



## Syllabus for MBA Capstone

**Credits: 3**  
**BUS 5910**

### ***Instructor Contact Information:***

You can also always send your instructor a private message through the Moodle Messaging system. Once logged into your course, click your instructor's Moodle profile page to be provided the ways in which to communicate with your instructor. Your instructor's email will also be listed in their profile.

### ***Course Description***

The Capstone course integrates what was learned during the students' MBA program into an applied context. This course addresses the fields of organizational theory, human resources, project/program management, accounting/finance, operations management, business law and ethics, leadership, and globalization. Students will put into practice the skills and competencies they have acquired to evaluate business situations comprehensively through an integrated view of various functional disciplines. As part of this course, students must present their final project and a government-issued ID via a live video with the instructor.

### ***Learning Objectives***

#### **Program Learning Outcomes (PLOs)**

**PLO 1:** Students will be able to differentiate the key sociological, psychological, and organizational concepts and theories necessary for effective leadership and management.

**PLO 2:** Students will be able to formulate the knowledge and skills needed to plan, structure, manage, and monitor organizations.

**PLO 3:** Students will be able to apply distinguished methods for improving productivity, responsiveness, quality, and customer/client satisfaction.

**PLO 4:** Students will be able to develop in-depth knowledge of operational areas and their functions, processes, and interrelationships.

**PLO 5:** Students will be able to develop cross-cultural awareness and appraise today's global economy.

**PLO 6:** Students will be able to develop creativity and problem-solving strategies to formulate positive change.

**PLO 7:** Students will be able to explain the importance of legal and ethical behavior on the part of the organization and its members.

**PLO 8:** Students will be able to construct clear, well-organized arguments supported by credible research-based evidence.

#### **Course Learning Objectives (CLOs):**

Students will be able to:

**CLO1:** Evaluate organizational situations through an integrated view of various functional disciplines.



**CLO2:** Analyze challenges and engage in decision-making through multiple frames, including organizational theory, human resources, project/program management, accounting/finance, operations management, business law and ethics, leadership, and globalization.

**CLO3:** Apply concepts and approaches to strategy formulation and implementation.

**CLO4:** Synthesize knowledge and skills from various disciplines to address complex challenges in diverse organizational contexts.

### ***Co/Prerequisites***

Prerequisites: BUS 5111, BUS 5114, and BUS 5117. As this is the final course in the MBA program, all eight Core Courses, in addition to at least three elective courses must be completed first before qualifying for the capstone course.

### ***Course Materials***

UoPeople courses use open educational resources (OER) and other materials specifically donated to the University with free permissions for educational use. Therefore, students are not required to purchase any textbooks or sign up for any websites that have a cost associated with them. This course does not contain a main textbook; the required/recommended readings, supplemental materials, or other resources and websites necessary for lessons will be provided for you in the course's General Information and Forums area and throughout the term via the weekly course Unit areas and the Learning Guides.

### ***Technology Requirements***

No special software/tool is required.

University Tech Support Email for English programs: [support@uopeople.edu](mailto:support@uopeople.edu)

### ***Regular and Substantive Interaction***

Your Instructor will interact and engage with each of you on a regular basis throughout the term to support your learning. They will provide direct instruction related to the course's learning objectives, respond to your questions, grade and/or provide feedback on your submitted coursework, post regular announcements, and engage in the course discussion areas regarding academic course content when appropriate.

### ***Course Expectations and Learning Activities***

#### **Discussions**

Some units in this course require that you complete a Discussion Assignment. You are required to develop and post a substantive response to the Discussion Assignment in the Discussion Forum. A substantive response is one that fully answers the question that has been posed by the instructor. In addition, you must extend the discussion by responding to at least two (2) of your peers' postings in the Discussion Forum. Grading rubrics are provided in the Discussion Forum for each week. Discussion Forums are only active for each current and relevant learning week, so it is not possible to contribute to the forum once the learning week has come to an end.



## Assignment Activities

The assignment activities are graded by your instructor. The grading rubric is listed under the assignment instructions. The grading rubric is a document that outlines the criteria that your instructor will use to grade your work.

## Class Introduction

This section is your opportunity to introduce yourself to your classmates and create a vibrant learning community. By sharing your background, interests, and goals, you can create meaningful connections and discover commonalities with your peers.

## Comprehensive Final Paper

The final written assignment is a substantive effort on your part to contribute to the work required to successfully pass this course. In this paper, each student will comprehensively discuss the organization they have selected. The organization must be where the student works or has worked. Doing a case study of a famous company is not allowed. The organization selection should represent many (but not all) of the topics covered by the MBA Program at the University of the People. This work will demonstrate the synthesis of acquired skills, competencies, and proficiencies from the various disciplines represented in the organization selected. The student should strive to introduce creative solutions and flexible, critical thinking into the discussion. The final paper also represents an integration of the work performed in Discussion Forum posts and with Assignment Activities.

