

Course ID:	Course Title:	Winter 2019
BUS 499	Capstone Seminar in Business	Prerequisite: Business program students in final year of study
		Credits: 3

Class Information		Instructor Information		Important Dates	
Days:	Wed./Fri.	Instructor:	Dr. Randy Poon, PhD	First day of classes:	Thur., Jan. 3, 2019
Time:	11:15 – 12:30	Email:	rpoon@ambrose.edu	Last day to add/drop, or change to audit:	Sun., Jan. 13, 2019
Room:	L2100	Phone:	(403) 410-2000 (x6513)	Last day to request revised exam:	Mon., Mar. 11, 2019
Lab/Tutorial:	n/a	Office:	L2055	Last day to withdraw from course:	Fri., Mar 22, 2019
Final Exam:	None	Office Hours:	T/TH 12:00 – 1:00 W/F 9:30 – 11:00 or by appointment	Last day to apply for coursework extension:	Fri., Mar. 29, 2019
				Last day of classes:	Fri., Apr. 5, 2019

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 administration 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.

Expected Learning Outcomes

This course caps your education across several broad areas of study within the business administration discipline and should lead to you explore several questions:

1. As one of the last courses you will complete in your Business degree, it is imperative that you reflect on the cumulative achievement of your work in this field of study. What have you learned about the leadership dimensions of your life? How have you come to know what you know? How have your expectations of what you should or would learn over the course of your degree been realized (or not)? How has your study of the various areas of study within Business complimented, extended, or contrasted with each other?
2. Your studies in a Business major/concentration are best pursued within the broader context of liberal arts education. How have these other liberal arts courses complemented, extended or challenged your studies in Business? What insights have you gained through your coursework in non-business courses that have informed your BBA/BA experience? How have these studies enhanced your overall educational experience, by your standards or those of the university?

3. The integration of faith and learning is an underlying value at Ambrose. How has your degree shaped your worldview, and vice versa? How has your worldview been challenged, modified, or expanded? How might the integration of faith and learning influence your vocation, moving forward?

Books and Other Readings

Required Books:

Arbinger Institute. (2010). *Leadership and self-deception: Getting out of the box*, (2nd ed.). San Francisco, CA: Berret-Koehler.

Arbinger Institute. (2016). *The outward mindset: Seeing beyond ourselves*. San Francisco, CA: Berret-Koehler.

Block, P., Bruegemann, W., & McKnight, J. (2016). *An other kingdom: Departing the consumer culture*. Hoboken, NJ: John Wiley & Sons.

Keller, T. (2012). *Every good endeavour*. New York: Penguin.

Palmer, P. (1999). *Let your life speak: Listening for the voice of vocation*. San Francisco, CA: Jossey-Bass.

Van Duzer, J. R. (2010). *Why business matters to God*. Downer's Grove, IL: InterVarsity Press.

Additional assigned readings are listed in the Weekly Reading and Assignment Schedule

Course Requirements and Evaluation:

Course grading and evaluation will be conducted according to the following:

Reading Responses (written response and class discussion) 36%

Each of the eight responses are worth 4.5%

- Each written response is worth 2.5%
- Each graded discussion is worth 2%

Reflection Paper and Presentation 20%

Major Individual Project: 40%

Students must choose any of the following worth a total of 40% (with the exception of the Ambrose Research Conference Report and Presentation):

- Scholarly Project and Presentation 40%
- Ambrose Research Conference Paper and Presentation (plus 10% bonus) 40%
- LinkedIn Project: consists of both an article and a video blog 40%
 - (two separate sub-projects, each worth 20%)

Attendance during other students' presentations and ARC 4.0%

- If you attend all five sessions*, you receive 100%
- If you attend four sessions*, you receive 75%
- If you attend three sessions*, you receive 50%
- If you attend two sessions*, you receive 30%
- If you attend one or fewer sessions*, you receive 0%

*Note: a session is defined as either a class when you are not presenting or an ARC session (involving a business student)

Note: Both the Reflection assignment and all parts of the Major Individual Project must be completed to receive a passing grade in this course.

Submission of Assignments:

All assignments (unless otherwise notified) are to be submitted via Moodle by the time indicated in the Weekly Reading and Assignment schedule. All electronically submitted written assignments (i.e., reading responses and papers) must be submitted in Word (preferable), Pages, or Open Text Document format (**and NOT as a PDF file**). Note: this doesn't apply to presentations. Late assignments will lose 5% per day late for the first four days, and following that 10% per day (in other words, submitting an assignment seven days late would result in a 50% reduction to the grade). The instructor has the discretion to not accept assignments that are more than seven days late.

In the case of legitimate or approved absence, and at the instructor's discretion, the assigned date may be rescheduled to a later date, or if this is not practically possible, the marks may be reallocated to other components of the course grade.

