

# SIMON FRASER UNIVERSITY

## OFFICE OF THE VICE-PRESIDENT, ACADEMIC

### MEMORANDUM

**To:** Senate

**From:** D. Gagan, Chair *David Gagan*  
Senate Committee on Academic Planning

**Subject:** Faculty of Business Administration -  
Curriculum revisions

**Date:** December 9, 1996

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Action undertaken by the Senate Graduate Studies Committee and the Senate Committee on Academic Planning gives rise to the following motion:

**Motion:**

"that Senate approve and recommend approval to the Board of Governors the curriculum revisions for the Faculty of Business Administration as set forth in S.97 - 9 as follows:

Co-op Education Program in the MBA Program "

**For Information:**

Acting under delegated authority of Senate, SGSC approved the following

New courses:

BUS 725 - 0 MBA Co-op Practicum I  
BUS 726 - 0 MBA Co-op Practicum II  
BUS 727 - 0 MBA Co-op Practicum III

In all cases agreement has been reached between the Faculty and the Library in the assessment of library costs associated with new courses.

Any Senator wishing to consult the full report of curriculum revisions within the Faculty of Applied Sciences should contact Bobbie Grant, Senate Assistant, at 291-3168 or e-mail [bgrant@sfu.ca](mailto:bgrant@sfu.ca)

# **Proposal for a Co-op Option in the Master of Business Administration at Burnaby Campus**

**Submitted by:** Steven L. McShane  
Director of Graduate Programs  
Faculty of Business Administration  
Simon Fraser University

**Date: October 29, 1996**

The Faculty of Business Administration proposes a Co-operative Education option (MBA Co-op) for the Master of Business Administration degree at Burnaby campus.

The MBA program at Burnaby campus is intended for students who have little or no work experience. This lack of experience places students at a comparative disadvantage in competition for employment following their graduation. By offering a Co-op option, MBA students would gain valuable work experience and be able to link classroom concepts with practice more clearly.

To implement the MBA Co-op option, we propose that three new Co-op practicum courses be added to the MBA curriculum: Co-op Practicum I (BUS 725), Co-op Practicum II (BUS 726), and Co-op Practicum III (BUS 727).

The proposed MBA Co-op option would be structured as follows:

- 1) The MBA Co-op is optional and selective. Students choose to apply for Co-op after they are admitted to the Burnaby campus MBA program.
- 2) Students apply for enrollment in the MBA Co-op option in the semester before their first Co-op practicum. BUS 725 is normally a pre-requisite for BUS 726, and both BUS 725 and BUS 726 are normally pre-requisites for BUS 727.
- 3) To be eligible for the MBA Co-op option, students must normally satisfy all of the following conditions:
  - a) Students must already be admitted to the MBA program at Burnaby campus.

- b) Students entering the MBA Program with a degree other than Business normally must complete all 500-level courses before beginning a co-op practicum. Students entering the MBA program with a Business/Commerce degree must complete a minimum of one semester with at least two courses at the 800 level before beginning a co-op practicum.
- c) Students must have a CGPA and previous semester's GPA of at least 3.0. They must maintain at least a 3.0 GPA and CGPA to remain in the co-op component of the program.
- 4) Students normally alternate work and study terms. They finish the MBA Co-op option with a study semester.
  - 5) Each co-op practicum requires successful completion of one 4 month period of work experience, preferably related to their specialization. The Faculty of Business Administration Co-op co-ordinators negotiate and approve work term content.
  - 6) BUS 725, BUS 726 and BUS 727 will each be assessed on a pass/fail basis by a Co-op co-ordinator. The grade will be based on an evaluation of a work term report and assessment of the student's work performance by both the supervisor and the Co-op co-ordinator.
  - 7) The successful completion of each co-op practicum course will be recorded on the students' transcripts. No credit hours are assigned to co-op practicums.
  - 8) Students normally take a minimum of two and a maximum of three co-op practicum semesters. Students will receive a co-op designation after successfully completing two co-op semesters. This designation will then be entered on their University Transcripts.

# Simon Fraser University

## Calendar Statement

### Co-operative Education Program

The Faculty of Business Administration offers a Co-operative Education option to qualified students in the Master of Business Administration program at Burnaby campus. The goal of the Co-op component is to give students applied experience so that they can link concepts with practice and advance their career opportunities.

### Admission to MBA Co-op Component

Students must be admitted to the MBA program before applying to the Co-op option. They must also have a CGPA and previous semester GPA of at least 3.0. Students must maintain these grade levels to continue in the MBA Co-op option.

Students entering the MBA Program with a degree other than Business normally must complete all 500-level courses before beginning a co-op practicum. Students entering the MBA program with a Business/Commerce degree must complete a minimum of one semester with at least two courses at the 800 level before beginning a co-op practicum.

### Practicum Course Requirements

To qualify with a Master of Business Administration degree with a Co-operative Education designation, students must complete two co-op practicum semesters (BUS 725 and BUS 726) and satisfy other MBA graduation requirements. Some students may be able to take a third Co-op practicum semester (BUS 727) under some circumstances. These work terms are normally interlaced with study semesters. Students complete the MBA Co-op option with a study semester.

A pass/fail evaluation is assigned for each Co-op practicum course by a Co-op co-ordinator. The grade will be based on an evaluation of a work term report and assessment of the student's work performance by both the supervisor and the Co-op co-ordinator.