



SGMA 359.xx L01
Experiencing Japanese Business

Course Outline – Spring 2021

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Office hours	by appointment
Website	http://d2l.ucalgary.ca
Lecture location	TBA
Lecture times	May 4-June 1, 2021

Course Description This course is shaped around a three-week intensive immersion experience in Japanese business. The travel component will consist of visits to companies and cultural and historical sites intended to develop students' understanding of the Japanese business context and the cultural and practical adaptations needed to be successful within it. This course is intended to ensure that the student derives the maximum benefit from these experiences by encouraging deep analytical thinking and practical applications. This course will develop international managerial competence by focusing on increasing the students' cross-cultural intelligence (CQ) as well as the ability to lead and work effectively with others.

Course Objectives The specific objectives of the course are as follows:

- The student will be able to compare and contrast Canadian and Japanese culture.
- The student will be able to assess their cultural intelligence (CQ) prior to leaving for Japan and evaluate how their CQ has changed through taking part in this experiential learning program.
- The student will develop culturally appropriate strategies for conducting international business.
- The student will identify areas for personal development with regard to leadership and working effectively with other people.
- The student will develop personal insight with regard to leadership and working effectively with people and establish a plan for future development of international managerial competence.

Required Textbook and/or Other Materials	None. All readings and other preparatory materials (such as video mini-lectures) will be on-line.																		
Supplementary Course Fees	None																		
Class Preparation & Desire2Learn (D2L)	There will be no formal lectures during our visit to Japan. However, students are expected to read the assigned material before each day's site visit(s) and be prepared for pre- and post-visit discussion led by the instructor. You will not get the most out of your time in Japan if you are not prepared. Important information and additional readings for MGST 359.xx are posted on D2L. Students should regularly check the Announcements section of D2L for ongoing notices.																		
Contacting Your Instructor	Students requiring assistance are encouraged to speak to their instructor. Should you wish to meet with the instructor outside of office hours, please telephone or email the instructor to make an appointment. Students should get into the habit of making and keeping business appointments.																		
Proper Business Use of Email	Email is commonly used by students to communicate with their instructor. However, it does limit the effectiveness of the communications and may not be the best way for instructors to answer student questions, especially those requiring an explanation of concepts covered in this course or some personal concerns. Therefore the instructor may request a telephone call or personal meeting. <i>Your instructor will inform you as to her expectations about emails</i>																		
Internet & Electronic Communication Devices	Any surfing of the Internet during lectures that is not directly related to the class discussion is distracting and strictly forbidden. Additionally, the use of any electronic devices (e.g., cellular phones/smartphones) for e-mailing, text-messaging, etc. is strictly prohibited. Please turn OFF your phone before the beginning of each lecture.																		
Grade Distribution	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="text-align: left;">Assessment</th> <th style="text-align: left;">Weighting</th> <th style="text-align: left;">Course Outcomes Assessed</th> </tr> </thead> <tbody> <tr> <td>Class Participation</td> <td>10%</td> <td>B, D E</td> </tr> <tr> <td>Pre-departure Assignment</td> <td>20%</td> <td>B, D</td> </tr> <tr> <td>Journal Activity</td> <td>35%</td> <td>A, C, E</td> </tr> <tr> <td>Reflective Paper</td> <td>35%</td> <td>A, B, C, D, E</td> </tr> <tr style="background-color: #cccccc;"> <td>Total</td> <td>100%</td> <td></td> </tr> </tbody> </table>	Assessment	Weighting	Course Outcomes Assessed	Class Participation	10%	B, D E	Pre-departure Assignment	20%	B, D	Journal Activity	35%	A, C, E	Reflective Paper	35%	A, B, C, D, E	Total	100%	
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Class Participation	Participation will include: comments and questions in class discussions before, during and after site visits, as well as on-line in the discussion forum in D2L. Students are expected to contribute constructively and regularly to class discussions. Penetrating																		

questions, criticisms, problem identification, analyses, and summarizations are some acceptable modes of contribution. Comments should be directed to both class members and the instructor in an effort to create a stimulating, thought-provoking environment that fosters learning and the development of insight. This environment, while encouraged by the instructor, can only occur when class members embrace their responsibility to first, prepare and review course material, and then, share their questions, insights and experience during class, and finally encourage others to discuss and explore ideas. Tolerance is frequently required in this environment, as the 'obvious' or 'dumb' questions can generate the most thought and discussion. Sensitivity is also a virtue given the contentious nature of some of the topics we will cover.

I consider quality of oral and discussion board contributions, not just quantity and volume. You should be prepared to participate actively. Participation grades must be earned. Just being present does not entitle you to any grade, but is certainly a pre-requisite for getting one.

In those courses for which there is a “class participation” component, it is within the discretion of the instructor to determine the appropriate grade.

