

SYLLABUS

Read the syllabus after the Course Home News. Then proceed to the Week 1 Course Content for further preparations.

- **Your Board of Directors**

Vice President [Dr. Thomas Philippe](#)

Vice Chair Professor

Office Phone (727) 341-3109

Office Hours Virtually Mondays and Wednesdays (11:30AM to 1:30PM) starting Aug. 10th and by apt. (physical office hours TBD). I will have limited access to email until then. So do expect a delay in my response.

E-mail philippe.tom@scollege.edu *Use MyCourses for course emails.*

Location Clearwater BT 119

Chief Financial Officer [Dr. Robin Wilber](#)

Professor

Office Phone (727) 341-3203

Office Hours Virtually Tuesdays (11:00AM to 12:30PM) starting Aug. 12th and by apt. (physical office hours TBD). I do not have plans during summer break and will be available with email.

E-mail wilber.robin@scollege.edu *Use MyCourses for course emails.*

Location St Pete/Gibbs Campus TE Room 131-C (campus policies yet TBD)

Chief Operating Officer [Prof. Roni Murphy](#)

Professor

Office Phone (727) 341-4628

Office Hours I am out of the office July 12- August 16. Office hours will be updated upon my return.
E-mail murphy.roni@spcollege.edu Use MyCourses for course emails.
Location St. Pete/Gibbs Campus TE Room 107-B

Board Secretary [Dr. Wende Huehn-Brown](#)

Professor
Office Phone (727) 341-3131
Office Hours Virtually Wednesdays (11:30AM to 1:30PM) starting Aug. 12th and by apt. (physical office hours TBD). Not available for fall course questions until Aug. 10th.
E-mail huehnbrown.wende@spcollege.edu Use MyCourses for course emails.
Location St. Pete/Gibbs Campus TE Room 131-A (campus policies yet TBD)

President [Dean Marta Przyborowski](#)

Chairman of the Board College of Business Dean

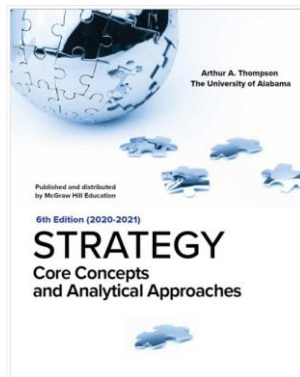
Office Phone (727) 341-3026

Email *Email professors first (follow chain of command)*

Main Office Epi Center Room 2-305D

* Capstone is team taught. Students run a simulated company reporting to the board of directors. Capstone is student-led and students must finish team self-selection by end of Week 1. Students should anticipate a response to MyCourses email and voice messages within 24 hours (max. 48 hour). If MyCourses is down or you are unable to upload your assignments, or if you have questions not related to this class, send correspondence directly to main SPC email accounts above. Students are encouraged to make an appointment for office or other meeting times to assure availability (COVID-19 restrictions and requirements at that time will also be provided).

- **Required Text**



BSG ValuePak: Includes access for *The Business Strategy Game* (BSG) simulation and *Strategy: Core Concepts and Analytical Approaches* (6th Edition, 2020-2021) etext by Thompson, A. (McGraw-

Hill). See: <http://www.bsg-online.com/> and Week 1 course content for the registration code to this course. Students may purchase access at the SPC bookstore or directly only at this BSG website (no mark-up). Students with financial aid can use the Book Line of Credit at the campus bookstore 30 days before the class starts.

The BSG code for this class is in the Week 1 **Business Strategy Game (BSG) Registration** information.

- **Course Description**



Prerequisite: Student must have completed all major (core) courses in the College of Business Degree Program, with a grade of "C" or better and departmental permission.

Description: This course provides the opportunity for the student to demonstrate that she/he has learned the material from the program and can apply it in the real world. All program core courses must be completed before registering for capstone, and ideally it should be taken during the student's last semester at the college. It provides the student the opportunity to demonstrate proficiency in addressing business issues of today in a dynamic environment.

This is a 16 week course offered in fall and/or spring semesters only. 94 contact hours.

