



**CUMMING SCHOOL OF MEDICINE
GRADUATE COURSE OUTLINE**

COURSE TITLE: PROJECT MANAGEMENT AND CORPORATE LEADERSHIP			
Course	MDGE 603		
Pre/Co-Requisites	All students must be registered in the MBT graduate program or have special permission from the Course Coordinator.		
Faculty	Cumming School of Medicine, Graduate Science Education		
Instructor Name(s)	Dr. F. Jacques Dr. J. Krahn	Email	fjacques@ucalgary.ca jkrahn@ucalgary.ca
Office Location	TBD	Office Hours	TBD
Instructor Email Policy	24-hour response window		
Telephone No.	F. Jacques: (403) 251-9608		
Class Term, Days	Fall 2019, Friday		
Class Times	9:00 AM – 12:00 PM and 1:00 PM – 4:00 PM (for Nov. 22 only)		
Class Location	G801E and TBD (for Nov. 22 only)		

COURSE INFORMATION/DESCRIPTION OF THE COURSE
<p>This course is intended to build foundational project management and corporate leadership knowledge and skills. By the end of the course, students will be aware of project management tools and techniques and have hands on experience building a foundational project plan. Students will also learn about corporate leadership through information about personal and team leadership as well as principles applicable to larger organizations. Both project management and corporate leadership components of the course will use lecture, discussion, and hands on experience to learn and reinforce concepts.</p>
LEARNING RESOURCES/REQUIRED READING
<p><i>The first required reading for project management is a short paper: Dvir, D. & Shenhar, A. (2011) What great projects have in common. JMIT Sloan Management Review. 52(3).</i></p> <p><i>The second required reading is a news article of your choice within the past two years, focused on a biomedical, science, technology or research related project. You should be prepared in the second PM class to contribute to a conversation about themes from these projects, why they are important, and how they fit with class concepts.</i></p>

COURSE OBJECTIVES/LEARNING OUTCOMES

- Understand the fundamentals of project management
- Gain an appreciation for project management tools and approaches
- Gain experience in the creation of a detailed project plan
- Learn how to apply project management principles to the MBT Project
- Explore the nature of leadership in a corporate setting
- Appreciate the fundamentals of both management and leadership
- Appreciate personal leadership styles
- Gain and understanding of the factors that lead to successful teams in a corporate, and specifically, a biomedical setting.

CUT POINTS FOR GRADES

This course adheres to the grading system outlined in the University of Calgary, Faculty of Graduate Studies Calendar. Grades of A+ and A are not distinguished in the calculation of GPAs. Percentage/letter grade conversion used for this course is as follows

Grade	Grade Point Value	Percentage Conversion	Graduate Description
A+	4.00	95-100	Outstanding
A	4.00	90-94	Excellent – superior performance showing comprehensive understanding of the subject matter
A-	3.70	85-89	Very Good Performance
B+	3.30	77-84	Good Performance
B	3.00	72-76	Satisfactory Performance
B-	2.70	68-71	Minimum Pass for Students in the Faculty of Graduate Studies
C+	2.30	63-67	All grades below 'B-' are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements

Assessment Components: The University policy on grading related matters is outlined in the [2019-2020 Calendar](#).

Assessment Methods	Description	Weight %	Due Date and Time
Final Paper	Capstone paper integrating key concepts from both Leadership and Project Management as	50%	Friday, December 13, 2019. 5 PM

	they apply to their year-long project and their career in the biomedical field		
Project Plan Template for MBT Major Project	Outlines application of Project Management Principles and Tools in the planning and execution of the MBT Major Project	20%	Friday, December 13, 2019. 5 PM as an attachment to Capstone Paper
Self Assessment: Work Style	Self- assessment and analysis of preferred approach to both task and people leadership	10%	Friday, Nov. 1, 2019 12:00 PM
Self Assessment: Risk Taking Profile	Self- assessment and analysis of approach to risk-taking as it influences innovation	10%	Friday, Nov. 8, 2019 12:00 PM
Class Participation	Active contribution to class discussions, offering informed perspectives, asking clear questions and engaging peers in dialogue	10%	On-going

ASSESSMENT AND EVALUATION INFORMATION

ATTENDANCE AND PARTICIPATION EXPECTATIONS:

Students are expected to attend all four sessions in the class. Active participation is expected and will be encouraged. Indicators of class participation that will be assessed and measured will include each student demonstrating active contribution to class discussions, offering informed perspectives, asking clear questions and engaging peers in dialogue during the classroom sessions.

GUIDELINES FOR SUBMITTING ASSIGNMENTS:

Assignments (with the exception of the two in-class assessments) will be deposited via Dropbox at or before the time specified in the course outline.

FINAL EXAMINATIONS:

There is no final examination for MDGE 603.

EXPECTATIONS FOR WRITING:

Students are expected to write in clear academic fashion, consistent with the expectation of Master's level graduate students and using whatever reference framework currently endorsed by the University and the Cumming School of Medicine (e.g. APA 6th Edition)

LATE AND/OR MISSING ASSIGNMENTS:

Late assignments will only be accepted with the prior agreement of the Instructor(s). The Final Assignment must be submitted by the deadline and late submissions cannot be accepted.

Is a passing grade on a particular component essential to pass the course as a whole? The Capstone Paper.



