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**MEMORANDUM**

**ATTENTION** Senate  
**FROM** Jeff Derksen,  
Chair of Senate Graduate Studies  
Committee (SGSC)  
**RE:** New Course Proposals

**DATE** February 13, 2020



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**For information:**

Acting under delegated authority at its meeting of February 10, 2020, SGSC approved the following new courses, effective **Fall 2020**:

**Beedie School of Business**

- 1) New course: BUS 700 Orientation



**BEEDIE SCHOOL  
OF BUSINESS**

Segal Graduate School

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**Memo to SGSC**

**To: Senate Graduate Studies Committee**  
**From: Andrew Gemino, Associate Dean, Graduate Programs**  
**Re: Curriculum revisions to MBA, MOT MBA and MSc Fin programs**  
**Date: January 7, 2020**

The following curriculum revisions have been approved by the Beedie School of Business and are forwarded to the Senate Graduate Studies Committee for approval. These curriculum items should be effective for Fall 2020.

Please include them on the next SGSC agenda.

- **New course proposal: BUS 700**
- ~~MOT MBA calendar entry, MBA calendar entry and MSc Finance calendar entry updated to include the above new course~~
- ~~Course change: BUS 741~~

Thank you for your attention herein. Should you have any questions or concerns, please do not hesitate to contact me.

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Dr. Andrew Gemino  
Professor, Management Information Systems  
Associate Dean, Graduate Programs, Beedie School of Business

# New Graduate Course Proposal

Course Subject (eg. PSYC) <b>BUS</b>	Number (eg. 810) <b>700</b>	Units (eg. 4) <b>0</b>
Course title (max. 100 characters) <b>Orientation</b>		
Short title (for enrollment/transcript - max. 30 characters) <b>Orientation</b>		
Course description for SFU Calendar (course descriptions should be brief and should never begin with phrases such as "This course will..." or "The purpose of this course is..." If the grading basis is satisfactory/unsatisfactory include this in the description) Intensive 1-day program for MBA, MOT MBA and MSc Fin students to meet each other and to develop both individual and group strategies for academic success. Through experiential learning and team-building activities students develop a deeper understanding of the skills and knowledge that contribute to an effective team-based learning environment. Students will also learn about their programs' specific academic expectations as well as academic and administrative resources and support available for them at Simon Fraser University.		
Rationale for introduction of this course This is a new course that prepares MBA, MOT MBA and MSc Finance students to the academic program expectations. The course will prepare the individuals, the team and the cohort to set the expectations of the program. Students will meet with others to create a foundation for effective team-based learning right from the start. Not taking part in this course is detrimental for the participant and the cohort. We therefore propose to make this a mandatory component for the programs.		
Term of initial offering (eg. Fall 2019) <b>Fall 2020</b>	Course delivery (eg. 3 hrs/week for 13 weeks) <b>7 hours/1 day</b>	
Frequency of offerings/year <b>1/year</b>	Estimated enrollment per offering <b>150</b>	
Equivalent courses (courses that replicates the content of this course to such an extent that students should not receive credit for both courses)		
Prerequisite and/or Corequisite <b>Admission to the MBA, MOT MBA or MSc Fin program</b>		
Criminal record check required? <input type="checkbox"/> Yes <input type="checkbox"/> No if yes is selected, add this as prerequisite		Additional course fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Campus where course will be taught <input type="checkbox"/> Burnaby <input type="checkbox"/> Surrey <input checked="" type="checkbox"/> Vancouver <input type="checkbox"/> Great Northern Way <input type="checkbox"/> Off campus		
Course Components * <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Seminar <input type="checkbox"/> Lab <input type="checkbox"/> Independent <input type="checkbox"/> Capstone <input type="checkbox"/> _____		
Grading Basis <input type="checkbox"/> Letter grades <input checked="" type="checkbox"/> Satisfactory/ Unsatisfactory <input type="checkbox"/> In Progress / Complete		
Repeat for credit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total repeats allowed? _____	Repeat within a term? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Required course? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Final exam required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Capstone course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Combined with a undergrad course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, identify which undergraduate course and the additional course requirements for graduate students:		

\* See important definitions on the curriculum website.

**RESOURCES**

If additional resources are required to offer this course, provide information on the source(s) of those additional resources.

