



# Business Administration

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|-------------------------|---|
| Course Number:          | <b>BUAD 346</b>   |
| Course Title:           | <b>SUSTAINABLE MANAGEMENT</b>   |
| Credits:                | 3   |
| Calendar Description:   | Formerly BUAD 339. This course explores sustainability theory and sustainable management practices for private-sector business. Environmental, social and economic concepts are integrated and applied across business disciplines. Sustainability models and evaluation frameworks are used to understand how sustainability can impact strategic thinking, operational decision-making, and performance reporting. Students with credit for BUAD 339 Topic - Environmentally Sustainable Enterprise cannot take BUAD 346 for additional credit. |
| Semester and Year:      | <b>Winter 2019</b>  |
| Prerequisite(s):        | A minimum of third year standing  |
| Corequisite(s):         | None  |
| Prerequisite to:        | None  |
| Final Exam:             | Yes   |
| Hours per week:         | 3   |
| Graduation Requirement: | Elective for BBA degree   |
| Substitutable Courses:  | No  |
| Transfer Credit:        |   |
| Special Notes:          | Students with credit for BUAD 339 Selected Topic – Environmentally Sustainable Enterprise cannot take BUAD 346 for additional credit.   |
| Originally Developed:   | November, 2011  |
| EDCO Approval:          |   |

Chair's Approval:

**Professor**

| Name  | Phone                     | Office            | Email  |
|---|---------------------------|-------------------|--|
| <i>Roger Wheeler</i><br><i>Course Captain</i> | 250-762-5445<br>ext. 4226 | K: C119<br>V: TBD | <a href="mailto:rwheeler@okanagan.bc.ca">rwheeler@okanagan.bc.ca</a> |

**Learning Outcomes**

Upon completion of this course students will be able to

- explain sustainability issues in a business context.
- assess business practices using the three pillars model of sustainability.
- evaluate business sustainability reporting using contemporary reporting methods.
- describe environmental economics and environmental valuation methods.
- explain how human resources management builds capacity for sustainable management.
- recommend sustainability initiatives throughout a firm's entire value chain.
- critique a firm's sustainability strategy.
- compare a firm's stakeholder engagement strategies to current sustainability guidelines.

**Course Objectives**

This course will cover the following content:

***See the Course Schedule below***

**Evaluation Procedure**

|                             |             |
|-----------------------------|-------------|
| <b>Team Component</b>       | <b>35%</b>  |
| Seminar Presentation        | 15%         |
| Term Project                | 20%         |
| <b>Individual Component</b> | <b>65%</b>  |
| Preparation & Participation | 15%         |
| Midterm Exam*               | 25%         |
| Final Exam*                 | 25%         |
| <b>Total</b>                | <b>100%</b> |

\*Students must earn half of all available exam marks to receive a passing grade in this course.

**Notes****Assignments**

(10%) Learning journals, worksheets and other deliverables will be completed on a weekly basis and will be assessed throughout the semester (within Preparation & Participation).

(20%) The Term Project will be completed in teams and will focus on a comprehensive evaluation of a firm's sustainability. Deliverables include a written report and a presentation.

(15%) Seminars will be presented in teams. Students will sign-up for one of the weekly topics, deliver a 30min seminar related to the weekly topic, and submit a seminar report.

**Peer Evaluations**

Peer evaluations are required for team assignments. These evaluations will be submitted together with the team's deliverables using the peer appraisal forms provided. Peer evaluations can significantly influence an individual's mark on a team deliverable.

**Preparation & Participation**

This course requires students to arrive prepared to contribute meaningfully to in-class discussions, debates, etc. This mark is based on the quality and consistency of a student's contribution to the class, and is inclusive of the in-class and online exercises.

**Submission Policy**

All deliverables must be submitted via the appropriate Moodle dropbox on or before the due date. Late submissions will receive a mark deduction penalty, as determined by the professor.

**Required Texts**

1. Molthan-Hill, P. (2017). *The business student's guide to sustainable management: principles and practice*. 2<sup>nd</sup> ed. Sheffield, U.K.: Greenleaf Publishing
2. Sanders, N. R., & Wood, J. D. (2015). *Foundations of sustainable business: theory, function, and strategy*. Hoboken, NJ.

## Course Schedule

| Date       |  | Topic  | Text   | Deliverables                                     |
|------------|--|--|--|--|
|            |  | Monday, Jan 7 - Classes Start<br>Monday, Feb 18 – Family Day (no classes)<br>Tues-Fri, Feb 19-22 – Reading Week (no classes)<br>Friday, Apr 12 – Last Day of Regular Classes | GSM = Student's Guide to Sustainable Management<br><br>FSB = Foundations of Sustainable Business |  |
| Week       | Date   |  |  |  |
| 1          | Jan 8 (K)<br>Jan 11 (V)                        | Introduction to issues of sustainability   | GSM 3<br>FSB 1   |  |
| 2          | Jan 15 (K)<br>Jan 18 (V)                       | Integrating the three pillars of sustainability  | GSM 4<br>FSB 2   |  |
| 3          | Jan 22 (K)<br>Jan 25 (V)                       | Sustainability reporting   | GSM 5<br>FSB 5   |  |
| 4          | Jan 29 (K)<br>Feb 1 (V)                        | Environmental economics  | GSM 6  | Seminar 1  |
| 5          | Feb 5 (K)<br>Feb 8 (V)                         | Human resource management for sustainability   | GSM 7<br>FSB 3   | Seminar 2  |
| 6          | Feb 12 (K)<br>Feb 15 (V)                       | <b>Midterm Exam (covering Week 1-5 material)</b>   |  |  |
|            | <del>Feb 19 (K)</del><br><del>Feb 22 (V)</del> | Reading Break – no classes   |  |  |
| 7          | Feb 26 (K)<br>Mar 1 (V)                        | Sustainable operations & supply chain management   | GSM 9-10<br>FSB 8-9  | Seminar 3  |
| 8          | Mar 5 (K)<br>Mar 8 (V)                         | Sustainable marketing  | GSM 8<br>FSB 7   | Seminar 4  |
| 9          | Mar 12 (K)<br>Mar 15 (V)                       | Developing sustainability strategies in business   | GSM 11<br>FSB 3  | Seminar 5  |
| 10         | Mar 19 (K)<br>Mar 22 (V)                       | Stakeholder engagement for sustainability  | GSM 13   | Seminar 6  |
| 11         | Mar 26 (K)<br>Mar 29 (V)                       | Sustainability leadership and culture change   | FSB 3  | Seminar 7  |
| 12         | Apr 2 (K)<br>Apr 5 (V)                         | Term project presentations   |  | Term Projects Due<br>• Report<br>• Presentations |
| 13         | Apr 7 (K)<br>Apr 12 (V)                        | Final exam review  |  |  |
| Apr. 15-29 |  | Final Exam Period  |  |  |

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### **What are the Students’ Responsibilities to Avoid Plagiarism?**

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6<sup>th</sup> edition (2009)). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### **What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.