

COURSE INFORMATION

Course title:	Community Business Project		
Course code:	BA 511	Credits:	1.5
Session, term, period:	2022W Term 1, Periods 1 & 2	Class location:	Variable – see schedule
Section(s):	DD1	Class times:	Variable – see schedule
Course duration:	Sept – Nov 2022	Pre-requisites:	N/A
Program	MM Dual Degree	Co-requisites:	N/A

INSTRUCTOR INFORMATION

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COURSE DESCRIPTION

The Community Business Project (CBP) combines community service with academic learning. The course engages MM students in collaborative, real-world consulting projects with non-profits and social enterprises within the greater Vancouver community.

Learning about concepts in an isolated, theoretical manner is relatively simple. The real value and higher-level learning is developed through integration and application of the concepts to real and often messy problems, in a team environment. The CBP is meant to simulate this team-based, somewhat unstructured, cross functional environment that you will find in your careers post-graduation.

A faculty advisor is assigned to each team in order to provide guidance, business insight, issues management and coaching through progress meetings, email and telephone/video meetings. Three scheduled progress meetings with each individual team will take place during the project period so all students have the opportunity to gain valuable knowledge, ideas and advice from their faculty advisor.

Each team will build a partnership with an organization that is making a positive contribution to our community, individual citizens and/or environment. Your project teamwork will provide valuable insight and strategic direction that helps drive a wide range of initiatives to increase positive change.

COURSE FORMAT

This is a capstone course that is completed through independent group work and interaction with a real client. Guidance for each group is provided by an assigned faculty advisor via email, telephone calls and three scheduled progress meetings throughout the project period.

LEARNING OBJECTIVES

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

1. Manage an achievable project scope and timelines with an external client, faculty advisor and team members.
2. Apply foundational management skills including goal setting, project management, critical thinking, teamwork, problem solving, oral/written communication and presentation skills.
3. Apply academic and professional skills to provide research, analysis and strategic direction to help solve complex, business problems.
4. Demonstrate individual accountability and effective teamwork by delivering an insightful and actionable final report and presentation within the required timeframe.

ASSESSMENTS

Summary

<u>Component</u>	<u>Weight</u>
CBP Progress Report #1	10%
CBP Progress Report #2	10%
CBP Progress Report #3	10%
CBP Final Report	35%
CBP Showcase Presentation	20%
Individual Participation & Professionalism	<u>15%</u>
Total	<u>100%</u>

Details of Assessments

CBP Progress Reports – 30%

All teams will be evaluated on their ability to effectively manage their project throughout the entire project period. Each team will provide three reports throughout the project that illustrate a clear understanding of the project deliverables, key findings, timeline, appropriate allocation of tasks within the team, effective communication with the client and any potential issues that need to be addressed.

An outline with required information will be provided so each team can develop a clear, effective, professionally designed and client branded project management chart. Each team will be expected to refer to their current progress report with their faculty advisor at their progress meetings. Each of the

three progress reports is worth 10% of the total grade. An assignment brief including chart outline and grading rubric will be provided.

All team members are required at each of the three progress meetings. The faculty advisor must receive an email in advance if a team member has to miss a meeting for extraordinary circumstances (illness).

Progress reports are due on Canvas at 4:00pm on the following dates: September 23rd, October 7th and October 28th.

CBP Final Report – 35%

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

1. Organization & Project Background
2. Summary of Research & Analysis (including SWOT Analysis)
3. Strategic Recommendations
4. Action Plan

The final report is due on November 21st at 9:00am and must be sent to client as well as uploaded to Canvas. An assignment brief including report requirements and grading rubric will be provided. Each team's faculty advisor will be available to answer questions and give guidance throughout the project period.

CBP Showcase Presentation – 20%

Each team will have 20 minutes for their presentation and question period with their client, faculty advisor, RHL staff member and other students working on the same client project on November 25th. All members of the team are required to participate by presenting a portion of the material and participating in the question period.

