



UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING
December 18, 2020 - 10:00 AM
Zoom

AGENDA

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**1. APPROVAL OF THE AGENDA**

**2. APPROVAL OF UEC MINUTES**

3 - 4      **2.1. UEC draft minutes: October 30, 2020**

MOTION: To approve the draft minutes as presented.

**3. COURSES AND PROGRAMS**

5 - 8      **3.1. Communications**  
            Discontinuation: CMNS 115, 200

MOTION: To approve the discontinuation of CMNS 115 and 200.

9 - 13      **3.2. Upgrading and University Preparation**  
            Changes including prerequisites and equivalent courses: MATH 096

MOTION: To approve the MATH 096 course outline as presented.

14 -      **3.3. History**  
18      New course: HIST 299, Topics in History

MOTION: To approve the new HIST 299 course outline as presented.

19 -      **3.4. Psychology**  
22      New course: PSYC 362, Cultural Psychology

MOTION: To approve the new PSYC 362 course outline as presented.

23 -      **3.5. Integrated Studies**  
56      New program: Applied Management concentration, Bachelor of Integrated  
            Studies  
            New course: MGMT 310, Cultivating Positive Workplaces

Page

New course: MGMT 320, Effective Communication for Managers

New course: MGMT 340, Performance and Cost Measurement

New course: MGMT 350, Creativity and Innovation

New course: MGMT 400, Ethics and Sustainability

New course: MGMT 410, Leadership and Management

New course: MGMT 440, Business and Operational Excellence

New course: MGMT 460, Business Intelligence

MOTION: To approve the creation of the new course code MGMT (Management).

MOTION: To approve the new MGMT course outlines as presented.

MOTION: To recommend the new Applied Management concentration as presented.

57 -  
70

### **3.6. Indigenous Studies**

New course: IPK 207, Introduction to Canadian Indian Residential Schools

New course: IPK 302, Colonial Trauma and Indigenous Resilience

New program: Indigenous Studies certificate

MOTION: To approve the new IPK course outlines as presented.

MOTION: To recommend the new Indigenous Studies certificate as presented.

## **4. OTHER BUSINESS/DISCUSSION ITEMS**

71 -  
73

### **4.1. Policy 21: Undergraduate Course and Program Approval**

74 -  
76

### **4.2. Policy 207: Undergraduate Directed Studies, Special Topics and Independent Study Courses**

### **4.3. Course Outline Subcommittee report**

### **4.4. APPC report**

### **4.5. Senate report**

## **5. INFORMATION ITEMS**

### **5.1. Minor course changes** (outlines will be available at [www.ufv.ca/calendar/courseoutlines](http://www.ufv.ca/calendar/courseoutlines)): BUS 120

### **5.2. Program suspension:** Master of Arts (Criminal Justice)

## **6. ADJOURNMENT**



## **UNDERGRADUATE EDUCATION COMMITTEE (UEC) MEETING**

October 30, 2020  
10:00 AM - A225  
Zoom

### **DRAFT MINUTES**

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**PRESENT:** Donna Alary, Adrianna Bakos, Sue Brigden, Vlad Dvoracek, Claire Hay, Bobby Jaswal, David Johnston, Gilmour Jope, Bruce Kirkley, Rashad Mammadov, David McGuire, Elaine Newman, Samantha Pattridge, Teresa Arroliga-Piper, Tripat Sandhu, Shelley Stefan, Sven Van de Wetering, Martin Warkentin  
**ABSENT:** Garry Fehr, Peter Geller, Kelly Guiaya, Shirley Hardman, Jonathan Hughes, Amber Johnston, Neeraj Kumar, Linda Pardy.  
**GUESTS:** Geetanjali Gill, Sarah Graham, Hayli Millar, Marlene Murray, Stephen Piper.  
**RECORDER:** Amanda Grimson

#### **1. APPROVAL OF THE AGENDA**

#### **2. APPROVAL OF UEC MINUTES**

##### **2.1. UEC draft minutes: October 2, 2020**

##### **MOTION:**

The draft minutes were approved as amended:

- Minutes will indicate that PHYS 482 will be PHYS 483, as 482 has already been used.

CARRIED

#### **3. COURSES AND PROGRAMS**

##### **3.1. Criminology and Criminal Justice**

Changes including title and prerequisites: CRIM 335

An error on the memo was noted: "effect individual, community, and organizational *challenges*" should have been "effect individual, community, and organizational *changes*".

##### **MOTION:**

To approve the CRIM 335 course outline as presented.

CARRIED

##### **3.2. Global Development Studies**

New course: GDS 260, Gender and Global Development

##### **MOTION:**

To approve the GDS 260 course outline as amended:

- Prerequisites changed to "None".

CARRIED

#### **4. OTHER BUSINESS/DISCUSSION ITEMS**

##### **4.1. Calendar year discussion**

Registrar D. Johnston presented a draft plan for moving back to a single calendar year, but with regular updates. Points for consideration as this moves forward:

- Timing of updates will need to be considered and made clear.
- How and when new programs are added.
- Coding for degree audit will need to be updated if courses are added.

Any additional feedback should be sent to the Registrar.

##### **4.2. English Language Proficiency Requirements**

Extension of Duolingo

The committee agreed that use of the Duolingo English proficiency test could be extended for Summer and Fall 2021 intakes, but more data is needed before this is extended for the Winter 2022 intake.

**MOTION:**

That the use of Duolingo be extended for the Summer and Fall 2021 intakes.

CARRIED

##### **4.3. Official course outline and memo changes**

There have been some discussions regarding the reflection of indigenization on course memos and official course outlines. The course memo template should be reworded to generate more explicit responses, and faculty should be provided with a document outlining the three principles of curriculum, creating awareness, and access. Other areas of the course outline form may also need to be revised.

**MOTION:**

To establish an ad-hoc committee to advise the Chair, Vice-Chair, and Assistant on revisions to the official course outline and memo template.

CARRIED

##### **4.4. Senate report**

UEC did not present any items for the last Senate meeting.

#### **5. ADJOURNMENT**

**Memo for Course Changes**

To: Amanda Grimson

From: Samantha Pattridge

Date: October 18, 2019

**Subject: Proposal for revision of CMNS 115**

1. Summary of changes (select all that apply):
  - ☐ Six-year review
  - ☐ Number and/or course code
  - ☐ Credits and/or total hours
  - ☐ Title
  - ☐ Calendar description
  - ☐ Prerequisites and/or co-requisites
  - ☐ Frequency of course offering
  - ☐ Learning outcomes
  - ☐ Delivery methods and/or texts and resource materials
  - ☐ PLAR options, grading system, and/or evaluation methods
  - ☒ Discontinuation of course
  - ☐ Other – Please specify:
2. Rationale for change: CMNS 115 was a Communications for Trades course that used to be offered in the ITA programs. With the change in ITA funding and program length, the course was no longer sustainable within these programs and has not been offered for more than 5 years now.
3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): n/a
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? The Faculty of Access and Technical Studies removed the course from the trades programs, so there will be no impact.
5. Which program areas have been consulted about the change(s)? n/a
6. What consideration has been given to indigenizing the curriculum? n/a
7. If this course is not eligible for PLAR, explain why:
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:
  - a. Credit value
  - b. Class size limit
  - c. Frequency of offering
  - d. Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
10. Estimate of the typical costs for this course, including textbooks and other materials:

**Memo for Course Changes**

To: Amanda Grimson

From: Samantha Pattridge

Date: October 18, 2019

**Subject: Proposal for revision of CMNS 200**

1. Summary of changes (select all that apply):

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☐ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☒ Discontinuation of course
- ☐ Other – Please specify:

2. Rationale for change: CMNS 200 was the cornerstone course for the Portfolio Essentials certificate. With the discontinuation of the certificate and the number of portfolio courses available in other program areas (eg. PORT 398/399 and ADED), the Communications department felt this course was no longer needed for students. We wanted to avoid duplication of course offerings, plus the instructor who designed and taught the course retired, leaving the department without specific expertise in this area.

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s):

4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? No, the course is not required of any program.

5. Which program areas have been consulted about the change(s)? none

6. What consideration has been given to indigenizing the curriculum?

7. If this course is not eligible for PLAR, explain why:

8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area:

- a. Credit value
- b. Class size limit
- c. Frequency of offering

- d. Resources required (labs, equipment)
- 9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?
- 10. Estimate of the typical costs for this course, including textbooks and other materials:



**Memo for Course Changes****To: Undergraduate Education Committee****From: Anna Kuczynska** (Chair of the UUP Math Working Group)**Date: September 20, 2020****Subject: MATH 096 prerequisite revision****1. Summary of changes (select all that apply):**

- ☐ Six-year review
- ☐ Number and/or course code
- ☐ Credits and/or total hours
- ☐ Title
- ☐ Calendar description
- ☒ Prerequisites and/or co-requisites
- ☐ Frequency of course offering
- ☐ Learning outcomes
- ☐ Delivery methods and/or texts and resource materials
- ☐ PLAR options, grading system, and/or evaluation methods
- ☐ Discontinuation of course
- ☒ Other – Please specify: **Equivalent Courses; link to the ABE Articulation Guide**

**2. Rationale for change:**

**One of the existing prerequisites for Math 096 is Math 094 with a C or better. Since Math 094 was replaced with Math 092, we would like to add Math 092 with a C or better to the list of prerequisites.**

**For consistency, we also added the link to the ABE Articulation Guide**

3. If there are substantial changes to the learning outcomes, explain how they align with the learning outcomes of the program(s): **There are no changes to the learning outcomes.**
4. Is this course required by any program beyond the discipline? If so, how will this change affect that program or programs? **Yes, but the changes are technical and will not affect other programs.**
5. Which program areas have been consulted about the change(s)? **Upgrading and University Preparation, and the Faculty of Access and Continuing Education.**
6. What consideration has been given to indigenizing the curriculum?
  - **The course content is Indigenized by including Indigenous contexts within problems.**
  - **All instructors will include the Sto:lo territory acknowledgement in their course syllabi.**
7. If this course is not eligible for PLAR, explain why: **The course is eligible for PLAR.**
8. If any of the following items on the official course outline have changed, explain how the change will affect the budget for your area or any other area: **No changes have been made from the list below.**
  - Credit value

- Class size limit
- Frequency of offering
- Resources required (labs, equipment)

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? **No field trips are required.**
10. Estimate of the typical costs for this course, including textbooks and other materials: **Here is the estimated cost. Note: Students need one out of the two items listed in the second row of the table shown below.**

|                                                                                            |                             |
|--------------------------------------------------------------------------------------------|-----------------------------|
| Tuition                                                                                    | free                        |
| Student Fees                                                                               | \$157.10                    |
| Loose-leaf Textbook with WebAssign Access,<br>or<br>Web Assign Access with electronic text | \$103.95<br><br>\$100.00    |
| TI84 Plus graphing calculator                                                              | \$162.99                    |
| <b>Total Cost</b>                                                                          | <b>\$420.09 or \$424.04</b> |

**CWC comment and response:**

- Learning outcomes: Is it necessary to include the year of the ABE Articulation Guide? Could this be changed to “most recent”?

*The year is important in case the future articulation guide contains different outcomes than the one accessed during the stated year, or in case the site changes.*



**ORIGINAL COURSE IMPLEMENTATION DATE:** September 2012  
**REVISED COURSE IMPLEMENTATION DATE:** September 2021  
**COURSE TO BE REVIEWED** (six years after UEC approval): March 2026  
**Course outline form version:** 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|-----------------------------------------------------------------|----|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MATH 096                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Algebra and Trigonometry<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Access and Continuing Education                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Department (or program if no department):</b> Upgrading and University Preparation                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Students examine an extensive variety of functions and operations on functions with emphasis on notation and graphs; solve a variety of equations and practical problems; solve combinational problems; and evaluate sums of finite or infinite series using summation notation.<br>Note: Students with credit for MATH 094 and MATH 095, or MATH 092 and MATH 093 cannot take this course for further credit.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | One of the following: (C+ or better in MATH 085), (B- or better in one of Principles of Mathematics 11 or Pre-calculus 11), (C or better in one of Principles of Mathematics 12, Pre-calculus 12, MATH 092, or MATH 094), or Upgrading and University Preparation assessment.                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | NONE                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | NONE                                                                                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number: <b>NONE</b><br>Cross-listed with: <b>NONE</b><br>Dual-listed with:<br>Equivalent course(s): <b>MATH 094 &amp; MATH 095 together</b><br>or <b>MATH 092 &amp; MATH 093 together</b><br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="padding: 2px;">Lecture/seminar hours</td> <td style="text-align: center; padding: 2px;">60</td> </tr> <tr> <td style="padding: 2px;">Tutorials/workshops</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Supervised laboratory hours</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Experiential (field experience, practicum, internship, etc.)</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Supervised online activities</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;">Other contact hours: individual and small group work (in class)</td> <td style="text-align: center; padding: 2px;">30</td> </tr> <tr> <td style="text-align: right; padding: 2px;"><b>Total hours</b></td> <td style="text-align: center; padding: 2px;"><b>90</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                            | 60 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: individual and small group work (in class) | 30 | <b>Total hours</b> | <b>90</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 60        |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours: individual and small group work (in class)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 30        |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>90</b> |                                                                                                                                                                                                                                                                                                                                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="http://bctransferguide.ca">bctransferguide.ca</a> )<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Maximum enrolment (for information only):</b> 24<br><b>Expected Frequency of Course Offerings:</b><br>at least twice a year <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Greg St. Hilaire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> October 9, 2020                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> October 9, 2020                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Dr. Sue Brigden                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Date approved:</b> October 9, 2020                                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of posting:</b> November 20, 2020                                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                                                                 |    |                    |           |                                                                                                                                                                                                                                                                                          |  |

**Learning Outcomes:**

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

1. Manipulate algebraic expressions and solve rational equations.
2. Solve absolute value and rational inequalities.
3. Perform operations on functions including compositions and analyze domains and ranges.
4. Analyze the effects of transformations, such as vertical and horizontal translations, dilations, and reflections through x-axis, y-axis, and the diagonal  $y = x$  on the graphs of functions and their related equations.
5. Find inverses of relations and functions and analyze their properties and graphs.
6. Simplify logarithmic expressions, using definition and properties of logarithms.
7. Solve exponential and logarithmic equations.
8. Graph and analyze exponential and logarithmic functions.
9. Solve applied problems, using exponential and logarithmic concepts.
10. Factor polynomials of degree greater than 2, using the Factor Theorem and the Remainder Theorem.
11. Graph and analyze polynomial, rational, and radical functions.
12. Develop the equation of the circle with center (0, 0) and radius  $r$  and apply the circle to describe the six trigonometric ratios in terms of  $x$ ,  $y$ , and  $r$ .
13. Solve problems, using the six trigonometric ratios for angles expressed in radians and degrees.
14. Simplify trigonometric expressions and verify trigonometric identities, using fundamental identities, including sum, difference, and double-angle identities.
15. Solve first- and second-degree trigonometric equations in degrees and radians, including determining the general solution.
16. Graph and analyze the trigonometric functions, including determining the characteristics and transformations of graphs to solve problems.
17. Apply the Fundamental Counting Principle to solve problems.
18. Determine the number of permutations of  $n$  elements taken  $r$  at a time to solve problems, including solving equations that involve  $nPr$  notation.
19. Determine the number of combinations of  $n$  elements taken  $r$  at a time to solve problems, including solving equations that involve  $nCr$  or  $\binom{n}{r}$  notation.
20. Expand natural powers of binomials, using Binomial Theorem.
21. Analyze and evaluate sums of finite or infinite series, using summation notation.
22. Use technology to enhance understanding of topics in this course.

After completion of MATH 096, students will meet outcomes identified for Provincial Level – Algebra and Trigonometry in the 2020-2021 Adult Basic Education Articulation Guide available at <http://www.bctransferguide.ca/search/abe> (accessed September 2020).