- **Objectives**



1. Demonstrate business acumen gained in degree program core courses to identify business strategic issues.
 2. Analyze general methods and informed ethical approaches for dealing with business issues.
 3. Develop potential solutions to address business strategic issues.
 4. Implement detailed solutions to address business strategic issues.
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Tentative Schedule - subject to change at anytime during the semester. [Capstone Fall 2020 Schedule](#)

- **Format and Technology Requirements**

Students should have regular access to a computer that is connected to the Internet. It is strongly recommended that students have a broadband (high-speed) internet connection such as DSL or a cable modem. When viewing online videos or taking online exams, students should have an internet connection that is stable and will not drop their connection. Students without a stable high-speed internet connection should consider making arrangements to complete online requirements with alternative means (i.e. at one of the St. Petersburg College libraries, learning centers, or a similar facility) where a stable high-speed internet connection is available. See MyCourses System Check ([link](#)) for computer requirements for this learning management system. As always students should contact [SPC Technical Support](#) if having any issues with MyCourses.

A standard file format has been devised to apply to all classes in the College of Business to support file compatibility and sharing needs. Students are required to submit all assignments in Microsoft Office formats (Word, Excel and other Microsoft formats). No other formats (such as .RTF, .WPS, .PDF, etc) will be accepted. Students can get access to MS Office (FREE) through MySPC (see how to download at: <https://mycoursesupport.spcollege.edu/download-office-2016>). The college provides free self-paced technology tutorials

at <https://mycoursesupport.spcollege.edu/technology-tutorials>.

It is required that all students must have access to a web camera and headset microphone to support video presentation and virtual meeting attendance. Students should arrange for the necessary equipment if they intend to earn full credit for those submissions or plan to attend meetings in-person (sign-up first come, first serve). Zoom requires use of a computer (not a mobile phone) to engage actively in shared screen, chat, polls, etc. but also the webcam is required to be on for entire meeting to earn attendance (all Zoom sessions will be recorded). Students will need knowledge of Zoom for remote meetings and presentations: [Join a Zoom Meeting](#) and [Zoom controls tutorial](#).

- **Time Commitment**



This is a 6-credit course conducted over 16 weeks. In order to meet accreditation and learning standards, on average, students should expect to spend a minimum of 20 hours per week on course activities and assignments. Spending less time may be insufficient for success in this course.

- **Grading Policy**

	Total	100
Overall BSG Simulation		20
Team Building and Mission		4
SWOT Analysis		6
Interview Analysis		2
Career Ready Preparedness Program		4
	Quizzes (2)	11

Exams (2)	16
Strategic Plans (2)	8
Company Presentation	6
Peer Evaluations (2)	8
Comprehensive Exam	15

Students must submit all of the assignments for each week by the deadline no later than 8:00 PM (EST) or they will not receive credit for the week. There will be absolutely no rights for exceptions to meeting these deadlines unless students have an official documented excuse (i.e. family death certificate, doctor's note, etc., see [SAP Appeal](#) process if extending more than one week). In the "business world", if you are late with your bid, you will not get the contract. The very same principal applies here. Please note that computer problems, sickness, travel, and lack of planning do not constitute an excuse for not making a deadline (do not procrastinate until the due date or these risks can have major impact on your performance). This may mean you will have to use computers on campus or somewhere other than your home, or submit the assignments or email submissions to the instructor's college e-mail account if MyCourses is down (should the need arise).

After verification of this documented excuse a late submission may be accepted as long as completed with 5 days from the original due date. Advance notice should be given to the board of directors whenever possible to arrange for further alternatives. Unapproved excuses carry a late penalty of - 10% per day late (approved exceptions do not have a grade deduction). Be sure to view all of the contents and expectations under each week's module as shown on the syllabus schedule to confirm you can meet them for proper completion and attendance for this course (plan your time accordingly).

Students should review the instructions and grading assessment rubrics included with assignments. Course grading is normally complete within 1 week from submission due date. The grading in this course is A \geq 90%; B \geq 80%; C \geq 70% any grade below 70% is not passing and will require you to take the class again when you have more time to devote to it's academic completion.

A grading curve may be applied at the instructor's discretion. Incomplete grades require students to complete all group assignments with a minimum of 80% of the course completed (anything less than 80% will result in the appropriate letter grade being recorded). In the event of an "I", the board of directors will provide the terms for all remaining work to be completed; no later than the end of the sixth week of the next semester. After that time, a grade of "F" (or higher if the work that has been submitted is adequate to justify the higher grade) will be assigned.

- **Attendance Policy**

Participation in the course is essential in order to avoid being withdrawn for non-attendance. Participation is defined as reading and preparing for weekly lessons, as well as completing and submitting all assignments on time. Additionally capstone students are required to have an active team role as a co-manager of their company which will require frequent course communications in a timely manner. The schedule (which includes spreadsheet to print) aligns to the course calendar, as well as each week's MyCourses lesson provides an overview of all assignments needed by their corresponding due date. ***Each action item is required for active participation and attendance*** in this course.

