 Termination: Any party to this Agreement may terminate it by giving notice of termination to the other parties at the address shown in the Agreement.
- 10 Employee: The employer agrees that the employment of the student hereunder shall in no way affect the job security of any other employee of the employer nor the employer's hiring practice with regard to employees, full or part-time.
- 11 Insurance: The College maintains coverage with respect to College liability and that of student workers under this program.
- 12 Exception: In the event the student shall be employed by the employer outside the scope of this Agreement, the student shall be deemed to be an "employee" or "worker" for the purpose of all Statutes of British Columbia.

13 Schedule:	Dates of Work Experience:	Hours:
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Signature of Employer:	Name of Union (if applicable):
Signature of Student Worker:	Signature of Union Representative (if applicable):
Signature of Parent(s)/Guardian(s) : - Required only if student is minor (e.g., under 19 years of age)	Date:
Signature of Instructor / Dept. Head / Manager Responsible for the Program:	Date:
College of the Rockies PO Box 8500 Cranbrook, BC V1C 5L7	Phone Number: [250] 489-2751

Note: BC: By Order-in-Council 3147 (September 27, 1974) the students, for the purposes of the Workers' Compensation Act, have been deemed to be workers of the Crown. Students enrolled in programs authorized by the Ministry of Labour and Advanced Education have been exempted from the provisions of the Employment Standards Act (May 14, 1981).

Appendix C
Intellectual Property, Confidentiality and Non-Disclosure Agreement

BETWEEN:

Name of the "Client": _____

Address of the "Client": _____

AND:

Name of the "Student": _____

Address of the "Student": _____

AND: College of the Rockies, (the "College")

WHEREAS, the Client wishes to participate in a research project being done by the Student to satisfy requirements of **(Name of the Course)** _____ at the College.

WHEREAS the parties agree that the purpose and scope of the research project is as follows:

(Brief Course and Project Description)

The Client has identified the Project outline and Project requirements which are provided in Schedule A.

known herein as the "Project". The Project may be undertaken by the Student individually or as part of a team. Where the Project is to be undertaken as part of a team, the Student agrees to undertake the Project as part of a team of students of the College.

WHEREAS the parties agree that the Student is not providing a consultancy or similar service and that there will be no fee payable in connection with the Student performing the Project. The Student agrees that he/she will not incur costs without the prior written approval of the Client.

WHEREAS the Client agrees to furnish the Student with certain confidential information relating to the Project. The release of confidential information by the Client to the Student shall be solely for the purposes of research relative to the Project.

WHEREAS, the Student agrees to review, examine, inspect or obtain such confidential information only for the purposes described above, and to otherwise hold such information confidential pursuant to the terms of this Agreement.

NOW THEREFORE in consideration of the mutual covenants and agreements herein and for other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged) the parties hereto agree as follows:

“Confidential Information” means any information, software programs, technical data, or know-how, including, but not limited to, that which relates to research, products, services, customers, markets, business policies or practices, intellectual property, developments, inventions, processes, designs, drawings, engineering, marketing, business plans or finances.

Confidential Information shall be prominently identified by the Client in writing as confidential at the time of its disclosure to the Student.

Confidential Information shall not include information that:

- (a) is already known to the party to which it is disclosed;
 - (b) is or becomes part of the public domain without breach of this agreement;
 - (c) is obtained from third parties which have no obligations to keep confidential to the parties to this agreement; or
 - (d) is authorized for release by the disclosing party or is required by law to be disclosed.
1. The Client may disclose Confidential Information to the Student to allow the Student to complete their research work for the Project. The Student agrees that such Confidential Information shall not be used for any purpose other than as described in this agreement.
 2. The Student acknowledges that the Client is the sole owner of the Project research or report produced from the Confidential Information. However, the parties agree that as this is a student project the Student may disclose the Project report and Confidential Information to the Student’s instructor(s) at the College for the purposes of obtaining advice and direction in regard to the Project and for evaluation by the instructor(s) in determining the Student’s course mark.
 3. The Student shall safeguard the Confidential Information and not disclose it to third parties (other than College of the Rockies) without first receiving written permission from the Client.
 4. At the conclusion of the Project all Confidential Information shall be returned by the Student to the Client, with the exception that a copy of the Project report will be retained by the College in accordance with its policies.

5. In consideration of the College allowing the Student and the Client to participate in the Project the parties agree that they will indemnify and hold harmless the College, its Board members, agents, advisors and employees from and against any and all liabilities, claims, or lawsuits that might arise as a result of or in connection with the Project or any failure of the Student or the Client to comply with applicable laws in relation to this Project and/or the terms and conditions of this agreement.
6. This agreement shall be in effect throughout the duration of the Project and any discussions between the Client and the Student or until terminated in writing by either party.
7. This agreement is governed by the laws in force in the Province of British Columbia.

AGREED AND ACCEPTED BY:

Client's Signature

Date

Student's Signature

Date

College's Signature

Date

SCHEDULE "A"

COTR COURSE: Title/Description of COTR Undergraduate Business Course

PROJECT TITLE:

DESCRIPTION:

Description of the Project

PROJECT REQUIREMENTS: Description of the expected deliverables of the Project

FACULTY SUPERVISOR:

CLIENT:

STUDENT:

TERM: Jan – April May – Aug Sept – Dec Year:

READ AND ACKNOWLEDGED BY:

Name of Client

Date

Name of COTR Faculty Supervisor

Date

Name of Department Head

Date

Name of Undergraduate Student

Date

Appendix D
Work Term Report Release Form

Capstone students are required to complete this form at the end of their work terms, after their workplace Supervisor has reviewed the work term report.

Check off one of the statements below following the review of the report. The Supervisor will receive an e-mail copy of the form once it has been submitted.

.....
Student's Name: _____

Student's Program: _____

Term the Student is working: Jan – April May – Aug Sept – Dec Year:

COTR Instructor's Name: _____

COTR Instructor's E-mail: _____

Employer Organization: _____

Direct Supervisor's Name: _____

Direct Supervisor's E-mail: _____

Description of how Work Term Report will be used:

Work Term Report Release:

<input type="checkbox"/> My workplace supervisor has reviewed my work term report and has authorized me to release it to College of the Rockies for oral and/or written presentation as part of my course requirements.
<input type="checkbox"/> My supervisor has reviewed my work term report and has declared the contents confidential/proprietary. The report may not be released publicly. Only the instructor who is grading my report will have access to the report.

Please submit directly to the Instructor's E-mail above.