Pre-visit assignment

Students will be expected to complete a pre-visit assignment that is designed to assess 1) cultural intelligence, 2) the ability to lead and work with people, 3) ability to work effectively with a team and 4) assumptions about Japanese culture and experiencing a short-term study abroad program. This project is designed to establish a baseline of knowledge and should be used as creative fodder for the journal and final reflective paper. The pre-visit assignment must be submitted via D2L no later than **midnight on Sunday, May 9.**

Journal Activity

While visiting Japan students will be required to keep a journal that documents key questions, insights, and understandings. Students will be expected to produce a journal entry every 1-2 days, although more entries are certainly encouraged. Entries should include topics such as 1) interpretation of Japanese society, culture, or business practices, 2) critical reflection on cross-cultural interactions with a focus on evolving cultural intelligence, 3) critical reflection on your personal effectiveness as both a member and leader of the short-term study abroad program, and 4) personal reflection on living/experiencing another culture. Students are encouraged to be creative in developing their journals, including the use of written documents, pictures, and videos. Your journal must be submitted via D2L no later than **midnight on June 20th.**

Reflective Paper

Upon returning from Japan, students will submit a final reflective paper (8-10 pages, double spaced) that will outline key learnings, managerial implications of these learnings, as well as a personal plan for continuous development of international managerial competence. Your Reflective Paper must be submitted via D2L no later than **midnight on June 20th.**

Grade Scale

The Haskayne School of Business endeavours to ensure consistency of final grades

across courses and sections. Variations in distribution will always be considered by the instructor where called for by the performance in each individual class. The student does not have any 'right' to a certain grade, but is responsible for earning grades. The instructor has unfettered discretion to evaluate student performance and assign all grades.

A+	=	Above 96%	B+	=	85-87%	C+	=	72-75%	D+	=	60-64%
A	=	92-95%	B	=	80-84%	C	=	68-71%	D	=	55-59%
A-	=	88-91%	B-	=	76-79%	C-	=	65-67%	F	=	Below 55%

Deferred Work

Writing of a paper after the normal scheduled date may be allowed in cases of illness, domestic affliction, or religious conviction. If you are requesting a deferred midterm exam you must contact your instructor before the exam, and proper documentation must be submitted prior to approval of a subsequent midterm. If you are requesting a deferred final exam you must submit the proper documentation to the Haskayne School of Business Undergraduate Programs Office. Please refer to the current University of Calgary Calendar for more information.

Appealing an Exam Grade

As the grading of any exam is open to human error, please feel free to question your results. Students have *fifteen calendar days* (15) from the posting of the exam results to appeal an exam grade. Students are encouraged to consult the current University of Calgary Calendar for more information.

Emergency Evacuation Plan

In the event of an emergency, the building must be evacuated and all individuals are to meet at a predetermined location. Additional information on the emergency procedures and the list of rendezvous points can be found here <http://www.ucalgary.ca/emergencyplan/assemblypoints>.

University Regulations

Academic Accommodation:

The University of Calgary is committed to ensuring that each student is afforded an academic environment that has been developed on the principles of equal and equitable access, respect for individual differences, and academic integrity. **Student Accessibility Services (SAS)** offers services to students with documented disabilities including learning disabilities, chronic health issues, hearing and visual impairment, disabilities and temporary impairment due to accident, illness or injury. It is the student's responsibility to contact Student Accessibility Services to request academic accommodation. The nature and type of academic accommodations vary from student to student and are dependent upon the student's disability and the academic requirements.

If you are a student with a documented disability who may require academic accommodation and have not registered with Student Accessibility Services, please contact their office at 403.220.8237. Students who have not registered with Student Accessibility Services are not eligible for formal academic accommodation. Students are also required to discuss needs for accommodation with the instructor no later than fourteen (14) days after the start of this course.

<http://www.ucalgary.ca/access>

Accommodations on Protected Grounds other than Disability:

Students who require an accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a protected ground other than disability, should communicate this need, preferably in writing, to their Instructor or to the Associate Dean, Undergraduate Program. Students who require an accommodation unrelated to their coursework or the requirements for a graduate degree, based on a protected ground other than disability, should communicate this need, preferably in writing, to the Vice-Provost (Student Experience).

Academic Honesty:

Academic honesty is the cornerstone in the development of knowledge. A single offence of cheating, plagiarism or other academic misconduct on term work, tests or final examinations or assignments can lead to disciplinary probation, suspension or expulsion from the Faculty by the Dean. If a student allows his/her name to stand on group work when in fact there is essentially no contribution made, then that student is guilty of academic misconduct. Please refer to the current University Calendar for further details.

Plagiarism:

Plagiarism involves submitting or presenting work as if it were the student's own work when it is not. Any ideas or materials taken from another source written, electronic, or oral must be fully and formally acknowledged. Plagiarism includes but is not limited to:

- (a) The work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test),
- (b) Parts of the work are taken from another source without reference to the original author,
- (c) The whole work (e.g., an essay) is copied from another source, and/or,
- (d) A student submits or presents work in one course which has also been submitted in another course (although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved.

