



Office of Graduate Studies and Postdoctoral Fellows

Simon Fraser University  
Maggie Benston Centre 1100  
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Burnaby, BC V5A 1S6

TEL 778.782.3042  
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gradstudies@sfu.ca  
www.sfu.ca/grad

**MEMORANDUM**

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ATTENTION Senate  
FROM Wade Parkhouse, Chair of Senate  
Graduate Studies Committee (SGSC)  
RE: Beedie School of Business

DATE March 3 2015  
No. GS2015.13

A handwritten signature in black ink, appearing to read 'Wade Parkhouse', written over the 'No.' field of the memorandum.

**For information:**

Acting under delegated authority at its meeting of March 2, 2015, SGSC approved the following curriculum revisions effective Fall 2015:

Beedie School of Business

Course change (title): BUS 553, 557, 650, 706, 719, 753

New course: BUS 876: Special Topics in Business Administration



**BEEDIE SCHOOL OF BUSINESS**

**Memo**

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**To: Wade Parkhouse, Dean of Graduate Studies**

**From: Ian McCarthy, Associate Dean, Graduate Programs**

**Date: February 12, 2015**

**Re: Course Changes Change**

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The following six courses title changes have been approved by the Beedie School of Business and are forwarded to the Senate Graduate Studies Committee for approval for the Academic Calendar (for Fall 2015). Please include them on the next SGSC agenda.

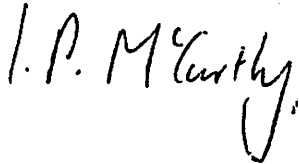
1. Please change BUS 553 – Quantitative Business Methods to **BUS 553 – Business Analytics**
2. Please change BUS 706 – Data and Decisions to **BUS 706 – Business Analytics**
3. Please change BUS 557 – Human Relations Management / Organization Behavior to **BUS 557 – Managing People and Organizations**
4. Please change BUS 719 – Managing People to **BUS 719 – Managing People and Organizations**
5. Please change BUS 753 – Ethics and Corporate Responsibility to **BUS 753 – Business Ethics**
6. Please change BUS 650 – Business Ethics and Social Responsibility to **BUS 650 – Business Ethics**

The following course credit change has been approved by the Beedie School of Business and are forwarded to the Senate Graduate Studies Committee for approval for the Academic Calendar (for Fall 2015). Please include this on the next SGSC agenda.

1. Please add new course **BUS 876 – Special Topics in Business Administration (3 credits)**

If you have any further questions or concerns, please let me know.

Sincerely,

A handwritten signature in black ink that reads "I. P. McCarthy". The signature is written in a cursive style with a large, looped initial "I" and a stylized "C" at the end.

Dr. Ian McCarthy  
Associate Dean, Segal Graduate School  
Beedie School of Business  
Simon Fraser University  
778-782-5298



## Graduate Course Change

Attach a separate document if more space is required.

Course Subject/Number BUS 553	Units 2	Effective Term and Year Fall 2015
Course Title Quantitative Business Methods		
Rationale for Change: In order to be consistent across all programs and to use updated terminology, data and decision making courses will be renamed Business Analytics across all graduate programs.		

### Proposed Changes (Check all that apply)

Course number  
  Units\*  
  Title  
  Description  
  Prerequisite  
  Other \_\_\_\_\_

### Complete only the fields to be changed

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title Quantitative Business Methods	Course Title (max 100 characters) Business Analytics
Course Short Title Qualtitative Methods	Course Short Title (max 30 characters) Business Analytics
Description	Description
Prerequisite	Prerequisite
Other	Other

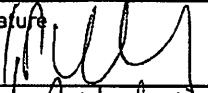

\* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

**REMINDER:** All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.

**CONTACT PERSON**

Department / School / Program Beedie Graduate Programs	Contact name Terry Chui	Contact email busarcrd@sfu.ca
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**DEPARTMENTAL APPROVAL**

Department Graduate Program Committee Ian McCarthy	Signature 	Date February 12, 2015
Department Chair Ian McCarthy	Signature 	Date February 12, 2015

**FACULTY APPROVAL**

Faculty Graduate Studies Committee (FGSC)	Signature	Date
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**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

Senate Graduate Studies Committee (SGSC) Wade Parkhouse	Signature 	Date Mar 11/15
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# Graduate Course Change

Attach a separate document if more space is required.

Course Subject/Number BUS 557	Units 4	Effective Term and Year Fall 2015
Course Title Human Relations Management/ Organization Behaviour		
Rationale for Change: In order to be consistent across all programs and to use updated terminology, Managing People and HR/OB courses will be renamed Managing People and Organizations across all graduate programs		

**Proposed Changes (Check all that apply)**

Course number  
  Units\*  
  Title  
  Description  
  Prerequisite  
  Other \_\_\_\_\_

**Complete only the fields to be changed**

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title Human Relations Management/ Organization Behaviour	Course Title (max 100 characters) Managing People and Organizations
Course Short Title Human Relations Mgmt	Course Short Title (max 30 characters) Managing People and Orgs.
Description	Description
Prerequisite	Prerequisite
Other	Other

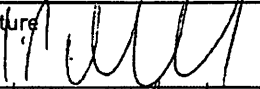

\* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

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Department Graduate Program Committee Ian McCarthy	Signature 	Date February 12, 2015
Department Chair Ian McCarthy	Signature 	Date February 12, 2015

**FACULTY APPROVAL**

Faculty Graduate Studies Committee (FGSC)	Signature	Date
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**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

Senate Graduate Studies Committee (SGSC) Wade Parkhouse	Signature 	Date Mar 11 / 15
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# Graduate Course Change

Attach a separate document if more space is required.

