UNIVERSITY OF
TORONTO
SCARBOROUGH

FOR APPROVAL   **PUBLIC**   **OPEN SESSION**

TO: UTSC Academic Affairs Committee

SPONSOR: William Gough, Vice-Principal Academic and Dean
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PRESENTER: Mark Schmuckler, Vice-Dean Undergraduate
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DATE: April 25, 2019 for May 2, 2019

AGENDA ITEM: 4

ITEM IDENTIFICATION:

Minor Undergraduate Modifications- Department of Management

JURISDICTIONAL INFORMATION:

University of Toronto Scarborough Academic Affairs Committee (AAC) "is concerned with matters affecting the teaching, learning and research functions of the Campus" (*AAC Terms of Reference, Section 4*). Under section 5.6 of its terms of reference, the Committee is responsible for approval of "Major and minor modifications to existing degree programs." The AAC has responsibility for the approval of Major and Minor modifications to existing programs as defined by the University of Toronto Quality Assurance Process (*UTQAP, Section 3.1*).

GOVERNANCE PATH:

1. UTSC Academic Affairs Committee [For Approval] (May 2, 2019)

PREVIOUS ACTION TAKEN:

No previous action in governance has been taken on this item.

HIGHLIGHTS:

This package includes minor modifications to undergraduate curriculum, submitted by the Department of Management, which require governance approval. Minor modifications to curriculum are understood as those that do not have a significant impact on program or course learning outcomes. They require governance approval when they modestly change the nature of a program or course.

- The Department of Management (Report: Department of Management)
  - 4 new courses
    - COPB11H3 Advancing Your Career Exploration Part I
    - COPB12H3 Advancing Your Career Exploration Part II
    - COPB13H3 Advancing Your Career Exploration Management International Business Part I
    - COPB14H3 Advancing Your Career Exploration Management International Business Part II

COPB11H3 and COPB12H3: these new courses will cover the content and achieve the learning outcomes of COPB10Y3 (formerly COPD07Y3). They are being created as H courses to give students more flexibility in completing them, and to resolve administrative difficulties associated with Co-op fees.

COPB13H3 and COPB14H3: these new courses will replace COPD08Y3 which is being retired. These H courses are being introduced to give students more flexibility in terms of completing their Co-op requirements, and to resolve administrative difficulties associated with Co-op fees.

FINANCIAL IMPLICATIONS:

There are no net financial implications to the campus operating budget.

RECOMMENDATION:

Be It Resolved,

THAT the minor modifications to undergraduate programs, submitted by UTSC undergraduate Department of Management, as described in Undergraduate Minor Curriculum Modifications for Approval, Report: Management Co-op, dated May 2, 2019, and recommended by the Vice-Principal, Academic and Dean, William Gough, be approved to be effective as of Fall 2019 for the academic year 2019-20.

DOCUMENTATION PROVIDED:

1. 2019-20 Curriculum Cycle: Undergraduate Minor Curriculum Modifications for Approval Report: Management Co-op, dated May 2, 2019.

UNIVERSITY OF
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2019-20 Curriculum Cycle
Undergraduate Minor Curriculum Modifications for Approval
Report: Department of Management Co-op
May 02, 2019

Management Co-op (UTSC), Department of

4 New Courses:

COPB11H3: Advancing Your Career Exploration Part I

Description:

This preparatory course helps students navigate the challenges ahead in the world of Co-op and business. This course is highly interactive and practical, and is completed before students start seeking their Co-op work term opportunity. Management experienced Coordinators, and expert guests instruct students on how to succeed in their work terms. This course is a compulsory requirement for all Management Co-op programs. Students must pass this course before proceeding to seek for a work term opportunity, therefore, this course may be repeated.

Prerequisites: Restricted to students in the Management Co-op programs.

Corequisites:

Exclusions: COPB10Y3/(COPD07Y3); (COPD08Y3)

Recommended Preparation:

Enrolment Limits:

Note: Students in their first year Management Co-op Programs will be core-loaded into this course.

Learning Outcomes:
The purpose of the Co-op Work Preparatory Course is to ensure all co-op students are ready with employability skills before they seek for their first work term. As such, the course aims to increase students' capacity in the following areas:
a)   accountability (time-management, self-efficacy, goal setting & planning)
b)   technical (data literacy, awareness of industry-specific software)
c)   job readiness (industry trends, resumes, cover letters, networking, personal branding, interviewing, & executive presence), and
d)   resourcefulness (on and off-campus resources).

