

Colbourne College

ASSIGNMENT BRIEF

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|----------------------------|---|
| Unit Number and Title | UNIT 16: OPERATIONS AND PROJECT MANAGEMENT |
| Academic Year | 2017 |
| Student Name And ID Number | |
| Unit Tutor | |
| Mode of Study | |
| Assignment Number & Title | Review and critique the effectiveness of operations management principles. |
| Issue Date | |
| Submission Date | |

**TERM PAPER DECLARATION:
STATEMENT OF ORIGINALITY AND AUTHENTICITY**

I confirm that the term paper I am submitting is an original and authentic piece of work written by myself that satisfies academic rules and regulations with respect to Plagiarism. I further confirm that I have fully referenced and acknowledged all material incorporated as secondary resources in accordance with the Harvard System. *Please note that Term paper will not be marked without the inclusion of this signed declaration by the student/s.*

STUDENT/S SIGNATURE

DATED

OFFICIAL USE BELOW: GRADE AND SUMMATIVE REMARKS

| | | |
|-------------------------------|---------------|--------------------------|
| Grade Assigned | | |
| Assessors' Name & Date | MARKER | INTERNAL VERIFIER |
| Assessor's Summative Feedback | | |
| Assessors' Signature & Date | Marker | IV |

DISCUSSION FORUM ASSIGNMENT

Unit 16: Operations and Project Management

Unit code: T/508/0528

QCF level: 5

Credit value: 15

INTRODUCTION

The aim of this unit is to develop students' understanding of contemporary operations theory as a function of a modern organisation. Students explore key benchmarks and processes which will enable effective critique of an operation function. Students will also consider the fundamentals of project management utilising the prescribed, but well established, project life cycle.

On successful completion of this unit students will have developed sufficient knowledge and understanding of operations and project management to make an effective and immediate contribution to the way in which an organisation conducts its business. Students will also be in a strong position to contribute to, as well as lead, small-scale projects.

Underpinning all aspects of the content for this unit will be the consideration of the strategic role of operations management and planning and control of resources, and project management theories and the project life cycle.

LEARNING OUTCOMES

On successful completion of this unit a learner will be able to:

1. Review and critique the effectiveness of operations management principles.
2. Apply the concept of continuous improvement in an operational context.
3. Apply the project life cycle (PLC) to a given context.
4. Review and critique the application of the PLC used in a given project

ASSIGNMENT ONE

LO 1: Review and critique the effectiveness of operations management principles.

LO 1. Course Content

Operations vs operations management:

- Operations as a concept and as a function vs management as strategic oversight.

Operations as a concept:

- Different approaches to operations management, Taylor's theory of Scientific Management, flexible specialisation, lean production, mass customisation and agile manufacturing.
- The operation process in a service sector and manufacturing sector organisation.
- The relationship between operations and other business functions.

Operations management:

- Overseeing the design, implementation and effectiveness of an operations function.
- Utilising control systems and contingencies to ensure efficiency.
- The use of Six Sigma and Lean principles to improve efficiency and effectiveness.

ASSIGNMENT OBJECTIVES:

P1 Conduct a review and critique of the implementation of operations management principles within an organisational context.

M1 Review and critique the implementation of operations management in relation to Six Sigma methodology and Lean principles

DISCUSSION FORUM: 20% OF COURSE GRADE

Group Discussion Forum

In Teams of **three (3) members**, carry out the following activities. Please refer to the course outline and resources provided. Include at least four (4) references in your work. Use Harvard Referencing Style through-out the work. Present Minutes for all required **four (4) meetings on each assignment**. Your Minutes Of the team Meetings should be clear about 1) Who attended; 2) Who were present; 3) What was discussed; 4) The relevance and theoretical value of the discussion to each assessment criteria; 5) How work is assigned; 6) Who completed work; and 7) Who didn't.

TASK ONE: Do a critical review of the literature in text and carry-out the following tasks

LINK TO THE TEXT: <https://www.mheducation.co.uk/he/chapters/9780077133016.pdf>

CLASS-BASED ASSIGNMENT. You will be graded on participation.