Course Subject/Number	BUS 650	Units	2	Effective Term and Year	Fall 2015
Course Title	Business Ethics and Social Responsibility				
Rationale for Change:	In order to be consistent across all programs and to use updated terminology, ethics courses will be renamed Business Ethics in the MOT MBA and EMBA				

**Proposed Changes (Check all that apply)**

Course number  
  Units\*  
  Title  
  Description  
  Prerequisite  
  Other \_\_\_\_\_

**Complete only the fields to be changed**

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title Business Ethics and Social Responsibility	Course Title (max 100 characters) Business Ethics
Course Short Title Ethics	Course Short Title (max 30 characters) Business Ethics
Description	Description
Prerequisite	Prerequisite
Other	Other

\* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

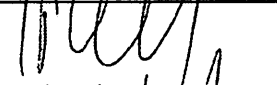
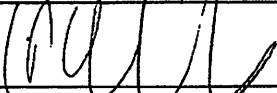


**REMINDER:** All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.

**CONTACT PERSON**

Department / School / Program Beedie Graduate Programs	Contact name Terry Chui	Contact email busarcrd@sfu.ca
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**DEPARTMENTAL APPROVAL**

Department Graduate Program Committee Ian McCarthy	Signature 	Date February 12, 2015
Department Chair Ian McCarthy	Signature 	Date February 12, 2015

**FACULTY APPROVAL**

Faculty Graduate Studies Committee (FGSC)	Signature	Date
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**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

Senate Graduate Studies Committee (SGSC) Wade Parkhouse	Signature 	Date Mar 11 / 15
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# Graduate Course Change

Attach a separate document if more space is required.

Course Subject/Number	BUS 706	Units	3	Effective Term and Year	Fall 2015
Course Title	Data and Decisions				
Rationale for Change:	In order to be consistent across all programs and to use updated terminology, data and decision making courses will be renamed Business Analytics across all graduate programs.				

**Proposed Changes (Check all that apply)**

Course number  
  Units\*  
  Title  
  Description  
  Prerequisite  
  Other \_\_\_\_\_

**Complete only the fields to be changed**

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title Data and Decisions	Course Title (max 100 characters) Business Analytics
Course Short Title Data and Decisions	Course Short Title (max 30 characters) Business Analytics
Description	Description
Prerequisite	Prerequisite
Other	Other

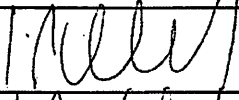
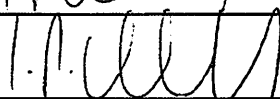
\* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

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**CONTACT PERSON**

Department / School / Program Beedie Graduate Programs	Contact name Terry Chui	Contact email busarcrd@sfu.ca
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**DEPARTMENTAL APPROVAL**

Department Graduate Program Committee Ian McCarthy	Signature 	Date February 12, 2015
Department Chair Ian McCarthy	Signature 	Date February 12, 2015

**FACULTY APPROVAL**

Faculty Graduate Studies Committee (FGSC)	Signature	Date
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**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

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## Graduate Course Change

Attach a separate document if more space is required.

Course Subject/Number BUS 719	Units 3	Effective Term and Year Fall 2015
Course Title Managing Organizations and People		
Rationale for Change: In order to be consistent across all programs and to use updated terminology, Managing People and HR/OB courses will be renamed across all graduate programs		

### Proposed Changes (Check all that apply)

Course number  
  Units\*  
  Title  
  Description  
  Prerequisite  
  Other \_\_\_\_\_

### Complete only the fields to be changed

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title Managing Organizations and People	Course Title (max 100 characters) Managing People and Organizations
Course Short Title Managing Org & People	Course Short Title (max 30 characters) Managing People & Orgs.
Description	Description
Prerequisite	Prerequisite
Other	Other

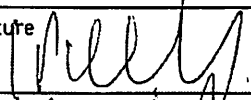

\* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

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**CONTACT PERSON**

Department / School / Program Beedie Graduate Programs	Contact name Terry Chui	Contact email busarcrd@sfu.ca
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**DEPARTMENTAL APPROVAL**

Department Graduate Program Committee Ian McCarthy	Signature 	Date February 12, 2015
Department Chair Ian McCarthy	Signature 	Date February 12, 2015

**FACULTY APPROVAL**

Faculty Graduate Studies Committee (FGSC)	Signature	Date
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**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

Senate Graduate Studies Committee (SGSC) Wade Parkhouse	Signature 	Date Feb 11 / 15
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## Graduate Course Change

Attach a separate document if more space is required.