The presentation slides must be uploaded to Canvas by 4pm on November 24th and the presentations will take place on November 25th from 9am-12pm. Specific times and locations for each team will be provided by your faculty advisor. Presentation slides should also be sent to the client after the presentation on November 25th.

An assignment brief including presentation requirements and grading rubric will be provided. Each team's faculty advisor will be available to answer questions and give guidance throughout the project period.

Individual Participation & Professionalism (Including Team Expectations Agreement & Midpoint i-Peer Evaluations) – 15%

Working in high-performing teams is not a given. It is a result of commitment, communication and trust. Working effectively in teams is a critically important skill in any corporate or organizational context. Teamwork brings both challenges and opportunities.

At the start of the project term, each team will develop a Team Expectations Agreement (due Sept 23rd), which should help establish the foundation for solid working relationships amongst the full team.

Getting comfortable with both giving and receiving feedback is a key skill that should be developed now and used for the rest of your professional careers. A good team member is open to feedback from their peers, learns from it and adjusts course when necessary. For feedback to be meaningful, it must be timely and specific.

Team participation includes (but is not limited to) attending and actively participating all meetings, reflecting professional business conduct at all times including being on time to all meetings, communicating effectively with all project stakeholders, providing timely and specific feedback to all project stakeholders and completing a significant portion of the project deliverables as per your agreement with your team members, client and faculty advisor.

Faculty advisors will evaluate individual participation and teamwork via progress reports & meetings, ongoing team & client feedback as well as a mid-term iPeer evaluation. Coaching will be provided for any student that requires help in giving or receiving feedback. It is imperative that all team members communicate with their faculty advisor immediately if there is an issue that has not been resolved through an exchange of feedback within the team. **Your participation grade will be negatively affected if an issue arises for the first time on iPeer.**

The iPeer evaluation will take place during the week of October 17th and students will evaluate their peers' role and contributions. An average numerical score and comments without evaluator names will be shared with each student. This feedback should be used to enhance your individual performance in teams for your professional roles in the future.

The faculty advisor will review the peer evaluations as part of the individual participation assessment. If your team is dissatisfied with your effort and input, you will be asked for evidence of your contributions and effective communication with the team. You will also be given the opportunity to respond effectively to the feedback for the duration of the project term. Based on all information, the faculty advisor will decide whether or not to reduce your grade and/or the grade of other team members if they did not provide feedback until the iPeer evaluation. **Full participation and communication with your team members is critical to your success in this project and in your future careers.**

All students are required to submit their iPeer evaluations online no later than October 21, 2022 at 4pm. Late submissions will result in a deduction of up to 8% from your final grade.

LEARNING MATERIALS

No materials are required for this course.

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](#).

Other Course Policies and Resources

Individual Participation & Professionalism

All students are expected to be fully engaged and participating in all meetings and team working sessions. Student success and learning outcomes are entirely dependent on each team member's total participation and professional contribution. **All progress meetings are mandatory for all students.**

Issues Management

If any student has an issue pertaining to team dynamics, client management or any other concern with the project that has not been resolved through effective communication with the relevant parties, they should contact their faculty advisor as soon as possible. The faculty advisor will help find a solution and/or get the appropriate resources involved in order to do so.

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.

COVID-19 Policies for Attendance & Academic Concessions

If a student feels unwell, they should stay home and send a courtesy email to each impacted instructor and cc their program manager. The student should also submit an [Academic Concession Request & Declaration Form](#).

If a student suspects possible COVID-19 infection, they should use the BC Ministry of Health's [self-assessment tool](#), to help determine whether further assessment or testing for COVID-19 is recommended.

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

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>.

Respect for Equity, Diversity, and Inclusion

The UBC Sauder School of Business strives to promote an intellectual community that is enhanced by diversity along various dimensions including status as a First Nation, Metis, Inuit, or Indigenous person, race, ethnicity, gender identity, sexual orientation, religion, political beliefs, social class, and/or disability. It is critical that students from diverse backgrounds and perspectives be valued in and well-served by their courses. Furthermore, the diversity that students bring to the classroom should be viewed as a resource, benefit, and source of strength for your learning experience. It is expected that all students and members of our community conduct themselves with empathy and respect for others.

