

COURSE REVISION

Northwest Indian College Curriculum Committee

COURSE INFORMATION BEFORE PROPOSED CHANGE

Course Subject Code and Number: **TGBM 499B Capstone Project**

Rationale: Addition of writing lab as requisite for enrollment in TGBM 499B because writing support produces higher-quality capstone documents and increases student completion rates.

PROPOSED REVISIONS TO THE COURSE – FILL IN CHANGES ONLY

Course Title for Published Catalog (60-character maximum): _____

Course Title for Electronic Catalog (30-character maximum): _____

(if course title is over 30 characters)

Credits: _____

Course Catalog Description (50-word maximum): _____

Prerequisites, if any:

Form of Grading: A-F S/U

Course Type: Lecture only Lab only Lecture and lab Phys. Ed. Internship/Practicum

Allow course to be taught in separate modules? Yes No

Indicate number of credits for each module:

A credits B credits C credits D credits E credits F credits

Designed to meet the following general education and related requirements:

(Basic Skills) (Distribution) (Other) (NWIC)
 CS OS HP HT SS NS NSL TE NE NASD

Designed to meet the following program requirements:

NWIC Requirements Program Core Requirements Electives

Name(s) of the program(s) if the course satisfies program core requirements: _____

For the following type(s) of program (check all that apply):

Program of Study: BA BS AAS AST AAS-T ATA Certificate

Other Program Type: Award of Completion Training Program

Add course to the published NWIC catalog? Yes No

Required attachments: (Templates for required attachments are available on the Curriculum Committee web site.)

Course Outcomes Form Course Syllabus


Lynda Jensen

Proposed by (type name)

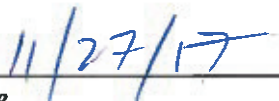
10/27/17

Date

APPROVAL SIGNATURES



Dean of Academics and Distance Learning – approved to present



Date

Curriculum Committee Chair – approved by Curriculum Committee

Date

Vice President for Instruction and Student Services – approved to implement

Date

TRIBAL GOVERNANCE & BUSINESS MANAGEMENT



TGBM 499B VCH: Capstone Project Quarter Year

Michelle Gladstone
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360-392-4274

Credits: 5

Class Time: By appointment for class meetings and writing lab

NWIC MISSION STATEMENT

Through education, Northwest Indian College promotes indigenous self-determination and knowledge

Prerequisite:

TGBM 499A

Required Text:

Research Methodology: A step by step guide for beginners – Kumar, Ranjit. Sage Publications, 4th Edition, 2014.

ISBN-13#: 978-1-4462-6997-8

Supplemental texts provided by instructor.

Course Description:

This course focuses on researching, developing, presenting, and potentially implementing a project addressing entrepreneurship, casino management, tribal governance, or public administration. A weekly 2-hour writing lab is a required component of this work.

NWIC Outcomes:

Upon the successful completion of this course:

1. Native Leadership: to acquire a quality education
2. Way of Life: to give back
3. Inherent Rights: to apply Indigenous knowledge
4. Community Minded: to utilize education through work

Program Outcomes:

Upon the successful completion of this course:

1. Sovereignty: Analyze the sovereign rights of tribal nation status with regard to the purpose of governing authority
2. Leadership: Practice culturally competent leadership in decision making, organizational development and human resource management. Act as community change agents toward improving the quality of life in tribal communities
3. Management and Administration: Develop and implement organizational structures to meet the needs for tribal, community and personal development. Utilize broad knowledge of management and administration to support tribal organizational goals. Demonstrate effective use of business and project management technology.

4. **Entrepreneurship:** Integrate physical, social, and human capital regarding healthy tribal economies. Utilize, implement and organize resources to meet community needs in creative ways.
5. **Economic Development:** Utilize and implement effective process for strategic community and business planning. Employ sustainable, culturally sound practices in tribal organizational and business development.

Course Outcomes:

Upon the successful completion of this course:

1. Research and conduct a feasibility analysis for an organizational concept.
2. Evaluate and select the optimal financing method for an organizational concept.
3. Analyze and use marketing strategies and tactics tailored to an organizational concept.
4. Research, develop, present, and potentially implement a project focusing on entrepreneurship, casino management, tribal governance, or public administration.

Attendance and Participation:

This capstone course includes a lot of ***independent work*** and traditional class time will be replaced with weekly check in appointments. The capstone requires you to work independently. It is your responsibility to maintain clear and regular contact with the TGBM 499B instructor.