Answer the following:

1. Define the term operations management.
2. Identify similarities and differences between manufacturing and service operations.
3. Briefly describe the historical evolution of operations management (include: Taylor's theory of Scientific Management, flexible specialization, lean production, mass customization, and agile manufacturing).

TASK TWO: Case Study On Kabab-ji Grill

Read the Case Study on Operations Tour: Kabab-ji Grill on pages 34 – 36

LINK TO CASE STUDY: <https://www.mheducation.co.uk/he/chapters/9780077133016.pdf>

CLASS-BASED ASSIGNMENT. You will be graded on participation.

Answer the following:

- 1) How do customers judge the quality of a restaurant?
- 2) Indicate how and why each of these factors is important to the successful operation of a restaurant:
 - a. Customer satisfaction.
 - b. Forecasting.
 - c. Capacity planning.
 - d. Location.
 - e. Inventory management.
 - f. Layout.
 - g. Scheduling.
- 3) What are some of the ways Kabab-ji links strategy and operations to gain an edge over its competition?

TERM-PAPER: 80% OF COURSE GRADE

Group Discussion Forum

In Teams of **three (3) members**, carry out the following activities. Please refer to the course outline and resources provided. Include at least four (4) references in your work. Use Harvard Referencing Style through-out the work. Present Minutes for all required **four (4) meetings on each assignment**. Your Minutes Of the team Meetings should be clear about 1) Who attended; 2) Who were present; 3) What was discussed; 4) The relevance and theoretical value of the discussion to each assessment criteria; 5) How work is assigned; 6) Who completed work; and 7) Who didn't.

TASK THREE: GROUP WORK

Using the Baycole Corporation Case Study, you are working in the capacity of business consultant, **present a written report on the following topic:** (1, 500 – 1,800 Words):

- *PI Conduct a review and critique of the implementation of operations management principles within an organisational context.*

LAYOUT OF THE REPORT

SECTION ONE: Introduction

Brief Introduction, Report Objectives And Background of The Case (**not exceeding 250 words**)

SECTION TWO: Research Findings

Research Findings on ways to critique operations management – Cite least four different valid sources

SECTION THREE: Discussion

- i) Processes: Definition and scope of the problem (**400 Words**)
- ii) Processes: Causes of the problem (**400 Words**)
- iii) Processes: critique of the implementation of operations management of the travel program in Batcole Corporation by focusing on business aim for lean operations vs. current operational processes (operational activities and the implementation cost, quality, productivity, e-business/technology, global competitiveness, efficiency, and customer service) – (**500 Words**)

SECTION FOUR: Conclusion

Summary of the main report objectives and findings (**not exceeding 200 Words**)

FOR **MERIT GRADE ON LO2**, IN YOUR ABOVE REPORT ENSURE THAT YOU:

- M1 Review and critique the implementation of operations management in relation to Six Sigma methodology and Lean principles

THE EMPLACEMENT PROJECT

For Students On Work Placements Only

Students may seek the approval of an organisation in their field of study to undertake this assignment. Students employed must seek written consent from their employer to do same. This could be in the role of a junior manager responsible for having a specific input into the organisation's decision-making and planning. The aim is to develop your understanding of contemporary operations theory as a function of a modern organisation. You will also explore key benchmarks and processes which will enable effective critique of an operation function. To execute these requirements successfully you will: review the organisation and assess the strategic role of operations management, planning and control of resources, and project management theories. You will also consider the fundamentals of project management by utilising the prescribed, but well established, project life cycle. Further, you must develop sufficient knowledge and understanding of operations and project management to make an effective and immediate contribution to the way in which the organisation conducts its business. You will also be required to contribute to, as well as lead, a small-scale project.