The final written assignment will contain the following elements.:

1. Title Page
2. Introduction to the contents of the paper
3. Background of the Company
4. Problem Statement and Root Cause and Analysis Using Tools
5. Literature Review (must contain Leadership, Ethical Leadership, and Law review, and two of these MBA topics that apply to the selected organization's problem: organizational theory, human resources, project/program management, accounting/finance, operations management, or globalization)
6. Alternatives, Analysis of alternatives leading to Solution selection, Final Recommendations, and High-Level Implementation Plan
7. Conclusion
8. References

Students are also required to schedule a video meeting with the instructor. The purpose of the meeting is for the student to conduct a brief 15-minute presentation of the important aspects of the assignment and to answer questions from the instructor. Under certain conditions where a video conference may not be possible, the instructor can give students permission to submit an image of their government-issued identification and a video recording of the student delivering the PowerPoint presentation with audio narration.

The presentation will serve as an Identification Verification assignment in addition to presenting important aspects of the final project. The presentation should begin with the student displaying a government-issued photo ID so the student and the government- issued photo ID are both on camera at the same time. The student's photo and name should be clearly visible in the camera view. The instructor will acknowledge the identification verification, and the presentation can begin. The following instructions apply if the student cannot present live and is recording the presentation.

The students will begin the presentation by validating their ID by recording themselves and showing their government-issued photo ID in front of the camera. Be sure the image is clear and readable. Your ID validation portion of the presentation should be about 30 seconds to one minute. To validate your ID:

1. Introduce yourself
2. State your full name



3. Include the country/region where you live
4. Hold your ID in front of the camera for five to 10 seconds, ensuring your image and the ID with your photo and name are visible to the camera.

**Students who do not complete the Identity Verification Assignment by the end of a course will be issued a 0.00 in the course regardless of the student's prior performance in the course.**

All assignments are instructor-assessed.

## **Course Forum**

The Course Forum is the place to raise issues and questions relating to the course. It is regularly monitored by the instructors and is a good place to meet fellow students taking the same course. While it is not required to participate in the Course Forum, it is highly recommended.

## ***Participation Expectations***

1. Be involved and active in your courses.
2. Be highly motivated and disciplined.
3. Check the course homepage, calendar, and assignment page, the course syllabus, your UoPeople email, and the Moodle course discussion forums several times a week.
4. Post the required comments and responses to the discussion forum for your course.
5. Keep up with your assignments.
6. Participate actively in class discussions.
7. Be polite and respectful.
8. Use proper grammar and correct spelling.
9. Be honest and original. Plagiarism is a serious academic integrity violation and will not be tolerated in any online course.

Non-participation is characterized by lack of any assignment submissions and inadequate contributions to the Discussion Forums. Also, please note the following important points about course participation:

1. Assignments must be submitted on or before the specified deadline. A course timeline is provided in the course schedule, and the instructor will specify deadlines for each assignment.
2. Occasionally there may be a legitimate reason for submitting an assignment late. Most of the time, late assignments will not be accepted and there will be no make-up assignments.
3. All students are obligated to inform their instructor in advance of any known absences which may result in their non-participation.

## ***Feedback and Suggestions***

We value your input and would encourage you to complete the end of course survey to provide us with course feedback and suggestions, and report issues.



## Evaluation and Grading Scale

### Grading Weights:

Category	% Of Grade	Grade Items (Learning Activities)	Associated Learning Objectives/Outcomes
<b>Discussions</b>	15%	1. Unit 3 - Discussion Forum 2. Unit 4 - Discussion Forum 3. Unit 5 - Discussion Forum	1. Unit 3 - CLO1, CLO2, CLO3, CLO4 2. Unit 4 - CLO1, CLO2, CLO4 3. Unit 5 - CLO1, CLO2, CLO3, CLO4
<b>Assignment Activities</b>	55%	1. Unit 1 - Assignment Activity 2. Unit 2 - Assignment Activity 3. Unit 3 - Assignment Activity 4. Unit 4 - Assignment Activity 5. Unit 5 - Assignment Activity 6. Unit 6 - Assignment Activity 7. Unit 7 - Assignment Activity	1. Unit 1 - CLO1, CLO2, CLO4 2. Unit 2 - CLO1, CLO2, CLO3, CLO4 3. Unit 3 - CLO1, CLO2, CLO3, CLO4 4. Unit 4 - CLO1, CLO2, CLO3, CLO4 5. Unit 5 - CLO1, CLO2, CLO3, CLO4 6. Unit 6 - CLO1, CLO2, CLO3, CLO4 7. Unit 7 - CLO1, CLO2, CLO3, CLO4
<b>Assignment Activity</b>	30%	1. Unit 8 - Assignment Activity	1. Unit 8 – CLO1, CLO2, CLO3, CLO4
<b>TOTAL 100%</b>			

### Grading Scale:

Letter Grade	% Grade	Grade Points
A	98%-100%	4.00
A	93-97%	4.00
A-	90%-92%	3.67
B+	88%-89%	3.33
B	83%-87%	3.00
B-	80%-82%	2.67
C+	78%-79%	2.33
C	73%-77%	2.00
C-	70%-72%	1.67
D+	68-69%	1.33
D	63%-67%	1.00



