



Sustainable Business Project Implementation: MGMT 480

Bachelor of Business Administration: Sustainability

Course Outline

COURSE IMPLEMENTATION DATE: January 2010
OUTLINE EFFECTIVE DATE: September 2023
COURSE OUTLINE REVIEW DATE: March 2028

GENERAL COURSE DESCRIPTION:

In this course, students are provided with a supported opportunity to implement the project proposal developed in MGMT 470. Beginning with an instructor-approved comprehensive plan for a project related to an aspect of sustainable business, students comply with research ethics protocol and work within a current job environment or an arranged practicum situation. Each student maintains a log or diary of field work and collects, analyzes, and discusses data. The project method and implementation varies based on the student's work-based situation and the nature of the chosen project. The course includes regular scheduled meetings with the instructor and input from the work environment supervisor and co-workers.

Program Information: This course, along with MGMT 470 and MGMT 490, make up the 9.0 cr required to complete the Sustainability Capstone Project and all are required for completion of the Bachelor of Business Administration-Sustainable Business Practices.

Delivery: This course is delivered in a directed study, supported by online delivery.

COTR Credits: 3

Hours for this course: 90 hours to be completed within 4 months

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours, directed study	90
Total	90

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	
Formal Work Experience	
Project implementation in the workplace	
Total	

Course Outline Author or Contact:

Greg McCallum, MA, TCM

Signature**APPROVAL SIGNATURES:**Department Head
Erin Aasland Hall
E-mail: aaslandhall@cotr.bc.caDean of Business and University Studies
Stephanie Wells
E-mail: SWells2@cotr.bc.ca_____
Department Head Signature_____
Dean Signature

EDCO

Valid from: September 2023 – March 2028

Education Council Approval Date**COURSE PREREQUISITES AND TRANSFER CREDIT:****Prerequisites:** MGMT 470**Corequisites:** None**Flexible Assessment (FA):**Credit can be awarded for this course through FA Yes No**Transfer Credit:** For transfer information within British Columbia, Alberta and other institutions, please visit <http://www.cotr.bc.ca/Transfer>.

Students should also contact an academic advisor at the institution where they want transfer credit.

Prior Course Number: BUAD 480 ⇔⇔ MGMT 480**Date changed:** June 2010**Textbooks and Required Resources:**

Textbook selection varies by instructor and may change from year to year. At the Course Outline Effective Date the following textbooks were in use:

No specific textbook is assigned for this course. All required resources will be provided.

Please see the instructor's syllabus or check COTR's online text calculator <https://textbook.cotr.bc.ca/> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

Upon the successful completion of this course, students will be able to

- integrate prior learning to model ethical business practices related to issues of corporate social responsibility, sustainability, Indigenous practice, and globalization;
- practice project management skills using an industry accepted project management methodology to build out timelines, budgets, and positive project outcomes;
- demonstrate an ability to function in a team environment from several structural positions;
- demonstrate proficiency in the processes required to comply with research protocols in the collection, evaluation, analyzing, and reporting of project outcomes;
- communicate effectively within a professional business environment using terminology, language, and written formats appropriate to the industry; and
- evaluate, synthesize, interpret, and present data (written and oral) that is appropriate to context and audience.

COURSE TOPICS:

- Ethical business practice
- Project management skills and methodology
- Working with a team: leading, following, collaborating
- Working with data
- Indigenous Data Sovereignty
- Timelines and budgets
- Project reporting
- Developing and communicating results

See instructor's syllabus for the detailed outline of weekly readings, activities and assignments.

EVALUATION AND ASSESSMENT:

Assignments
1. Research ethics tutorial and request for ethical review
2. Personal logs and/or reflective journal
3. Meetings & formative reporting to instructor to discuss data, results, progress
4. Workplace supervisor evaluation/report
5. 360-degree feedback from workplace

Please see the attached assessment rubric for more detail. Students are required to re-submit work (up to a maximum of 2 re-submissions) until each assessment component merits a value of at least "3". Extensions may be available by arrangement with the instructor.

Please see the instructor's syllabus for specific classroom policies related to this course, such as details of evaluation, penalties for late assignments, and use of electronic aids.

EXAM POLICY:

Students must attend all required scheduled exams that make up a final grade at the appointed time and place.

Individual instructors may accommodate for illness or personal crisis. Additional accommodation will not be made unless a written request is sent to and approved by the appropriate Department Head prior to the scheduled exam.