Students taking a videoconferencing hybrid course will need to have high speed internet access, computer with a webcam (with mic) or a headset with a microphone. Please make sure you have the technology to interact with our Canvas classroom.

Class participation is based on students' attendance, preparedness for class, verbal and written participation. Please log into class on time and be prepared with the information, assignments, or readings necessary for class. While attending digitally you still need to be available for class discussions, feedback, and assignments at ALL times during the class session. While in class, please be courteous and keep your microphone muted unless actively engaging with discussion during class time. The background noise from multiple microphones can become distracting. It is expected that you will maintain a visual presence in class via your webcam. Please make it your priority to attend every scheduled class session. Learning is a cumulative process and we will build on material covered in previous class sessions. I'll do my best to keep it relevant, fun, and interesting.

Students who have a valid issue that prevents them from attending class need to notify the instructor **prior** to the start of class, email is preferred but phone is acceptable. It is understood in some situations an absence will be unavoidable. In those situations, students will be given the opportunity to make up attendance and participation by watching recordings of the class session that has been missed. Embedded in the recorded class session will be participation questions. If those questions are answered and submitted to the instructor within 1 week of the scheduled class session, attendance and participation points will be awarded based on the agreement reached between student and instructor.

If you miss 30% or more of your scheduled meetings/check-ins, without prior notification, you will not earn a passing grade for this course.

Capstone Final Paper and Presentation:

The capstone project is taken during the last two quarters of a student's program of study. Students will learn research methodology, conduct research, conduct due diligence, and fully develop a business plan for a commercial business, casino management operational plan, or a public non-profit community based organization.

The development and completion of the project will occur in phases over two quarters. It will be the summative project requiring the use of the skills and knowledge acquired in the Tribal Business and Public Management program.

In addition to the written component, each student will give an oral presentation of the final project to NWIC students, staff, and community members **at the Lummi campus at the end of the quarter**. Guidelines can be found in the course canvas page and will be reviewed in class or individually with the TGBM 499B instructor.

Evaluation & Grading:

Attendance/participation	30%
Capstone final product and presentation	70%

A = 93-100	A- = 90-92	B+ = 87-89
B = 83-86	B- = 80-82	C+ = 77-79
C = 73-76	C- = 70-72	D+ = 67-69
D = 63-66	D- = 60-62	F = Below 60

Course Schedule:

Week 1	Establish meeting time with instructor and reach out to full capstone committee. Respond to IRB suggestions and resubmit if necessary	Survey should be input into survey monkey if not done already.
Week 2	Data collection READ BEFORE YOUR MEETING: <u>Research Methods:</u> Chapter 19: Writing a research report Start writing non-methods sections of your research paper and/or business plan	Prepare to review your writing with during writing lab
Week 3	Data collection	Prepare to review your writing with during

	<p>READ BEFORE YOUR MEETING: <u>Research Methods:</u> Chapter 15: Processing Data</p> <p>Continue working on non-data based sections of your business plan as directed by instructor.</p>	writing lab
Week 4	<p>Data collection</p> <p>READ BEFORE YOUR MEETING: <u>Research Methods:</u> Chapter 16: Displaying Data</p> <p>Continue working on non-data based sections of your business plan as directed by instructor.</p>	Prepare to review your writing with during writing lab
Week 5	<p>Data Analysis meeting with instructor</p> <p>Draft methodology section</p>	Prepare to review your writing with during writing lab
Week 6	<p>MIDTERMS</p> <p>You should have a working draft of your business plan/paper</p>	Prepare to review your writing with during writing lab
Week 7	<p>Continue editing final paper</p>	Prepare to review your writing with during writing lab
Week 8	<p>Continue editing final paper and begin preparing presentation</p>	Prepare to review your writing with during writing lab
Week 9	<p>Presentation preparation and practice</p>	<p>Your PowerPoint presentation <u>MUST</u> be submitted to IRB before final presentations. <u>Failure to submit will result in a failing grade.</u></p>
Week 10	<p>SUBMISSION OF FINAL PROJECTS.</p>	<p>SUBMISSION OF FINAL PROJECTS TO TGBM 499B INSTRUCTOR.</p>
Week 11	<p>FINAL PRESENTATIONS</p>	<p>FINAL PRESENTATIONS</p>

Instructor Discretion:

Should it be deemed necessary, the instructor(s) of this course reserves the right to make alterations, at any time, to the course materials or what is contained within this syllabus in order to improve the course itself, the learning environment or the opportunity for student success. If such a change is made, it will be made in a timely manner so as not to impede the learning process or interfere, in any way, with student success.