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.

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ACKNOWLEDGEMENT

UBC's Point Grey Campus is located on the traditional, ancestral, and unceded territory of the x^wməθk^wəy̓əm (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/Location	Topic/Milestone	Mandatory Team Requirements
Sept. 9, 2022	Course Canvas Site: Open to students. Teams announced.	Review all materials (including the Terms of Agreement) and get to know your fellow team members.
Sept. 16, 2022 Class: 9:00 - 10:00am HA 492 Faculty Advisor Intro Meetings: 10- 11am HA 254, 335, 435, 437 Client Kick-Off Meetings: 11 - 12pm As Assigned: HA 254, 233, 243, 335, 333, 334, 435, 454, 343, 437, 345, 135	In Class Session: Review of course outline, distribution of client assignments and introduction to faculty advisors. Faculty Advisor Intro Meetings: Teams to meet with their faculty advisor and ask questions prior to the client meetings. Client Kick-Off Meetings: Clients to brief teams on the scope of work and key relevant project background.	Active participation, questions and the start of effective client relationship building, communication & teamwork with all members and faculty advisor. Terms of Agreement to be signed by all team members.
Sept. 23, 2022 4:00 pm	Team Expectations Agreement: Document due.	All teams to submit answers to the three questions provided in the brief.
Sept. 23, 2022 4:00 pm	Progress Report #1: Report due.	All teams to submit report online as per the specifications outlined in the assignment brief.
Week of Sept 26th Times/zoom link to be provided by each faculty advisor	Progress Meeting #1: Opportunity for teams to ask questions, raise issues and get guidance from their faculty advisor.	Advance preparation of progress report, questions and issues as well as active participation by all team members in the meeting. Mandatory on time attendance for all team members.
October 7, 2022 4:00 pm	Progress Report #2: Report due.	All teams to submit report online as per the specifications outlined in the assignment brief.
Week of Oct 10th Times/zoom link to be provided by each faculty advisor	Progress Meeting #2: Opportunity for teams to ask questions, raise issues and get guidance from their faculty advisor.	Advance preparation of progress report, questions and issues as well as active participation by all team members in the meeting. Mandatory on time attendance for all team members.
Week of Oct 17th	Mid-Point Client Check-In Calls by Faculty Advisors: Faculty advisors to obtain feedback from clients and address any issues raised by student teams.	All team to ensure that their faculty advisor is fully briefed on current project progress and any potential issues.

October 21, 2022 4:00pm	Midpoint i-Peer Evaluations: Evaluations due for all team members.	All students to submit their team member evaluations online.
October 28, 2022 4:00 pm	Progress Report #3: Report due.	All teams to submit report online as per the specifications outlined in the assignment brief.
Week of October 31st Times/zoom link to be provided by each faculty advisor	Progress Meeting #3: Opportunity for teams to ask questions, raise issues and get guidance from their faculty advisor.	Advance preparation of progress report, questions and issues as well as active participation by all team members in the meeting. Mandatory on time attendance for all team members.
Nov 21, 2022 9:00am	Final Report: Report due.	All teams to submit report to their clients and online as per the specifications outlined in the assignment brief.
Nov 24, 2022 4:00pm	Showcase Presentation: Presentation slides due.	All teams to upload their presentation to Canvas as per the specifications outlined in the assignment brief.
Nov 25, 2022 9:00am-12:00pm As assigned: HA 335, 435, 437, DL 125 Team presentation times and room assignments to be provided by each faculty advisor. CBP Finale Reception 12pm in CPA Hall	Showcase Presentation: Presentation to client, faculty advisor, RHL staff members and other students working on the same client project. CBP Finale Reception: Light appetizers and beverages served. Opportunity to network with clients and guests to celebrate the culmination of your project. **Business Attire Required**	All members of each team to participate in presentation as per the assigned schedule and specifications outlined in the assignment brief. Presentation slides to be sent to client after the presentation.