

COURSE INFORMATION

Course title:	Community Business Project	Credits:	1.5
Course code:	BA 511	Class location:	Variable – see schedule
Session, term, period:	2019W, Period 2	Class times:	Variable – see schedule
Section(s):	MM1	Pre-requisites:	n/a
Course duration:	Jan – April 2020	Co-requisites:	n/a
Division:	n/a		
Program:	MM		

INSTRUCTOR INFORMATION

Instructor:	Adam Pankratz	Office location:	
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Instructor:	Elaine Williamson	Office location:	
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COURSE DESCRIPTION

The Community Business Project (CBP) combines community service with academic learning. During the project period, the CBP engages MM students in collaborative project work that enables application of classroom knowledge to real-world consulting projects with non-profits and social enterprises in the greater Vancouver community.

The CBP builds community partnerships with organizations and community-based initiatives with strong social impacts. Through the CBP, students give back to their local communities by providing free business consulting services to organizations and projects that make a positive contribution to our local and global communities, citizens and environment.

The CBP provides a high level of added value to the MM degree given that it involves relevant real-world experience that both employers and graduate schools value.

COURSE FORMAT

The courses in the MM program present a range of business concepts including economics, organizational behaviour, accounting, operations, entrepreneurship, strategy, marketing, and business development. The CBP provides MM students with applied and experiential learning opportunities that build off of these foundational business skills in real-world settings.

LEARNING OBJECTIVES

By the end of this course, students will be able to:

1. Negotiate achievable project scope and timelines with an external client, faculty supervisor and team members.
2. Apply foundational business and management skills, including goal setting, project management, critical thinking, teamwork, problem solving, communication and accountability throughout the project.
3. Apply academic and professional skills to provide research, analysis and potential solutions to complex, project-based business problems for local organizations.
4. Demonstrate individual achievement and effective teamwork by delivering a final project report and a presentation to classmates, faculty and external stakeholders as necessary.

ASSESSMENTS

Summary

<u>Component</u>	<u>Weight</u>
CBP Team Status Reports (4)	20%
CBP Team Showcase Presentation	20%
CBP Team Final Report	30%
Individual Participation	<u>30%</u>
Total	<u>100%</u>

Details of Assessments

CBP Team Final Report – 30%

The team report consists of a full professional recap of the project deliverables:

1. Situation Analysis
2. Summary of Research
3. Summary of Key Learning
4. Recommendations and
5. Action Plan.

One hard copy of the final report is to be submitted to the assigned instructor at 9am on April 26, 2019. Report should not exceed 25 pages in length (12 point font, single spaced). Late reports will not be accepted.

A grading rubric will be provided well in advance for guidance.

CBP Team Showcase Presentation – 20%

Student teams will present a summary of their CBP team report to classmates, instructors and staff April 26, 2019.

Full details and a grading rubric will be provided well in advance for guidance.

Team Status Reports – 20%

All teams will be given a standard real-world consulting project status report template in order to develop a project status report. The report should be updated weekly in order to manage the project effectively amongst the project team, client and instructor.

Up-to-date completed status reports are due at each check-in meeting with the team's assigned instructor: weeks commencing February 10, March 13 & April 6, 2019. The assigned instructor will provide a schedule of meeting dates, times and locations for each team.

Each of the required status reports is worth 5% and a grading rubric will be provided along with the report template at the introductory meetings.

Individual Participation – 30%

A key part of success to any group project is participation. CBP team members are expected to participate in the project in an equal, balanced way, by meeting the team and client expectations to successfully complete the project deliverables.

Participation includes (but is not limited to) attending and contributing to scheduled team/instructor/client meetings, communicating with the team and project stakeholders (career centre, instructor, client supervisor), contributing to status report completion and completing the project deliverables as agreed by team members, instructor and client supervisor.

Each team member will be asked to assume one of four roles on the team on January 14th. The four roles are as follows: Status Report Manager, Client/Instructor Communications Manager, Presentation Manager and Final Report Manager. All Managers are to take responsibility for completion of their area of responsibility but the entire team is required to participate in the entire process.

Using iPeer, each CBP student will evaluate each of their teammates at the end of the project. This will ensure instructors have a clear understanding of how well each group worked together as a team, and the level of contribution of each team member.

If you are on a team where you feel the workload is unbalanced, please address any outstanding issues as a team first; any unresolved issues should be brought to the attention of the instructor so solutions can be identified quickly.

All students are required to submit their iPeer evaluations online by May 3rd at 4pm.

COURSE-SPECIFIC POLICIES AND RESOURCES

Missed or late assignments, and regrading of assessments

Late submissions will not be accepted and will receive a grade of zero.

Academic Concessions

If extenuating circumstances arise, please contact the RHL Graduate School program office as early as reasonably possible, and submit an [Academic Concession Request & Declaration Form](https://webforms.sauder.ubc.ca/academic-concession-rhlee) <https://webforms.sauder.ubc.ca/academic-concession-rhlee>. If an academic concession is granted during the course, the student will be provided options by RHL, or by the instructor in consultation with RHL, per [UBC's policy on Academic Concession](#).

