



Sustainable Business Project Evaluation and Presentation: MGMT 490

Bachelor of Business Administration: Sustainability

Course Outline

COURSE IMPLEMENTATION DATE: January 2010
OUTLINE EFFECTIVE DATE: September 2018
COURSE OUTLINE REVIEW DATE: March 2023

GENERAL COURSE DESCRIPTION:

This course represents the explicit reflective, evaluative, and presentation component of the sustainable business capstone triad of courses. The goal of MGMT 490 is the integration of student expertise and/or leadership in the area of sustainable business practice, and the presentation of achievement. Students write a comprehensive business report or thesis and compose a personal code of ethics. Skills and knowledge developed are also communicated in a formal presentation and a website or professional portfolio.

Program Information: This course is a required course for the completion of the Bachelor of Business Administration (Sustainable Business Practices).

Delivery: This course is delivered in a directed study, online format.

COTR Credits: 2

Hours for this course: 30 hours to be completed within 2 months

Typical Structure of Instructional Hours:

Instructional Activity	Duration
Lecture Hours	
Seminars / Tutorials	
Laboratory / Studio Hours	
Practicum / Field Experience Hours	
Other Contact Hours	30
Total	30

Practicum Hours (if applicable):

Type of Practicum	Duration
On-the-job Experience	N/A
Formal Work Experience	N/A
Other	N/A
Total	N/A

Course Outline Author or Contact:

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Signature

APPROVAL SIGNATURES:

Department Head
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Department Head Signature

Dean of Signature

EDCO

Valid from: September 2018 – March 2023

Education Council Approval Date

COURSE PREREQUISITES AND TRANSFER CREDIT:

Prerequisites: MGMT 480

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 490 ⇔⇔ MGMT 490

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 <http://go.cotr.bc.ca/tuition/tCalc.asp> for a complete list of the currently required textbooks.

LEARNING OUTCOMES:

The Bachelor of Business Administration (Sustainable Business Practices) degree program at the College of the Rockies enables students to complete a degree at the baccalaureate level with an applied study focus. Degree students gain academic knowledge and skills in the fields of sustainability and business administration. They also acquire sophisticated problem-solving and critical thinking skills. The combination can empower them to participate as educated citizens in the economic, political, and cultural life of their communities.

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

- integrate your practicum experience and prior learning with accepted business presentation styles;
 - plan, write and revise a comprehensive thesis or report;
 - develop a sophisticated level of digital production and/or print-based communication skills;
 - present yourself professionally in a variety of formats, reflecting a professional identity; and
 - synthesize a personal code of business ethics supporting sustainability.
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COURSE TOPICS:

- Making sense of what you learn: planning the report or thesis
- Writing the report or thesis: adhering to accepted standards of practice
- Adapting your report for other presentation formats
- Presenting a professional identity
- Sustainability and your personal code of ethics

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

EVALUATION AND ASSESSMENT:

Assignments
Website or portfolio
Personal code of ethics
Formal report/thesis and presentation

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.