Faculty member(s) who will normally teach this course <b>Academic Director</b>
Additional faculty members, space, and/or specialized equipment required in order to offer this course

**CONTACT PERSON**

Academic Unit / Program <b>Beedie Grad Programs</b>	Name (typically, Graduate Program Chair) <b>Agata Cibinska</b>	Email <b>busgrcrd@sfu.ca</b>
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**ACADEMIC UNIT APPROVAL**

A course outline must be included.

Non-departmentalized faculties need not sign

Graduate Program Committee	Signature	Date
Department Chair	Signature	Date

**FACULTY APPROVAL**

The course form and outline must be sent by FGSC to the chairs of each FGSC (fgsc-list@sfu.ca) to check for an overlap in content


Overlap check done?  YES

This approval indicates that all the necessary course content and overlap concerns have been resolved. The Faculty/Academic Unit commits to providing the necessary resources.

Faculty Graduate Studies Committee <b>Andrew Gemino</b>	Signature 	Date <b>January 7, 2020</b>
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A library review will be conducted. If additional funds are necessary, DGS will contact the academic unit prior to SGSC.

**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

Senate Graduate Studies Committee <b>Jeff Derksen</b>	Signature 	Date <b>FEB 13 2020</b>
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**ADMINISTRATIVE SECTION (for DGS office only)**

Library Check: \_\_\_\_\_  
 Course Attribute: \_\_\_\_\_  
 Course Attribute Value: \_\_\_\_\_  
 Instruction Mode: \_\_\_\_\_  
 Attendance Type: \_\_\_\_\_

If different from regular units:  
 Academic Progress Units: \_\_\_\_\_  
 Financial Aid Progress Units: \_\_\_\_\_

## **BUS 700: Orientation**

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Instructor: Academic Director

Semester: Fall 2020

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Email: TBA

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Phone: TBA

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### **Course Description**

The Orientation course is an intensive 1-day program for MBA, MOT MBA and MSc Fin students to meet each other and to develop both individual and group strategies for academic success. Through experiential learning and team-building activities students develop a deeper understanding of the skills and knowledge that contribute to an effective team-based learning environment.

Students will also learn about MBA/MOT MBA/MSc Fin program specific academic expectations as well as academic and administrative resources and support available for that at Simon Fraser University.

### **Objectives**

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- Meet with other MBA, MOT MBA and MSc Fin cohort members, learn more about their professional and cultural backgrounds, and communities to create the foundation for effective team-based learning.
- Develop an increased understanding of how personal styles contribute to individual and team-based performance through the MBA, MOT MBA and MSc Fin experience.
- Develop strategies for maximizing their MBA, MOT MBA and MSc Fin experience.
- Learn about the MBA, MOT MBA and MSc Fin program academic expectations and requirements, as well as administrative resources.

### **Course Expectations**

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The Fall semester commences on **September 8** and is completed on **December 20, 2020**. During this time, you can expect 7 hours in class (and at least 10 hours of pre-class work). These pre-class activities include participating in online orientation activities and discussions.

### **Course Structure**

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This course will consist of a mixture of interactive individual and team activities, a discussion panel and presentations by teaching faculty, administrative staff and alumni of the program.

### **Books and Materials**

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Materials will be provided during the session.

### **Learning and Assessments**

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### **Assessment summary**

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This is a required course and full participation is expected. Evaluation in this course will be based on a combination of in-class group and individual activities.

### **Reading and Course Schedule**

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Readings can be found on Canvas.

### **Academic Integrity**

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SFU's Academic Integrity web site <http://www.sfu.ca/students/academicintegrity.html> is filled with information on what is meant by academic dishonesty, where you can find resources to help with your studies and the consequences of cheating. Check out the site for more information and videos that help explain the issues in plain English.

Each student is responsible for his or her conduct as it affects the University community. Academic dishonesty, in whatever form, is ultimately destructive of the values of the University. Furthermore, it is unfair and discouraging to the majority of students who pursue their studies honestly. Scholarly integrity is required of all members of the University. <http://www.sfu.ca/policies/gazette/student/s10-01.html>

ACADEMIC INTEGRITY: YOUR WORK, YOUR SUCCESS

### **About the Course Instructor**

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To be provided at a later date.