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lectures with problem practice sessions and guided individual and small group work. Graphing calculators are used to aid in the understanding of topics. Homework may have a web-assisted component.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)             | Title (article, book, journal, etc.)             | Current ed.                         | Publisher   | Year |
|----------------------------------------|--------------------------------------------------|-------------------------------------|-------------|------|
| 1. Stewart, J., Redlin, L., Watson, S. | Algebra and Trigonometry                         | <input checked="" type="checkbox"/> | Brooks/Cole |      |
| 2. Aufman, R., Barker, V., Nation, R.  | College Algebra and Trigonometry (print/digital) | <input checked="" type="checkbox"/> | Brooks/Cole |      |
| 3.                                     |                                                  | <input type="checkbox"/>            |             |      |
| 4.                                     |                                                  | <input type="checkbox"/>            |             |      |
| 5.                                     |                                                  | <input type="checkbox"/>            |             |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

Graphing calculator T183 Plus and WebAssign access.

**MATH 096****University of the Fraser Valley Official Undergraduate Course Outline****Page 3 of 3****Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 40% | Assignments: | 20% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 30% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | 10% | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):****Typical Course Content and Topics**

1. Operations on and compositions of functions
2. Transformations of graphs
3. Trigonometric functions and equations
4. Exponential and logarithmic functions and equations
5. Polynomial functions
6. Rational functions
7. Radical functions
8. Combinatorics
9. Binomial Theorem

**Memo for New Course**

To: Linda Parady, Associate Dean, College of Arts

From: Adrianna Bakos, Chair, Department of History

Date: September 1, 2020

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**Subject: Proposal for new course HIST 299: Topics in History****1. Rationale for new course:**

Topics in History (HIST 299) is a special topics course intended to offer students and faculty a flexible variety of historical topics at the lower level. The History program has a range of upper level special topics courses offered under different letter designations at both the third and fourth year but has never developed this option at the first or second year. In recent years, this hole in the History program has frequently been lamented within the department. As noted below, HIST 299 will meet a number of the curricular needs and faculty requirements of the History program.

**2. How this new course fits into program(s):**

There are various reasons why History 299 would be very beneficial to the History program. First, there are many specific historical topics that would be very useful and popular for first- and second-year students that could be offered through History 299. The History program has large enrollment numbers at the lower level, and the majority of those students do not move on to take History courses at the upper level. A specific History 299 special topics course could be shaped to meet these newer students' interests and wider academic needs in ways that the third- and fourth-year special topics courses do not. In terms of theme, some of these courses could be linked to other disciplines, providing historical background to students for the benefit of that department. Other History 299 courses could be created fairly quickly to provide students with the historical background to an important contemporary issue, such as the History of Global Pandemics or the History of Human-Animal Relations.

Second, History 299 would assist with the History department's faculty hiring process by allowing a new full-time faculty appointment or sessional instructor the opportunity to introduce a lower level course connected to their field of study, and to do so well within their year of hiring. This is an important transitional period for the History department, as a significant number of full-time faculty are applying for sabbaticals, while others are moving to retirement. As a result, the department has entered a robust hiring period, and one that will last for a number of years. History 299, and its flexible timing, will assist in this challenging process.

**3. Explain how the course learning outcomes align with the learning outcomes of the program(s):**

The History department is presently revising its program learning outcomes, and the HIST 299 learning outcomes align nicely within the revised expectations for students. First, students in HIST 299 would be expected to "identify key components in the historical topic chosen," which is linked to all the courses in

our thematic curriculum. Second, the HIST 299 learning outcome that students will “debate themes and issues related to the history in question” will highlight the fundamental nature of academic history as a field of constructed narratives, approaches, and conclusions. Third, HIST 299’s purpose in identifying “the differences between primary and secondary sources and work with both” is a key feature of the History program’s learning outcomes and connected to both the understanding of the past and the research skills needed as an historian. Fourth, HIST 299 will “articulate the relationship between past and present in the study of history,” which speaks to the History program’s learning outcome that expects History students to recognize both the distinctions and the linkages and continuities that define the past and the present. Finally, HIST 299’s learning outcome to “demonstrate some of the features of historical writing, including argument, evidence, audience, historical sources, and historical thinking” fits exactly into the final History program learning outcome that hopes to shape students’ abilities to write within the conventions of academic history.

**4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?**

HIST 299 will not be required in any program beyond the History program.

**5. Which program areas have been consulted about the course?**

No program areas beyond the History program have been consulted about this lower level special topics course. That said, there may be areas of study outside the History program that show an interest in some of the lettered courses that emerge in HIST 299.

**6. If a new discipline designation is required, explain why:**

N/A

**7. What consideration has been given to indigenizing the curriculum?**

HIST 299 will likely include a range of course themes that speak to the history and experience of Indigenous peoples. For instance, the probable course on the history of pandemics will cover the destructive spread of European-based diseases through the Americas in the period from the 16<sup>th</sup> century onward. A course on the history of Human-Non-Human Animal relations would include the more empathetic and environmentally-constructive animal relations within Indigenous culture. HIST 299 will also allow for courses that explore important themes focused entirely on Indigenous experience, such as the history of Indigenous sport.

**8. If this course is not eligible for PLAR, explain why:**

Because HIST 299 is a special topics course, it can not be guaranteed for PLAR.

**9. Explain how each of the following will affect the budget for your area or any other area:**

a. Credit value

The 3 credit HIST 299 is in keeping with all of the lower level History courses and will fit easy into the department’s annual budget. Given the course’s program flexibility, it will actually assist in the department meeting its budgetary needs.

b. Class size limit

All of the History program's lower level courses, with the exception of HIST 103's slightly lower class size, have a class size of 36 students, and HIST 299 will be no different and therefore not impact the department's budget.

c. Frequency of offering

Given the History department program needs and the flexibility HIST 299 provides, it is likely that the course will be offered once or twice every academic year.

d. Resources required (labs, equipment)

No special resources will be needed for HIST 299.

**10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?**

Most of the special topics courses offered within HIST 299 will not have field trips. However, some of the locally-focussed history courses might, in the future, include a field trip built into the course.

**11. Estimate of the typical costs for this course, including textbooks and other materials:**

In the present online environment it is most likely that HIST 299 would range from no costs to under 100 dollars in published materials.





ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): December 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> HIST 299                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Topics in History<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Department (or program if no department):</b> History                                                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Examines topics in history and varies with the instructor.<br>Note: This course will be offered under different letter designations (e.g. C-Z) representing different topics. This course may be repeated for credit provided the letter designation differs.                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | None.                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | None.                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | None.                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                           |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 45        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br><i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Dr. Adrianna Bakos                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Date approved:</b> October 2020                                                                                                                                                                                                                                                                                                              |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> October 16, 2020                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Dr. Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | <b>Date approved:</b> October 16, 2020                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> November 20, 2020                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                      |  |

HIST 299

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

## Learning Outcomes:

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

- Identify key components in the historical topic chosen.
- Debate themes and issues related to the history in question.
- Identify the differences between primary and secondary sources and work with both.
- Articulate the relationship between past and present in the study of history.
- Demonstrate some of the features of historical writing, including argument, evidence, audience, historical sources, and historical thinking.

## Prior Learning Assessment and Recognition (PLAR)

☐ Yes ☒ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

## Typical Text(s) and Resource Materials (*If more space is required, download Supplemental Texts and Resource Materials form.*)

**An example of texts for a course on the History of Human-Animal Relations:**

| Author (surname, initials) | Title (article, book, journal, etc.)                                   | Current ed.              | Publisher      | Year |
|----------------------------|------------------------------------------------------------------------|--------------------------|----------------|------|
| 1. DeMello, M.             | Animals and Society: An Introduction to Human-Animal Studies           | <input type="checkbox"/> | Columbia UP    | 2012 |
| 2. Joy, M.                 | Why We Love Dogs, Eat Pigs, and Wear Cows: An Introduction to Carnism  | <input type="checkbox"/> | Conari Press   | 2020 |
| 3. Dean, J. et al.         | Animal Metropolis: Histories of Human-Animal Relations in Urban Canada | <input type="checkbox"/> | U of Calgary P | 2017 |
| 4.                         |                                                                        | <input type="checkbox"/> |                |      |
| 5.                         |                                                                        | <input type="checkbox"/> |                |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

## Typical Evaluation Methods and Weighting

|                |     |                    |     |                   |   |                |      |
|----------------|-----|--------------------|-----|-------------------|---|----------------|------|
| Final exam:    | 20% | Essay Assignments: | 40% | Field experience: | % | Portfolio:     | %    |
| Midterm exam:  | %   | Group Project:     | 10% | Practicum:        | % | Participation: | 10%  |
| Quizzes/tests: | 20% | Lab work:          | %   | Shop work:        | % | Total:         | 100% |

**Details (if necessary):** Assessment choices will vary depending on the specific requirements of the course chosen.

## Typical Course Content and Topics

### History of Human-Animal Relations

- Week 1 Introduction to the course and fields of study
- Week 2 Recent Trends in the Animal Sciences
- Week 3 Beginnings of Animal Domestication
- Week 4 Human-Animal Relations in the Ancient World
- Week 5 Indigenous Societies and Animal Relations
- Week 6 European-based Relations with Animals from the Early Modern Period to the 20<sup>th</sup> Century
- Week 7 Special Topic: History of Working Animals
- Week 8 Special Topic: History of Food-Based Animals
- Week 9 Special Topic: History of Animal Sports
- Week 10 Special Topic: History of Animals and War
- Week 11 Special Topic: History of Pets
- Week 12 Special Topic: History of the Animal-Rights Movement
- Week 13 Future of Human-Animal Relations

**Memo for New Course**

To: UEC and Senate

From: Zoe Dennison, Psychology Department Chair

Date:

**Subject: Proposal for new course PSYC 362 (Cultural Psychology)**

1. Rationale for new course: The student body of UFV is culturally diverse. A cultural psychology course would assist our students in navigating that diversity, thus helping equip them to develop local and global citizenship (Goal 4 of 2016-2020 UFV Education Plan).
2. How this new course fits into program(s): Other than a few required courses, the psychology extended minor, major, and honours all require a certain number of unspecified upper level credits in psychology (15 for the extended minor, 30 for the major, 45 for the honours). As another three-credit upper level course in psychology, PSYC 362 provides students with one more option for fulfilling that requirement.
3. Explain how the course learning outcomes align with the learning outcomes of the program(s): Because they all make reference to using the empirical literature to solve intellectual problems, the first, second, third and sixth course learning outcomes all map onto the Psychology Major's PLO 1: "Students will be able to identify psychological issues, develop positions on these issues, and critically evaluate evidence for and against these positions, when reading psychological literature" as well as PLO 3 "Students will be familiar with multiple sources of psychological research and other scholarly works including primary research journals, secondary text sources, on-line writing, and non-print media. They will gain this familiarity both by being presented with sources important in the history of psychology and by actively pursuing multiple sources through investigations of topics of their own individual interest," PLO 4, "Students will be able to demonstrate their ability to access these sources and to demonstrate skills required to critically appraise the scientific rigor presented by information in these sources," and PLO 9: "Students will be able to describe psychological findings from a variety of subfields within psychology, and will be able to describe the potential relevance of these findings to the understanding of people and interpersonal situations." The second course Learning Outcome, because it relates to applying cultural psychological findings to the self, lines up well with PLO 11: "Students will be able to apply knowledge and process in psychology to self-knowledge and self-change." Other linkages also exist, but are omitted here for the sake of brevity.
4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? N/A
5. Which program areas have been consulted about the course? Anthropology and Sociology
6. If a new discipline designation is required, explain why: N/A

7. What consideration has been given to indigenizing the curriculum? Several of the readings that serve are used within the course deal specifically with the issues faced by indigenous people in Canada. Learning outcome #3 makes explicit reference to issues faced by indigenous people. In addition, all learning outcomes can be applied to indigenous people and/or the relationship between indigenous and settler communities.
8. If this course is not eligible for PLAR, explain why: N/A
9. Explain how each of the following will affect the budget for your area or any other area:
  - a. Credit value: No effects anticipated
  - b. Class size limit: No effects anticipated
  - c. Frequency of offering: No effects anticipated
  - d. Resources required (labs, equipment): No special resources required. No effects anticipated.
10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A
11. Estimate of the typical costs for this course, including textbooks and other materials: \$30

**CWC comment and response:**

- Regarding the memo response to question #2, how will this course fit into the program? Will this be offered in place of another course?

*There is no plan to drop an upper level course from psychology to make room for this; upper level courses have been in high demand in psychology for the past several years, and thanks to a number of new hires over the past two years, we should be able to continue to offer a full slate of upper level courses. The upper level of the psychology extended minor and major programs are quite flexible; students must take 15 or 30 upper level credits in psychology, respectively, but there is no required upper level course for the extended minor, and the only required UL course for the major is PSYC 408. Thus, PSYC 362 would provide one more option for meeting the upper level psychology credit requirements for those programs.*

*We have frequent requests for more upper level courses in psychology, and the addition of Cultural Psychology is a particularly important topic. It does already exist as a Special Topics course, so it is already part of the UL rotation.*



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): December 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> PSYC 362                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Course Full Title:</b> Cultural Psychology                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Course Short Title:</b><br>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> Psychology                                                                                                                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Calendar Description:</b><br>Examines how the cultures in which people are embedded influence their thoughts, feelings, and actions. Weekly readings in the primary and secondary literature examine issues such as methodology, acculturation, and the relationships of culture with thinking, interpersonal relationships, the self, morality, mental health, aggression, and prejudice.<br><br>Note: Students with credit for PSYC 491J cannot take this course for further credit.                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | 45 university-level credits including PSYC 101 and PSYC 102.                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | None                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           | None                                                                                                                                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Antirequisite Courses</b> (Cannot be taken for additional credit.)<br>Former course code/number: <b>PSYC 491J</b><br>Cross-listed with: <b>N/A</b><br>Dual-listed with: <b>N/A</b><br>Equivalent course(s): <b>N/A</b><br>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)                                                                                                                                                                                          |           | <b>Special Topics</b> (Double-click on boxes to select.)<br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, topic will be recorded when offered.)                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: (If yes, topic will be recorded.)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                  |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Transfer Credit</b><br>Transfer credit already exists: (See <a href="#">bctransferguide.ca</a> .)<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (If yes, fill in transfer credit form.) |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                               |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Annually (Every semester, Fall only, annually, etc.)                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Lecture/seminar hours</td> <td style="text-align: center;">45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total hours</b></td> <td style="text-align: center;"><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                              | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 45        |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>45</b> |                                                                                                                                                                                                                                                                                                                                    |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Department / Program Head or Director:</b> Zoe Dennison                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> October 2020                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date approved:</b> October 16, 2020                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> October 16, 2020                                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date of posting:</b> November 20, 2020                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                        |  |

**Learning Outcomes:**

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

- Discuss cognitive differences between typical members of different cultures with reference to the empirical literature.
- Critically analyze articles in the cultural psychological literature on the self and interpersonal relationships.
- Analyze the challenges faced by new immigrants and indigenous peoples based on the cultural psychological literature on acculturation, prejudice, and mental health.
- Analyze cultural differences within a framework that sees cultures as normative behavioural systems.
- Analyze cultures within the tight-loose framework.
- Apply the empirical literature on cultures of honour to the problem of reducing violence within a given culture.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

In-class lectures, seminars, and exercises.