Topics Covered:
•   Introduction to Co-op, Policies & Sequencing
•   Reading Job Descriptions
•   Branding + Social Media
•   Resumes
•   Data Analytics
•   Networking
•   Cover Letters

- Video Interviews
- Using the Finance Lab Resources
- Aptitude Testing
- Resiliency, Goal Setting
- Success in the Workplace

Methods of Assessment:
In order to obtain a CR in this course, students must complete the following requirements:
a)   Attendance at 80% of total classes held during the year
b)   Attendance of speaker sessions held outside of class time
c)   Job Search Assignment
d)   Video Interview Assignment
e)   Data Analytics Presentation
f)   Attendance at Alumni Networking Event
g)   Attendance at Employer Mock Interview
h)   Updating relevant sections of online CSM Profile

Mode of Delivery: In Class

Rationale:
COPB10Y3/(COPD07Y3) has two course alternatives: COPB11H3, which will cover the content and achieve the learning outcomes associated with the first half of COPB10Y3/(COPD07Y3); and COPB12H3, which will cover the content and achieve the learning outcomes associated with the second half of COPB10Y3/(COPD07Y3). This change will allow students greater flexibility in completing the course components because students can enrol in COPB12H3 before COPB11H3 if they prefer. This will also resolve administrative issues associated with Co-op fees.

Consultation: There has been extensive consultation within the Management/Management Co-op Office, with the Registrar's Office and with the Dean's Office.

Resources: None

COPB12H3: Advancing Your Career Exploration Part II

Description:

This preparatory course helps students navigate the challenges ahead in the world of Co-op and business. This course is highly interactive and practical, and is completed before students start seeking their Co-op work term opportunity. Management experienced Coordinators and expert guests continue to instruct students on how to succeed in their work terms.
This course is a compulsory requirement for all Management Co-op programs. Students must pass this course before proceeding to seek a work term opportunity, therefore, this course may be repeated.

Prerequisites: Restricted to students in the Management Co-op programs.

Corequisites:

Exclusions: COPB10Y3/(COPD07Y3); (COPD08Y3)

Recommended Preparation:

Enrolment Limits:

Note: Students in their first year Management Co-op Programs will be core-loaded into this course.

Learning Outcomes:
The purpose of the Co-op Work Preparatory Course is to ensure all co-op students are ready with employability skills before they seek for their first work term. As such, the course aims to increase students' capacity in the following areas:
a)   accountability (time-management, self-efficacy, goal setting & planning)
b)   technical (data literacy, awareness of industry-specific software)
c)   job readiness (industry trends, resumes, cover letters, networking, personal branding, interviewing, & executive presence), and
d)   resourcefulness (on and off-campus resources).

Topics Covered:
- Introduction to Co-op, Policies & Sequencing
- Reading Job Descriptions
- Branding + Social Media
- Resumes
- Data Analytics
- Networking
- Cover Letters
- Video Interviews
- Using the Finance Lab Resources
- Aptitude Testing
- Resiliency, Goal Setting
- Success in the Workplace

Methods of Assessment:
In order to pass, students must complete the following requirements:
a) Attendance at 80% of total classes held during the year
b) Attendance of speaker sessions held outside of class time
c) Job Search Assignment
d) Video Interview Assignment
e) Data Analytics Presentation
f) Attendance at Alumni Networking Event
g) Attendance at Employer Mock Interview
h) Updating relevant sections of online CSM Profile
i) Attendance at International Seminar

Mode of Delivery: In Class

Rationale:
COPB10Y3/(COPD07Y3) has two course alternatives: COPB11H3, which will cover the content and achieve the learning outcomes associated with the first half of COPB10Y3/(COPD07Y3); and COPB12H3, which will cover the content and achieve the learning outcomes associated with the second half of COPB10Y3/(COPD07Y3). This change will allow students greater flexibility in completing the course components because students can enrol in COPB12H3 before COPB11H3 if they prefer. This will also resolve administrative issues associated with Co-op fees.

Consultation: There has been extensive consultation within the Management/Management Co-op Office, with the Registrar's Office and with the Dean's Office.

Resources: None

COPB13H3: Advancing Your Career Exploration Management International Business Part I

Description:
This preparatory course helps Management International Business (MIB) students navigate the challenges ahead in the world of Co-op and business. This course is highly interactive, and practical, and is completed before students start seeking for their Co-op work term opportunity. Management experienced Coordinators and expert guests instruct students on how to succeed in their work terms.
This course is a compulsory requirement for the Management MIB Co-op program. Students need to pass this course before proceeding to seek a Co-op work term opportunity, therefore, this course may be repeated.

Prerequisites: Restricted to students in the Management International Business Co-op program.

Corequisites:

Exclusions: COPB10Y3/(COPD07Y3); (COPD08Y3)

Recommended Preparation:

Enrolment Limits:

Note: Students in their first year Management International Business Co-op program will be core-loaded into this course.

