



THE UNIVERSITY OF WINNIPEG

University of Winnipeg Business Administration

BUS 2301-050 Introduction to the Management of Co-operative Enterprises Syllabus, Fall 2014

Instructor:	Prof Dr. Claudia Sanchez Bajo,	Classes Buhler Building 4BC55 Tuesdays 06.00PM – 09.00PM
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Office Hours:		Wednesday 2:00 PM – 4:00 PM, or by appointment

IMPORTANT DATES

First day of class: September 9, 2014

Final day of class: November 27, 2014.

Days closed: November 11

Midterm Test 1: September 30, 2014, the test will take place in the **first hour starting at 6.00PM**

Last day to withdraw without academic penalty: October 23, 2014

Midterm Test 2: October 28, 2014, the test will take place in the **first hour starting at 6.00PM**

Final Exam: TBA

COURSE DESCRIPTION

This course is an introduction to the management of co-operative enterprises, their potential and challenges. It aims to build students' appreciation of co-operatives as a viable model for both economic and social development. The course focuses on the methods by which mainstream governance, accounting, personnel, and marketing practices can or should be adapted to fit the co-operative model. A combination of lectures, readings, guest speakers, case studies and discussion helps students develop a thorough understanding of co-operative principles and values as well as the history of co-ops. Students learn about co-operative enterprises and co-operative networks at the international and national levels and, in particular, in Manitoba.

PREREQUISITE: You must have successfully completed BUS-1201, UIC-1001 or AIG-1015, or received special permission from the department chair, in order to take this class. Make sure that you have the necessary prerequisites to take this course. If you have not successfully completed the above listed courses, please contact student registration office.

COURSE OBJECTIVES

By the end of the course students should be able to:

- Compare and contrast the co-operative enterprise model with that of investor-owned businesses;
- Exhibit knowledge of co-operative enterprise models as it exists locally, nationally, and internationally;
- Apply the understanding of co-operatives' values and principles to the management of co-operative enterprises in various sectors and typologies, and
- Evaluate government policies and other factors that make an environment supportive of co-operatives and similar enterprises.

TEXT BOOK/ READING MATERIALS

The main course text book is

Sánchez, Bajo C. and, Roelants, B. (paperback 2013 edition, online service 2011 edition) "Capital and the debt trap: Learning from cooperatives in the global crisis". Houndmills, Basingstoke, Hampshire, published by Palgrave Macmillan.

Additional material will be posted before class and available through Nexus where you will access the lecture notes as well. Selected readings will consist of classic and contemporary articles available through the library and electronically downloadable. Most of the course materials will be available on Web CT.

RESOURCES AND COMMUNICATION

We will be using Nexus as the online course management system for this course. Use the USERID and password that you received when you registered to log in at <http://nexus.uwinnipeg.ca/>. If you have difficulty logging in, you should contact the Help Desk at 204-786-9149 or via email at help.desk@uwinnipeg.ca

General inquiries about assignments and course content should be posted to the course discussion forum in Nexus called "questions for the instructor". Please check the other postings in the forum to make sure your question is not answered before posting. (It helps if everyone titles their posts in a way that make it easy to determine the nature of the question.)

Private inquiries about grades or other personal matters can be directed to my e-mail. Although every effort will be made to respond more promptly please allow 48 hours for a response. Keep in mind that unnecessary multiple e-mails from the same student on the same issue make response times slower for everyone.

LECTURE NOTES

Many, but not necessarily all, lecture notes will be posted to Nexus *after* class. Students should not necessarily assume all lectures and / or all slides will be posted. Be aware that Nexus offers access to generic PowerPoint presentations based on the textbook. For lecture notes, please access these notes on Nexus.

Due to unforeseen circumstances, changes to some aspects of this course (excluding the assessment structure) may be necessary. Any and all changes will be communicated in class and on Nexus.

EVALUATION CRITERIA

Item	Value	Notes
Midterm Test 1	25%	<i>Written, individual</i>
Midterm Test 2	25%	<i>Written, individual</i>
Student participation	10%	<i>Evaluated by peers and by instructor at 5% each 10%.</i>
Final Exam	40%	<i>Written, individual</i>
Total	100%	

1. **Mid-term Exam 1(25%)**

You will complete a closed-book multiple choice quiz in class after we have finished the first section of the course. The test will contain a combination of multiple choice, and short answer questions. The short-answer questions will require you to understand and explain your ideas using proper sentence and paragraph structures. The questions will cover material from the assigned readings. The test will be held in the classroom during class hours **September 30, 2014**.

2. **Mid-term Exam 2(25%)**

The second mid-term examination will be held on **October 28, 2014**, and may contain multiple choice, short answer, and long answer questions. The questions will cover material from the assigned readings and guest lectures. The test will be held in the classroom during class hours.

3. **Student Participation (total of 10%, peer evaluated and instructor evaluated 5% each)**

Contribution to discussions of readings, lectures and assigned activities is an important means of learning in this course. It means listening carefully as well as speaking out, demonstrating understanding of assigned readings, and participating regularly with comments, questions, and ideas that show thoughtful analysis of covered material.

Peer Evaluated (5%): In week 2 you will be assigned to small groups for ongoing discussion and group assignments. The members of your small group will assess participation including relative quality of contribution and use of respectful communication.

