

**SCHOOL OF BUSINESS**  
**Course Outline**

<b>COURSE NAME:</b> <b>Applied Projects in Supply Chain and Logistics</b>	<b>COURSE NO.:</b> <b>IBUS 405</b>
<b>TERM:</b> <b>Spring 2015</b>	<b>COURSE CREDITS:</b> <b>3</b>
<b>INSTRUCTOR:</b>	
<b>OFFICE:</b>	

**COURSE PREREQUISITES:** 84 credits of 100 level or higher coursework including ENGL 100 and 9 credits of upper level IBUS courses.

**REQUIRED TEXT:** There is no required text for this course. Based on the specific project topics, additional reading packages and materials may be provided to student teams.

**OTHER RESOURCES:** Business <http://libguides.capilanou.ca/business>  
 Industry <http://libguides.capilanou.ca/industry>  
 Company <http://libguides.capilanou.ca/company>  
 Consumer <http://libguides.capilanou.ca/consumer>  
 Country <http://libguides.capilanou.ca/country>  
 International Business <http://libguides.capilanou.ca/internationalbusiness>  
 Market Research <http://libguides.capilanou.ca/marketresearch>  
 Marketing <http://libguides.capilanou.ca/marketing>

**COURSE FORMAT:** Instructional hours: 3 hour interactive classes per week / online assignments, discussions and interaction / team project work x 15 weeks.

Students are expected to come to class having a clear understanding of assigned readings, pre-work and tangible project progress.

Course and instructor communications will not be sent to students' non-university personal email addresses.

**COURSE OUTCOMES:**

**General Outcomes:**

This course is intended to provide students with an opportunity to apply concepts and skills learned during their International Business program studies through a student team-based project to solve a real supply chain and logistics problem in a client organization. The emphasis will be on integrating previous course content and principles with project management techniques to deliver a high quality deliverable for a client.

Students will benefit from gaining experience in solving a real supply chain and logistics challenge or situation. They will further their understanding of the types of supply chain and logistics career opportunities available to them upon graduation, they will improve their understanding and usage of typical supply chain and logistics terminology, and will gain confidence in carrying out a number of supply chain and logistics tasks typical of a supply chain practitioner.

The course format is a combination of classroom-based interactive classes, team formation, topic selection and project scope refinement exercises in the early part of the term. The remainder of the classes will be focused on a supply chain and logistics industry project conducted and managed by an assigned student team (usually the

teams consist of 2-3 students each). Final presentations are held during the third last week of semester. Students will also interact outside the classroom via a course website. The student groups will have regular face-to-face interaction with their instructor and are expected to have significant interaction with their client organization. Whenever possible, students will be working on student teams and project topics that correspond to their individual career path aspirations.

**Specific Student Outcomes:**

Upon successful completion of this course, students will be able to demonstrate competence in the following abilities and skills:

<b>Ability</b>	<b>Learning Outcome</b>	<b>Levels*</b>
Communications	C1. Prepare a professional quality supply chain and logistics report or similar deliverable.	4⇒ 5
	C2. Deliver a compelling presentation to your client with project findings in a real business setting.	4⇒ 5
	C3. Communicate effectively to the project stakeholders using terminology, language, format, and professionalism typical of a supply chain and logistics practitioner.	4
Analysis and Decision Making	A1. Broad understanding of current managerial roles and functions in the supply chain and logistics industry.	4
	A2. Apply supply chain and logistics concepts in a practical setting.	4⇒ 5
	A3. Demonstrate a high degree of analysis, creativity and innovation in identifying and researching their client organization’s supply chain or logistics problem, investigating potential solutions, and identifying the most optimal recommendation for the client organization.	4⇒ 6
Social Interaction	S1. Effectively work as a team of supply chain and logistics professionals leveraging each group member’s strengths and mitigating weaknesses.	4⇒ 6
	S2. Overcome team dynamic challenges in a professional manner.	4⇒ 5
	S3. Build a professional relationship with your client reaching win-win agreements.	4⇒ 5
Citizenship, Sustainability and Global Perspective	G1. Enhance their ability to network within the local and global supply chain and logistics and business community.	4⇒ 5
	G2. Identify and understand the social role of your client company.	4
	G3. Assesses the environmental impact of the supply chain and logistics solutions proposed. Considers sustainable options for the supply chain and logistics solutions proposed.	4⇒ 5

\*See Faculty of Business – Our Commitment to Assessment and Constructive Feedback for description of the six “Levels” of Comprehension.