Letter Grade	% Grade	Grade Points
D-	60%-62%	0.67
F	<60	0.00
W	N/A	N/A

*Students may also be granted Withdrawal (W), if they withdraw from the course, or an Incomplete (I) should their circumstances permit.*

*A student who feels they were graded unfairly or who seeks to dispute a grade may initiate a grade appeal process. Refer to [University Policies](#) for more information on withdrawals and appeals.*

## **Course Schedule**

### **UNIT 1: Problem Identification**

1. Watch/Read early enough in the unit to enable completion of the related assignments - suggest by 3rd-4th day of the unit.
2. Assignment Activity submission is due by the 7th day of the week.

### **UNIT 2: Root cause analysis, Leadership, and literature review**

1. Watch/Read early enough in the unit to enable completion of the related assignments - suggest by 3rd-4th day of the unit.
2. Assignment Activity submission is due by the 7th day of the week.

### **UNIT 3: Project/Program Management Viewed through the Organizational Frame**

1. Watch/Read early enough in the unit to enable completion of the related assignments - suggest by 3rd-4th day of the unit.
2. Discussion first response due by the 4th day of the week.
3. Discussion replies are due by the 7th day of the week.
4. Assignment Activity submission is due by the 7th day of the week.

### **UNIT 4: Human Resources Viewed through a Motivational Theory Frame**

1. Watch/Read early enough in the unit to enable completion of the related assignments - suggest by 3rd-4th day of the unit.
2. Discussion first response due by the 4th day of the week.
3. Discussion replies are due by the 7th day of the week.
4. Assignment Activity submission is due by the 7th day of the week.

### **UNIT 5: Operations Management viewed through Program Management Frame**



1. Watch/Read early enough in the unit to enable completion of the related assignments - suggest by 3rd-4th day of the unit.
2. Discussion first response due by the 4th day of the week.
3. Discussion replies are due by the 7th day of the week.
4. Assignment Activity submission is due by the 7th day of the week.

#### **UNIT 6: Business Law Viewed through the Business Ethics Frame**

1. Watch/Read early enough in the unit to enable completion of the related assignments - suggest by 3rd-4th day of the unit.
2. Assignment Activity submission is due by the 7th day of the week.

#### **UNIT 7: Problem-Solving, Solutions, Alternatives, and Implementations Plans**

1. Watch/Read early enough in the unit to enable completion of the related assignments - suggest by 3rd-4th day of the unit.
2. Assignment Activity submission is due by the 7th day of the week.

#### **UNIT 8: Globalization and Cultural Intelligence: Completion of Final Paper**

1. Watch/Read early enough in the unit to enable completion of the related assignments - suggest by 3rd-4th day of the unit.
2. Discussion first response due by the 4th day of the week.
3. Discussion replies are due by the 7th day of the week.
4. Assignment Activity submission is due by the 7th day of the week.

## ***University Policies & Processes***

### **Late Work/Make-up Policy**

Please review the [Late Work](#) policy in the University Catalog.

### **Code of Conduct**

University of the People expects that students conduct themselves in a respectful, collaborative, and honest manner at all times. Harassment, threatening behavior, or deliberate embarrassment of others will not be permitted. Any conduct that interferes with the quality of the educational experience is not allowed and may result in disciplinary action, such as course failure, probation, suspension, or dismissal. For more information on this topic, please review the [General Code of Conduct](#) in the University Catalog.

### **Procedures for Resolving Academic Grievances/Appeals**

If you believe that the final grade you received for a course is erroneous, unjust, or unfair, please contact your course instructor. This must be done within seven days of the posted final grade. For more information on this topic, please review the [Grievance Policy](#) and [Grade Appeals](#) Procedure in the University Catalog.



## **Withdrawal and Drop Date Policy**

Please review the [Course Drops and Withdrawals](#) policy of the University Catalog.

## **Academic Integrity and Plagiarism**

Please review the [Code of Academic Integrity](#) in the University catalog.

## **Intellectual Property**

UoPeople respects the intellectual property rights of others who seek to create, preserve, and disseminate knowledge through teaching, collective learning, and continued research at the University at large. For more information on this topic, please review the [Intellectual Property](#) policy in the University catalog.

## **Reasonable Accommodations**

Contact your Program Advisor to open a request for support.

## ***Student Support Services & Resources***

### **English Programs**

Academic Advising: [advising@uopeople.edu](mailto:advising@uopeople.edu)

Financial Aid: [financial.aid@uopeople.edu](mailto:financial.aid@uopeople.edu)

Library Resources: [library@uopeople.edu](mailto:library@uopeople.edu)

Payment Processing: [payments@uopeople.edu](mailto:payments@uopeople.edu)

Student Services: [student.services@uopeople.edu](mailto:student.services@uopeople.edu)

Technical Support: [support@uopeople.edu](mailto:support@uopeople.edu)