Instructor Evaluated (5%): Instructor graded participation will be evaluated based on participation in class, discussions and assignments. Both the quantity and quality of contributions will be assessed. High quality contributions include those that introduce a new idea, make links to practice in the workplace, or integrate content from multiple modules to form a more comprehensive level of insight. Bringing **directly relevant** news stories to the group's attention also constitutes a high quality contribution.

4. **Final Exam (40%)**

The final exam will have multiple choice, short answers and a long answer questions about not-for-profit organizations. Be sure to study all PowerPoints uploaded on Nexus as well as the course text book. All the knowledge and information necessary for successful completion of this course with a high mark does not come from any one of lectures, assigned readings, or assignments alone. They are all an integral part of the course. The readings form the 'backbone' of your course knowledge. The lectures are designed to amplify, clarify and in some instances supplement the readings.

Notes: Attendance at the Final Exam is mandatory. Letter grades will be assigned at the end of the course.

LATE ASSIGNMENTS

Late assignments will be penalized 5% per calendar day, except in the case of an emergency. For a medical or similar emergency, a doctor's or corresponding official note may be required.

TEST AND EXAM REQUIREMENTS

- *Students need to be prepared to show photo ID at the tests and will be required to do so at the final exam*
- *Cell phones must be turned off during all classes, tests, and the final exam.*
- *Students must be punctual. Those who enter the test room later than the starting time scheduled will NOT be allowed to write the tests/exam.*
- *During exams, handheld devices and other electronic messaging will not be allowed, and must be placed at the front of the class.*
- *Students will leave their bags and handheld devices at the front of the room during exams.*
- *Absence from Midterm Exams: To apply for an excused absence from the midterm exams, a student must present supporting documentation pertaining to the absence to the instructor as soon as the student is able. The weight of the missed exam will be re-allocated to the final exam. There will be no deferred midterm exams in this course.*

EXPECTATIONS, GOVERNING POLICIES, AND GENERAL INFORMATION

Please read assigned material before you come to class, bring questions and be ready to discuss theory and application in the readings. During the classes, we will engage in participatory activities that expand on key points, introduce complementary material, make connections across topics or apply insights to current events locally, nationally and internationally.

Students are responsible for course-related announcements made in class.

It is your responsibility to be familiar with the information on Academic Regulations and Policies, Section VII of the 2013-2014 Course Calendar. This section covers classroom regulation, grading, transcripts, challenge for credit, academic standing, student discipline (academic and non-academic misconduct), appeals including grade appeals, University Policies and Codes and graduation. The delivery of this course is governed by these regulations and policies.

PLAGIARISM AND ACADEMIC MISCONDUCT

Plagiarism is submitting work in a course that is not the original work of the student. This includes not using quotation marks, citation and footnotes when quoting directly, or not using footnotes or citation when quoting indirectly or paraphrasing, to indicate the source of the ideas or work of another author. It may also be submitting original work for credit in two or more different courses without the knowledge or prior agreement of the professor. Dishonest or attempted dishonest practice during tests or exams or in the preparation of other course work is cheating and will be brought to the Senate Academic Misconduct Committee.

CLASSROOM ETIQUETTE

Showing courtesy to the instructor and other students is an important part of every class. It is expected that students

- a) will arrive in class before it begins, and will stay until it is over;
- b) will not engage in sidebar conversations with other students;
- c) will not read non-course materials; and
- d) will not use personal communication or entertainment devices, such as laptop computers, mp3 players, cell phones, blackberries, etc.; in class.

Please inform the instructor in advance if you need to arrive late or leave early on a specific day.

SERVICES FOR STUDENTS WITH DISABILITIES

Students with documented disabilities requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories are encouraged to contact the Coordinator of Disability Services (DS) at 786-9771 to discuss appropriate options. Specific information about DS is available on-line at <http://www.uwinnipeg.ca/index/services-disability>. All information about disability is confidential.

TENTATIVE WEEK-BY-WEEK TOPIC OUTLINE

Schedule is subject to change at the option of the instructor. All topics listed on the outline may not be covered.

09 September	Introduction to the course and expectations; Overview of the importance and history of cooperatives.
16 September	What is a cooperative and a credit union, various types.
23 September	Governance in co-operatives, boards. Case study.
30 September	Mid Term Test 1- Co-operatives in Manitoba and Canada, First Speaker
07 October	The co-operative economy, social and solidarity economy, case study.
14 October	Cooperatives in times of crisis: resilience and innovation strategies.
21 October	Manager's role in co-operatives. Management of cooperatives: monist, dualist, co-operative groups' case study. Second Guest speaker Gordon Machej (Red River)
28 October	MidTerm Test 2 –Measuring and accounting, mutualized instruments-
04 November	Third Guest speaker Mary Nyurgalik (Arctic Co-ops). Co-operative International organizations
18 November	Cooperative identity and marketing, Fourth Guest speaker Jocelyn Vankoughnet (Co-operators)
25 November	Government policy and regulation- Fifth Guest speaker Linda Ferguson (Housing Co-ops)
27 November	Credit unions, Sixth Guest speaker Nigel Mohammed (Assiniboine Credit Union). Final revision (this class replaces November 11!)
December	Final Exam (All Chapters and notes) Date and Location TBA