**COURSE CONTENT:**

Date	Topic
Week 1	Course and Outline review Prior supply chain and logistics knowledge review.
Week 2	Individual and group expectations, skills survey, group formation exercise, group ground rules, project management overview, group project options.
Week 3	Prior knowledge <b>QUIZ (10%)</b> Group project overview, preparing a project plan, terms of reference, team roles, action plan. Identifying and selecting client organizations, working on the Terms of Reference.
Week 4	Identifying and selecting client organizations, working on the Terms of Reference. Individual feedback.
Week 5	Progress report, sharing your experience with the client and the challenges you are facing. Signing your Terms of Reference. Working on your project plan.
Week 6	<b>TOR Due (15%)</b> <b>Presentation of project plans and terms of reference (5%)</b>
Week 7	Project reviews, group and instructor feedback.
Week 8	Work on team projects: <b>progress report</b> , sharing your experience with the client and the challenges you are facing.
Week 9	Project reviews, group and instructor feedback.
Week 10	Work on team projects, sharing the final deliverables.
Week 11	Preparing final presentations to the client organizations Presentation rehearsals
Week 12	<b>Group Project Presentations to the Client (ATTENDANCE IS MANDATORY) (15%)</b>
Week 13	<b>Group Project Presentations to the Client, Peer Evaluation (ATTENDANCE IS MANDATORY) (15% + 5%)</b> <b>FINAL REPORT OR OTHER DELIVERABLES DUE (35%)</b>
Weeks 14 & 15	Final Exam Period

**Note:** *The timing of subjects may be adjusted, as required, at the Instructor's discretion.*

## EVALUATION PROFILE:

Assessment	% of Final Grade	Individual/ Group	CAPabilities Assessed			
			Communications	Analysis & Decision Making	Social Interaction	Citizenship, Sustainability and Global Perspective
Prior knowledge quiz	10%	I	X	X		
Project selection and Terms of Reference	15%	G		X	X	X
Presentation of Terms of Reference	5%	G	X		X	
Written Report or other project deliverable agreed to with client	35%	G	X	X		X
Final Presentation to client <sup>1</sup>	15%	G	X		X	X
Instructor's and Client's Evaluation <sup>2</sup>	15%	I	X	X	X	X
Peer Evaluation <sup>3</sup>	5%	I	X		X	
<b>Total</b>	<b>100%</b>					

\* Detailed descriptions and criteria for evaluation of course assessments will be made available on the course web site.

<sup>1</sup>Final presentations to clients to be delivered in the classroom. Other arrangements need to be coordinated with the instructor at least 2 weeks in advance. Student attendance to all presentations is mandatory. 50% of this mark will be deducted to those students who do not attend all presentations.

<sup>2</sup>Clients will be contacted one by one to receive their feedback. This feedback will be used to assign the mark.

<sup>3</sup>Peer evaluation form to be filled at the end of the last class. Failing to fill the peer evaluation that day means zero points for the student who did not fill it. Special arrangements will not be negotiated.

**UNIVERSITY POLICIES:**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

<b>Grading Profile:</b>	A+	90-100	B+	77-79	C+	67-69	D	50-59
	A	85-89	B	73-76	C	63-66	F	49 and below
	A-	80-84	B-	70-72	C-	60-62		

**Emergency procedures:** In the event of an emergency, students must follow the emergency procedures posted in the classrooms.

In addition to the policies of the university, the School of Business has the following policies governing the management of our classes and curriculum.