COURSE TIMETABLE			
Course Schedule Date	Topic & Reading	Instructor	Assignments/Due Dates & Times
Nov. 1, 2019	Corporate Leadership – Part One	Dr. F. Jacques	In-Class Assessment
Nov. 8, 2019	Corporate Leadership – Part Two	Dr. F. Jacques	In-Class Assessment
Nov. 22, 2019	Project Management – Part One	Dr. J. Krahn	
Nov. 29, 2019	Project Management – Part Two	Dr. J. Krahn	

INTERNET AND ELECTRONIC COMMUNICATION DEVICE INFORMATION

Cell phones must be turned off in class unless otherwise arranged with the instructor.

The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Students are to refrain from accessing websites that may be distracting for fellow learners (e.g. personal emails, Facebook, YouTube). Students are responsible for being aware of the University's Internet and email use policy, which can be found at <https://www.ucalgary.ca/policies/files/policies/electronic-communicationspolicy.pdf>.

MEDIA AND RECORDING IN LEARNING ENVIRONMENTS

Media recording for lesson capture

The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Although the recording device will be fixed on the Instructor, in the event that incidental student participation is recorded, the instructor will ensure that any identifiable content (video or audio) is masked, or will seek consent to include the identifiable student content to making the content available on University approved platforms.

Media recording for assessment of student learning

The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose.

Media recording for self-assessment of teaching practices

The instructor may use media recordings as a tool for self-assessment of their teaching practices. Although the recording device will be fixed on the instructor, it is possible that student participation in the course may be inadvertently captured. These recordings will be used for instructor self-assessment only and will not be used for any other purpose.



Student Recording of Lectures

Audio or video recording of lectures is prohibited except where explicit permission has been received from the instructor.

UNIVERSITY OF CALGARY POLICIES AND SUPPORTS

ACADEMIC ACCOMMODATIONS

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>

IMPORTANT INFORMATION

Any research in which students are invited to participate will be explained in class and approved by the appropriate University Research Ethics Board

INSTRUCTOR INTELLECTUAL PROPERTY

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

COPYRIGHT LEGISLATION

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

ACADEMIC INTEGRITY

The Cumming School of Medicine expects intellectual honesty from its students. Course participants should be aware of University policies relating to Principles of Conduct, Plagiarism and Academic Integrity. These are found in the printed Faculty of Graduate Studies Calendar, or online under Academic Regulations in the Faculty of Graduate Studies Calendar, available at [Faculty of Graduate Studies Academic Regulations](#)



ACADEMIC MISCONDUCT

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

EMERGENCY EVACUATION AND ASSEMBLY POINTS

Assembly points for emergencies have been identified across campus. The primary assembly points for South Campus (Health Science Centre (HSC); Health & Research Innovation Centre (HRIC); Heritage Medical Research Building (HMRB) and Teaching, Research and Wellness (TRW)) are:

- HSC and HMRB: HRIC Atrium (alternate assembly point is Parking Lot 6)
- HRIC: HMRB Atrium (alternate assembly point is Parking Lot 6)
- TRW: McCaig Tower (alternate assembly point is HMRB – Atrium)

APPEALS

If there is a concern with the course, academic matter or a grade, first communicate with the instructor. If these concerns cannot be resolved, students can proceed with an academic appeal, as per Section N of the Faculty of Graduate Studies Calendar. Students must follow the official process and should contact the Student Ombuds Office (<http://www.ucalgary.ca/provost/students/ombuds>) for assistance with this and with any other academic concerns, including academic and non-academic misconduct

THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) ACT

This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and students should identify themselves on written assignments (exams and term work.) by their name and ID number on the front page and ID on each subsequent page. Assignments given by you to your course instructor will remain confidential unless otherwise stated before submission. The assignment cannot be returned to anyone else without your expressed permission to the instructor. Grades will be made available on an individual basis and students will not have access to other students' grades without expressed consent. Similarly, any information about yourself that you share with your course instructor will not be given to anyone else without your permission

WELLNESS AND MENTAL HEALTH RESOURCES

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre), <https://www.ucalgary.ca/wellnesscentre/services/mental-health-services> and the Campus Mental Health Strategy website <https://www.ucalgary.ca/mentalhealth/>

SUPPORTS FOR STUDENT LEARNING, SUCCESS, AND SAFETY

Student Ombudsman: The Student Ombuds' Office supports and provides a safe, neutral space for students. For more information, please visit www.ucalgary.ca/ombuds/ or email ombuds@ucalgary.ca



Student Union: The SU Vice-President Academic can be reached at (403) 220-3911 or suvpaca@ucalgary.ca; Information about the SU, including elected Faculty Representatives can be found here: <https://www.su.ucalgary.ca>

Graduate Student's Association: The GSA Vice-President Academic can be reached at (403) 220- 5997 or gsa.vpa@ucalgary.ca; Information about the GSA can be found here: <https://gsa.ucalgary.ca>

SAFEWALK

Campus security will escort individuals, day or night, anywhere on campus (including McMahon Stadium, Health Sciences Centre, Student Family Housing, the Alberta Children's Hospital and the University LRT station). Call 403-220-5333 or visit <http://www.ucalgary.ca/security/safewalk>. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths. Please ensure your personal safety by taking advantage of this service.