KNOWLEDGE THAT WORKS

November 2001

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Course Outline Part A

School: Business Administration
Program: Information Technology Management (ITM)
Integrated Management Studies (IMS)

BUSA 4900
DIRECTED STUDIES

Hours/Week	6	**Total Hours**	120	**Term/Level**	Winter 2002
Lecture		**Total Weeks**	20	**Credits**	8

Prerequisites:
Successful Completion of all Term One Two and Three courses is a prerequisite for Graduation.
In exceptional cases, students who are missing a course may seek Program Head's permission to enroll.

Course Goal:
This course is intended to provide students with an opportunity to apply the concepts and skills gained in their studies to resolve the project problem(s) in an organizational setting.

Course Calendar Description. (Proposed): Provides an opportunity for the practical application of concepts learned in major program areas by engaging in problem solving projects in business or government. Prerequisite: all courses in Levels 1, 2 & 3. In exceptional cases, students who are missing courses may seek the Dean's permission to enroll.

Evaluation

Project evaluation will be accomplished using a decision-support tool called "Expert Choice". This technology provides for improved project assessment consistency and enhances evaluation fairness by allowing instructors to rate each project on a criterion-by-criterion basis. Appropriate weights are assigned to each criterion and the program converts the faculty members' qualitative judgments for each criterion into a quantitative overall score.

Faculty will use the following criteria:

1. Objectives: extent to which the project goals as stated in the Terms of Reference were achieved.
2. Complexity: degree of difficulty associated with the project, especially the complexity of the undertaking, e.g. research involved, information gathering, learning new skills and concepts, analysis and synthesis.
3. Scope: magnitude of the undertaking in terms of the workload involved.
4. Innovation: extent to which practical, innovative solutions were identified and recommended.

5. Client: extent to which client-related problems were encountered and handled successfully, e.g. information access, client support, organizational politics, level of satisfaction, etc.

6. Reports: quality of the written materials, e.g. timeliness and thoroughness of Terms of Reference, action plan and progress reports, final report structure and layout, grammar and spelling, content and presentation of information.

7. Presentation: quality of the oral presentation, e.g. structure, delivery, use of visual aids and management of question-and-answer session.

The weighting of the various components is as follows:

Results	60%
Report	15%
Presentation	15%
Challenges	10%
TOTAL	100%

Course Outcomes and Sub-outcomes

Upon successful completion of this course, students will be able to:

- apply key business concepts in a practical setting
- work in a team setting to produce required results
- analyze business problems and research and develop alternative solutions including identifying the best solution in the situation prepare a professional quality business report deliver an oral presentation summarizing the project in a business or professional setting.

Course Record

Developed by: **Bill Hooker, Bus. Adm.** Bill Hooker Date: November 2001
Instructor Name & Dept. **Signature**

Revised by: Bill Hooker, Bus. Adm Bill Hooker Date: November 2001
Coordinator Name & Dept. Signature

Recommended by:
Larry Jones, (IMS) Date: November 2001
Program Head Name & Dept. **Signature**

Approved by: **Chris Clark, Bus. Adm.** Chris Clark Date: November 2001
Associate Dean Name & Dept. **Signature**

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY Course Outline **Part B**

School: Business Administration
Program: Information Technology Management
Integrated Management Studies

BUSA 4900
DIRECTED STUDIES

Effective Date January 2002

Instructors / Faculty Advisors:

Each Directed Studies project will have a faculty advisor assigned to the team of students. The role of this advisor includes the following responsibilities:

1. Meet with the team as soon as possible after the selection process is complete to ensure that the students have the required forms and documents and understand the course expectations completely.

2. Meet with the team and the client at the mutually convenient time arranged by the students with the client and the instructor. The students should provide their resumes to the client at this time.

3. Ensure that the team understands the client's initial project proposal from the original documentation provided by the coordinator and from the introductory discussion with the client.

4. Ensure that the team has determined how they will work together including a discussion of team dynamics and establishing a method for resolution of conflicts.

5. Ensure that project timeframes are developed and met.

6. Provide liaison and support to the students and provide appropriate assistance during the project.

7. Serve as contact person for the client as needed.

8. Conduct on-site visits approximately each 3-4 weeks and as needed.

9. Review weekly progress reports and follow up as needed.

10. Maintain documentation of the Terms of Reference, action plan, weekly reports and other materials as appropriate.

11. Critique the draft versions of the final report and ensure that the students have reached an acceptable standard before presenting it to the client.

12. Meet with the team at the end of the presentation to provide feedback to the students.

13. In consultation with the client and the faculty observer who attends the presentation, evaluate the team's performance and assign a mark for the course.

Texts and Equipment

Students will need access to appropriate equipment and office space to complete their project.

Course Notes (Policies and Procedures)

1. Students will work in teams averaging three students. At the first meeting of the course in January, the teams will select their projects from a list supplied by the Program Heads and Coordinator. Each team will create a list of its top several choices and then the Program Heads and Coordinator will determine which team will actually get which project. It is suggested that team membership be based on common interest in the project.

2. Each team must have at least one member who is completely fluent in the English language and each team should have at least one competent writer. The Faculty reserves the right to review and adjust team membership for appropriate project purposes.

3. The course begins the first week in January and continues until the final presentation which usually scheduled between the latter part of April and mid-May. This is the only class scheduled for Wednesdays and the team is required to use that time exclusively for the project work.

4. The team are expected to continue their Directed Studies activities during either Mid-Term Exam week or Spring Break.

5. Students will work on the project under the guidance of the person assigned by the client organization to that role. The faculty member's role is advisory, not supervisory.

6. The actual "hours of work" will be determined in consultation with the client. Students are expected to dress and behave appropriately for the work site.

7. The team is required to complete a Terms of Reference document and have it signed off by everyone involved (students, client, advisor) within the first month of the project, if not earlier.

8. Students are expected (with advisor's assistance if required) to develop both a project plan and a team plan. These will cover what the work is and how it will be accomplished and how the students plan to work together s a team, including how to handle any conflicts and non-follow through of individual responsibilities.

9. Students are responsible for submitting a weekly "Progress Report" to their faculty advisor in an agreed upon form no later than Friday afternoon each week.

10. Project completion requires both a formal written report and an oral presentation to the client. The team is responsible to arrange a time that is mutually available to the client, the advisor and a second faculty member who will attend as an observer. Because this is a very busy time of year with a couple of dozen projects finishing at about the same time, these arrangements must be made well ahead of time. A month ahead of time is advisable. The team is also responsible for selecting the faculty observer.

11. The team is required to make sufficient copies of the report for the client, faculty advisor and faculty observer. This report must include the Terms of Reference and other supporting documentation. Copies of progress reports, minutes of meetings, etc. should not be included. The team can consult with the Coordinator to see samples of previous reports. Students are responsible for the cost of printing materials unless another arrangement can be made with the client.