Assignments:

Critical Reading and Graded Discussion

Asking questions, articulating dissonance, and sharing insights during class discussions are a crucial component of the learning process and to the value of this course. You will come to class having read the assigned readings and will prepare a written response to the reading to be shared in class (at least 500 words, double spaced).

The readings for this course have been chosen to encourage your reflection on your studies, the next season of your professional life, and your identity. Explore what the author was trying to communicate and how the assigned reading impacted you. Your responses will form the basis for class discussion, so preparation for and participation in discussion will be evaluated.

There will be eight submissions during the entire semester. Written responses will be submitted in Moodle prior to the beginning of class.

- Your written submission (2.5% per submission) will be graded as follows: High Pass – 95%; Regular Pass – 80%; Incomplete – 60%; Did Not Hand In – 0%.
- Your participation (2.5% per discussion) will be graded as follows: Very Active (minimum three very insightful comments) – 95%; Active (two very insightful comments) – 85%; Moderate (two insightful comments, but limited engagement or passion) – 75%; Modest (one insightful comment) – 60%; Inactive (attends but no comments or insightful comments) – 30%; Did Not Attend – 0%.

Reflection Paper and Presentation

This seminar is an opportunity for you to engage in holistic reflection independently, through the assigned readings, and with others in the class. You will be required to systematically critique your undergraduate experience by reflecting on significant things you have learned through texts and articles you have read, papers you have written, projects you have participated in, and relationships you have made. The topic or theme you select to focus on is the residue of your own learning over the past years of your studies. It should also include key insights from your Leadership and Self-Deception/The Outward Mindset Journal.

Your reflection paper should address this set of questions:

In the context of achieving a degree in Business...

- What do you understand the role of business to be?
- To what extent can business be a vehicle of transformational mission?
- Why did you choose to study business? And in particular, at Ambrose?
- What did you hope to achieve? What were some of your expectations? For yourself personally? Of the school?
- Describe your journey over your university/degree experience?
- What were you supposed to have learned (not just regarding the degree content, but also of the time you spent over the years you've been at university)?
- What have you actually learned (again, not just degree content, but of life experience)? How have you learned it?
- What classes/readings/projects/assignments/extracurricular experiences impacted you the most (be specific)?
- How and why did you meet/not meet the aforementioned expectations (particularly the one's you had for yourself)?
- What would you change about your experience/journey? What would you do differently?
- Where are you at with respect to being in the box or out of the box? Do you have an inward or an outward mindset?
- How did your learning impact your faith journey?
- What difference will having a Business degree make to you personally and to your world?
- What happens next?

Note: in contrast to the scholarly project outlined below, the reflection paper is by nature a less formal undertaking. You may engage in a freer manner of prose than you might in research paper. Remember, this is your story; not answers to a series of questions.

The length of this paper is to be between 2100 - 2400 words (about 7-8 pages), double-spaced, 12-point font, 1-inch margins and is due on Friday, March 1. Please use headings to separate major themes. The written portion of this assignment is worth 13% of your final grade.

In addition to the reflection paper, a class presentation will also be required. Presentations should be about 8-10 minutes in length. Your classmates will be encouraged to ask you questions. The presentation portion of this assignment is worth 7% of the final grade.

Major Individual Project

Choose from one of the following three projects:

- Scholarly Project and Presentation (40%)
 - 4000-word report and 8-10 minute presentation
 - A thesis for the paper will be due by February 27
 - Paper is due on April 3
 - Presentations will take place in class March 29 and April 3
 - Note: April 5 may be available depending on the number of students choosing the LinkedIn option
- Ambrose Research Conference (ARC) Paper and Presentation (40%) plus a 10% bonus to your overall grade
 - 4000-word report and 12-15 minute presentation
 - An abstract for the paper will be due by February 13
 - ARC will take place on March 27
 - Paper is due in Moodle on March 26

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- LinkedIn Project: Article and Video Blog (note: this is two separate projects, each one worth 20%)
 - LinkedIn Article
 - The article must be 2000 words, well researched, including supporting graphics and/or photographs
 - The topic should be similar to what is required for the Scholarly Project or the Ambrose Research Report
 - This is due in Moodle and should be uploaded into LinkedIn by March 8.
 - Video Blog
 - The vlog should be 9-10 minutes in length and must also be well researched and creatively crafted (including photos or other video clips)
 - The topic should be similar to what is required for the Scholarly Project or the Ambrose Research Report
 - The topic may be in a related discipline, like organizational behaviour/human resources, but the topic must be different from your LinkedIn article
 - You will both present (show) your video blog on the last day of the major individual project presentations, April 5, as well as upload it into LinkedIn on or before that date
 - You must also submit your script into Moodle on April 5

Scholarly Project and Ambrose Research Conference Paper

Each student will undertake a scholarly research and writing project culminating in a fully researched and documented paper on any topic of your choosing within the discipline of Business (e.g., leadership, organizational behaviour, human resources, strategy, marketing, international development/microfinance, nonprofit management, social entrepreneurship, business ethics, corporate social responsibility, business as transformational mission, etc.) while also addressing the elements of just capitalism and responsible business in the context of care and concern for community.

