



<b>Course ID:</b>	<b>Course Title:</b>	<b>Winter 2021</b>
BUS 499	Capstone Seminar in Business	<b>Prerequisite:</b> business program student in final year <b>Credits:</b> 3

Class Information		Instructor Information		Important Dates	
<b>Days:</b>	Tues/Thurs	<b>Instructor:</b>	Angie Redecopp MBA, LLB, BEd	<b>First day of classes:</b>	Jan 11
<b>Time:</b>	10:00 – 11:15am	<b>Email:</b>	aredecopp@ambrose.edu	<b>Last day to add/drop, or change to audit:</b>	Jan 24
<b>Room:</b>	G2195 or Zoom or self-paced	<b>Phone:</b>	403-874-1310	<b>Last day to request revised exam:</b>	Mar 8
<b>Lab/ Tutorial:</b>	N/A	<b>Office:</b>	L2057	<b>Last day to withdraw from course:</b>	Mar 19
<b>Final Exam:</b>	N/A	<b>Office Hours:</b>	Tues 12:30-2:30 or by appointment	<b>Last day to apply for coursework extension:</b>	Mar 29
				<b>Last day of classes:</b>	Apr 16

**Course Description:** Run as an integrative capstone seminar, this course serves as an occasion for graduating students to integrate and consolidate the various dimensions of their business program. The course will explore the pragmatic application of their fields of knowledge, the ways this can lead to vocation and service in the world community, while also providing a forum to help students transition to the next season of their professional lives.

**Ambrose Business vision:** to provide high quality, business learning experiences that equip students, organizations, and communities with values-based knowledge, meaningful connections, and community engagement opportunities that lead to: collaborative inquiry; innovative and sustainable solutions; and transformative social impact.

**Expected Learning Outcomes:** This course revisits and caps your business education, all with a view to the Ambrose Business vision. In the business capstone course, we will explore a number of questions, both looking back on your business program journey, and looking ahead to your future business careers and broader life goals. Using a variety of mediums, including books, readings, podcasts, guest speakers, class discussions, student-initiated interviews, and other explorations, we will explore the following areas:

1. Our purpose – why do we do what we do. What is our purpose, and how does our faith inform this, both personally and at the business level.
2. Our way of being – who are we, and how we aspire to lead, influence and treat others.
3. Being a change-maker in the workplace/world – how do you aspire to engage in: collaborative inquiry; innovative and sustainable solutions; and transformative social impact.
4. Your narrative and life plan – how do you tell your story, further develop your life plan, develop a learning-oriented network, and continue to carry out your plan.

**Required Reading:** Several sources will be used throughout the course, including books, readings, podcasts, guest speakers, class discussions, student-initiated interviews, and other explorations. The schedule for each of the 4 modules of the course should be consulted for specific readings and other materials. There may be a course fee charged to your student accounts for a coaching program that we will use. Books to be purchased or otherwise obtained:

- *Outward Mindset*, Arbinger Institute, 2016, **OR** *Leaders Eat Last*, Simon Sinek, 2017. *We will start discussing these on February 2, and you should read approximately half of the book that you choose by then.*
- *Braving the Wilderness*, Brene Brown, 2017. *We will start discussing this on March 2, and you should read half the book by then.*
- *Your choice. You will choose one more book to read, related to a topic in the course (i.e. could be a specific leadership area) that you feel you need to work further on. Choose by February 25, and begin reading by March 30. Suggestions will be provided.*

**Course Schedule Overview:** Detailed schedules will be posted on Moodle for each module of the course. We will meet in person every Tuesday. Most Thursdays will be self-paced, with the exception of April 1 and April 15. Plan to be in attendance both of those Thursdays, as well as for Ambrose Research Conference on March 31. Many self-paced Thursdays will involve informational interviews or coaching conversations, which you will schedule.

Date	Module	Topics
Jan 12-26	Our purpose – why do we do what we do. What is our purpose, and how does our faith inform this, both personally and at the business level.	<ul style="list-style-type: none"> <li>• Tools – interviewing, networking, reading</li> <li>• Reweaving Shalom – work matters to God</li> <li>• Faith in the workplace</li> <li>• Purpose-driven business</li> </ul>
Feb 2-Feb 25 <i>No classes Feb 15-19</i>	Our way of being – who are we, and how we aspire to lead, influence and treat others.	<ul style="list-style-type: none"> <li>• Outward mindset</li> <li>• Servant leadership</li> <li>• Emotional intelligence – critical conversations, vulnerability, resilience</li> </ul>
Mar 2-19	Being a change maker in the workplace/world – how do you aspire to engage in: collaborative inquiry; innovative and sustainable solutions; and transformative social impact.	<ul style="list-style-type: none"> <li>• Braving the wilderness</li> <li>• Current challenges &amp; issues in our world/workplace</li> <li>• Change maker challenges and successes</li> </ul>
Mar 23- Apr15	Your narrative and life plan – telling your story, further developing your life plan, building a learning-oriented network, and continuing to carry out your plan.	<ul style="list-style-type: none"> <li>• Coaching conversations</li> <li>• Developing your narrative</li> <li>• Building your learning-oriented network</li> </ul>