POLICIES APPLICABLE TO COURSES IN THE ROBERT H. LEE GRADUATE SCHOOL

Attendance

Excepting extenuating circumstances, students are expected to attend 100% of their scheduled class hours. Absent students limit their own academic potential, and that of their classmates, and cause

unnecessary disruption to the learning environment. Students missing more than 20% of the total scheduled class hours for a course (including classes held during the add/drop period) without having received an academic concession will be withdrawn from that course. Withdrawals, depending on timing, could result in a “W” or an “F” standing on the transcript.

Punctuality

Students are expected to arrive for classes and activities on time and fully prepared to engage. Late arrivals may be refused entry at the discretion of the instructor or activity lead. Students arriving later than halfway through a scheduled class will be treated as absent for that class.

Electronic Devices

Devices such as laptops, tablets, and cell phones are not permitted to be used in class unless directed by the instructor for in-class activities. Students who do not follow the School’s policy in this regard may be required to leave the room for the remainder of the class, so that they do not distract others. Research shows that students’ use of laptops in class has negative implications for the learning environment, including reducing their own grades and the grades of those sitting around them.

Citation Style

Please use the American Psychological Association (APA) reference style to cite your sources.

Details of the above policies and other RHL Policies are available at:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=12,199,506,1625>

UNIVERSITY POLICIES AND RESOURCES [DO NOT MODIFY THIS PARAGRAPH]

UBC provides resources to support student learning and to maintain healthy lifestyles but recognizes that sometimes crises arise and so there are additional resources to access including those for survivors of sexual violence. UBC values respect for the person and ideas of all members of the academic community. Harassment and discrimination are not tolerated nor is suppression of academic freedom. UBC provides appropriate accommodation for students with disabilities and for religious observances. UBC values academic honesty and students are expected to acknowledge the ideas generated by others and to uphold the highest academic standards in all of their actions. Details of the policies and how to access support are available on the UBC Senate website at <https://senate.ubc.ca/policies-resources-support-student-success>.

Academic Integrity

The academic enterprise is founded on honesty, civility, and integrity. As members of this enterprise, all students are expected to know, understand, and follow the codes of conduct regarding academic integrity. At the most basic level, this means submitting only original work done by you and acknowledging all sources of information or ideas and attributing them to others as required. This also means you should not cheat, copy, or mislead others about what is your work. Violations of academic integrity (i.e., misconduct) lead to the breakdown of the academic enterprise, and therefore serious consequences arise and harsh sanctions are imposed. For example, incidences of plagiarism or cheating may result in a mark of zero on the assignment or exam and more serious consequences may apply if the matter is referred to the President’s Advisory Committee on Student Discipline. Careful records are kept in order to monitor and prevent recurrences.

COPYRIGHT

All materials of this course (course handouts, lecture slides, assessments, course readings, etc.) are the intellectual property of the instructor or licensed to be used in this course by the copyright owner.

Redistribution of these materials by any means without permission of the copyright holder(s) constitutes a breach of copyright and may lead to academic discipline. Audio or video recording of classes are not permitted without the prior approval of the Instructor.]

ACKNOWLEDGEMENT

UBC’s Point Grey Campus is located on the traditional, ancestral, and unceded territory of the xwməθkwəy̓əm (Musqueam) people, who for millennia have passed on their culture, history, and traditions from one generation to the next on this site.

COURSE SCHEDULE

(Subject to change with class consultation)

Date	Topic	Readings or Activities	Assessments due
Jan 7	Team & Client Project Announcements		Make Contact with all team members
Jan 24 2-4PM HA 254	In-class session <ul style="list-style-type: none"> • Course overview • Consulting best practices 	Mandatory attendance Business Attire	
Jan 24 4-4:30PM HA 254	CBP Team Kick-Off team meetings with clients.	Mandatory attendance Business Attire	
Jan 24 4:30PM	Signed Terms of Agreement due after kick-off meeting.		Original hard copy to instructor
Jan 24 4:30 – 6:30PM HA 254	CBP Team Kick-Off Networking & Reception with clients, instructors and staff.	Mandatory attendance	
Jan 31 2-4PM HA 254	In-class session: Effective Client & Team Management.	Mandatory Attendance	
w/c Feb 10 Times/Locations TBC	Team check-in meetings with assigned instructor.		Completed hard copy of status report #1 to meeting.
w/c March 13 Times/Locations TBC	Team check-in meetings with assigned instructor. Mid Term iPeer		Completed hard copy of status report #2 to meeting. Mid Term iPeer
w/c April 6 Times/Locations TBC	Team check-in meetings with assigned instructors.		Completed hard copy of status report #3 to meeting.

April 24 9AM-1PM HA 132 & 133	CBP Showcase Presentations to students and instructors.	Business Attire.	Presentation slides and hard copy of final report due.
April 24 1PM-5PM Venue TBC	Reception with students, instructors and staff.	Mandatory attendance Business Attire.	
May 1 4PM	iPeer & Course Evaluations due		Mandatory submissions on-line.

- **Adequate notice will be given of any significant changes to this schedule.**
- **All teams are also required to meet regularly with their clients at UBC in order to review project progress on their status reports and present findings from each major milestone.**