Coursework Student Assessment Requirements

The coursework in this assignment requires self-placement in a professional organization in the sector in which you are studying. For assessment purposes, you must keep a weekly journal diary to log what you are learning every week. You will submit this along with photographs to capture the evidences of the work experiences. On published assessment dates, you will make a ten (10) minutes oral presentation to discuss the work and learning experiences that are directly linked to each task you were assigned. This will be followed by ten (10) minutes of professional inquiry focused on the assessment criteria that you are fulfilling. Questions will be posed to you by the assessment team, and in the open session, by your peers.

TERM PAPER ASSIGNMENT

TASK ONE: Individual Assignments – Oral Presentation

Effective strategic operations and quality management lies at the heart of business competitiveness. Review the operations of the organization and produce a fully referenced report that addresses the tasks below:

Criteria Of The Report Presenting:

Although it is orally delivered, your report should not be merely descriptive; it should analytical to build arguments that produce a coherent document that demonstrates your learning, application, and understanding. Your report should therefore, link relevant academic theory to your findings. Academic theory will derive from not only course models and concepts, but also research from a range of reputable sources, including academic journals, published conference papers and books.

LAYOUT

INTRODUCTION: Background to the Study (250 Words)

1. Establish the rationale and objectives of the paper.

Findings And Discussion

P1 Conduct a review and critique of the implementation of operations management principles within an organisational context **AND M1** Review and critique the implementation of operations management in relation to Six Sigma methodology and Lean principles.

A. Review The Implementation of operations management principles within the firm

1. Identify the three major functional areas of organizations and describe how they interrelate.
2. Describe the operations function and the nature of the operations manager's job.
3. Summarize the two major aspects of process management.
4. Explain the key aspects of operations management decision making.

B. Critique of the implementation of operations management principles within the firm

1. Identify the Approach
2. Investigate the scope of a Problem
3. Assess the current approach against the standards of Six Sigma and Lean Principles.

SECTION FOUR: Conclusions And Recommendations For Improvements

1. Summarize your findings and propose Intervention Strategies and Solutions to make the operations function more efficient and effective through use of Six Sigma and Lean Principles.

Oral Presentation

For the Pass Grade (P1), you will:

Demonstrate the ability to use analysis tools by applying them to study the impact of the macro environment on the business and its strategies:

1. Use Porter's Five Force Model to evaluate market conditions
2. Use PESTLE to assess external factors that are influencing business strategies

For Merit Grade (M1), you will:

1. Critically analyse the data collected by looking at the implications of your findings on the business strategies and objectives. To analyse means that you are to examine in detail, the environmental and competitive factors that you found (including the pros and cons), and explain how they inter-relate.

For the distinction grade, you will:

2. Prepare a SWOT Analysis to improve understanding of the strengths, weaknesses, opportunities, and threats that are present and/or imminent because of these factors in the business environment. This will help the management team to understand the forces in their environments and to strategize and make decisions based on this awareness. You will also propose specific competitive actions using the Ansoff's growth vector matrix.

Additional Requirements

- Before you begin the work placement and assignment you are required to download the Consent Form, Business Planning Form, and Host Company Placement Letter on iTutor. You must complete the Business Planning Form, distribute the Host Company Letter to the proposed company or your Supervisor at work, and return these fully completed and appropriately signed for review and approval by the Emplacement Supervisor.
- You will design Power Point presentations for each assessment criteria e.g. P1, M1, And D1 separately.
- You will email a copy of the presentation to faculty@colbournecollege.com at least one week prior to this meeting for the term-paper defense.

Date Of Term-Paper Defense

- Learning Outcome 1 and 2: November
- Learning Outcome 3 and 4: December
- You will be notified at least one month in advance upon the publication of the Calendar for the Term Paper Defense.

ASSIGNMENT INSTRUCTIONS AND RESOURCES

TERM PAPER REQUIREMENTS

Assignments are mainly research papers. This means that to carry out the given tasks in the assignment will require extensive search for information in valid materials, critical review of the literature found, and citing all sources in the research report. Information should be drawn from sources e.g. textbooks, eBooks, journal articles, companies' websites, newspapers and professional subject-specific articles and websites.