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)   | Title (article, book, journal, etc.)                                                             | Current ed.              | Publisher       | Year |
|------------------------------|--------------------------------------------------------------------------------------------------|--------------------------|-----------------|------|
| 1. Nisbett, R.               | The Geography of Thought                                                                         | <input type="checkbox"/> | Free Press      | 2003 |
| 2. Haidt, J.                 | The Righteous Mind                                                                               | <input type="checkbox"/> | Vintage         | 2012 |
| 3. Gone, J. P.               | Redressing first nations historical trauma                                                       | <input type="checkbox"/> | Journal article | 2013 |
| 4. Markus, H. 7 Kitayama, S. | Culture and the self                                                                             | <input type="checkbox"/> | Journal article | 1991 |
| 5. Bombay et al.             | Appraisals of discriminatory events among adult offspring of Indian residential school survivors | <input type="checkbox"/> | Journal article | 2014 |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

N/A

**Typical Evaluation Methods and Weighting**

|                |      |              |     |                   |   |            |      |
|----------------|------|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 30%% | Assignments: | 20% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 25%% | Project:     | 15% | Practicum:        | % | Other:     | 10%  |
| Quizzes/tests: | %    | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):** In class presentation is worth 10%

**Typical Course Content and Topics**

Week 1: Introduction to the course and cultural psychological methodology

Week 2: Culture and cognition I

Week 3: Culture and cognition II

Week 4: Acculturation

Week 5: Interpersonal relationships

Week 6: Self and culture

Week 7: Culture and morality I

Week 8: Culture and morality II

Week 9: Culture, mental health, and well-being

Week10: Culture, honour, and aggression

Week 11: Prejudice

Week 12: Tight and loose cultures

# MEMO



To: Samantha Pattridge, Chair, Undergraduate Education Committee  
From: Carl Janzen, Program Working Group Chair  
Cc: Tracy Ryder Glass, Dean, Professional Studies;  
Bruce Kirkley, Associate Director, Program Development and Quality Assurance  
Date: December 10, 2020  
Re: Proposed Bachelor of Integrated Studies, Applied Management Concentration

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Please find attached for approval at the December 18, 2020 meeting of UEC:

- Program proposal
- Calendar copy
- Course memos and outlines for new courses (MGMT 310, 320, 340, 350, 400, 410, 440, 460)
- UEC Screening and CWC comments and responses

The attachments are submitted on behalf of the Applied Management Program Working Group.

The proposal for Bachelor of Integrated Studies, Applied Management concentration was presented at Professional Studies Faculty Council on June 5, 2020. It was approved as presented. The proposal was reviewed at UEC Screening on September 11, 2020. It was submitted to CWC on October 21, 2020.

**Note:** The program proposal and calendar copy are available in *S:\Groups\UEC\2020-12-18 Applied Management*.

## **Program Summary:**

The Applied Management concentration in the Bachelor of Integrated Studies (BIS) is designed as a 24-credit program that will provide a credential with a management focus targeted primarily to working adults who are seeking a bachelor's degree. Students may enter the program already in leadership or supervisory roles in business, agri-business, not-for-profit, public and private organizations, trades and manufacturing, transportation, service, and/or may be seeking to take their careers in this direction. Learners will be engaged in case and scenario-based learning activities that will enhance their managerial skills, knowledge, and confidence, and improve their supervisory and managerial performance.

## **Program Working Group:**

Carl Janzen (Chair) – Interim Director, School of Business  
Mary Gene Saudelli – Associate Dean, Faculty of Professional Studies  
Liz Wiebe – Assistant Professor, School of Business  
Susan Brown – Advisor, School of Business  
Jon Thomas – Associate Professor, School of Business

Mark Breedveld (on sabbatical) - Associate Professor, School of Business

**Concept Paper:**

The original concept paper for a Bachelor of Applied Management program was approved by the UFV Board in 2015. In revising the program to an Applied Management concentration within the Bachelor of Integrated Studies, the underlying goals, outcomes and audience for the program remained consistent with what was presented in the original concept paper. A fourth extension was granted for the full program proposal in April 2020.



**Memo for New Course**

To: Undergraduate Education Committee

From: Mark Breedveld, Program Working Group Chair for Applied Management Concentration

Date: March 27, 2020

**Subject: Proposal for new course – MGMT 310 Cultivating Positive Workplaces**

1. Rationale for new course:

The Applied Management concentration is intended to help learners develop the workplace skills needed to excel in supervisory and management positions. MGMT 310 is one of eight courses being offered in the new concentration.

2. How this new course fits into program(s):

MGMT 310 has been given a 300 level course number because of our desire to see students take this foundational course early in their concentration, rather than later. It is a pre-requisite for MGMT 410 Leadership & Management.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The Applied Management concentration has five learning outcomes:

1. Critically analyze complex business information to solve real world problems
2. Appraise leadership principles and collaboration skills in the workplace
3. Develop business strategies using innovation management theories
4. Integrate ethics and sustainability in their professional practice in local, national and international contexts
5. Develop professional communication skills incorporating intercultural competencies

MGMT 310 is aligned with learning outcome two from the above list.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?

N/A

5. Which program areas have been consulted about the course?

Integrated Studies and the School of Business

6. If a new discipline designation is required, explain why:

Courses in the Applied Management concentration have been created by faculty in the School of Business but are being offered through the Integrated Studies program. The “MGMT” prefix helps to distinguish the courses from those being offered in the BBA program.

The Applied Management concentration fills a need in the Fraser Valley region, and it also has national appeal. In the Fraser Valley region, the economy is strongly impacted by agriculture, transportation (including aviation), and services. These particular industries can benefit from students who are working professionals and have a career aspirations that require degree credentials in management. This Applied Management concentration is designed to meet that need.

7. What consideration has been given to indigenizing the curriculum?

The curriculum itself will contain content or themes that are central to the Fraser Valley, thus there will be included elements that pertain to Indigenous elements in management.

8. If this course is not eligible for PLAR, explain why: N/A

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

All of the above can be answered through the use of sessional instructors to deliver the courses in the program. The credit value for each course in the concentration is 3, and we expect classes to run, mainly online, with a class size of 25 students. It is anticipated that each course in the Applied Management concentration, including MGMT 310, will run at least once per year. There will be no need to use labs. For certain hybrid sessions, the possibility exists for the need for D225 to be used.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

N/A

11. Estimate of the typical costs for this course, including textbooks and other materials:

Textbooks will cost approximately \$100-150 for this course.



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): December 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|----|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MGMT 310                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Cultivating Positive Workplaces<br><b>Course Short Title:</b> Positive Workplaces<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                             |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Work can be a place for developing personal strengths, creating positive connections with others, and experiencing meaningfulness. Students will learn a variety of frameworks and tools for enhancing their well-being at work, as well as cultivating workplaces that help others thrive.                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | Admission to the Bachelor of Integrated Studies program Applied Management concentration.                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | None                                                                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | None                                                                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                      |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr><td>Lecture/seminar hours</td><td></td></tr> <tr><td>Tutorials/workshops</td><td></td></tr> <tr><td>Supervised laboratory hours</td><td></td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td></td></tr> <tr><td>Supervised online activities</td><td>45</td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td><b>Total hours</b></td><td><b>45</b></td></tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 45 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 45        |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Annually                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Dr. Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> April 14, 2020                                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                                                                                                                              |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                                                                                                                              |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of posting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

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

- LO 1. Assess work-related strengths in self and others;
- LO 2. Implement motivational practices that encourage and reward desirable workplace behaviors.
- LO 3. Design jobs that capitalize on workers' strengths.
- LO 4. Manage strengths-based teams in organizational settings.
- LO 5. Experience how team design and team processes influence team output.
- LO 6. Contrast perspectives on work meaningfulness.
- LO 7. Analyze how jobs can be crafted to enhance work meaningfulness.
- LO 8. Evaluate work-life balance policies and practices.
- LO 9. Practice work-related self-reflection.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Online instruction.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.                         | Publisher    | Year |
|----------------------------|--------------------------------------|-------------------------------------|--------------|------|
| 1. Roth, T.                | Strengthsfinder 2.0                  | <input checked="" type="checkbox"/> | Gallup Press |      |
| 2. Roth, T.                | Strengths based leadership           | <input checked="" type="checkbox"/> | Gallup Press |      |

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |                                      |      |
|----------------|-----|--------------|-----|-------------------|---|--------------------------------------|------|
| Final exam:    | 30% | Assignments: | 30% | Field experience: | - | Portfolio:                           | -    |
| Midterm exam:  | -   | Project:     | 30% | Practicum:        | - | Contributions to online discussions: | 10%  |
| Quizzes/tests: | -   | Lab work:    | -   | Shop work:        | - | Total:                               | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Module One: Strengths in self and others

- Complete personal work-related strengths assessment
- Critically analyze strengths assessments in light of recent personality research
- Methods for identifying strengths in others

Assignment and online discussions (LO 1, 9)

Module Two: Motivation for optimal performance

- Needs and process theories of motivation
- Strategic use of workplace rewards
- Person-job fit and job design
- Coach others to use and build their strengths at work

Assignment and online discussions (LO 1–3, 9)

Module Three: Strengths-based teams

- Principles of effective team design and process
- Formulate teams with complementary strengths
- Predict and manage team conflict

Assignment and online discussions (LO 1, 4, 5)

Module Four: Meaningful work relationships, jobs, and organizations

- Hedonic and eudaimonic well-being at work
- Perspectives on meaningfulness of work
- Network and high quality connection theories of workplace relationships
- Task, relational, and cognitive job crafting processes

Online discussions (LO 6, 7, 9)

Project (LO 1–7, 9)

Module Five: Work and non-work interface for self and others

- Depletion and enrichment theories of work and non-work time
- Advantages and disadvantages of work-life balance policies
- Intersection of employee values, life stages, and career paths
- Interactions between meaningfulness of work and meaningfulness in life

Online discussions (LO 7–9)

Final exam (LO 1–9)

**Memo for New Course**

To: Undergraduate Education Committee

From: Mark Breedveld, Program Working Group Chair for Applied Management Concentration

Date: March 27, 2020

**Subject: Proposal for new course – MGMT 320 Effective Communication for Managers**

1. Rationale for new course:

The Applied Management concentration is intended to help learners develop the workplace skills needed to excel in supervisory and management positions. MGMT 320 is one of eight courses being offered in the new concentration.

2. How this new course fits into program(s):

MGMT 320 has been given a 300 level course number because of our desire to see students take this foundational course early in their concentration, rather than later. It is a pre-requisite for all four 400-level MGMT courses, including MGMT 400, 410, 440 and 460.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The Applied Management concentration has five learning outcomes:

1. Critically analyze complex business information to solve real world problems
2. Appraise leadership principles and collaboration skills in the workplace
3. Develop business strategies using innovation management theories
4. Integrate ethics and sustainability in their professional practice in local, national and international contexts
5. Develop professional communication skills incorporating intercultural competencies

MGMT 320 is aligned with learning outcome five from the above list.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?

N/A

5. Which program areas have been consulted about the course?

Communications Department, Integrated Studies, and the School of Business

6. If a new discipline designation is required, explain why:

Courses in the Applied Management concentration have been created by faculty in the School of Business but are being offered through the Integrated Studies program. The “MGMT” prefix helps to distinguish the courses from those being offered in the BBA program.

The Applied Management concentration fills a need in the Fraser Valley region, and it also has national appeal. In the Fraser Valley region, the economy is strongly impacted by agriculture, transportation (including aviation), and services. These particular industries can benefit from students who are working professionals and have a career aspirations that require degree credentials in management. This Applied Management concentration is designed to meet that need.

7. What consideration has been given to indigenizing the curriculum?

The curriculum itself will contain content or themes that are central to the Fraser Valley, thus there will be included elements that pertain to Indigenous elements in management.

8. If this course is not eligible for PLAR, explain why:

N/A

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

All of the above can be answered through the use of sessional instructors to deliver the courses in the program. The credit value for each course in the concentration is 3, and we expect classes to run, mainly online, with a class size of 25 students. It is anticipated that each course in the Applied Management concentration, including MGMT 320, will run at least once per year. There will be no need to use labs. For certain hybrid sessions, the possibility exists for the need for D225 to be used.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A

11. Estimate of the typical costs for this course, including textbooks and other materials:

Textbooks will cost approximately \$100-150 for this course.



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): December 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note:** The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|--|----------------------|--|--------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MGMT 320                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                   |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Course Full Title:</b> Effective Communication for Managers<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                      |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Calendar Description:</b><br>An effective manager must be able to accurately interpret the information they receive and clearly convey information to stakeholders. In this course students will develop written and oral managerial communications skills in areas such as public and media relations, intercultural communications, and meeting facilitation.                                                                                                                                               |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | Admission to the Bachelor of Integrated Studies Applied Management concentration and CMNS 125.                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | None                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | None                                                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                           |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                            |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>45</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                    | 45 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 45        |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>45</b> |                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Annually                                                                                                                                                                        |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Department / Program Head or Director:</b> Dr. Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date approved:</b> April 14, 2020                                                                                                                                                                                                                                                     |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date of posting:</b> December 18, 2020                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                                                                |    |                     |  |                             |  |                                                              |  |                              |  |                      |  |                    |           |                                                                                                                                                                                                                                                                                                                                                                         |  |

MGMT 320

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

## Learning Outcomes:

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

- LO 1. Analyze a variety of business communications practices in relation to communications theories; LO 2. Create and revise typical forms of managerial communication.  
 LO 3. Examine the specific needs of stakeholders in a communication situation and process.  
 LO 4. Evaluate public and media relations practices with focus on crisis management and communications.  
 LO 5. Showcase leadership in negotiating and managing conflicts.  
 LO 6. Use intercultural communication theories and practices (including non-Eurocentric ones such as from Indigenous scholars), to facilitate consensus between culturally diverse stakeholders.

## Prior Learning Assessment and Recognition (PLAR)

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Online instruction.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

## Typical Text(s) and Resource Materials (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)          | Title (article, book, journal, etc.)                                                                                                                       | Current ed.                         | Publisher            | Year |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------|------|
| 1. Lencioni, P.                     | Death by Meeting: a Leadership Fable about Solving the Most Painful Problem in Business                                                                    | <input checked="" type="checkbox"/> | Jossey-Bass          |      |
| 2. Raines, S.                       | Conflict Management for Managers: Resolving Workplace, Policy, and Client Disputes                                                                         | <input type="checkbox"/>            | Rowman & Littlefield | 2019 |
| 3. Martin, J. & Nakayama, T.        | Reconsidering intercultural (communication) competence in the workplace: A dialectical approach. <i>Language and Intercultural Communication</i> , 15 (1). | <input checked="" type="checkbox"/> |                      | 2015 |
| 4. Fisher, R., Ury, W. & Patton, B. | Getting to Yes: Negotiating agreement without giving in                                                                                                    | <input type="checkbox"/>            | Penguin Books        | 2011 |
| 5.                                  |                                                                                                                                                            | <input type="checkbox"/>            |                      |      |

## Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)

N/A

## Typical Evaluation Methods and Weighting

|                |     |              |     |                             |     |            |      |
|----------------|-----|--------------|-----|-----------------------------|-----|------------|------|
| Final exam:    | -   | Assignments: | 60% | Field experience:           | -   | Portfolio: | -    |
| Midterm exam:  | -   | Project:     | -   | Practicum:                  | -   | Other:     | 20%  |
| Quizzes/tests: | 10% | Lab work:    | -   | Online critical discussion: | 10% | Total:     | 100% |

## Details (if necessary):

### Typical Course Content and Topics

Module One: Written communications

- Objectives, principles, and forms of business writing
- Writing effective reports and proposals
- Test (LO 1, 4)

Module Two: Oral communications

- Objectives, principles, and forms of oral communications
- Communicating persuasively
- Presentation assignment (LO 2, 4)
- Module Three: Intercultural communications
- Developing cross-cultural knowledge, awareness, and understanding
- Verbal and non-verbal intercultural communications
- Report (LO 4, 6)

Module Four: Conflict negotiation and Crisis management

- Stakeholder engagement
- Conflict negotiation and resolution
- Crisis communications
- Video role play assignment (LO 3–5)

Module Five: Business meetings

- Objectives, protocol, agendas, and minutes
- Writing assignment (LO 1, 4)



**Memo for New Course**

To: Undergraduate Education Committee

From: Mark Breedveld, Program Working Group Chair for Applied Management Concentration

Date: March 27, 2020

**Subject: Proposal for new course – MGMT 340 Performance and Cost Measurement**

1. Rationale for new course:

The Applied Management concentration is intended to help learners develop the workplace skills needed to excel in supervisory and management positions. MGMT 340 is one of eight courses being offered in the new concentration.

