

Course ID:	Course Title:	Winter 2022
BUS 499	Capstone Seminar in Business	Prerequisite: 30 credits
		Credits: 3

Class Information		Instructor Information		Important Dates	
Delivery:	In Class	Instructor:	Murray D. MacTavish, PhD	First day of classes:	Mon, Jan 10
Days:	Wednesday/Friday	Email:	murray.mactavish@ambrose.edu	Last day to add/drop:	Sun, Jan 23
Time:	11:45am – 1:00pm	Phone:	(403) 410-2000 (x6937)		
Room:	L2100	Office:	L2055	Last day to withdraw:	Fri, Mar 18
Lab/ Tutorial:	N/A	Office Hours:	10:30am – 11:30am Friday or by appointment	Last day to apply for Extension:	Mon, Mar 28
Final Exam:	Take-home exam			Last day of classes:	Thurs, Apr 14

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.

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 media, including books, readings, podcasts, guest speakers, class discussions, 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.

Course Materials

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

Burnett, B. & Evans, D. (2016). *Designing your life: How to build a well-lived joyful life*. New York, NY: Alfred A. Knopf.

Nelson, T. (2011). *Work matters: Connecting Sunday worship to Monday work*. Wheaton, IL: Crossway.

Taylor, C. (1991). *The malaise of modernity*. Concord, ON: Anansi.

Attendance

Students are expected to attend all classes. Please notify me **BEFORE** class (via e-mail is best) if you are going to be absent. Legitimate reasons for absences include illness or a personal emergency. You should consider if a boss would let you miss an important work project/meeting for the reason you are reporting. You are responsible for making arrangements with your peers to get notes, handouts, and assignments. Excessive tardiness may lower your participation grade, as will use of a phone or laptop computer for noncourse-related purposes during class. Your final grade will be impacted negatively by 1% per unexcused absence and for phone or laptop use for non-course related activities during a class.

Requirements:

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

- 19 % Participation/Contribution to Class Discussions
- 16% Self-reflection Journals (DUE Sundays: Jan. 26, 30, Feb. 6, 13, Mar. 6, 13, 20, 27 by 11:59pm)
- 20 % Research Paper #1 – Modernity & Post-Modernity, You, and Your Purpose/Calling (DUE: 11:45am Feb. 18)
- 35 % Research Project #2 (Paper (25%) & Presentation (10%) in Ambrose Research Conference or in-class)
- 10 % Position Application, resume, and interview
- 100 % TOTAL

Note: *The Instructor reserves the right to make adjustments in course coverage, sequence and grading.*

NOTE: *Up to 20% of the grade for a written assignment may be given for grammar, spelling, and formatting. Usage of APA style formatting is required for all assignments unless noted otherwise.*

NOTE: All course requirements must be completed in order to pass the course.

Submission of Assignments

All assignments (unless otherwise notified) are to be submitted via Moodle by the due date. All electronically submitted written assignments must be **submitted in a WORD document (and NOT as PDF files)**. Late assignments may lose 10% per day late. The instructor has the discretion to not accept assignments that are more than 5 days late.

Participation and Contribution to Class (19 %)

As with attendance, contributing to class discussions is expected. This includes preparation for class by reading the text and any other assignments, and coming to class with carefully considered thoughts and perspectives on the class' readings and theme(s). You may be called upon to raise an issue or concern, or to pose a question regarding the topic for that particular class session. Grading participation will be based on the quality, not simply quantity, of your participation.

Your active engagement and participation in the discussions will strengthen your learning experience, and is a great way to gain confidence and prepare yourself for the world of work. 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 BEFORE the class session.** 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 (or not actually being present in the Zoom meeting, not sharing your screen online (camera off), and/or breach of electronic etiquette will be considered lack of participation. Attending the beginning of a Zoom class and then leaving will be considered a class absence and your final grade will be reduced by 1% for each occurrence.

Self-Reflection Journals (8 journal entries x 2% each = 16 %)

– DUE Jan. **26 (Wed.)**, 30, Feb. 6, 13, Mar. 6, 13, 20, **27 (with additional question)** by 12:00am (midnight).

Inspired by St. Ignatius' Examen Prayer, in about a page (or less), you are to **write out by hand** your reflections on the following **two questions** on each of the following Sundays: Jan. **26, 30**, Feb. 6, 13, Mar. 6, 13, 20, 27. Please scan or take a photo of your written work and upload it to Moodle.