ORGANISATION AND SUBMISSION OF GROUP FORUMS AND TERM PAPER ASSIGNMENTS

The main sections of the research essay are:

Section One | Introduction

Introduce your theses statement and very briefly define the key terms in your assignment.

Section Two | Research Findings

Provide a numbered list of the main sources that you are citing from with a brief argument from each that directly answer the task that you are undertaking. You will discuss these findings here but in paragraph 3 when you are presenting your argument. The minimum number of sources to be cited are stated in your assignment instructions - be sure to meet that requirement.

Section Three | Discussion Of The Research Findings

Here you will carry out the command in the assignments. That is, use your research findings in paragraph two to now explain, discuss, analyze, compare etc. as the task states. Ensure you know what the command verb wants you to do before you begin writing up the research report. See the direct link to the definitions of the [Command Verbs](#) used in the assignments.

Section Four | Conclusion

Your conclusion is a summary of the key points in your assignment, e.g. the presentation of the outcome or results.

ORGANISATION OF THE TERM PAPER FOR SUBMITTING:

Cover Page | Access A Sample On iTutor

Complete fully and use the Assignment Brief for the cover.

Table of Content (TOC)

Your Table of Content shows all inclusions in your assignment report by titles and page numbers. Microsoft Word has templates that you can use to produce a neat TOC.

Include The Score Sheets | Access Score Sheets For Each Assignment On iTutor

The score sheets are used to grade your assignment and provide you with the feedback. Print same and include for each assignment submitting.

Include Reference Page In Assignments | Reference Page Lists All Sources Cited In-text

The Reference Page is a list of all sources that you cited in-text. Place the sources in-text in alphabetical order in the reference list. Use citethisforme.com to do your referencing. Remember to select Harvard Referencing before executing the tasks.

GENERAL INSTRUCTIONS FOR THE CASE STUDY, TASKS AND INSTRUCTIONS FOR THE UNIT:

In Teams of **three members**, carry out tasks 1 and 2. Task 3 is individual assignment but you will consult your team members on the direction of the work. Please refer to the course outline and resources provided. Include at least four (4) references in EACH of the task. Use Harvard Referencing Style through-out the work.

PREPARING AND SUBMITTING THE WORK

- ❖ Number all pages in your work
- ❖ Use headings for each task in the assignment (e.g. AC 1.1 / P1 Task Instructions)
- ❖ Use Font Style: Arial | Use Font Size: 11 | Use Paragraph Spacing: 1.5
- ❖ You must submit one hard copy of the assignment and upload the soft copy on itutor.

Submitting The Work Online | Upload To iTutor

The work must be sent alongside the receipt for printing. Both **MUST** be received before the published deadline. Do not send payment before the work to be printed **NOR** send the work to be printed without payment. If both are not done before the deadline, the work is considered not received.

Fees for printing and binding

| | | | |
|----------------------------|--|-----------------------|------------------|
| Per Page To Print In JMD: | Black: JM\$20 | Color: JM\$30 - \$100 | Binding: JM\$150 |
| Per Page To Print In US\$: | Black: US\$1 per 5 pages | Color: US\$1 per page | Binding: US\$2 |
| Where You Pay: | view the different options at www.studyaimusa.org | | |

LINKS TO RESOURCES FOR THE ASSIGNMENT

The following Reading Assignments are for lead discussion at the group meetings and to assist with carrying out the assignments:

- ❖ Business Management 101: Operations Management
- ❖ LINK: <http://www.directionsmag.com/entry/business-management-101-operations-management/194013>
- ❖ Introduction to Operations Management
- ❖ LINK: <https://www.mheducation.co.uk/he/chapters/9780077133016.pdf>
- ❖ Strategy vs Operations: Understanding The Difference
- ❖ LINKS: <https://cmoe.com/strategy-vs-operations-understanding-the-difference/>
- ❖ What Do Operations People Do?
- ❖ LINKS: <http://theoperationsguy.com/what-do-operations-people-do>
- ❖ Solving Business Problems The Case of Poor Frank, Fred Nickols 2016
- ❖ LINKS: http://www.nickols.us/poor_frank.pdf

