

# Business Administration

Course Number:

**BUAD 309**

**Professors**

**Name**

**Phone number**

**Evaluation Procedure**

Service Project	
Service Project Proposal.....	5%
Service Project.....	25%
Service Project Presentations.....	10%
Total Project.....	40%
In-Class Exam	
Take-home exam assignment.....	5%
In-class exam.....	25%
Total Exam.....	30%
Team SE Assignment.....	10%
Participation	
4 Online Journals Entries.....	20%
<b>Total</b> .....	<b>100%</b>

**Notes:**

(1) The “Service Project” can be completed individually or in small teams (2-3). Projects will be posted in Moodle and presented by the community partner early in the semester. See assignment details on Moodle.

(2) The Service Project assignment will consist of a client group final report worth 25%. (Note: an individual reflection of the project will form the final journal assignment).

(3) The course exam will cover the course readings, class discussions and learning activities throughout the semester. This will be an online moodle exam, open book, and **will require access to a computer to write the exam in class**. See professor and course schedule for additional details and exam format.

(4) The team SE assignment consists of a group class facilitation (the group is selected by your professor) analysing a social entrepreneur of your choice and leading a class discussion

(5) Journal format requires 4 in-depth journal entries throughout the course covering specific materials and activities. See assignment details on Moodle.

Late submissions will have a 10% penalty deduction per day, for a maximum of 5 days



## **SKILLS ACROSS THE BUSINESS CURRICULUM**

---

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

---