Course Subject/Number	BUS 753	Units	2	Effective Term and Year	Fall 2015
Course Title	Ethics and Corporate Responsibility				
Rationale for Change:	In order to be consistent across all programs and to use updated terminology, ethics courses will be renamed Business Ethics in the MOT MBA and EMBA				

### Proposed Changes (Check all that apply)

Course number  
  Units\*  
  Title  
  Description  
  Prerequisite  
  Other \_\_\_\_\_

### Complete only the fields to be changed

FROM	TO
Course Subject/Number	Course Subject/Number
Units	Units*
Course Title Ethics and Corporate Responsibility	Course Title (max 100 characters) Business Ethics
Course Short Title Ethics and CSR	Course Short Title (max 30 characters) Business Ethics
Description	Description
Prerequisite	Prerequisite
Other	Other

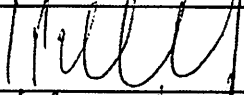
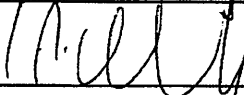
\* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

**REMINDER:** All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.

**CONTACT PERSON**

Department / School / Program Beedie Graduate Programs	Contact name Terry Chui	Contact email busarcrd@sfu.ca
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**DEPARTMENTAL APPROVAL**

Department Graduate Program Committee Ian McCarthy	Signature 	Date February 12, 2015
Department Chair Ian McCarthy	Signature 	Date February 12, 2015

**FACULTY APPROVAL**

Faculty Graduate Studies Committee (FGSC)	Signature	Date
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**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

Senate Graduate Studies Committee (SGSC) Wade Parkhouse	Signature 	Date Mar 11 / 15
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# New Graduate Course Proposal

Please save the form before filling it out to ensure that the information will be saved properly.

Course Subject (eg. PSYC)	BUS	Number (eg. 810)	876	Units (eg. 4)	3
Course title (max 100 characters including spaces and punctuation) Special Topics					
Short title (for enrollment/transcript - max 30 characters) Special Topics					
Course description for SFU Calendar * Special Topics for Business Administration					
Rationale for introduction of this course This course will be added to the Master of Science, Finance program to provide more flexibility.					
Effective term and year			Course delivery (eg 3 hrs/week for 13 weeks)		
Fall 2015			3 hours/13 weeks		
Frequency of offerings/year			Estimated enrollment/offering		
1			45-50		
Equivalent courses (These are previously approved courses that replicate the content of this course to such an extent that students should not receive credit for both courses.) n/a					
Prerequisite and/or Corequisite ** n/a					
Criminal record check required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, then add this requirement as a prerequisite.					
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"/> Research <input type="checkbox"/> Practicum <input type="checkbox"/> Online <input type="checkbox"/>					
Grading Basis <input checked="" type="checkbox"/> Letter grades <input type="checkbox"/> Satisfactory/Unsatisfactory <input type="checkbox"/> In Progress/Complete				Capstone course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Repeat for credit? *** <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Total completions allowed? 99		Repeat within a term? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Required course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Final exam required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Additional course fees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Combined with an undergrad course? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, identify which undergraduate course and what the additional course requirements are for graduate students:					

\* 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.

\*\* If a course is only available to students in a particular program, that should be stated in the prerequisite.

\*\*\* This mainly applies to a Special Topics or Directed Readings course.



**RESOURCES**

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

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

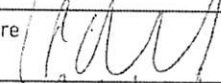
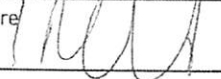
**CONTACT PERSON**

Department / School / Program Grad Programs/Beedie/MSc Finance	Contact name Terry Chui	Contact email busarcrd@sfu.ca
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**DEPARTMENTAL APPROVAL**

**REMINDER:** New courses must be identified on a cover memo and confirmed as approved when submitted to FGSC/SGSC. Remember to also include the course outline.

Non-departmentalized faculties need not sign

Department Graduate Program Committee Ian McCarthy	Signature 	Date February 18, 2015
Department Chair Ian McCarthy	Signature 	Date February 18, 2015

**LIBRARY REVIEW**

Library review done?  YES

Course form, outline, and reading list must be sent by FGSC to lib-courseassessment@sfu.ca for a review of library resources.

**OVERLAP CHECK**

Overlap check done?  YES  N/A


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. An overlap check is not required for some courses (ie. Special Topics, Capstone, etc.)

**FACULTY APPROVAL**

This approval indicates that all the necessary course content and overlap concerns have been resolved, and that the Faculty/Department commits to providing the required Library funds and any other necessary resources.

Faculty Graduate Studies Committee (FGSC)	Signature	Date
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**SENATE GRADUATE STUDIES COMMITTEE APPROVAL**

Senate Graduate Studies Committee (SGSC) Wade Parkhouse	Signature 	Date Mar 11 / 15
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**ADMINISTRATIVE SECTION (for DGS office only)**

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

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