Any student who misses a scheduled exam without approval will be given a grade of "0" for the exam.

COURSE GRADE:

Course grades are assigned as follows:

COM	Completed to defined standard
NCG	No Credit Granted

To receive a COM grade, students must achieve a value of at least 3 on the rubric for each assessment component.

BBA students are required to maintain a minimum course grade of C (60%) and an average course grade of C+ in all program courses with letter grades that contribute to the BBA, including the prerequisites for this course.

ACADEMIC POLICIES:

See www.cotr.bc.ca/policies for general college policies related to course activities, including grade appeals, cheating and plagiarism.

COURSE CHANGES:

Information contained in course outlines is correct at the time of publication. Content of the courses is revised on an ongoing basis to ensure relevance to changing educational, employment, and marketing needs. The instructor endeavours to provide notice of changes to students as soon as possible. The instructor reserves the right to add or delete material from courses.

MGMT480: Assessment rubric

Assessment criteria/values:	1	2	3	4
Personal logs and/or reflective journal	Log or journal incomplete, with infrequent entries. Number of work experience hours logged is insufficient. Log or journal entries indicate that project plan is not being followed. Entries do not reflect ethical awareness or growth as a professional.	Log or journal is mostly complete, with some infrequency in entries. Number of work experience hours logged is sufficient. Log or journal entries indicate that student is attempting to follow project plan. Entries indicate limited ethical awareness, and growth as a professional.	Log or journal is complete, with regular entries. Number of work experience hours logged is sufficient. Log or journal entries indicate that project plan is being followed. Entries indicate ethical awareness and growth as a professional.	Log or journal is well-written with frequent entries. Number of work experience hours logged exceeds requirements. Log or journal entries indicate that project plan is being followed or adapted to meet circumstances. Entries indicate a high level of ethical awareness and growth as a professional.
Meetings & formative reporting to instructor to discuss data, results, progress	Few or no meetings with instructor were arranged or kept. Student records indicate data has been kept in a haphazard way. Data and results often not aligned. Inability to adhere to timeline and/or budget. Student is not taking responsibility for progress.	Some meetings with instructor were neither kept nor accounted for. Student records indicate data has been kept in a minimal way although data and results are sometimes not aligned. Student mostly adheres to timeline and budget. Student takes responsibility for progress.	All meetings with instructor were kept or accounted for. Student records indicate data has been accurately recorded although data and results are occasionally not aligned. Student adheres to timeline and budget. Student takes responsibility for progress.	Student takes leadership in all meetings and reporting. Student records show meticulous record keeping with regular, accurate data entries. Results reflect data and are clearly expressed. Student adheres to timeline and budget and takes full responsibility for progress.
Workplace supervisor evaluation/report	Workplace supervisor feedback indicates that although the student may have attempted to implement the project, there remains a need for significant improvement or additional experience to round out professional preparation prior to extending responsibility in this field.	Workplace supervisor feedback indicates that although the project was completed, the student would benefit from additional mentorship and more experience with record keeping, leadership skills, or teamwork prior to extending responsibility in this field.	Workplace supervisor feedback indicates that the project was completed according to expectations and the student made appropriate use of the supervisor's expertise and the workplace project experience. The student has achieved awareness of, skills for and ability to serve as a professional in this field.	Workplace supervisor feedback indicates that the student made full use of the supervisor's expertise and the workplace project experience. The student's efforts on the project exceeded expectations. The student strove to extend his/her responsibilities at every appropriate opportunity and clearly demonstrated the ability to serve as a professional in this field.
360-degree feedback from workplace	Feedback indicates that the student did not adequately convey the purpose or ongoing status of the project. Little attempt was made to engage others. Teamwork and/or leadership skills were lacking. A breach in ethical practice may be apparent.	Feedback indicates that the student mostly conveyed the purpose and ongoing status of the project. Some attempt was made to engage others. The student behaved ethically and made an attempt to exercise teamwork and leadership to accomplish the project.	The student adequately conveyed the purpose and ongoing status of the project. Ongoing effort was made to engage others. The student exercised ethical behaviour, team-work and leadership skills to accomplish the project.	The student enthusiastically conveyed the purpose and ongoing status of the project. Considerable effort was made to engage others. The student exercised a high level of ethical behaviour with sustained teamwork and leadership skills to accomplish the project.