In this class there are two meetings that require attendance: Launch and Company Presentation. For the Launch Meeting you have the option of attending live (space permitting) or attending via Zoom. The launch meeting will be at the EpiCenter campus (directions at: <https://www.spcollege.edu/friends-partners/about/locations>). Information regarding the Company Presentations will be updated as available. Zoom participants are required to keep their webcamera on for the entire session to be in attendance. The attendance needs for the course will be further discussed at the launch meeting.

Students should review the college-wide attendance and financial aid policies included in the [syllabus addendum](#) (also linked in the last section of this syllabus). Additionally students need to review the student expectations regarding silencing or turning off all electronic devices during physical class meetings (authorized Zoom participants should mute microphone unless called on). All students will be held to the same practices of courtesy and respect as outlined further on the guidelines posted in the syllabus addendum. Students are expected to use professional communications with peers, as well as SPC administration and professors at all times.

Excused absences, of course, will not count against you. However students must contact the professor to make appropriate arrangements, along with provide them with supporting documentation accordingly. Advance notice should be given to the instructor whenever possible to arrange for alternatives (see grading policy for late submissions).

Lack of attendance can result in students being administratively withdrawn. Students are given a W in a course if two issues occur in Week 1 or 2, or are given a WF if issues occur at the 60% point (see last date to withdraw in the [academic calendar](#) to avoid this issue as it can result in serious financial aid and GPA consequences). If students are in their third attempt at completing a course, they will be given a WF grade at any point in the term if they fail to meet attendance requirements. Please see the student handbook and SPC [Student Right to Know](#) policies further as needed.

- **Academic Integrity**

Cheating, plagiarism, misrepresentation, conspiracy, fabrication, collusion, and other forms of academic honesty or misconduct are covered under the **Academic Honesty Guidelines** of the college in the [Student Right to Know Academic Policies](#). All students agree to this honor code upon enrollment at SPC in every course. Additionally students have the ethical obligation to not only comply to this honor code, but further report violations they may witness. As highlighted in the [syllabus addendum](#) (also linked in the last section of this syllabus), all course materials are copyrighted for use only within the course. Failure to meet the honor code and academic honesty and integrity policies of SPC can result in academic and disciplinary action, up to and including expulsion from the college.

The College of Business has a “0” tolerance policy for academic dishonesty and if the student is in violation, an “F” in the course can be applied. Understand that not properly giving credit to the sources used in your work, even when paraphrasing, is considered plagiarism and can result in not only a “0” for that assignment, but an “F” in the course. Furthermore individual submissions are expected to be completed by the individually registered student unless otherwise instructed (i.e. team assignments). Use of tutors (other than writing) is not acceptable at capstone. All communications, decisions, and other work in this class must be the student's own work.

- **Accessibility Services**

Edit description for Accessibility Services



Students with a documented disability should follow up with the board of directors on any accommodation needs by the first day of class.

Accessibility Statement:

This course is designed to be welcoming to, accessible to, and usable by everyone, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Be sure to let your professor know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let the professor know of changes they might be able to pursue to make improvement to the course for future students.

If you have documentation of a disability or feel you may have a disability:

St. Petersburg College recognizes the importance of equal access to learning opportunities for all students. Accessibility Services (AS) is the campus office that works with students who have disabilities to provide and/or arrange reasonable accommodations. Students registered with AS, who are requesting accommodations, should contact their instructor by the start of the course. Students who have, or think they may have, a disability (e.g. learning disability, ADD/ADHD, psychiatric, medical/orthopedic, vision, and/or hearing), are invited to contact the Accessibility Coordinator (AC) that serves your campus for a confidential discussion. To find your AC for your specific campus, please go to the college-wide Accessibility Services website: <https://www.spcollege.edu/current-students/student-affairs/student-support-resources/accessibility-services>



For Syllabus Addendum (How to Succeed link on every Course Home News): <https://www.spcollege.edu/current-students/student-affairs/student-right-to-know/student-responsibilities>

For Academic Advising: <https://www.spcollege.edu/current-students/student-affairs/student-support-resources/advising>

For Campus Security and Emergency Information: <https://www.spcollege.edu/friends-partners/safety-and-security>. For an escort to your car or to report an issue on any campus, call 727-791-2560.

For Career Development Services (online): <https://www.spcollege.edu/current-students/student-affairs/student-support-resources/career-services>

For Graduation information and requirements: <https://www.spcollege.edu/current-students/student-affairs/academic-resources/graduation>

For further student questions and services: <https://www.spcollege.edu/current-students>