1. Examine the previous week: where have you experienced blessings (positives), perhaps a specific moment where you drawn closer to God.
2. Examine where have you stumbled or were challenged, perhaps a moment when you may have moved further away from God.

*[Then, privately, consider what you might do in the coming week, as it relates to, and in response to, these reflections. You **DO NOT** need to write this down for the weekly submissions.]*

In the 8th, and final self-reflective journal entry, please offer your thoughts on the following 3rd question: Did you notice any patterns in your reflections over these last 8 self-reflective journals?

Research Paper #1 – Modernity & Post-Modernity, You, and Your Purpose/Calling (20 %) (DUE, February 18)

As leaders who are engaged in their world, we have an opportunity to lead in many spheres of our lives. The workplace is an obvious one, as we guide the organization and its mission to serve the marketplace, and more broadly, society. How we understand our ever-changing world affects our thoughts and actions. And, of course, our purpose or Calling, guide our desires and intentions.

In this 1500-word research paper students will examine the concepts of modernity and post-modernity with the intention of coming to a greater understanding of our current state of culture and society. Following from this discovery and analysis, students will consider how they themselves inhabit this current situation and how their purpose/Calling speaks into how they would like to act and where they would like to invest their energies and professional commitments. You will need to use scholarly resources to support your explanation and argument. These would include books and scholarly journals.

Research Project #2 – (Paper: 20 %; Presentation: 10%)

DUE DATES: **Wed. Feb. 2** Broad topic approved by professor
Wed. Feb. 9 150-200 word thesis for the paper
Wed. Feb. 16 Abstract (up to 150 words)
Mon. Mar. 21 Paper (25%; 3500 words)
Mon. Mar. 28 Presentation PowerPoint File (uploaded to Moodle)
Wed., Mar. 30 (ARC), Fri., Apr. 1 & Mon., Apr. 6 Presentations (10%)

A core aspect of the course will be a scholarly research and writing project (3500 words) 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 School of Business (SBUS) vision of business excellence with Biblically-informed values-driven stewardship can be achieved in the area of business you have chosen. Consideration of how you can be a change-maker – either in your workplace or through your workplace will also be part of this project. In other words, this should take into account a redemptive/restorative/ regenerative/generative/responsible approach to business that takes into consideration the broad array of stakeholders (e.g., investor, employee, customer, suppliers, community, environment).

This project will include both a paper and a creative presentation. Some of the papers will be chosen to present at the Ambrose Research Conference (ARC) on March 30 (at the discretion of the instructor), and other papers will be presented in class. All students should plan to attend the Ambrose Research Conference. You are required to attend the SBUS session at ARC.

Position Application, Resumé, and Interview (10 %) (DUE by midnight March 15)

Interview Dates: In-class (4)

All others in L2083 Conference Room: March 17 & 18 (9am-4pm)

As we traverse our professional lives we must necessarily present ourselves to others in order to attain positions in organizations. How we approach these opportunities (or create these opportunities) is critical to our eventual success. This course assignment requires students to research and identify a specific position of interest

Prepare for a mock 10-15 minute interview with the professor. Due to the short duration, the interview will necessarily attend more specifics of the fit between you and the organization, and to a certain extent, the position. It is likely that a few behavioral type questions will be asked.

Here is a guide for the steps in this project:

- Research job postings (current or recent) which you are interested in, and select one to apply to**
- Research the company via their website and the broader internet, plus any other avenues (consider their mission/vision, core values and organizational culture, any other pertinent factors)**
- Research the position (nature of the job, requirements, etc.)**
- Prepare a targeted resumé for that position in that specific company**
- Craft a cover letter explaining a bit about who you are and your strengths (as the correspond to the position and company)**
- Prepare for a mock 10-15 minute interview with the professor**

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 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. 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.

Mental Health Support

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

On Campus:

- Counselling Services: ambrose.edu/counselling
- Peer Supportive Listening: One-to-one support in Student Life office. Hours posted at ambrose.edu/wellness.
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention and Mental Health First Aid. See ambrose.edu/crisissupport for a list of staff members.

Off Campus:

- Distress Centre - 403-266-4357
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

Sexual Violence Support

All staff, faculty, and Residence student leaders have received *Sexual Violence Response to Disclosure* training. We will support you and help you find the resources you need. There is a website with on and off campus supports – ambrose.edu/sexual-violence-response-and-awareness.

Off Campus:

- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888

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