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## Evaluation Procedure

Course Exercises (Individual)	15%
Term Projects (Groups)	50%
Exam (Individual)	35%
Total	100%

## Notes

### **Course Exercises (15%)**

Your courses exercises grade will be calculated based on completion of a series of exercises and in-class assignments. Grades assigned to each exercise vary depending on the size and complexity of the exercise.

### **Term Project (50%)**

To give students the opportunity to develop a restaurant concept of their choice, the Portfolio is one project divided into 5 parts and a final presentation, each worth 10%of your final grade. and each with its own deadline. Portfolios will be completed in teams of 4-5.

### **Exam (35%)**

The final exam will be constructed from textbook material, lectures, homework, potential guest speakers and other activities in the course. You must pass the final exam in order to earn credit for the course.

There is a direct correlation between attendance in class and a good academic grade. It is highly recommended that students read text materials before classes. Any work missed as a result of failure to attend class is the responsibility of the student.

## Course Schedule

2022 Week of			
		Tuesday January 11th, First day of class February 21 <sup>st</sup> thru 25 <sup>th</sup> , Reading Week Friday April 15 <sup>th</sup> , Good Friday	
Jan	11th	Introduction Concept, Location & Design Why Restaurants Fail/Succeed	Ch 1, 2 & 3
Jan	18th	Marketing Plan and Menu Complete In-class Exercise #1	Ch 4 & 5
Jan	25th	Leadership and Management	Ch 6
Feb	1st	Planning & Equipping the kitchen Submit Term Project - Part One	Ch 7
Feb	8th	Purchasing, Control Processes, Receiving, Storage and Issuing	Ch 8
Feb	15th	Income Statements & Budgets Leasing & Financing Submit Term Project – Part Two Complete In-class Exercise #2	Ch 9
Mar	1st	Bar & Beverage Complete In-class Exercise #3	Ch 10
Mar	8th	Calculating Sales Price/Food Cost/ Recipe Costing Submit Term Project – Part Three	Ch 11
Mar	15th	Production and Sanitation	Ch 12
Mar	22nd	Recruiting/Staffing/Training/Service	Ch 13 & 14
Mar	29th	Term Project Presentation	
April	5th	Term Project Presentation & Final Prep	

## **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.”

### **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;”*

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, 7<sup>th</sup> edition (2019)). 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.