**Evaluation:**

<b>Evaluation Method</b>	<b>Weight</b>	<b>Date Due</b>
Learning Journal	35%	EOD each Friday
Reflection Paper	15%	February 25
Major Project: Paper and presentation	35%	Paper: March 22 Presentation: Mar 30-Apr 1
Video Resume	15%	April 16

The following is a summary of the evaluation methods. More detail on the sources for the learning journal can be found in the schedule for each part of the course. More detail on the other assignments will be provided on Moodle. **Added Feb 1: Passing mark in BUS 499 will require: completion of all major assignments; passing grade on the learning journal component, completion of at least half of all required interviews, and completion of at least half of all 3 required books.**

**Learning Journal** – Each week, you will review the learning sources from the week and reflect on how your thinking was challenged and how the learning can be applied. This will be marked equally for completeness and level of analysis/depth. This can be written or recorded. Minimum 500-700 words (depending on how many sources), but there is no penalty for more. Assume about 125 words/minute if recording. You need to include:

- Your learning summary (high level summary and your key take-aways). Include detail on when/where/who for any interviews.
- Where your thinking was challenged (agree/disagree, something you never thought of).
- How you can apply or extend your learning (action steps or further learning steps).
- You need to include at least one specific example or quote from each learning source (including each class discussion). Note that you will not receive full marks on the completeness of this element if you have an unexcused absence for a class.

**Reflection Paper** – This paper will be an opportunity for you to engage in a holistic reflection on your Ambrose business undergraduate experience, your own learning and leadership development, and what these experiences will make for your future.

**Major Project** – A core aspect of the course will be a scholarly research and writing project in a topic area of your choosing within the discipline of business. The purpose of your project will be to explore how elements of the Ambrose business vision (collaborative inquiry; innovative and sustainable solutions; and transformative social impact) can be achieved in the area of business that you have chosen. This will include both a paper and a creative presentation. Some of the papers will be chosen to present at the Ambrose Research Conference on March 31 (at the discretion of the instructor), and other papers will be presented in class. All students should plan to attend the Ambrose Research Conference.

**Video Resume** – Each student will create a personal video resume that focuses on their narrative – your purpose, your way of being, your aspirations re a better workplace/world, and your personal goals.

### Attendance & Participation Generally:

Each student is expected to regularly attend and actively participate in classroom discussions and any on-line discussion forums assigned. Group discussions and analysis of course topics will be a key component of learning throughout the term. Students are expected to attend all classes, having prepared for class by reading the assigned readings ahead of time and actively participate in group discussions. The skills needed to participate effectively in class and present your ideas are the same skills required to be effective in the workplace. If external circumstances or illness prevent you from attending or adequately preparing for a class, please let the professor know. The instructor may reduce a student's mark by a letter grade (i.e. B to B-) if a student's participation is inadequate (in addition to reductions to the participation portion of the grade). Regularly leaving the classroom, not sharing screen and audio if on-line, and/or breach of electronic etiquette = lack of participation.

### Submission of Assignments:

All written assignments are to be submitted on Moodle. In the case of excused absence, and at the instructor's discretion, the assigned date may be rescheduled to a later date. If unexcused, weekly reading journal will receive 50% credit if submitted within one week after due. All other late assignments will have the following penalties applied:

- Up to one day late = 15% penalty (this begins right after the time due)
- One-two days late = 30% penalty
- More than two days late = no credit

### Grade Summary:

The available letters for course grades are as follows:

<i>% Grade</i>	<i>Letter Grade</i>	<i>Description</i>
95% to 100%	A+	
90% to 94%	A	Excellent
85% to 89%	A-	
80% to 84%	B+	
76% to 79%	B	Good
72% to 75%	B-	
68% to 71%	C+	
64% to 67%	C	Satisfactory
60% to 63%	C-	
55% to 59%	D+	
50% to 54%	D	Minimal Pass
0% to 49%	F	Failure

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

## Ambrose University Academic Policies

### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

### Registration

\*During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important Dates. After that date, the original status remains and the student is responsible for related fees.

\*Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

\*Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

### Exam Scheduling

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### Electronic Etiquette

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting

communication due to an emergency, please speak with the professor before class.

### Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

### Extensions

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

### Appeal of Grade

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

### Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

### Need help? Visit the Student Life/Success office or go online.

Accessibility services: [ambrose.edu/accessibility](http://ambrose.edu/accessibility)

Tutoring & writing: [ambrose.edu/learner-support](http://ambrose.edu/learner-support)

Mental health & wellness: [ambrose.edu/wellness](http://ambrose.edu/wellness)

Sexual violence: [ambrose.edu/sexual-violence-response-and-awareness](http://ambrose.edu/sexual-violence-response-and-awareness)

Campus security: 403-827-0108