While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted. Plagiarism is an extremely serious academic offence.

It is recognized that clause (d) does not prevent a graduate student incorporating work previously done by him or her in a thesis or dissertation.

Software Policy:

Faculty, students and staff of the University of Calgary are expected to use software in a lawful manner in accordance with the Canadian law of copyright and the software's specific license conditions.

Copyright and Photocopying:

All material used in this course is for the sole use of the individual and should not be recopied either in print or digital format. For copyright guidelines and University of Calgary policies please visit: <http://library.ucalgary.ca/copyright>. All copyright related questions can be directed to the Copyright Office: copyright@ucalgary.ca.

Recording Lectures:

Recording of lectures and labs is permitted for individual private study, only at the discretion of the instructor. Any other use of recording constitutes Academic Misconduct and may result in suspension or expulsion. Both the student and the instructor must sign the appropriate Release Form to facilitate recording lectures or labs.

Other Information

Counselling and Student Development Centre:

The Counselling Centre focuses on three major areas: personal counselling, career development and academic success. Should you require assistance, please phone 220-5893 or review the website at: <http://www.ucalgary.ca/counselling/>

Student Accessibility Services (SAS)

Student Accessibility Services exists to create an accessible and inclusive educational environment for those students with permanent disabilities or temporary impairments. <http://www.ucalgary.ca/access>

Students' Union Representative:

Email: haskayne1@su.ucalgary.ca
haskayne2@su.ucalgary.ca

Freedom of Information and Protection of Privacy Act:

For information on the Freedom of Information and Protection of Privacy Act please visit

<http://www.ucalgary.ca/secretariat/privacy>

Safe Walk:

<http://www.ucalgary.ca/security/safewalk>

Office of the Ombudsperson:

<http://www.su.ucalgary.ca/page/quality-education/academic-services/student-rights>

Haskayne Undergraduate Statement of Student Responsibility

RESPONSIBILITY is:

Respect for **E**veryone I care about, impact and represent, **S**o I make a **P**ositive impact **O**n my **N**eighbors, peers, colleagues, and family. **S**taying responsible **I**s what keeps me grounded **B**y reminding me the way **I** Live is **I**nfluenced by **T**he actions of others; my actions impact **Y**ou – today and in the future.

As a Haskayne School of Business Student:

- When faced with tough choices, I have a responsibility to ensure that alternatives are explored, their consequences understood, and priorities are set based on ethical values so that “win-win” solutions are possible.
- I am accountable for my actions and responsible for their consequences – both in the short and long term.
- I will be consistent in my actions, words, and intentions so they reflect commitment to my ethical and responsible core values.
- I can play a role in respectfully raising awareness among others and encouraging my peers and colleagues to find positive solutions to ethical challenges.
- I will develop and sustain lasting relationships through open and honest communication, and demonstrating personal integrity.
- I have the responsibility to strive for a career and life that embody my passions and reflect my sound values while living to an ethical standard.
- It is my responsibility as a student to develop to my full potential and in turn make a positive contribution to the world around me. It is my social responsibility to help my fellow students, coworkers, and members of the community at large to fully realize their potential as well.
- I am responsible for shaping a positive world for future generations, including the management of my own ecological footprint and respect for the environment in my decisions and actions.
- I have a responsibility to embrace, encourage, and sincerely accept diversity. Diversity of opinion, background, and belief is a competitive advantage and helps build a positive future.

My ethics become “real” when I choose to live my life in a way that is true to my core values. It is my responsibility to live ethically – no one can do it for me.

This statement was created with the input of over 400 Haskayne undergraduate students in the 2008 – 2009 academic year. It was officially unveiled March 20, 2009 at the Corporate Social Responsibility and Sustainable Development Program conference on Corporate Tools. This statement applies to all undergraduate students at the Haskayne School of Business, University of Calgary.

Class Schedule & Topics

Important dates (e.g. Block Week, Lecture start dates, Reading Week, etc.) can be found at the following web site: <http://ucalgary.ca/pubs/calendar/current/academic-schedule.html>

COURSE SCHEDULE SGMA		
DATE	DETAILS	
May 4-7	Pre-departure briefing & course work	
May 11	Depart for Japan	
May 12	Arrive in Japan	
June 1	Return to Canada	
June 20	Papers due by midnight in D2L Dropbox	
Final exams are scheduled by the Registrar's office		

Please note: At the University of Calgary, feedback provided by students through the Universal Student Ratings of Instruction (USRI) survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses. Typically these surveys are done either in class or online during the last two weeks of classes. Your responses make a difference – please participate in the USRI surveys. For more information, please visit <http://ucalgary.ca/usri>.