2. How this new course fits into program(s):

MGMT 340 has been given a 300 level course number because of our desire to see students take this foundational course early in their concentration, rather than later. It is a pre-requisite for three of the four 400-level MGMT courses, including MGMT 400, 440 and 460.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The Applied Management concentration has five learning outcomes:

1. Critically analyze complex business information to solve real world problems
2. Appraise leadership principles and collaboration skills in the workplace
3. Develop business strategies using innovation management theories
4. Integrate ethics and sustainability in their professional practice in local, national and international contexts
5. Develop professional communication skills incorporating intercultural competencies

MGMT 340 is aligned with learning outcome one from the above list.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?

N/A

5. Which program areas have been consulted about the course?

Integrated Studies and the School of Business

6. If a new discipline designation is required, explain why:

Courses in the Applied Management concentration have been created by faculty in the School of Business but are being offered through the Integrated Studies program. The “MGMT” prefix helps to distinguish the courses from those being offered in the BBA program.

The Applied Management concentration fills a need in the Fraser Valley region, and it also has national appeal. In the Fraser Valley region, the economy is strongly impacted by agriculture, transportation (including aviation), and services. These particular industries can benefit from students who are working professionals and have a career aspirations that require degree credentials in management. This Applied Management concentration is designed to meet that need.

7. What consideration has been given to indigenizing the curriculum?

The curriculum itself will contain content or themes that are central to the Fraser Valley, thus there will be included elements that pertain to Indigenous elements in management.

8. If this course is not eligible for PLAR, explain why: N/A

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

All of the above can be answered through the use of sessional instructors to deliver the courses in the program. The credit value for each course in the concentration is 3, and we expect classes to run, mainly online, with a class size of 25 students. It is anticipated that each course in the Applied Management concentration, including MGMT 340, will run at least once per year. There will be no need to use labs. For certain hybrid sessions, the possibility exists for the need for D225 to be used.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

N/A

11. Estimate of the typical costs for this course, including textbooks and other materials:

Textbooks will cost approximately \$100-150 for this course.



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): December 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|----|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MGMT 340                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Performance and Cost Measurement<br><b>Course Short Title:</b> Performance & Cost Measurement<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                             |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Financial statements tell the story of an organization and its performance. It is essential that managers understand that story plus the costs that underlie it. This course explores the relationships between each of the financial statements and students will utilize methods for analyzing, interpreting, and understanding the financial data. Additionally, students will dig into how costs behave and use them in preparing a budget.             |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | Admission to the Bachelor of Integrated Studies Applied Management concentration and STAT 104.                                                                                                                                                                                                                                                  |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | None                                                                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | None                                                                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                      |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr><td>Lecture/seminar hours</td><td></td></tr> <tr><td>Tutorials/workshops</td><td></td></tr> <tr><td>Supervised laboratory hours</td><td></td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td></td></tr> <tr><td>Supervised online activities</td><td>45</td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td><b>Total hours</b></td><td><b>45</b></td></tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 45 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 45        |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Annually                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Dr. Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> April 14, 2020                                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                                                                                                                              |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                                                                                                                              |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of posting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |

**MGMT 340**
**University of the Fraser Valley Official Undergraduate Course Outline**
**Page 2 of 2**
**Learning Outcomes:**

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

- LO 1. Apply basic accounting concepts.
- LO 2. Interpret financial statement data.
- LO 3. Explain the relationships between the four main financial statements.
- LO 4. Assess a company's financial health using financial ratio analysis, earnings analysis, and cash flow analysis.
- LO 5. Differentiate between variable and fixed costs.
- LO 6. Illustrate the relationship between costs, volume and profits.
- LO 7. Construct an operating budget for an organization.
- LO 8. Evaluate business decisions using various types of analysis.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Lecture, problem-solving, discussion, and article or case analyses.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)        | Title (article, book, journal, etc.)            | Current ed.                         | Publisher   | Year |
|-----------------------------------|-------------------------------------------------|-------------------------------------|-------------|------|
| 1. Schoenbeck, K., & Holtzman, M. | Interpreting and Analyzing Financial Statements | <input checked="" type="checkbox"/> | Pearson     |      |
| 2. Fraser, L., & Ormiston, A.     | Understanding Financial Statements              | <input checked="" type="checkbox"/> | McGraw Hill |      |
| 3. Garrison, R.H.                 | Managerial Accounting                           | <input checked="" type="checkbox"/> | McGraw Hill |      |
| 4.                                |                                                 | <input type="checkbox"/>            |             |      |
| 5.                                |                                                 | <input type="checkbox"/>            |             |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

N/A

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 30% | Assignments: | 10% | Field experience: | - | Portfolio: | -    |
| Midterm exam:  | 35% | Project:     | 25% | Practicum:        | - | Other:     | -    |
| Quizzes/tests: | -   | Lab work:    | -   | Shop work:        | - | Total:     | 100% |

**Details (if necessary):**
**Typical Course Content and Topics**

Module One: Financial statements

- Basic accounting concepts
- Financial statements and annual reports
- Balance Sheet, Income Statement, Statement of Shareholders' Equity and Statement of Cash Flows
- Financial statement analysis
- Earnings and financial reporting quality
- Analysis of financial statements, including the use of various financial ratios

Mid-term Exam (LO 1–3)

Financial analysis project and presentations (LO 1–4)

Module Two: Cost measurement and budgeting

- Cost behavior, analysis and use
- Cost, volume, profit relationships
- Budgeting
- Relevant costs for decision making

Final Exam (LO 5–8)

Homework assignments (LO 1–8)

**Memo for New Course**

To: Undergraduate Education Committee

From: Mark Breedveld, Program Working Group Chair for Applied Management Concentration

Date: March 27, 2020

**Subject: Proposal for new course – MGMT 350 Creativity and Innovation**

1. Rationale for new course:

The Applied Management concentration is intended to help learners develop the workplace skills needed to excel in supervisory and management positions. MGMT 350 is one of eight courses being offered in the new concentration.

2. How this new course fits into program(s):

MGMT 350 has been given a 300 level course number because of our desire to see students take this foundational course early in their concentration, rather than later. It is a pre-requisite for MGMT 440 Business and Operational Excellence.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The Applied Management concentration has five learning outcomes:

1. Critically analyze complex business information to solve real world problems
2. Appraise leadership principles and collaboration skills in the workplace
3. Develop business strategies using innovation management theories
4. Integrate ethics and sustainability in their professional practice in local, national and international contexts
5. Develop professional communication skills incorporating intercultural competencies

MGMT 350 is aligned with learning outcome three from the above list.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?

N/A

5. Which program areas have been consulted about the course?

Integrated Studies and the School of Business

6. If a new discipline designation is required, explain why:

Courses in the Applied Management concentration have been created by faculty in the School of Business but are being offered through the Integrated Studies program. The “MGMT” prefix helps to distinguish the courses from those being offered in the BBA program.

The Applied Management concentration fills a need in the Fraser Valley region, and it also has national appeal. In the Fraser Valley region, the economy is strongly impacted by agriculture, transportation (including aviation), and services. These particular industries can benefit from students who are working professionals and have career aspirations that require degree credentials in management. This Applied Management concentration is designed to meet that need.

7. What consideration has been given to indigenizing the curriculum?

The curriculum itself will contain content or themes that are central to the Fraser Valley, thus there will be included elements that pertain to Indigenous elements in management.

8. If this course is not eligible for PLAR, explain why: N/A

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

All of the above can be answered through the use of sessional instructors to deliver the courses in the program. The credit value for each course in the concentration is 3, and we expect classes to run, mainly online, with a class size of 25 students. It is anticipated that each course in the Applied Management concentration, including MGMT 350, will run at least once per year. There will be no need to use labs. For certain hybrid sessions, the possibility exists for the need for D225 to be used.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

N/A

11. Estimate of the typical costs for this course, including textbooks and other materials:

Textbooks will cost approximately \$100-150 for this course.



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): December 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|----|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MGMT 350                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Creativity and Innovation<br><b>Course Short Title:</b><br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                           |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Creativity and innovation are central to the emergence and survival of organizations. Participants will learn essential concepts in the management of creativity, innovation, and organizational change. This course will allow participants to leverage their professional experience and relate them to the theory and practice of innovation in organizations.                                                                                           |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | Admission to the Bachelor of Integrated Studies Applied Management concentration.                                                                                                                                                             |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | None                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | None                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                      |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i> |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr><td>Lecture/seminar hours</td><td></td></tr> <tr><td>Tutorials/workshops</td><td></td></tr> <tr><td>Supervised laboratory hours</td><td></td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td></td></tr> <tr><td>Supervised online activities</td><td>45</td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td><b>Total hours</b></td><td><b>45</b></td></tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                         |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 45 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | Lecture/seminar hours                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 45        |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>45</b> |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                             |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Annually                                                                                                                             |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Dr. Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> April 14, 2020                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of posting:</b> December 18, 2020                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

MGMT 350

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

## Learning Outcomes:

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

- LO 1. Articulate the importance of creativity and innovation for organizations.
- LO 2. Analyze strengths and weaknesses of various innovation metrics.
- LO 3. Apply tools to foster creativity and innovation in organizations.
- LO 4. Evaluate organizational change processes.
- LO 5. Develop an innovation plan for an organization.

## Prior Learning Assessment and Recognition (PLAR)

☒ Yes ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Guest lectures, presentations, online instruction, etc.

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

## Typical Text(s) and Resource Materials (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials) | Title (article, book, journal, etc.)                                           | Current ed.                         | Publisher | Year |
|----------------------------|--------------------------------------------------------------------------------|-------------------------------------|-----------|------|
| 1. Mckeown, M.             | The Innovation Book: How to Manage Ideas and Execution for Outstanding Results | <input checked="" type="checkbox"/> | FT Press  |      |
| 2.                         | Additional reading will be provided for each module.                           | <input type="checkbox"/>            |           |      |
| 3.                         |                                                                                | <input type="checkbox"/>            |           |      |
| 4.                         |                                                                                | <input type="checkbox"/>            |           |      |
| 5.                         |                                                                                | <input type="checkbox"/>            |           |      |

## Required Additional Supplies and Materials (*Software, hardware, tools, specialized clothing, etc.*)

N/A

## Typical Evaluation Methods and Weighting

|                |     |                |     |                   |   |                       |      |
|----------------|-----|----------------|-----|-------------------|---|-----------------------|------|
| Final exam:    | -   | Assignments:   | 40% | Field experience: | - | Portfolio:            | -    |
| Midterm exam:  | 20% | Final Project: | 25% | Practicum:        | - | Online participation: | 15%  |
| Quizzes/tests: | -   | Lab work:      | -   | Shop work:        | - | Total:                | 100% |

**Details (if necessary):** Online participation will be measured through activity in class and on the course discussion board.

## Typical Course Content and Topics

Module One: Creativity

- The creative self
- Building and managing creative teams
- Exercises in creativity

Assignments (Group presentations, reports, and in-class exercises) (LO 1, 3)

Online participation (ongoing) (LO 1, 3)

Module Two: Innovation

- Theories of innovation management
- Measuring organizational innovation
- The innovator's toolkit
- Developing an innovative culture

Assignments (Group presentations, reports, and in-class exercises) (LO 2)

Online participation (ongoing) (LO 2)

Mid-term Exam (LO 1–3)

Module Three: Organizational change

- Theories of organizational change
- Identifying opportunities for change
- Navigating barriers to organizational change
- Leading organizational change

Assignments (Group presentations, reports, and in-class exercises) (LO 4)

Online participation (ongoing) (LO 4)

Final project (LO 1–5)



**Memo for New Course**

To: Undergraduate Education Committee

From: Mark Breedveld, Program Working Group Chair for Applied Management Concentration

Date: April 28, 2020

**Subject: Proposal for new course – MGMT 400 Ethics and Sustainability**

1. Rationale for new course:

The Applied Management concentration is intended to help learners develop the workplace skills needed to excel in supervisory and management positions. MGMT 400 is one of eight courses being offered in the new concentration.

2. How this new course fits into program(s):

MGMT 400 has been given a 400 level course number because of our desire to see students take this course later in their concentration once they have built up their foundational knowledge of business and management. MGMT 400 has pre-requisites of MGMT 320 Professional Communications and MGMT 340 Performance and Cost Measurement.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The Applied Management concentration has five learning outcomes:

1. Critically analyze complex business information to solve real world problems
2. Appraise leadership principles and collaboration skills in the workplace
3. Develop business strategies using innovation management theories
4. Integrate ethics and sustainability in their professional practice in local, national and international contexts
5. Develop professional communication skills incorporating intercultural competencies

MGMT 400 is aligned with learning outcome four from the above list.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? N/A

5. Which program areas have been consulted about the course?

Integrated Studies and the School of Business

6. If a new discipline designation is required, explain why:

Courses in the Applied Management concentration have been created by faculty in the School of Business but are being offered through the Integrated Studies program. The “MGMT” prefix helps to distinguish the courses from those being offered in the BBA program.

The Applied Management concentration fills a need in the Fraser Valley region, and it also has national appeal. In the Fraser Valley region, the economy is strongly impacted by agriculture, transportation (including aviation), and services. These particular industries can benefit from students who are working professionals and have a career aspirations that require degree credentials in management. This Applied Management concentration is designed to meet that need.

7. What consideration has been given to indigenizing the curriculum?

The curriculum itself will contain content or themes that are central to the Fraser Valley, thus there will be included elements that pertain to Indigenous elements in management.

8. If this course is not eligible for PLAR, explain why:

Only the 300-level MGMT courses are eligible for PLAR in the Applied Management concentration. The four 400-level MGMT courses, including MGMT 400, emphasize collaborative and/or experiential learning and must therefore be completed within the Applied Management concentration community of learners.

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

All of the above can be answered through the use of sessional instructors to deliver the courses in the program. The credit value for each course in the concentration is 3, and we expect classes to run, mainly online, with a class size of 25 students. It is anticipated that each course in the Applied Management concentration, including MGMT 400, will run at least once per year. There will be no need to use labs. For certain hybrid sessions, the possibility exists for the need for D225 to be used.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A

11. Estimate of the typical costs for this course, including textbooks and other materials:

Textbooks will cost approximately \$100-150 for this course.



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): December 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|----|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MGMT 400                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Ethics and Sustainability<br><b>Course Short Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                             |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>The interrelationship between business and society means that managers are responsible to deliver economic results while maintaining the social, ethical, and moral standards that stakeholders demand. Students in this course focus on ethical values and moral principles like fairness and integrity. Students will also explore sustainability as a worthwhile managerial approach that integrates economic, ethical, and environmental responsibilities. |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | Admission to the Bachelor of Integrated Studies Applied Management concentration, MGMT 320, and MGMT 340.                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | None                                                                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | None                                                                                                                                                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                         |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr><td>Lecture/seminar hours</td><td></td></tr> <tr><td>Tutorials/workshops</td><td></td></tr> <tr><td>Supervised laboratory hours</td><td></td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td></td></tr> <tr><td>Supervised online activities</td><td>45</td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td><b>Total hours</b></td><td><b>45</b></td></tr> </table>    |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 45 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 45        |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Annually                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Dr. Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> May 26, 2020                                                                                                                                                                                                                                                                                                              |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                                                                                                                              |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                                                                                                                              |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of posting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |

MGMT 400

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

## Learning Outcomes:

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

- LO 1. Examine the reciprocal relationship and responsibilities between business and society.
- LO 2. Analyze the relevant theories and commonly held perspectives on ethics and corporate social responsibility (CSR).
- LO 3. Assess the interests of stakeholders and resulting implications for business management.
- LO 4. Evaluate roles, responsibilities, and reporting on corporate values, ethical business practice, and CSR.
- LO 5. Explore the cultural differences in values, ethics, and CSR.
- LO 6. Examine the implications of ethics and ethical reasoning on sustainable management practice.
- LO 7. Propose strategies to support ethical and responsible business management.