SCORING THE DISCUSSION FORUM

To Pass the Discussion Forum you must:

- i) Participate in no less than 8 of the 12 weekly peer group meetings on the semester.
- ii) Submit ALL required group work timely and at required standard.
- iii) Answer the questions in sufficient length and breadth to demonstrate:
 - 1) grasp of the subject content
 - 2) ability to apply the knowledge to the context provided;
 - 3) ability to think critically and identify risks, limitations and challenges in the contents and contexts provided;
 - 4) ability to engage and cooperate in a team; and
 - 5) ability to meet deadlines by completing the assignments and posting them to the group on or before the published deadlines.

You will **fail the discussion forum** and unit if you:

- i) Fail to post the required number of times (8 of 12 weeks).
- ii) Fail to demonstrate reasonable breadth of knowledge in the content area.
- iii) Fail to properly cite your sources. Plagiarism is not tolerated under any circumstances.
- iv) Fail to present original work. Do not duplicate from your peers' work posted in the group.
- v) Fail to consistently engage or participate in the required team-work and group dialogue.
- vi) Fail to post your assignment by the published weekly deadlines.

❖ If you fail the Forum for the unit, you automatically fail that course unit.

SCORING THE TERMPAPER

Students' work must meet the following requirements (alongside those identified in the Discussion Forum):

1. Carry Out the command verbs e.g. in AC 1.1: To **Evaluate** which means: "Provide evidence from a wide range of sources which both agree with and contradict an argument."
2. Provide evidence of adequate research based on accuracy and depth of content shared.
3. Discuss the topics and perspectives related to your research findings and Course Content.
4. Demonstrate acceptable level of proficiency in writing and/or speech for college-level: Diction, Expressions, Grammar, Spelling, Usage and Sentence Structures.
5. Use Harvard Referencing Style Through-out the work.
6. Cite at least Six (6) Valid Sources in the tasks e.g. AC 1.1. AND 1.2.
7. Have no Plagiarism infringements. Submit a Plagiarism Report with all assignment showing no higher than 11%. A Referred Grade is awarded if it exceeds or is not included.
8. Meeting Professional Standards for a structured Presentation.
9. Include a Reference Page.

❖ Students work are Awarded: **PASS** Grade | **MERIT** Grade | **DISTINCTION** Grade based on the above criteria. **FAIL GRADE** is awarded only when students fail to submit, participate or complete the required assignments.

❖ **IMPORTANT!**

Here is a direct link to the definition of the Command Verbs used in these tasks:

LINK: <http://www.ocr.org.uk/Images/149928-command-verb-definitions.pdf>

SUBSTITUTION PAPER, DEADLINES, AND RESTRICTIONS

CLASS ATTENDANCE

Punctuality and attendance are required for students studying online and in-class. To be awarded a grade for the unit, students must attend no less than 8 of the 12 classes on the semester. Students who fail to meet these requirements will earn an 'F' grade on the assignment and unit.

GROUP FORUM PARTICIPATION AND ASSIGNMENTS

Assignment requirements are same for online, in-class and distant learners. To be awarded grade on the Group Assignments, students must attend no less than 75% of the scheduled team meetings. Students who fail to meet these requirements will earn an 'F' grade on the assignment and unit.

TEAM MEETING REPORTING

Alongside with group work assignments, submit a separate document that records the Minutes collected at the required weekly team meetings. Use the template provided on iTutor to report out:

- a. Date of meeting
- b. Names of Attendees
- c. Discussion: on the lesson contents and the requirements of each Assessment Criteria (e.g. AC or P)
- d. How the tasks will be organized
- e. Who will carry out specific areas of each task.
- f. Decisions adapted or pending.