MGMT 490: Assessment rubric

Assessment criteria/values:	1	2	3	4
Website -- OR -- Portfolio	Website is missing some components & lacking sufficient items. Website is poorly organized. Hyperlinks may be missing or broken. Little or no variety in items (e.g. audio, video, text) Portfolio is missing some components & lacking sufficient documentation. Portfolio is poorly organized. Table of contents may be missing.	Website includes all components but lacks sufficient items. Website is weakly or inconsistently organized. Most hyperlinks are working. Limited variety in items (e.g. audio, video, text) Portfolio includes all components but some components lack sufficient documents. Portfolio is inadequately organized. Table of contents may be incomplete.	Website includes all components with sufficient items in each. Website is adequately organized. Almost all hyperlinks are working. Website includes some variety in items (e.g. audio, video, text) Portfolio includes all components with some documents in each. Portfolio is organized, with table of contents. Item copies are clean.	Website includes all components with ample items in each. Website is well-organized. All hyperlinks are working. Website includes a wide variety in items (e.g. audio, video, text). Visual presentation is sophisticated. Portfolio includes all components with ample documents in each. A wide variety of items is included. Organization is easy-to-follow. Items are well-presented & the overall portfolio is attractive.
Personal Code of Ethics	Code of Ethics reflects minimal or vague awareness of business ethics & sustainability values; however, this awareness is not applied in the report/thesis.	Code of Ethics reflects awareness of business ethics & sustainability values. This awareness may/may not be applied in the report/thesis.	Code of Ethics reflects understanding of business ethics & a commitment to sustainability values. Report/thesis reflects awareness of ethical questioning & incorporation of ethical decisions.	Code of Ethics reflects personal ownership of business ethics & a commitment to sustainability values. Report/thesis clearly demonstrates ethical questioning & incorporation of ethical decisions.
Formal report and presentation				
Introduction/background	No clearly-defined introductory section. Central idea or problem statement is vague.	Introduction is defined but does not provide sufficient context for the reader to understand the project. Central idea or problem is stated in a rudimentary way.	Introduction is well-defined & provides sufficient context for the reader to understand the project. Central idea or problem is clearly stated.	Introduction is well-defined, thorough & provides not only context but also insights to help the reader understand the project. Central idea or problem is clearly stated, fresh & original.
Data & results	Data is incomplete & lacks organization. Presentation is sloppy. Data relates incompletely to results. Results do not completely explain patterns in data or account for inconsistencies.	Data is incomplete in places & not well-organized. Presentation may be poor. Data relates incompletely to results. Results attempt to explain patterns in data but do not account for inconsistencies.	Data is complete & organized, & adequately-presented. Data is integrated with results. Results explain patterns in data but may not explain inconsistencies.	Data is complete, organized, & well-presented, clearly integrated with results. Results explain not only patterns in data but also inconsistencies.

Assessment criteria/values:	1	2	3	4
Formal report and presentation (cont'd)				
Discussion & conclusion	Argument is haphazard & illogical. Parts may be missing or not related clearly to the whole. Discussion is missing or incomplete. Conclusion may be unstated or poorly related to results & discussion.	Argument is only partially developed. Not all parts relate clearly to the whole. Discussion is incomplete. Conclusion may be weakly related to results & discussion.	Argument is developed adequately. Parts are mostly related to the whole. Discussion is thorough. Conclusion is related to results & discussion.	Argument is well-developed & logical. Parts are clearly related to the whole. Discussion is thoughtful & provocative. Conclusion follows clearly from results & discussion.
Quality of writing	Errors in spelling, grammar and the mechanics of writing are serious and interfere with the meaning of the writing. Prose style does not meet undergraduate standards.	There are many errors in spelling, grammar and the mechanics although they do not seriously interfere with meaning. Prose style is not adequate for baccalaureate level of writing.	Some errors in spelling, grammar, or the mechanics of writing. Prose style is adequate for baccalaureate level of writing.	Few or no errors in spelling, grammar, or the mechanics of writing. Prose style is sophisticated and exceeds baccalaureate standards.
Overall sustainability impact	Report/thesis does not clearly identify and/or address the topic of business or organizational sustainability.	Report/thesis touches on the topic of sustainability. However, the topic is developed weakly or inconsistently & reduces impact for change.	Report/thesis presents a clear statement about business sustainability & suggests possibility for change.	Report/thesis presents a powerful statement about business sustainability & suggests strong impact for change.
Overall presentation impact	Presentation poorly organized. Some aspects (written or oral) may be missing. Visual and/or audio quality poor.	Presentation somewhat organized. Both written & oral components are present but may be skimpy. Visual and/or audio quality marginal.	Presentation is organized. All components present & adequate. Visual and/or audio quality is acceptable.	Presentation well-organized. All components present and thorough. Visual & audio quality is good. Overall presentation appears professional & makes a strong impact.