## Prior Learning Assessment and Recognition (PLAR)

☐ Yes ☒ No, PLAR cannot be awarded for this course because it emphasizes collaborative and/or experiential learning and must therefore be completed with the Applied Management concentration community of learners.

## Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Online Instruction.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

## Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials) | Title (article, book, journal, etc.)                                      | Current ed.                         | Publisher           | Year |
|----------------------------|---------------------------------------------------------------------------|-------------------------------------|---------------------|------|
| 1. Sexty, R.               | Canadian Business & Society: Ethics, Responsibilities, and Sustainability | <input checked="" type="checkbox"/> | McGraw-Hill Ryerson |      |
| 2.                         |                                                                           | <input type="checkbox"/>            |                     |      |

## Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

N/A

## Typical Evaluation Methods and Weighting

|                |   |              |     |                   |   |                                      |      |
|----------------|---|--------------|-----|-------------------|---|--------------------------------------|------|
| Final exam:    | - | Assignments: | 60% | Field experience: | - | Portfolio:                           | -    |
| Midterm exam:  | - | Project:     | 20% | Practicum:        | - | Contributions to online discussions: | 20%  |
| Quizzes/tests: | - | Lab work:    | -   | Shop work:        | - | Total:                               | 100% |

## Details (if necessary):

## Typical Course Content and Topics

Module One: Business and society

- The relationships between business, technology, and society
- Dynamics and linkages between ethics and capitalism
- Written research assignment (LO 1, 2, 6)

Module Two: Business, stakeholders, and issues

- Implications of business environments on managerial decisions, values, and ethics
- Stakeholder and issue identification and analysis
- Case study assignment (LO 2, 3)

Module Three: Ethical responsibilities

- Ethics theories, principles, and perspectives
- Management and leaders' roles in ensuring ethical business practice
- Professional ethics: Thinking about "what should I do?"
- Case study assignment (LO 2, 4, 6, 7)

Module Four: Social responsibilities

- The concept of corporate social responsibility
- Frameworks for practicing corporate social responsibility
- Measuring and reporting on corporate social responsibility obligations
- CSR in Action – A reflection on managing CSR in the workplace assignment (LO 2, 4, 6, 7)

Module Five: Sustainable business practice

- The effect of cultural differences on workplace values, ethics, and CSR
- Monitoring and directing managers' ethical and social responsibilities
- Responsible business ownership and governance
- Group project (LO 4–7)

Evaluation for all modules: Collaborative online discussion (LO 1–8)

**Memo for New Course**

To: Undergraduate Education Committee

From: Mark Breedveld, Program Working Group Chair for Applied Management Concentration

Date: April 28, 2020

**Subject: Proposal for new course – MGMT 410 Leadership and Management**

1. Rationale for new course:

The Applied Management concentration is intended to help learners develop the workplace skills needed to excel in supervisory and management positions. MGMT 410 is one of eight courses being offered in the new concentration.

2. How this new course fits into program(s):

MGMT 410 has been given a 400 level course number because of our desire to see students take this course later in their concentration once they have built up their foundational knowledge of business and management. MGMT 410 has pre-requisites of MGMT 310 Creating Positive Workplaces and MGMT 320 Professional Communications.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The Applied Management concentration has five learning outcomes:

1. Critically analyze complex business information to solve real world problems
2. Appraise leadership principles and collaboration skills in the workplace
3. Develop business strategies using innovation management theories
4. Integrate ethics and sustainability in their professional practice in local, national and international contexts
5. Develop professional communication skills incorporating intercultural competencies

MGMT 410 is aligned with learning outcome two from the above list.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? N/A

5. Which program areas have been consulted about the course?

Integrated Studies and the School of Business

6. If a new discipline designation is required, explain why:

Courses in the Applied Management concentration have been created by faculty in the School of Business but are being offered through the Integrated Studies program. The “MGMT” prefix helps to distinguish the courses from those being offered in the BBA program.

The Applied Management concentration fills a need in the Fraser Valley region, and it also has national appeal. In the Fraser Valley region, the economy is strongly impacted by agriculture, transportation (including aviation), and services. These particular industries can benefit from students who are working professionals and have a career aspirations that require degree credentials in management. This Applied Management concentration is designed to meet that need.

7. What consideration has been given to indigenizing the curriculum?

The curriculum itself will contain content or themes that are central to the Fraser Valley, thus there will be included elements that pertain to Indigenous elements in management.

8. If this course is not eligible for PLAR, explain why:

Only the 300-level MGMT courses are eligible for PLAR in the Applied Management concentration. The four 400-level MGMT courses, including MGMT 410, emphasize collaborative and/or experiential learning and must therefore be completed within the Applied Management concentration community of learners.

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

All of the above can be answered through the use of sessional instructors to deliver the courses in the program. The credit value for each course in the concentration is 3, and we expect classes to run, mainly online, with a class size of 25 students. It is anticipated that each course in the Applied Management concentration, including MGMT 410, will run at least once per year. There will be no need to use labs. For certain hybrid sessions, the possibility exists for the need for D225 to be used.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

N/A

11. Estimate of the typical costs for this course, including textbooks and other materials:

Textbooks will cost approximately \$100-150 for this course.



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): December 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|----|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MGMT 410                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Leadership and Management<br><b>Course Short Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                           |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Organizational leaders require enhanced capabilities to effectively manage a diverse workforce, handle complex challenges, and cope with fast-paced change. To build essential leadership skills, students apply leadership frameworks and foundational practices including instilling shared values, building collective vision, taking initiative, overcoming obstacles, and fostering team collaboration.                                                   |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | Admission to the Bachelor of Integrated Studies Applied Management concentration, MGMT 310, and MGMT 320.                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | None                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | None                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                         |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i> |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Typical Structure of Instructional Hours</b><br><table border="1"> <tr><td>Lecture/seminar hours</td><td></td></tr> <tr><td>Tutorials/workshops</td><td></td></tr> <tr><td>Supervised laboratory hours</td><td></td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td></td></tr> <tr><td>Supervised online activities</td><td>45</td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td><b>Total hours</b></td><td><b>45</b></td></tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                         |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 45 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | Lecture/seminar hours                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 45        |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>45</b> |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                         |           | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Dr. Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date approved:</b> May 26, 2020                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date of posting:</b> December 18, 2020                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

MGMT 410

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

## Learning Outcomes:

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

- LO 1: Analyze leadership theories and commonly held perspectives on leadership.
- LO 2: Assess leadership skills in self and others.
- LO 3: Examine the interpersonal dynamics of effective management in teams and organizations.
- LO 4: Develop leadership strategies and communication skills.
- LO 5: Evaluate critical leadership roles and how they influence organizational results.
- LO 6: Build leader-follower relationships by practicing constructive team-oriented interactions.
- LO 7: Investigate how managers plan for and organize people, processes and project risks.
- LO 8: Propose strategies to strengthen professional partnerships at work.

## Prior Learning Assessment and Recognition (PLAR)

☐ Yes ☒ No, PLAR cannot be awarded for this course because it emphasizes collaborative and/or experiential learning and must therefore be completed with the Applied Management concentration community of learners.

## Typical Instructional Methods *(Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.)*

Online instruction

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

## Typical Text(s) and Resource Materials *(If more space is required, download Supplemental Texts and Resource Materials form.)*

| Author (surname, initials) | Title (article, book, journal, etc.) | Current ed.                         | Publisher           | Year |
|----------------------------|--------------------------------------|-------------------------------------|---------------------|------|
| 1. Kouzes & Posner         | The Leadership Challenge             | <input checked="" type="checkbox"/> | Jossey-Bass (Wiley) |      |
| 2. Kouzes & Posner         | Leadership Practices Inventory       | <input checked="" type="checkbox"/> | Wiley               |      |

## Required Additional Supplies and Materials *(Software, hardware, tools, specialized clothing, etc.)*

## Typical Evaluation Methods and Weighting

|                |   |              |     |                   |   |                                                   |      |
|----------------|---|--------------|-----|-------------------|---|---------------------------------------------------|------|
| Final exam:    | % | Assignments: | 60% | Field experience: | % | Portfolio:                                        | %    |
| Midterm exam:  | % | Project:     | 20% | Practicum:        | % | Contribution to collaborative online discussions: | 20%  |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | % | Total:                                            | 100% |

## Details (if necessary):

## Typical Course Content and Topics

Module 1: Leadership Expectations, Theories, and Practices

- Leadership theories, myths, and perspectives
- Dynamics of prosocial power and influence in leadership practice
- The leadership practices inventory
- Personal leadership skills based on inventory results and recent research

*Evaluation: Case study assignment (LO1, LO2, LO4)*

Module 2: Leadership Foundations

- Leadership strategies for managers and employees
- The impact of personal and organizational values congruence
- Communication strategies that build team alignment
- Personal and strategic dialogue within a collaborative team setting

*Evaluation: Individual learning reflections assignment (LO2, LO3, LO4)*

Module 3: Accelerating Achievement by Enabling Others

- Building a shared vision, collective purpose, and a climate of trust
- Generating meaningful work experiences
- Strengthening others through collaboration and empowerment
- Personalized recognition and rewards

*Evaluation: Individual research assignment (LO3, LO5, LO6, LO8)*

Module 4: Lead by Discovering Opportunities and Managing Risks

- Implications for planning, organizing, and controlling
- Discovering opportunities and managing risks
- Learning psychological hardiness and error tolerance

*Evaluation: Team Project (LO6, LO7, LO8)*

Module 5: Emerging and Established Leaders

- Professional partnerships between emerging and established organizational leaders

*Evaluation: Team reflection assignment (LO5, LO6, LO7, LO8)*

*Evaluation for all modules: Online collaborative discussions (LO 1, LO2, LO 3, LO 4, LO 5, LO 6, LO 7, LO 8)*



**Memo for New Course**

To: Undergraduate Education Committee

From: Mark Breedveld, Program Working Group Chair for Applied Management Concentration

Date: April 28, 2020

**Subject: Proposal for new course – MGMT 440 Business and Operational Excellence**

1. Rationale for new course:

The Applied Management concentration is intended to help learners develop the workplace skills needed to excel in supervisory and management positions. MGMT 440 is one of eight courses being offered in the new concentration.

2. How this new course fits into program(s):

MGMT 440 has been given a 400 level course number because of our desire to see students take this course later in their concentration once they have built up their foundational knowledge of business and management. MGMT 440 has pre-requisites of MGMT 320 Professional Communications, MGMT 340 Performance and Cost Measurement, and MGMT 350 Creativity and Innovation.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The Applied Management concentration has five learning outcomes:

1. Critically analyze complex business information to solve real world problems
2. Appraise leadership principles and collaboration skills in the workplace
3. Develop business strategies using innovation management theories
4. Integrate ethics and sustainability in their professional practice in local, national and international contexts
5. Develop professional communication skills incorporating intercultural competencies

MGMT 440 is aligned with learning outcome one from the above list.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? N/A

5. Which program areas have been consulted about the course?

Integrated Studies and the School of Business

6. If a new discipline designation is required, explain why:

Courses in the Applied Management concentration have been created by faculty in the School of Business but are being offered through the Integrated Studies program. The “MGMT” prefix helps to distinguish the courses from those being offered in the BBA program.

The Applied Management concentration fills a need in the Fraser Valley region, and it also has national appeal. In the Fraser Valley region, the economy is strongly impacted by agriculture, transportation (including aviation), and services. These particular industries can benefit from students who are working professionals and have a career aspirations that require degree credentials in management. This Applied Management concentration is designed to meet that need.

7. What consideration has been given to indigenizing the curriculum?

The curriculum itself will contain content or themes that are central to the Fraser Valley, thus there will be included elements that pertain to Indigenous elements in management.

8. If this course is not eligible for PLAR, explain why:

Only the 300-level MGMT courses are eligible for PLAR in the Applied Management concentration. The four 400-level MGMT courses, including MGMT 440, emphasize collaborative and/or experiential learning and must therefore be completed within the Applied Management concentration community of learners.

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

All of the above can be answered through the use of sessional instructors to deliver the courses in the program. The credit value for each course in the concentration is 3, and we expect classes to run, mainly online, with a class size of 25 students. It is anticipated that each course in the Applied Management concentration, including MGMT 440, will run at least once per year. There will be no need to use labs. For certain hybrid sessions, the possibility exists for the need for D225 to be used.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A

11. Estimate of the typical costs for this course, including textbooks and other materials:

Textbooks will cost approximately \$100-150 for this course.



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): December 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

**Note: The University reserves the right to amend course outlines as needed without notice.**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|----|----------------------|--|--------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MGMT 440                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                        |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Course Full Title:</b> Business and Operational Excellence<br><b>Course Short Title:</b> Business and Ops Excellence<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                           |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Calendar Description:</b><br>Operational performance is an important goal in both private and public sector organizations. This course examines the key components of effective business excellence strategies. It also explores the strengths and weaknesses of these strategies based on the context of their use.                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | Admission to the Bachelor of Integrated Studies Applied Management concentration, MGMT 320, MGMT 340, and MGMT 350.                                                                                                                           |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | None                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | None                                                                                                                                                                                                                                          |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                                                                                                                   |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i> |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Typical Structure of Instructional Hours</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Lecture/seminar hours</td><td></td></tr> <tr><td>Tutorials/workshops</td><td></td></tr> <tr><td>Supervised laboratory hours</td><td></td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td></td></tr> <tr><td>Supervised online activities</td><td style="text-align: center;">45</td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td style="text-align: right;"><b>Total hours</b></td><td style="text-align: center;"><b>45</b></td></tr> </table> Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes |           | Lecture/seminar hours                                                                                                                                                                                                                         |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 45 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | Lecture/seminar hours                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | Tutorials/workshops                                                                                                                                                                                                                           |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 45        |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>45</b> |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i>                                                                                                                                                                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Annually                                                                                                                             |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Department / Program Head or Director:</b> Dr. Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> May 26, 2020                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                            |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           | <b>Date of posting:</b> December 18, 2020                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                                                                                                                                                                                          |  |

**Learning Outcomes:**

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

- LO 1. Articulate the essential characteristics of business and operational excellence from several different perspectives.
- LO 2. Identify which type of improvement model will most effectively achieve specific, improved performance metrics in an entity.
- LO 3. Conduct in depth analysis of alternate methods and models to achieve operational and business excellence, including a recommendation of the most appropriate model for an entity's circumstances.
- LO 4. Articulate the critical benefits and steps necessary to ensure an effective continuous improvement (Kaizen) based and strategic cost management approach that can deliver efficiencies for the entity and contribute to operational excellence.
- LO 5. Articulate the critical benefits that an efficient logistics system can bring to an entity.
- LO 6. Recommend how lean management principles would benefit an organization.
- LO 7. Explain how benchmarking can assist an entity to understand its relative performance in relation to its competitors and other comparable entities.
- LO 8. Analyze the effect of project management practices in contributing to organizational effectiveness.
- LO 9. Conduct an applied management project using techniques of business and operational excellence.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes ☒ No, PLAR cannot be awarded for this course because it emphasizes collaborative and/or experiential learning and must therefore be completed with the Applied Management concentration community of learners.