USING SUBSTITUTION PAPER TO REPLACE THE GDF AND TERM PAPER ASSIGNMENTS

L5 and L7 students may choose to use alternative assessment methods to replace the GDF, term-paper, re-sit paper, or failed assessment/s. The replacement methods of assessments are oral presentations with PowerPoint, **OR** work experience with reflective journaling. Substituting the research term-paper and GDF is optional and the cost is borne entirely by the student making the request. To be approved you will submit the request in writing to sso@studymusa.org before week four of the semester ends. You must continue with the current assignment requirements until you have received written approval from the Associate Director Of Administration. No more than two (2) substitution paper on any one semester is allowed (or 50% of the program). *NOTE! Resit and Failed assessments incur course fee charges separately costs as published in this document. Alternate Assessment is a separate and optional cost.

COST OF SUBSTITUTION ASSESSMENT

Work Experience: Cost of substitution paper, experiential Supervisor, and assessment: \$55 per unit
Oral Presentation: Cost of substitution paper, and Assessors: \$45 per unit

EARLY DEADLINES FOR ASSIGNMENTS

Students are expected to submit coursework on or before the deadline published in the assignment. All dates given are early deadlines.

LATE SUBMISSION OF ASSIGNMENT WITH LATE FEES

There is a further extension of no later than three weeks from the published deadline for the submission of late work. Contact Student Services if you are unsure of the late deadline.

LATE FEE IS \$12.00

Late Fee of \$12.00 is applied per assignment eg. \$12 for the late term-paper; and \$12 for the late Discussion Forum. No Assignment is acceptable after the late deadline under ANY Circumstances (excluding extenuating circumstances). Thereafter a FAIL GRADE is awarded for the assignment.

CORRECTION OF GROUP WORK WITH REFERRED GRADE

TERM PAPER

Group work that is returned to the student with Referred Grade must be resubmitted as individual work ONLY.

GROUP DISCUSSION FORUM

For group forum work that is returned to the student with Referred Grade, the student will take the Replacement Paper / Re-sit Exam which is a supervised open book written exam. Alternate paper might be an oral exam. Either way, both are individual assessments.

FEE FOR RESIT OF ASSIGNMENTS WITH REFERRED GRADE

See the term-paper instruction pages.

TIMELINE TO SUBMIT THE CORRECTIONS ON REFERRED GRADES

At the end of the full duration of the program, students have a grace period of four months (One Semester) to make all corrections. Students only pay for the referred units submitting to be corrected. Continuing fee is not charged to the students during the four months grace period.

MARKERS' RETAINER FEE

Once the four months grace period expires and students remain with outstanding work to be assessed, the continuing fee of \$360 (Markers' Retainer Fees) is charged to the student for the school year. Students also pay for the referred units submitting to be corrected.

TENURE EXPIRATION

Students must complete and pass all units on the program within 36 Months of the college start date and receive the Diploma from Pearson. After this 36 Months period has expired, the student must retake all classes and courses in the program.

EXTENUATING CIRCUMSTANCES

Students are encouraged to submit/sit assessments at the prescribed time, yet accommodations are made in extenuating circumstances as follow:

1. **Medical Reasons.** If the students fail to submit course-work on time due to medical conditions verified by a doctor's certificate, the work is treated same as referred in terms of revised deadlines, grading restrictions and referred fees. It is important that students seeking exemption for medical reasons advise Student Services before the deadline expires.
2. **The death of an immediate family in the household.** Evidence must be provided of the relationship and death.
3. **Jury Duty.** Evidence must be provided of the request, and also the service started or completed.

RESIT PRIVILEGE

1. For students to qualify for Resit they MUST ATTEMPT ALL assessments in the unit and earn at least a Referred Grade.
2. A student who has taken ill during an examination or assignment submission dateline may also qualify for Resit after proper written evidence is collected and assessed by the Faculty and submitted to the Head of Faculty for approval.
3. Resit fees apply in all circumstances under which new assessments are approved or extensions granted beyond the late deadlines.