**SCHOOL OF BUSINESS POLICIES:**

**Attendance:** Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

**Professional Behaviour:** Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in the Business Faculty. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

**English Usage:** All assignments are marked for correct English usage, proofreading and formatting.

**Missed Exams and Quizzes:** Missed exams or quizzes will receive a grade of "0" unless PRIOR arrangements (wherever possible) are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. A doctor's certificate, or other proof supporting the reason for the absence, will be required. For further information, refer the "Examination & Pivotal Presentation Exemption Policy".

**Examination and Pivotal Presentation Exemption Policy** All students are required to appear and write their scheduled mid-term and final examinations, and to produce, by the assigned date, all pivotal presentations, individual and/or group, unless they meet one of the following criteria:

**"Medical Exemption"** will be considered, if:

Within the ten calendar days prior to a mid-term or final examination, or within ten days of a pivotal presentation, a student falls ill or is injured.

**"Falling ill"** is defined as being formally advised by a physician of the need to isolate oneself for the purpose of preventing communication of disease or infection to others; being advised by a physician of compromised immunity that requires isolating oneself from contact with others to prevent communication of disease or infection to themselves, or; being in a physical state of health which so compromises a student's ability to function, physically or cogitatively, during the ten days prior to the examination or presentation date.

**"Injury"**, for the purpose of Exemption, is defined as sudden, unanticipated physical harm that renders the applicant physically incapable of attending campus or, in such physical distress that the student is specifically advised by their physician to abstain from appearing at their examination or presentation. Students who are prescribed medication(s) to treat their injury and who believe that the medication(s) may be impairing their ability to successfully prepare for or write their examination or presentation may provide written evidence of their concerns as verified by their physician.

**"Catastrophic Personal Loss Exemption"** will be considered, if:

Events occur in the student's lives that are of such scope as to sufficiently distract a student from the examination or presentation preparation period, or from appearing at or adequately

focusing on, the scheduled examination or presentation itself. This could include; loss of housing due to eviction, flood or fire; or death of an immediate family member \* (defined as a sibling, parent or grandparent, child, partner or spouse, parent or step-parent, aunt, uncle, niece, or nephew and first cousins.) Immediate family member does not include general acquaintances. Circumstances that may qualify as a personal loss could also include an immediate family member being diagnosed with a significantly life-altering or life-threatening illness or injury.

In all of the above scenarios, a physician's letter or other specifically requested documentation must be provided to satisfy the Instructor as to the validity of the claim, and must be provided within ten calendar days prior to the date of the exam or presentation. If an instructor agrees with the request for Exemption, the request for must be presented by the instructor to their Unit Convenor for consideration and his/her approval. No request for Exemption will be considered approved by virtue of submission, and will remain as merely "under consideration" until approved or rejected by the Unit Convenor. A student applying for an exemption for a specific section which is instructed by the Unit Convenor will have their application reviewed by the Vice-Chair or Chair of the School of Business.

Any student who applies for and receives an Exemption will be assigned a Future Examination or Presentation Date: this date is non-negotiable. Failure to appear on/at the single date and time assigned by the instructor will result in an automatic "0" grade for that exam or assignment. This "0" grade may not be appealed or contested, and will not be changed.

**Copyright Policy:**

Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published in the University website.

**Cheating and Plagiarism:**

Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as their own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Writing Centre and is published on the University website in the University Policies page.

**Penalties for Cheating and Plagiarism:**

A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (See the University website). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

**Incomplete Grades:**

Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the date set by University Administration.

**COURSE LEVEL POLICIES:**

In addition to Capilano University and the School of Business policies, the following policies govern the management of this course and its curriculum.

**Assignments:**

Homework assignments are due at the **start of class** on the date indicated on the course content schedule. In-class assignments will be given at the **start of class** on the date indicated on the course content schedule.

**Programmable Tools:**

The use of programmable items such as calculators, dictionaries etc. is forbidden during tests, quizzes, and exams. Cellphones are not to be brought to any test, quiz, or exam and are not to be used during class time.