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)  
Presentations, case and class/online discussions, and student team presentations.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials) | Title (article, book, journal, etc.)             | Current ed.                         | Publisher | Year |
|----------------------------|--------------------------------------------------|-------------------------------------|-----------|------|
| 1. Goescth and Davis       | Quality Management for Organizational Excellence | <input checked="" type="checkbox"/> | Pearson   |      |
| 2.                         |                                                  | <input type="checkbox"/>            |           |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

N/A

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |                                      |      |
|----------------|-----|--------------|-----|-------------------|---|--------------------------------------|------|
| Final exam:    | -   | Assignments: | 50% | Field experience: | - | Portfolio:                           | -    |
| Midterm exam:  | -   | Project:     | 25% | Practicum:        | - | Contributions to online discussions: | 10%  |
| Quizzes/tests: | 15% | Lab work:    | -   | Shop work:        | - | Total:                               | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Module One: Business excellence: How and why

- Operational excellence – operations, customers, financial, level of defects and resources used
- Kaizen and continuous improvement
- Quizzes and tests (LO 1, 2)
- Case writing / presentation assignment (LO 1, 2)

Module Two: Business improvement: Internal

- Models of change
- Lean logistics / manufacturing
- Contrast and compare the specific cost benefits that lean logistics and lean manufacturing bring to an entity
- Quizzes and tests (LO 3–6)
- Case writing / presentation assignment (LO 3–6)

Module Three: Business improvement: External

- Benchmarking
- Project management and managing excellence
- Quizzes and tests (LO 7, 8)
- Case writing / presentation assignment (LO 7, 8)

Project (LO 1–9)

**Memo for New Course**

To: Undergraduate Education Committee

From: Mark Breedveld, Program Working Group Chair for Applied Management Concentration

Date: April 28, 2020

**Subject: Proposal for new course – MGMT 460 Business Intelligence**

1. Rationale for new course:

The Applied Management concentration is intended to help learners develop the workplace skills needed to excel in supervisory and management positions. MGMT 460 is one of eight courses being offered in the new concentration.

2. How this new course fits into program(s):

MGMT 460 has been given a 400 level course number because of our desire to see students take this course later in their concentration once they have built up their foundational knowledge of business and management. MGMT 460 has pre-requisites of MGMT 320 Professional Communications and MGMT 340 Performance and Cost Measurement.

3. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The Applied Management concentration has five learning outcomes:

1. Critically analyze complex business information to solve real world problems
2. Appraise leadership principles and collaboration skills in the workplace
3. Develop business strategies using innovation management theories
4. Integrate ethics and sustainability in their professional practice in local, national and international contexts
5. Develop professional communication skills incorporating intercultural competencies

MGMT 460 is aligned with learning outcome one from the above list.

4. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs? N/A

5. Which program areas have been consulted about the course?

Integrated Studies and the School of Business

6. If a new discipline designation is required, explain why:

Courses in the Applied Management concentration have been created by faculty in the School of Business but are being offered through the Integrated Studies program. The “MGMT” prefix helps to distinguish the courses from those being offered in the BBA program.

The Applied Management concentration fills a need in the Fraser Valley region, and it also has national appeal. In the Fraser Valley region, the economy is strongly impacted by agriculture, transportation (including aviation), and services. These particular industries can benefit from students who are working professionals and have a career aspirations that require degree credentials in management. This Applied Management concentration is designed to meet that need.

7. What consideration has been given to indigenizing the curriculum?

The curriculum itself will contain content or themes that are central to the Fraser Valley, thus there will be included elements that pertain to Indigenous elements in management.

8. If this course is not eligible for PLAR, explain why:

Only the 300-level MGMT courses are eligible for PLAR in the Applied Management concentration. The four 400-level MGMT courses, including MGMT 460, emphasize collaborative and/or experiential learning and must therefore be completed within the Applied Management concentration community of learners.

9. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value
- b. Class size limit
- c. Frequency of offering
- d. Resources required (labs, equipment)

All of the above can be answered through the use of sessional instructors to deliver the courses in the program. The credit value for each course in the concentration is 3, and we expect classes to run, mainly online, with a class size of 25 students. It is anticipated that each course in the Applied Management concentration, including MGMT 460, will run at least once per year. There will be no need to use labs. For certain hybrid sessions, the possibility exists for the need for D225 to be used.

10. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded? N/A

11. Estimate of the typical costs for this course, including textbooks and other materials:

Textbooks will cost approximately \$100-150 for this course.



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): December 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|--|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|----|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> MGMT 460                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                                                  |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Business Intelligence<br><b>Course Short Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Professional Studies                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> School of Business                                                                                                                                                                                                                                                                                                     |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Organizations are leveraging business information, including "big data", for improved performance. In this course, students will learn how to assess, apply, and analyze information and metrics for decision making and problem solving. Students will explore how information and data are used for managing, planning, and organizing business operations.                                                                                               |           |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | Admission to the Bachelor of Integrated Studies Applied Management concentration, MGMT 320, and MGMT 340.                                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | None                                                                                                                                                                                                                                                                                                                                                                    |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | None                                                                                                                                                                                                                                                                                                                                                                    |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Antirequisite Courses <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                             |           | Special Topics <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                                                  |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                                                |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="http://bctransferguide.ca">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr><td>Lecture/seminar hours</td><td></td></tr> <tr><td>Tutorials/workshops</td><td></td></tr> <tr><td>Supervised laboratory hours</td><td></td></tr> <tr><td>Experiential (field experience, practicum, internship, etc.)</td><td></td></tr> <tr><td>Supervised online activities</td><td>45</td></tr> <tr><td>Other contact hours:</td><td></td></tr> <tr><td><b>Total hours</b></td><td><b>45</b></td></tr> </table> |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                   |  | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) |  | Supervised online activities | 45 | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 45        |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                                         |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Maximum enrolment (for information only):</b> 25<br><b>Expected Frequency of Course Offerings:</b><br>Annually                                                                                                                                                                                                                                                       |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Dr. Carl Janzen                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Date approved:</b> May 26, 2020                                                                                                                                                                                                                                                                                                                                      |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                                                                                                                                                      |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Dr. Tracy Ryder Glass                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> June 5, 2020                                                                                                                                                                                                                                                                                                                                      |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | <b>Date of posting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                                               |  |                     |  |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |

**Learning Outcomes:**

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

- LO 1. Assess the role of business intelligence for business analysis, processes, and strategy.
- LO 2. Identify how information and metrics contributes to the management, control, and profitability of organizations.
- LO 3. Examine the foundational principles, theories, and trends for collecting and disseminating data.
- LO 4. Differentiate between types, sources, and purposes of various categories of organizational information.
- LO 5. Assess the information required for organizational management and decision making.
- LO 6. Analyze applicable qualitative and quantitative data used for management decision making.
- LO 7. Evaluate how and why workplace information and records are maintained.
- LO 8. Explain the ethical issues involved in information security and privacy in an organization.

**Prior Learning Assessment and Recognition (PLAR)**

☐ Yes ☒ No, PLAR cannot be awarded for this course because it emphasizes collaborative and/or experiential learning and must therefore be completed with the Applied Management concentration community of learners.

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Online instruction.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials)        | Title (article, book, journal, etc.)               | Current ed.                         | Publisher                     | Year |
|-----------------------------------|----------------------------------------------------|-------------------------------------|-------------------------------|------|
| 1. Davenport, T.H. & Harris, J.G. | Competing on Analytics: The New Science of Winning | <input checked="" type="checkbox"/> | Harvard Business Review Press |      |
| 2.                                |                                                    | <input type="checkbox"/>            |                               |      |
| 3.                                |                                                    | <input type="checkbox"/>            |                               |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

N/A

**Typical Evaluation Methods and Weighting**

|                |   |              |     |                   |   |                                      |      |
|----------------|---|--------------|-----|-------------------|---|--------------------------------------|------|
| Final exam:    | - | Assignments: | 60% | Field experience: | - | Portfolio:                           | -    |
| Midterm exam:  | - | Project:     | 20% | Practicum:        | - | Contributions to online discussions: | 20%  |
| Quizzes/tests: | - | Lab work:    | -   | Shop work:        | - | Total:                               | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Module One: Business intelligence and competitive advantage

- Introduction to business intelligence and analysis
- Theories and principles of business intelligence
- The relationship between business intelligence and a competitive advantage
- Attributes of descriptive, predictive, and prescriptive information
- Case study assignment (LO 1, 3–5)

Module Two: Business intelligence tools, and techniques

- How data is collected, stored, and communicated to managers
- Metrics based analysis and decision making
- Group project (LO 2–4, 6, 7)

Module Three: Building the capacity to use business intelligence

- Using business information & metrics to build a competitive organization
- Ethical issues in collecting, using, and storing information
- Internal applications for business intelligence
- External applications for business intelligence
- Dynamics and linkages between information and management decisions
- Implications of information on managerial decisions, future business opportunities, and performance
- Case study assignment (LO 2, 4–6, 8)
- Written research assignment (LO 2, 4–6, 8)

Evaluation for all modules: Online collaborative discussions (LO 1–8)



# MEMO



To: Samantha Pattridge, Undergraduate Education Committee Chair  
From: Wenona Hall, Program Working Group Chair  
Cc: Bruce Kirkley, Associate Director, Program Development and Quality Assurance  
Date: December 10, 2020  
Re: Proposed Indigenous Studies Certificate

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Please find attached for approval at the December 18, 2020 UEC Screening Committee meeting:

- Program proposal for the Indigenous Studies Certificate
- Appendices
- Calendar Copy
- Course memos and outlines for two new courses (IPK 207: Introduction to Residential Schools and IPK/FNST 302: Colonial Trauma and Indigenous Resilience)
- UEC Screening Comments and Responses

The attachments are submitted on behalf of the Indigenous Studies Certificate Program Working Group.

The Indigenization Committee of Senate reviewed and supported this program proposal for development in its June 7, 2020 meeting. The College of Arts Curriculum Committee approved this proposal on October 16, 2020. It was also presented for information to the College of Arts Council on October 30, 2020. The proposal was reviewed by UEC Screening on November 12, 2020 and sent to CWC on December 10, 2020.

**Note:** The program proposal and calendar copy are available in **S:\Groups\UEC\2020-12-18 Indigenous Studies**.

**Program Summary:**

The Indigenous Studies Certificate (ISC) program proposal will assist UFV in its “indigenizing” efforts and in meeting some of the Calls to Action issued by the Truth and Reconciliation Commission (TRC). The ISC is designed to offer UFV programming that results in respectful space and place for Indigenous ways of knowing and being. This program will assist educators and others by teaching and providing the “how to” indigenize in ways that promote respect and empowerment for Indigenous peoples and Indigenous ways of knowing. This program will meet these objectives by:

- 1) bringing awareness to past and present colonial harms
- 2) strengthening Indigenous/Settler relationships

- 3) teaching proper protocol in relation to learning from and with Indigenous peoples and/or while incorporating Indigenous ways of knowing

**Program Working Group:**

Wenona Hall – Associate Professor, Chair of Indigenous Studies Program (on sabbatical)

Lorna Andrews – Teaching and Learning Specialist, Indigenization

Vandy Britton – Department Head, Teacher Education Program

Robert Harding – Professor, School of Social Work & Human Services (on sabbatical)

Lolehawk Laura Buker – Assistant Professor, Indigenous Studies

**Concept Paper:**

The concept paper for the Indigenous Studies Certificate was approved in the 2019 Program Report and Plan at the June 14, 2019 meeting of the UFV Board of Governors.

**Memo for New Course**

To: CWC/UEC

From: Indigenous Studies Certificate Program Working Group

Date: December 9, 2020

**Subject: Proposal for new course: IPK 207 Introduction to Canadian Indian Residential Schools**

Rationale for new course:

1. How this new course fits into program(s):

This course addresses core program learning outcomes for the proposed Indigenous Studies certificate, particularly ILO 1 (Critically examine the processes of colonization and decolonization as they relate to Stó:lō peoples and Indigenous communities nationally) and ILO 2 (Explain how and why trauma-related healing is essential to the well-being of Indigenous peoples).

2. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The course builds a deeper understanding of a key historical event in Canada's relationship with Indigenous peoples – the Residential School System and its ongoing impacts on Indigenous peoples, families and communities. The course learning outcomes provide students with the knowledge and insights needed to critically examine processes of colonization and decolonization, and to explore how trauma has affected Indigenous peoples, families and communities.

3. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?

This course has been created specifically for the Indigenous Studies certificate, but will be available to students outside the program. The program/course developers believe the course will serve as a valuable introduction to the history and impacts of Canadian Residential Schools in general, and to the upper-level special topics course HIST 396O History of Residential Schools in particular.

4. Which program areas have been consulted about the course?

The History department has been consulted about how the proposed course will correlate with HIST 396O. The course is not intended to serve as a prerequisite to the upper-level course; however, students who complete IPK 207 will have a strong grounding for further study.

5. If a new discipline designation is required, explain why:

N/A

6. What consideration has been given to indigenizing the curriculum?

The course focuses fully on the history and experiences of Indigenous peoples in Canada and will be of significant value in furthering the Calls to Action of the Truth and Reconciliation Commission by bringing awareness to past and present colonial harms and strengthening Indigenous/Settler relationships.

7. If this course is not eligible for PLAR, explain why:

This course is eligible for PLAR.

8. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value: 3 credits
- b. Class size limit: 36
- c. Frequency of offering: annually
- d. Resources required (labs, equipment): no additional resources are required

The course will run annually contingent on meeting the necessary enrolment targets.

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

Field trips during and/or outside of class time may be required. Students will be expected to cover any costs associated with field trips.

10. Estimate of the typical costs for this course, including textbooks and other materials:

Books: approximately \$100 total (TRC Final Report \$30; Suffer the Little Children \$50; They Called Me Number One \$20)

Field Trips: \$50-\$100



## UEC Screening Response Tracking Report for IPK 207

*This form is designed to track the progression of a proposed new non-degree program through UFV's Senate-level committees, from the concept paper stage (when applicable) to final approval by Senate. It records the decision dates and comments for consideration, and how they are addressed or resolved by the program proponents. The purpose of this tool is to allow for better tracking and accountability over the course of the entire review process.*

*This record of comments / considerations raised during the approval process will also be useful to inform its implementation after the program is approved, and once the program is first assessed through the Academic Program Reviews process.*

*In the case of re-submission of a concept paper, the previous development report is needed.*

*The form will be filled out by PDQA in consultation with the chair or assistant of the relevant committee, and the Program Working Group chair.*

*This form is for internal purposes only.*

|                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>UEC Screening Subcommittee -- Full Program Proposal (FPP)</b> | <b>Review: November 12, 2020</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>IPK 207</b>                                                   | <b>IPK 207</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| COMMENTS / CONSIDERATIONS                                        | Course short title will be shortened to "Intro to Residential Schools".                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| UPDATES / RESOLUTIONS                                            | Course outline revised.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| COMMENTS / CONSIDERATIONS                                        | Calendar description has some instances of value-laden language and non-standard capitalization. Suggested revision: "Students will learn the history and impact of residential schools in Canada by examining both the policies that directed the schools and personal testimony of residential school survivors. Through examination and exposure to this history, students will gain understanding about the generational impacts of these institutions on Indigenous peoples in Canada. Through this understanding, students will be able to begin, or continue, reconciling this past through Xwela ye totelo:met qas ye slilekwel (toward understanding and harmony)." |
| UPDATES / RESOLUTIONS                                            | Calendar description revised as recommended.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| COMMENTS / CONSIDERATIONS                                        | As field trips are required, a note to this effect should be added to the calendar description.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| UPDATES / RESOLUTIONS                                            | Note on field trips added to calendar description.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| COMMENTS / CONSIDERATIONS                                        | The learning outcomes may be too advanced for a 200-level course, particularly the last outcome. A possible revision could be to change "generate a plan" to "identify some strategies" or something similar.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| UPDATES / RESOLUTIONS                                            | Learning outcome revised as recommended.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

Tracking Report

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|                                                                  |                                                                                                                                                                                                                           |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>UEC Screening Subcommittee -- Full Program Proposal (FPP)</b> | <b>Review: November 12, 2020</b>                                                                                                                                                                                          |
| COMMENTS / CONSIDERATIONS                                        | The experiential portion in the course hours appears to be overweighed. This section should be reviewed for revision, possibly to 36 hours lecture and 9 hours experiential.                                              |
| UPDATES / RESOLUTIONS                                            | Field experience and circle work are essential components of the course and represent 40% of the assignments and evaluation. This accords with 1/3 of the Instructional Hours being dedicated to experiential activities. |
| COMMENTS / CONSIDERATIONS                                        | What does the "field experience" consist of, both in the hours section and in the evaluation? Is this the field trips rather than true field experience?                                                                  |
| UPDATES / RESOLUTIONS                                            | As outlined in the Course Content section, weeks 7 to 8 are dedicated to on-site visits, processing, analysis, and archival research.                                                                                     |
| COMMENTS / CONSIDERATIONS                                        | Evaluation: can additional details for the assignments and circle work be provided? How is the circle work assessed? Is this primarily based on participation?                                                            |
| UPDATES / RESOLUTIONS                                            |                                                                                                                                                                                                                           |