RESIT APPROVAL AND FEE

All evidences must be collected by the Faculty and produced to Student Services no later than 5 days after the examination/deadline expires. The outcome is communicated directly to the student by email. If approved, the Resit Fee of \$45.00 (per assignment) is paid by the student and receipt emailed to Student Services. The supplementary dateline will be communicated to the student by email. Resit fee for individual assessment criterion is \$12.00 e.g. AC 1.1 or P1. For whole Assignment is \$45.00 e.g. Learning Outcome 1.

REFERRED / RESIT GRADE

Students earn a Referred Grade if the submitted assignment fail to achieve the criteria for PASS.

- ❖ Hospitality Students must earn a PASS GRADE on all Assessment Criteria (AC) on the term-paper to pass the course.
- ❖ Business and Aviation Students must earn a PASS Grade on all Assessment Criteria with P e.g. P1, P2 etc. to pass the course.

INCOMPLETE GRADE (IC)

Students are awarded Incomplete (IC) when they fail to complete any part of the required coursework. This may be due to approved reasons (extenuating circumstances) or failure to submit work. In all cases IC changes to Fail Grade on the students record after eight (8). Only students approved for extenuating circumstances can retake an assessment. Thus, all other IC will automatically change to 'Fail' after eight weeks.

FAILING THE COURSE

1. Students who did not sit an examination and did not withdraw formally will receive a Failing grade.
2. Students who differed for financial reasons or illness will earn an IC – Incomplete Grade. Incomplete Grades then are changed to Fail Grades after eight weeks.
3. Students who fail the discussion forum but pass the term-paper or vice versa. You must earn a Referred OR Pass Grade on both the Forum and Term-Paper to avoid retaking the course unit.
4. If you fail the course you must retake the class when it is offered next. The cost per course unit is listed on the Tuition Page of the website.

THESE COMMON CIRCUMSTANCES DO NOT QUALIFY AS EXTENUATING CIRCUMSTANCES

LOSS OF DATA

Please back-up your work consistently on independent media. Computer malfunctioning or errors are common but not acceptable reasons for special considerations. Special considerations are granted only for extenuating circumstances discussed above and no other factor.

JOB RESPONSIBILITIES

Working Students are advised to take 2-3 courses per semester. Four courses as recommended to complete the program on the published deadline. However, if taking full-time coursework will hinder you from meeting your required course-work deadlines or meeting quality standards, it is best that you take three courses and extend your tenure by one semester.

Job responsibilities are not acceptable reasons for special considerations because we have only one standard for everyone in the institution. Special considerations are granted only for extenuating circumstances discussed above and no other factor.

STUDENT SATISFACTION SURVEY

To develop and maintain a collegiate environment to sustain Higher Education, students are encouraged to participate at end of each semester in the Online Satisfaction Survey. Your input will help us to improve our programs and personnel. A degree today is like citizenship and good College education is a platform for you to: develop the required competencies for a degree, social skills, but also to enjoy learning. So, tell us what you want to do to make your college experience better. Be respectful, and be honest. The Form is accessible here:

<http://www.studyaimusa.org/student-feedback-form.html>

REVISION DATES OF UNITS AND COURSE RULES

The Academic Guidelines contain policies that are approved by Colbourne's Academic Board. The most current draft are the existing procedures to manage and administrate the academic program and are effective as at the publication of the new document. In all cases the current policies take precedence over previous rules.

REVISION OF THE CURRENT ACADEMIC POLICIES

July 2017 * added that L5 and L7 students may choose to use alternative assessment methods to

replace the GDF, term-paper, re-sit paper, or failed assessment/s.

April 2017 *added: correction of group work with referred grade requires students to submit paper

as individuals.

July 2016 *added that for students to qualify for resit work graded as referred they MUST ATTEMPT

ALL assessments in the unit and earn at least a Referred Grade.

REVISION OF PREVIOUS ACADEMIC POLICIES

July 2015

July 2016

January 2016