Your paper must be thoroughly researched and must demonstrate your engagement with the scholarship on your subject. It must follow the APA writing style for documentation and citation of your sources. You should have at least ten scholarly sources in your paper. You are also free to cite from web-based sources provided that these are in addition to the ten scholarly sources.

I urge you to seek out something about which you have a passion—some interest that emerges from deep within you. It is my conviction that the best scholarship comes from those depths within us where the things we most care about reside. The best scholarship is something we need to write.

The length of this paper is to be around 4000 words (about 14 pages), double-spaced, 12-point font, and 1-inch margins. The written portion of this assignment is worth 30% of your final grade.

In addition to the paper, a class presentation will also be required. Presentations should be about 8-10 minutes in length (12-15 minutes for ARC). In addition, please be prepared to respond to questions following your presentation. The presentation portion of this assignment is worth 10% of the final grade.

I will serve as a project advisor to each you. I will read your first draft, make suggestions for revision, and provide timely benchmarks for building the paper sequentially over the term.

Topics

Topics should be chosen by Friday, February 1. Feel free to meet with me to discuss the topic.

Provisional Thesis

Your provisional thesis (about 150-250 words) should emerge while completing your working bibliography. The working thesis should be drafted and submitted no later than Wednesday, February 27.

Ambrose Research Conference (ARC)

Note: if you are planning to submit your paper to ARC, you are also required to submit a 100-150 word proposal/abstract to me no later than Wednesday, February 13.

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 College-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.

Weekly Reading and Assignment Schedule:

Date	Class Topic/Book or Article Title	Text chapters	Assignment
Jan 4	Course Overview		
Jan 9 Jan 11	Leadership and Self-Deception	Arbinger 1-3	Reading response #1 (based on Parts 1-3) due in Moodle by 6 a.m., Jan 11
Jan 16 Jan 18	The Outward Mindset	Arbinger 1-4	Reading response #2 (based on Parts 1-4) due in Moodle by 6 a.m., Jan 16
Jan 23 Jan 25	Why Business Matters to God	Van Duzer 1-4	Reading response #3 (based on Chapters 1-4) due in Moodle by 6 a.m., Jan 23
Jan 24	Business Program Day		
Jan 30 Feb 1	Rethinking Capitalism	Chouinard & Stanley, <i>The Responsible Company</i> Polman, <i>Business, Society, and the Future of Capitalism</i>	Reading response #4 (based on both articles) due in Moodle by 6 a.m. on Jan 30 Scholarly project topic due Feb 1
Feb 6 Feb 8	Community and Culture	Block, Brueggemann, & McKnight, <i>An Other Kingdom: Departing the Consumer Culture</i>	Reading response #5 due in Moodle by 6 a.m., Feb 6
Feb 15			If presenting at ARC, your abstract is due in Moodle by 6 a.m., Feb 13
Feb 13 Feb 15	An Other Kingdom Meets Just Capital		Reading response #6 due in Moodle by 6 a.m., Feb 13
Feb 18-22	No Classes: Winter Break		
Feb 27			Scholarly project thesis due Feb 27
Feb 27 Mar 1 & 6	Reflection Paper Presentations		All reflection papers due in Moodle by 6 a.m., Mar 1 PowerPoint presentations due in Moodle by 6 a.m. of presentation day
Mar 8	Guest Speaker		

Mar 13 Mar 15	Vocation: What's Next For Me?	Palmer, Let Your Life Speak	Reading response #7 based on Palmer due in Moodle by 6 a.m., Mar 13
Mar 20 Mar 22	Faith and Work	Keller, Every Good Endeavour	Reading response #8 based on Keller, Parts One and Two (note: this means Chapters 1-8) due in Moodle by 6 a.m., Mar 20
Mar 27	Ambrose Research Conference		ARC paper and presentation due in Moodle by 6 p.m. Mar 26
Mar 29 Apr 3 & 5	Major Individual Project Presentations		All written scholarly project papers (regardless of presentation date) due in Moodle by 6 a.m., Apr 3 PowerPoint presentations due in Moodle by 6 a.m. of presentation day

Note: The dates and order of topics outlined in this schedule may be subject to change at the instructor's discretion throughout the term. Any changes will be communicated in advance.

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 students to use a laptop in future lectures and/or to ask students to withdraw from the session if they do 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 the class begins.

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.

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.

Note: Students are advised to retain this syllabus for their records.