Learning Outcomes:
The purpose of the Co-op Work Preparatory Course is to ensure all co-op students are ready with employability skills before they seek for their first work term. As such, the course aims to increase students' capacity in the following areas:
a)   accountability (time-management, self-efficacy, goal setting & planning)
b)   technical (data literacy, awareness of industry-specific software)
c)   job readiness (industry trends, resumes, cover letters, networking, personal branding, interviewing, & executive presence), and
d)   resourcefulness (on and off-campus resources).

Topics Covered:
•   Introduction to Co-op, Policies & Sequencing
•   Reading Job Descriptions
•   Branding + Social Media
•   Resumes
•   Data Analytics
•   Networking
•   Cover Letters
•   Video Interviews
•   Using the Finance Lab Resources
•   Aptitude Testing
•   Resiliency, Goal Setting
•   Success in the Workplace

Methods of Assessment:
In order to pass, students must complete the following requirements:
a)   Attendance at 80% of total classes held during the year
b)   Attendance of speaker sessions held outside of class time
c)   Job Search Assignment
d)   Video Interview Assignment
e)   Data Analytics Presentation
f)   Attendance at Alumni Networking Event
g)   Attendance at Employer Mock Interview
h)   Updating relevant sections of online CSM Profile
i)   Attendance at International Seminar

Mode of Delivery: In Class

Rationale:
(COPD08Y3) is being replaced by two courses: COPD09H3 & COPD10H3. (COPD08Y3) resulted in fees not being applied fairly given the deregulated nature of the program. For instance, some students have different course loads over Fall and Winter. This, combined with the Y course, resulted in students being over or under-charged. The current system does not flag for such anomalies and as such, staff from the Registrar's manually make changes to the students' financial accounts. Once the fees are manually changed, the student account is closely monitored for any increase or decrease in course enrolment because the system does not automatically adjust fees.
Furthermore, the creation of a half course allows for the flexibility because students are able to enrol in COPB14H3 before COPB13H3 if they prefer.

Consultation: There has been extensive consultation within the Management/Management Co-op Office, with the Registrar's Office and with the Dean's Office.

Resources: None

COPB14H3: Advancing Your Career Exploration Management International Business Part II

Description:

This preparatory course helps Management International Business (MIB) students navigate the challenges ahead in the world of Co-op and business. This course is highly interactive and practical, and is completed before students start seeking their Co-op work term opportunity. Management experienced Coordinators and expert guests continue to instruct students on how to succeed in their work terms.

This course is a compulsory requirement for the Management MIB Co-op program. Students need to pass this course before proceeding to seek a Co-op work term opportunity, therefore, this course may be repeated.

Prerequisites: Restricted to students in the Management International Business Co-op program.

Corequisites:

Exclusions: COPB10Y3/(COPD07Y3); (COPD08Y3)

Recommended Preparation:

Enrolment Limits:

Note: Students in their first year Management International Business Co-op program will be core-loaded into this course.

Learning Outcomes:
The purpose of the Co-op Work Preparatory Course is to ensure all co-op students are ready with employability skills before they seek for their first work term. As such, the course aims to increase students' capacity in the following areas:
a)   accountability (time-management, self-efficacy, goal setting & planning)
b)   technical (data literacy, awareness of industry-specific software)
c)   job readiness (industry trends, resumes, cover letters, networking, personal branding, interviewing, & executive presence), and
d)   resourcefulness (on and off-campus resources).

Topics Covered:
•   Introduction to Co-op, Policies & Sequencing
•   Reading Job Descriptions
•   Branding + Social Media
•   Resumes
•   Data Analytics
•   Networking
•   Cover Letters
•   Video Interviews
•   Using the Finance Lab Resources
•   Aptitude Testing
•   Resiliency, Goal Setting
•   Success in the Workplace

Methods of Assessment:
In order to pass, students must complete the following requirements:
a)   Attendance at 80% of total classes held during the year
b)   Attendance of speaker sessions held outside of class time
c)   Job Search Assignment
d)   Video Interview Assignment
e)   Data Analytics Presentation
f)   Attendance at Alumni Networking Event
g)   Attendance at Employer Mock Interview
h)   Updating relevant sections of online CSM Profile
i)   Attendance at International Seminar

Mode of Delivery: In Class

Rationale:
(COPD08Y3) is being replaced by two courses: COPD09H3 & COPD10H3. (COPD08Y3) resulted in fees not being applied fairly given the deregulated nature of the program. For instance, some students have different course loads over Fall and Winter. This, combined with the Y course, resulted in students being over or under-charged. The current system does not flag for such anomalies and as such, staff from the Registrar's manually make changes to the students' financial accounts. Once the fees are manually changed, the student account is closely monitored for any increase or decrease in course enrolment because the system does not automatically adjust fees.
Furthermore, the creation of a half course allows for the flexibility because students are able to enrol in COPB14H3 before COPB13H3 if they prefer.
Consultation: There has been extensive consultation within the Management/Management Co-op Office, with the Registrar's Office and with the Dean's Office.
Resources: None