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): December 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|--|-----------------------------|--|--------------------------------------------------------------|----|------------------------------|--|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> IPK 207                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Introduction to Canadian Indian Residential Schools<br><b>Course Short Title:</b> Intro to Residential Schools<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Social Sciences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Department (or program if no department):</b> Indigenous Studies                                                                                                                                                                                                                                                                             |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Students will learn the history and impact of residential schools in Canada by examining both the policies that directed the schools and personal testimony of residential school survivors. Through examination and exposure to this history, students will gain understanding about the generational impacts of these institutions on Indigenous peoples in Canada. Through this understanding, students will then be able to begin reconciling this past through Xwela ye totelo:met qas ye slilekwel (toward understanding and harmony).<br>Note: Field trips during and/or outside of class time may be required. |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | None.                                                                                                                                                                                                                                                                                                                                           |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                                                                                                                                                                 |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Typical Structure of Instructional Hours</b> <table border="1"> <tr> <td>Lecture/seminar hours</td> <td>30</td> </tr> <tr> <td>Tutorials/workshops</td> <td></td> </tr> <tr> <td>Supervised laboratory hours</td> <td></td> </tr> <tr> <td>Experiential (field experience, practicum, internship, etc.)</td> <td>15</td> </tr> <tr> <td>Supervised online activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total hours</b></td> <td><b>45</b></td> </tr> </table>                                                                                                                                     |           | Lecture/seminar hours                                                                                                                                                                                                                                                                                                                           | 30 | Tutorials/workshops |  | Supervised laboratory hours |  | Experiential (field experience, practicum, internship, etc.) | 15 | Supervised online activities |  | Other contact hours: |  | <b>Total hours</b> | <b>45</b> | <b>Grading System</b><br><input checked="" type="checkbox"/> Letter Grades <input type="checkbox"/> Credit/No Credit |  |
| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 30        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 15        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>45</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                            |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Wenona Hall                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date approved:</b> August 5, 2020                                                                                                                                                                                                                                                                                                            |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           | <b>Date approved:</b> October 30, 2020                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           | <b>Date approved:</b> October 30, 2020                                                                                                                                                                                                                                                                                                          |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           | <b>Date of posting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                       |    |                     |  |                             |  |                                                              |    |                              |  |                      |  |                    |           |                                                                                                                      |  |

IPK 207

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 2

**Learning Outcomes:**

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

- Describe the history, purpose, and objectives of Indian residential schools in Canada.
- Describe and analyze the impacts of the daily routines and procedures of residential schools on Indigenous children.
- Identify the emotional, physical, mental, and spiritual impacts of the residential school system on survivors, as well as its destructive consequences for individual and collective Indigenous identity.
- Identify and analyze the generational impacts of the residential school system on Indigenous families, communities, and Nations.
- Critically analyze government and settler responses to the residential school system.
- Identify and apply "best practices" as either "truth listener" or "truth teller".
- Identify some strategies for ways in which Xwela ye totelo:met qas ye slilekwel (reconciliation) may be achieved.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Field trips will be required, guest speakers and circle work.

**NOTE:** The following sections may vary by instructor. Please see course syllabus available from the instructor.

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials) | Title (article, book, journal, etc.)                                            | Current ed.              | Publisher | Year |
|----------------------------|---------------------------------------------------------------------------------|--------------------------|-----------|------|
| 1. Starblanket, Tamara     | Suffer the Little Children: Genocide, Indigenous Nations and the Canadian State | <input type="checkbox"/> |           | 2018 |
| 2. TRC                     | Truth and Reconciliation Commission Report                                      | <input type="checkbox"/> |           | 2015 |
| 3.                         | Selected videos, reports and testimonials                                       | <input type="checkbox"/> |           |      |
| 4. Sellars, Bev            | They Called Me Number One                                                       | <input type="checkbox"/> |           | 2013 |
| 5.                         |                                                                                 | <input type="checkbox"/> |           |      |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

**Typical Evaluation Methods and Weighting**

|                |   |              |     |                   |     |              |      |
|----------------|---|--------------|-----|-------------------|-----|--------------|------|
| Final exam:    | % | Assignments: | 60% | Field experience: | 15% | Portfolio:   | %    |
| Midterm exam:  | % | Project:     | %   | Practicum:        | %   | Circle Work: | 25%  |
| Quizzes/tests: | % | Lab work:    | %   | Shop work:        | %   | Total:       | 100% |

**Details (if necessary):**

**Typical Course Content and Topics**

Weeks 1 to 3      Introduction to residential schools across Canada, circle work, truth telling  
 Weeks 4 to 6      Residential school policies, structures, routines, learning to listen  
 Weeks 7 to 8      On-site visits, processing, analysis, archival research  
 Weeks 9 to 11      Impacts on survivors, families, communities, and First Nations  
 Weeks 12 to 13      Xwela ye totelo:met qas ye slilekwel (toward understanding and harmony), acts of reconciliation



**Memo for New Course**

To: CWC/UEC

From: Indigenous Studies Certificate Program Working Group

Date: December 9, 2020

**Subject: Proposal for new course: IPK 302 Colonial Trauma and Indigenous Resilience**

Rationale for new course:

1. How this new course fits into program(s):

This course addresses core program learning outcomes for the proposed Indigenous Studies certificate, particularly PLO 2 (Explain how and why trauma-related healing is essential to the well-being of Indigenous peoples), PLO 3 (Conceptualize Indigenous worldviews, ways of being, knowing, and communicating, and speak to why they are important to Indigenous peoples), and PLO 4 (Apply strategies to advocate for Indigenous resurgence and empowerment and respectful relationships between settlers and Indigenous peoples in Canada).

2. Explain how the course learning outcomes align with the learning outcomes of the program(s):

The course learning outcomes give students the knowledge and ability to explore how trauma has affected Indigenous peoples, families, and communities, and what it means to engage in healing practices for the benefit of the well-being of Indigenous peoples and communities. Students will also investigate the role of Indigenous cultural healing in trauma recovery as a way to conceptualize Indigenous worldviews, ways of knowing, and communicating, and through this work be able to connect meaningfully to Indigenous peoples and communities. Students will learn to design and apply a strengths-based practice framework that promotes a positive and supportive approach to trauma recovery, thus developing the skills needed to advance Indigenous resurgence and empowerment and promote respectful relationships between Settlers and Indigenous peoples in their workplaces, schools, and communities.

3. Will this course be required by any program beyond the discipline? If so, how will this course affect that program or programs?

This course has been created specifically for the Indigenous Studies certificate, but will be available to students outside the program.

4. Which program areas have been consulted about the course?

The Indigenous Studies certificate seeks to prepare students to work for an Indigenous community and/or organization; to serve as Aboriginal Support Workers in the K-12 Educational system; or to teach in the K-12 system. Given this, representatives from Human Services, Teacher Education, and Teaching and Learning (Robert Harding, Vandy Britton, and Lorna Andrews respectively) were significant contributors to the design and development of this course.

5. If a new discipline designation is required, explain why:

N/A

6. What consideration has been given to indigenizing the curriculum?

The course focuses fully on the history and experiences of Indigenous peoples in Canada and will be of significant value in furthering the Calls to Action of the Truth and Reconciliation Commission by bringing awareness to past and present colonial harms, strengthening Indigenous/Settler relationships, and teaching proper protocol in relation to learning from and with Indigenous peoples and/or while incorporating Indigenous ways of knowing.

7. If this course is not eligible for PLAR, explain why:

This course is eligible for PLAR.

8. Explain how each of the following will affect the budget for your area or any other area:

- a. Credit value: 4 credits
- b. Class size limit: 36
- c. Frequency of offering: annually
- d. Resources required (labs, equipment): no additional resources are required; honorariums or gifts may be offered to guest lecturers or Elders.

The course will run annually contingent on meeting the necessary enrolment targets.

9. Are field trips required for this course? (Field trip requirements must be announced in the timetable.) How are the trips funded?

Field trips are not required for this course.

10. Estimate of the typical costs for this course, including textbooks and other materials:

Books: approximately \$200 total (Strong Helpers' Teachings \$70; Legacy \$25; Decolonizing Trauma Work \$95; Reclaiming Connections and Understanding Aboriginal Intergenerational Trauma available online)



## UEC Screening Response Tracking Report for IPK 302

*This form is designed to track the progression of a proposed new non-degree program through UFV's Senate-level committees, from the concept paper stage (when applicable) to final approval by Senate. It records the decision dates and comments for consideration, and how they are addressed or resolved by the program proponents. The purpose of this tool is to allow for better tracking and accountability over the course of the entire review process.*

*This record of comments / considerations raised during the approval process will also be useful to inform its implementation after the program is approved, and once the program is first assessed through the Academic Program Reviews process.*

*In the case of re-submission of a concept paper, the previous development report is needed.*

*The form will be filled out by PDQA in consultation with the chair or assistant of the relevant committee, and the Program Working Group chair.*

*This form is for internal purposes only.*

|                                                                  |                                                                                                                                                                |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>UEC Screening Subcommittee -- Full Program Proposal (FPP)</b> | <b>Review: November 12, 2020</b>                                                                                                                               |
| <b>IPK 302/FNST 302</b>                                          | <b>IPK 302/FNST 302</b>                                                                                                                                        |
| COMMENTS / CONSIDERATIONS                                        | There is no apparent need to cross-list this course. If there is a desire to do so, appropriate rational (and a cross-listed course outline) must be provided. |
| UPDATES / RESOLUTIONS                                            | Agreed. The current FNST courses are in process of being transferred to Indigenous Studies. So no need to cross list.                                          |
| COMMENTS / CONSIDERATIONS                                        | Why is this being created as a 4 credit course? Could the same learning outcomes be accomplished in a 3-credit course?                                         |
| UPDATES / RESOLUTIONS                                            | Successful achievement of the course learning outcomes requires 60 instructional hours and justifies awarding 4 credits.                                       |
| COMMENTS / CONSIDERATIONS                                        | Hours: there is no need to split out "supervised online activities". Suggest adding this to the lecture/seminar hours.                                         |
| UPDATES / RESOLUTIONS                                            | Changed in course outline                                                                                                                                      |
| COMMENTS / CONSIDERATIONS                                        | Transfer credit section should be completed.                                                                                                                   |
| UPDATES / RESOLUTIONS                                            | Done.                                                                                                                                                          |



ORIGINAL COURSE IMPLEMENTATION DATE: September 2021  
 REVISED COURSE IMPLEMENTATION DATE:  
 COURSE TO BE REVIEWED (six years after UEC approval): December 2026  
 Course outline form version: 05/18/2018

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|---------------------|----|-----------------------------|--|--------------------------------------------------------------|--|------------------------------|----|----------------------|--|--------------------|-----------|----------------------------------------------------------------------------------------------------------------------|--|
| <b>Course Code and Number:</b> IPK 302                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           | <b>Number of Credits:</b> 4 <a href="#">Course credit policy (105)</a>                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Course Full Title:</b> Colonial Trauma and Indigenous Resilience<br><b>Course Short Title:</b> Trauma & Indigenous Resilience<br><i>(Transcripts only display 30 characters. Departments may recommend a short title if one is needed. If left blank, one will be assigned.)</i>                                                                                                                                                                                                                                  |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty:</b> Faculty of Humanities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Department (or program if no department):</b> Indigenous Studies                                                                                                                                                                                                                                                                             |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Calendar Description:</b><br>Explores the pervasive impact that trauma can have upon human lives. Grounded in Indigenous principles of health and well-being, students will learn strength-based, culturally-relevant interventions that recognize how experiences of trauma and healing are shaped by the interlocking impacts of colonization, age, gender, sexuality, and ability.                                                                                                                             |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Prerequisites (or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | 6 credits from the following: any IPK courses, FNST 102, FNST 201, FNST 202, or HIST 396O.                                                                                                                                                                                                                                                      |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Pre/corequisites (if applicable, or NONE):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Antirequisite Courses</b> <i>(Cannot be taken for additional credit.)</i><br>Former course code/number:<br>Cross-listed with:<br>Dual-listed with:<br>Equivalent course(s):<br><i>(If offered in the previous five years, antirequisite course(s) will be included in the calendar description as a note that students with credit for the antirequisite course(s) cannot take this course for further credit.)</i>                                                                                               |           | <b>Special Topics</b> <i>(Double-click on boxes to select.)</i><br>This course is offered with different topics:<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <i>(If yes, topic will be recorded when offered.)</i>                                                                                                   |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Independent Study</b><br>If offered as an Independent Study course, this course may be repeated for further credit: <i>(If yes, topic will be recorded.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit                                                        |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Transfer Credit</b><br>Transfer credit already exists: <i>(See <a href="#">bctransferguide.ca</a>.)</i><br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Submit outline for (re)articulation:<br><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <i>(If yes, fill in transfer credit form.)</i> |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
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| Lecture/seminar hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 30        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Tutorials/workshops                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 15        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised laboratory hours                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Experiential (field experience, practicum, internship, etc.)                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Supervised online activities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 15        |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Other contact hours:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Total hours</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>60</b> |                                                                                                                                                                                                                                                                                                                                                 |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| Labs to be scheduled independent of lecture hours: <input type="checkbox"/> No <input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                          |           | <b>Maximum enrolment (for information only):</b> 36<br><b>Expected Frequency of Course Offerings:</b><br>Annually <i>(Every semester, Fall only, annually, etc.)</i>                                                                                                                                                                            |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Department / Program Head or Director:</b> Wenona Hall                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           | <b>Date approved:</b> August 5, 2020                                                                                                                                                                                                                                                                                                            |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Faculty Council approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           | <b>Date approved:</b> October 30, 2020                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Dean/Associate VP:</b> Jacqueline Nolte                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           | <b>Date approved:</b> October 30, 2020                                                                                                                                                                                                                                                                                                          |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Campus-Wide Consultation (CWC)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           | <b>Date of posting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |
| <b>Undergraduate Education Committee (UEC) approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           | <b>Date of meeting:</b> December 18, 2020                                                                                                                                                                                                                                                                                                       |    |                     |    |                             |  |                                                              |  |                              |    |                      |  |                    |           |                                                                                                                      |  |

IPK 302

University of the Fraser Valley Official Undergraduate Course Outline

Page 2 of 3

**Learning Outcomes:**

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

- Analyze the social, political, and cultural impacts of colonialism on the health of Indigenous peoples.
- Describe colonial, historical, and intergenerational trauma as it relates to Indigenous peoples.
- Identify the impacts of trauma experienced across the life span of Indigenous individuals, families, and communities.
- Investigate the role of Indigenous cultural healing in trauma recovery.
- Design and apply a strengths-based practice framework that promotes a positive and supportive approach to trauma recovery in collaboration with the individual, family and community.
- Demonstrate self-awareness about the impact of working with survivors of trauma.
- Develop self-care strategies and resources that will prevent vicarious trauma.

**Prior Learning Assessment and Recognition (PLAR)**

☒ Yes      ☐ No, PLAR cannot be awarded for this course because

**Typical Instructional Methods** (*Guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion.*)

Guest lecturers, elders, presentations, online instruction.

**NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.**

**Typical Text(s) and Resource Materials** (*If more space is required, download Supplemental Texts and Resource Materials form.*)

| Author (surname, initials) | Title (article, book, journal, etc.)                                                                                                         | Current ed.              | Publisher                     | Year |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------|------|
| 1. Chansonneuve, D.        | <i>Reclaiming Connections: Understanding Residential School Trauma Among Aboriginal People.</i>                                              | <input type="checkbox"/> | Aboriginal Healing Foundation | 2005 |
| 2. Menzies, P.             | Understanding Aboriginal Intergenerational Trauma from a Social Work Perspective. <i>Canadian Journal of Native Studies</i> , 29, 2, 367-392 | <input type="checkbox"/> |                               | 2007 |
| 3. Baskyn, C.              | Strong Helpers' Teachings: The Value of Indigenous Knowledges in the Healing Professions                                                     | <input type="checkbox"/> | Canadian Scholars' Press Inc. | 2016 |
| 4. Methot, S.              | Legacy: Trauma, Story, and Indigenous Healing                                                                                                | <input type="checkbox"/> | ECW Press                     | 2019 |
| 5. Linklater, R.           | Decolonizing Trauma Work: Indigenous Stories and Strategies                                                                                  | <input type="checkbox"/> | Fernwood                      | 2014 |

**Required Additional Supplies and Materials** (*Software, hardware, tools, specialized clothing, etc.*)

**Typical Evaluation Methods and Weighting**

|                |     |              |     |                   |   |            |      |
|----------------|-----|--------------|-----|-------------------|---|------------|------|
| Final exam:    | 25% | Assignments: | 60% | Field experience: | % | Portfolio: | %    |
| Midterm exam:  | 15% | Project:     | %   | Practicum:        | % | Other:     | %    |
| Quizzes/tests: | %   | Lab work:    | %   | Shop work:        | % | Total:     | 100% |

**Details (if necessary):** Reflections, Case Studies, inquiry paper, exams

**Typical Course Content and Topics**

- The social, cultural, political and historical contexts of Indigenous people in Canada
- Contributing factors to trauma, including colonization and systemic racism
- Signs and symptoms of trauma (including historical and/or residential school trauma) in children, youth, and adults
- Understanding the brain's response to trauma
- The centrality of attachment and relationship to complex trauma
- Trauma Informed practice
- Resiliency and post traumatic growth
- Indigenous healing practices
- The role of community in healing
- Relational, somatic and strength-based strategies that foster safety, stabilization and resiliency
- The impact of vicarious trauma
- Self-care

## Supplemental Texts and Resource Materials Form

For use with the Official Undergraduate Course Outline Form, if more space is required for the **Typical Text(s) and Resource Materials** field.

|     | <u>Author (surname, initials)</u>                                       | <u>Title (article, book, journal, etc.)</u>                                                                                                                                               | <u>Current edition</u>   | <u>Publisher</u>              | <u>Year</u> |
|-----|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------|-------------|
| 1.  | Archibald, L.                                                           | Decolonizing and healing: indigenous experiences in United States, New Zealand Australia and Greenland.                                                                                   | <input type="checkbox"/> | Aboriginal Healing Foundation | 2006        |
| 2.  | Chandler, M., Lalonde, C., Sokol, B.W., and Hallett, D.                 | Personal persistence, Identity development and suicide: a study of native and non-native north American adolescents                                                                       | <input type="checkbox"/> | Blackwell Publishing          | 2003        |
| 3.  | Duran, E.                                                               | Healing the soul wound: counseling with American Indians and other native peoples.                                                                                                        | <input type="checkbox"/> | Teachers College Press        | 2006        |
| 4.  | Duran, E., and Duran, B.                                                | Native American Postcolonial Psychology.                                                                                                                                                  | <input type="checkbox"/> | SUNY Press                    | 1995        |
| 5.  | Henderson, J.                                                           | Postcolonial Ghost Dancing: diagnosing European colonialism. In <i>Reclaiming Indigenous Voice and Vision</i> . Marie Battiste (ed).                                                      | <input type="checkbox"/> | UBC Press                     | 2000        |
| 6.  | Fanon, F.                                                               | The wretched of the earth                                                                                                                                                                 | <input type="checkbox"/> | Grove Press                   | 1963        |
| 7.  | Marsh, T., Cote-Meek, S., Young, N.L., Najavits, L.M., and Toulouse, P. | Indigenous healing and seeking safety: a blended implementation project for intergenerational trauma and substance use disorders. <i>International Indigenous Policy Journal</i> , 7( 2). | <input type="checkbox"/> |                               | 2016        |
| 8.  |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 9.  |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 10. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 11. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 12. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 13. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 14. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 15. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 16. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 17. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 18. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 19. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 20. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 21. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 22. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 23. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 24. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 25. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 26. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 27. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 28. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 29. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |
| 30. |                                                                         |                                                                                                                                                                                           | <input type="checkbox"/> |                               |             |



Number 21  
Effective Date 2014-05-09  
Next Review Date 2019-05

## UNDERGRADUATE COURSE AND PROGRAM APPROVAL

|                                |                                      |
|--------------------------------|--------------------------------------|
| Approval Authority             | Senate                               |
| Responsible Executive          | Provost and Vice-President, Academic |
| Related Policies / Legislation | University Act, s. 35.2(6)(b)        |

### PURPOSE

The policy is to guide the review and approval of new courses and programs, and changes to existing courses and programs, to ensure that they meet both UFV and legislated quality assurance standards and requirements.

### SCOPE

This policy applies to all new courses and programs and changes to existing courses and programs.

### DEFINITIONS

In this policy, the following definitions apply:

**Program:** ~~For the purposes of this policy, refers to a collection~~ A structured set of courses and associated requirements designed to deliver learning outcomes specific to a disciplinary or interdisciplinary field of study, and offered as an approved credential (e.g., a certificate, diploma, degree, etc.) or an approved option within a credential (e.g., a major, minor, honours, concentration, specialization, etc.). This includes, but is not limited to, a certificate, diploma, minor, extended minor, major, honours, degree, specialization, option, or concentration.

**Program Concept Paper:** ~~A brief summary of a proposed~~ statement of intent to begin development of a new program, prepared using a standard template provided by the Program Development and Quality Assurance Office.

**Program Development and Quality Assurance Office (PDOPQA):** ~~Facilitates and assists with the~~ development and review of academic programs, and ~~is~~ advises on matters related to academic quality assurance, curriculum design, and programming.

**Program Proposal:** The detailed description and rationale for a new program prepared on a standard template provided by the Program Development and Quality Assurance Office.

**Undergraduate Education Committee (UEC):** A Senate standing committee that provides Senate with advice on all matters related to the undergraduate educational programs of the university, including policies, practices, and criteria for admission, evaluation, and promotion of undergraduate students.

### POLICY

The adoption of new and revised curriculum shall include a series of structured consultations, reviews, and approvals that give the UFV community opportunity to examine a program or course in terms of the quality of the curriculum, consistency of standards, alignment with Institutional Learning Outcomes,

attention to student needs, demand for a program, and generally, adherence to UFV's mandate, strategic goals, and priorities.

The internal process includes various consultations, reviews, and approvals by academic units, support areas, administrators, the Senate and its committees, and the Board of Governors. Senate may delegate the authority to approve new courses and course changes to a Senate standing committee.

## REGULATIONS

1. No new or revised program or course shall be implemented unless it has been reviewed and approved according to the provisions of this policy and related procedures.
2. ~~All new courses and course changes~~ requires the approval of Faculty Council and UEC, or Senate upon recommendation by UEC, according to the Procedures for Undergraduate Program and Course Approval.
3. ~~Course changes will be classified as either minor or major. What constitutes a minor or major course change will be determined and communicated by UEC.~~
4. ~~A minor course change is to be approved by Faculty Council and submitted to UEC for review before inclusion in the Calendar.~~
- ~~A major course change requires the approval of UEC, or Senate upon recommendation by UEC.~~
- 5.2. ~~All official course outlines are to be reviewed and approved by UEC every six years. If only minor changes are required, course outlines are approved by Faculty Council and submitted to UEC for review.~~
3. ~~The process for major and minor changes is determined by UEC. Major changes to programs require the approval of Senate. Minor changes are approved by UEC, and sent to Senate for information. What constitutes a minor or major program change will be determined by Senate upon recommendation by UEC.~~
4. A new program requires the approval of Senate according to the process outlined in the Procedures for Undergraduate Program and Course Approval.
- 6.5. In exceptional cases, the approval of a new program can be obtained through the ~~an~~ expedited process outlined in Procedures for Expedited Undergraduate Program Approval. No proposal can be put through the expedited process more than once.
7. ~~The process for major and minor program changes is determined by UEC. Major changes require the approval of Senate. Minor changes are approved by UEC, and sent to Senate for information. What constitutes a minor or major program change will be determined by Senate upon recommendation by UEC.~~
- 8.6. The criteria for applying the expedited program approval process to a new program are as follows:
  - 10.1. The expedited program approval process may be requested for a new undergraduate program if at least one of the following circumstances applies:
    - There is funding available from an external source, with time constraints.
    - There is a sudden emergent need in the community for a narrow, focused theme, and there is a funding source.
    - There is a request for a partnership with a time constraint, and there is a funding source.

Commented [AG1]: This is not a change, but is a clarification of existing regulations.



- There is a clearly demonstrable opportunity for revenue generation to meet a specific demand, with time constraints.
- There is an opportunity for capital or infrastructure injection, with time constraints.

In addition,

- 10.2. The program must be sustainable.
- 10.3. The program must be consistent with the strategic goals of UFV.
- 10.4. The program must be consistent with program priorities of UFV.
- 10.5. There are minimal adverse implications for other faculties, programs, and services.

[9.7.](#) Procedures in support of this policy will be developed, maintained, and communicated as such:

- For new and revised courses: UEC.
- For new program proposals (including concept papers): UEC, in consultation with the Office of the Vice-Provost.
- For program revision: UEC.
- For expedited process: APPC, in consultation with the Office of the Vice-Provost.

Any procedures developed in support of this policy will consider the roles of other Senate Standing Committees in the course and program approval process. Guidelines and templates in support of this policy will be administered by the Chair, Vice-Chair, and Assistant of the relevant committee by unanimous decision. Changes that are not unanimously agreed upon will be referred to the committee for decision.

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#### **APPENDICES**

Procedures for Undergraduate [Program and](#) Course Approval

[Procedures for Undergraduate Program Approval](#)

Procedures for Expedited Undergraduate Program Approval



Number 207  
Effective Date 2013-02-15  
Next Review Date 2018-02

## UNDERGRADUATE DIRECTED STUDIES, SPECIAL TOPICS & INDEPENDENT STUDY COURSES

|                                |                                                |
|--------------------------------|------------------------------------------------|
| Approval Authority             | Senate                                         |
| Responsible Executive          | Provost and Vice-President, Academic           |
| Related Policies / Legislation | Undergraduate Course and Program Approval (21) |

### PURPOSE

~~This policy is to ensure a consistent approach to the scheduling and development of To ensure consistency across UFV programs and departments in definition and usage of the terms “directed studies,” “special topics,” and “independent study” at the University of the Fraser Valley (UFV). To establish university-wide procedures regulating the development and scheduling of “directed studies,” “special topics,” and “independent study” courses in undergraduate programs. To facilitate curriculum flexibility and development through the use of these course programming options, while ensuring that they are used appropriately to enhance student learning.~~

### DEFINITIONS

In this policy, the following definitions apply:

**Directed studies:** an individualized research, directed reading or project-based course that is offered on an ad hoc basis and supervised by a faculty member. ~~The directed studies course name and number are included in the UFV calendar (e.g. CHEM 408: Directed Studies in Chemistry).~~

Commented [EH1]: This is procedural and does not need to be in the definitions.

**Special topics:** a course ~~section that permits individual taught by a faculty member~~ sections to be taught on different related topics that are not covered in other UFV courses. ~~The special topics course name and number are included in the UFV calendar (e.g. PSYC 491: Selected Topics in Psychology).~~

**Independent study:** a ~~course~~ section of an existing course timetabled for a student to learn course material on their own with some guidance from the instructor. Course sections timetabled as independent study are usually offered in formats that differ from the standard course delivery format.

### POLICY

Directed studies courses, special topics courses, and independent study are created and/or scheduled when feasible and appropriate to facilitate curriculum flexibility and development and to enhance students’ learning.

Directed studies and special topics course ~~outline~~ must be approved through the formal process according to the Undergraduate Course and Program Approval policy (#21) before sections may be scheduled. The content of directed studies and special topics courses must not replace nor duplicate the content of existing courses in the UFV calendar.

All directed studies, special topics, and independent study course sections must be approved by the dean or designate before being timetabled.

~~The content of directed studies and special topics courses must not replace nor duplicate the content of existing courses in the UFV calendar.~~

Commented [SP2]: I suggest we have another approval level that allows special topics in particular to be shared outside the faculty – a more consultative approach. In recent years, special topics courses that overlap with other disciplines or existing courses have been scheduled.

Independent study sections of a course will not be timetabled in the same semester as regular sections of the same course on the same campus.

Only one independent study section (or multiple sections to a combined maximum of six seats) of a single course can be timetabled in a single semester.

An instructor may teach any combination of independent study and directed studies sections in a single semester, as long as the total enrollment of their sections does not exceed six. Under exceptional circumstances the dean may override this.

## **REGULATIONS**

### **Directed Studies**

- 1) A directed studies course [section](#) is initiated by a student or group of students, who identify a specific topic of interest to them and obtain the agreement of a UFV instructor to act as a supervisor for the course.
- 2) The student(s) and/or the faculty member must submit a proposal to their department or program head for approval. The proposal must contain the following elements:
  - A description of the topic to be addressed in the course
  - [An overview of the project to be conducted](#)
  - [An explanation of how the proposed project fulfills the outcomes on the official course outline](#)
  - A description of the planned format for the [outcomes-deliverables](#) of the project (e.g. journal article, oral or poster presentation)
  - A description of the student and the supervisor responsibility in the course (if not stipulated in the approved department guidelines)
  - An explanation of how student work will be evaluated for grading purposes
- 3) The proposal must be approved in writing by the department or program head and submitted to the dean or designate.
- 4) A student may not enroll in more than one directed studies course in a single semester without the dean's permission.
- 5) A student may not enroll in more than one directed studies course with the same instructor. The dean or designate must approve any exceptions to this policy, and approval must be obtained prior to the student enrolling in the course(s).

### **Special Topics**

- 1) A special topics course [offering](#) is initiated by the instructor, who identifies a topic for the course.
- 2) If the [course-specific topic](#) has not been [approved by the Undergraduate Education Committee previously approved by the department](#), an instructor who wishes to offer a new topic in a special topics course must submit a proposed course [outline-syllabus](#) to their

department head. The course [outline-syllabus](#) must contain:

- a. A rationale for the topic (including an explanation of why the subject of the course is appropriate for a special topics course)
  - b. A description of learning outcomes for the topic ~~in accordance with~~ [with an explanation of how they fit within](#) the approved learning outcomes of the [official course outline](#)
  - c. A description of how student performance in the course will be evaluated, including weightings for evaluation components
- 3) The approval of the department or program must be obtained for ~~the~~ [this](#) topic offered in this special topics course.
  - 4) Generally, each separate offering of a special topics course will be distinguished with an alphabetical identifier after the course number (e.g. BUS 307 [CA](#), BUS 307 [DB](#)). If the same version of a special topics course is offered more than once, the alphabetical identifier previously assigned to that version will be used.
  - 5) Departments or programs may limit the number of special topics courses an individual student can take, and/or limit the number of special topics courses an individual student can use for program credit.

**Commented [SP3]:** The letters A and B are reserved for courses that are continuing over two semesters. Special topics normally begin with "c."

#### Independent Study

- 1) ~~The idea of offering a course in the independent study format should come from the~~ [department head or director](#) who should discuss it with the instructor involved and the ~~d~~Dean.
- 2) The program or department head ~~or director~~ and the ~~d~~Dean or designate must give their approval for an independent study section to be timetabled.

**Commented [SP4]:** I don't like this wording much. Perhaps "The proposal for offering a course in an independent study format should come from the department head or director..."

#### Course Numbering

For course numbering information, refer to <https://www.ufv.ca/registration/how-to-register/course-numbering/> <http://www.ufv.ca/admissions/studentrecords/> in the Student Records Information section.