Westminster College
BBA PRJ 3.1-01 Organizational Performance

Instructor: Jennifer Harrison

Phone: 801-832-2612

Email: jbharrison@westminstercollege.edu

The preferred way to be contacted: email

Project Description and Context

Student learners will develop a balanced scorecard for an organization that provides a linkage between the vision and mission of the organization and the development of key metrics that determine a value proposition for key organization stakeholders, including: shareholders, customers, employees and strategic partners.

Competency

- *Identify performance measures that address the organizational vision and mission.*
- *Evaluate organizational performance using performance metrics, industry standards, and or organizational goals.*

Goals of this Project

- *Identify the vision/mission and core values of an organization.*
- *Select strategic outcomes for each of the four perspectives of the balanced scorecard: Financial, Customer Focus, Internal Processes, and Learning & Growth.*
- *Select three to five measures for each of the four perspectives of the balanced scorecard: Financial, Customer Focus, Internal Processes, and Learning & Growth. Measures must be SMART (e.g. Specific, Measurable, Attainable, Realistic and Timely) and link them to specific strategic outcomes of the organization.*
- *Construct a balanced scorecard template that identifies target, initiatives, milestones, accountability and resource allocation for each measure or metric of the balanced scorecard.*
- *Create a strategy map, in good form, that addresses the key perspectives of the balanced scorecard and strategic outcomes.*

College Wide Learning Goals

Critical Thinking

Students will comprehensively explore issues, ideas, artifacts, events, and other positions, before accepting or formulating an opinion or conclusion.

Creativity

Students will combine or synthesize new ideas, practices, or expertise in original ways that are characterized by innovation, divergent thinking, and risk taking.

Collaboration

Students will demonstrate self-awareness, understanding of effective group dynamics, and project management skills.

Communication

Students will communicate ideas to audiences in oral, visual, and written forms to establish knowledge, to increase understanding, or to advocate for a particular position

Global Responsibility

Students will (i) employ practices informed by social responsibility across the spectrum of differences and (ii) demonstrate knowledge of and evaluate solutions for, challenges affecting local, regional, and global communities.

Required Readings: No textbook is required for this course. All readings can be accessed through the canvas course via links provided in assignment descriptions.

Technology: Student must have regular access to internet to receive communications from the instructor, download documents, upload assignments and conduct online research. Students must have access to document creation and editing software such as google docs. Canvas is the official course delivery information for all course content including email. If you do not regularly check canvas email regularly then you must forward canvas email to your preferred email account. This can be done through account settings.

Prerequisites: None

Modality: This is an asynchronous, self-paced course where learning occurs virtually online and through prepared resources, without real-time teacher-led interaction. Students are expected to reach out to instructor when help or clarification is needed. All assignments are due by the end of the semester time frame.

Grading: The project coach will provide an evaluation of your project deliverables and determine mastery of the competency-based deliverable, on the associated assessment rubric. The project coach will also provide direct feedback of your deliverable if the project submission does not meet all the learning outcomes. If the project submission demonstrates mastery of the associated competency, the project coach will also provide value-added feedback and provide the learner an opportunity to resubmit the project deliverable for an overall project evaluation of exceeds. To be able to resubmit students must submit assignments 3 weeks before the end of the semester to give amp time for feedback. Resubmissions of projects that demonstrate mastery must be resubmitted within the current semester timeframe.

The grading scheme for the course is as follows and is strictly adhered to. A B- (80%) is required for credit.

A 93 - 100%	A- 90 - 92%		
B+ 87 - 89%	B 83 - 86%	B- 80 - 82%	
C+ 77 - 79%	C 73 - 77%	C- 70 - 72%	
D+ 67 - 69%	D 63 - 66%	D- 60 - 62%	Fail <60%

Canvas:

Canvas will be the official method of information delivery and email for this course.

Academic Dishonesty:

In the case of academic dishonesty, zero points will be awarded for the work. Students are allowed to collaborate on both homework and laboratory assignments but copying of another's work is strictly prohibited. This includes the copying of another's work with the addition of minor modifications. All cases of academic dishonesty will be reported to the appropriate administrative personnel.

Pronouns, Correct Names, and Inclusion:

It is your right to be identified by your correct name and pronouns. I support people of all gender expressions and gender identities and welcome students to use whichever pronouns or names that best reflect who they are. In this spirit, I expect all students to also use the correct pronouns

and names of classmates. Please inform me if my documentation reflects a name different than what you use and if you have any questions or concerns please contact me after class, by email, or during office hours.

Your rights under federal laws:

Section 504 of Rehabilitation Act of 1973/ADA. Westminster college is committed to provide equal access in higher education. If you need disability-related accommodations in this class, have emergency medical information you wish to share with me, or need special arrangements in case the building must be evacuated, please inform me immediately. Please see me privately after class or in my office. Disability Services authorizes disability-related academic accommodations in cooperation with the students themselves and their instructors. Students who need academic accommodations or have questions about their eligibility should contact Jody Katz, Director of Disability Services & Testing Center, in the basement of Giovale Library (801-832-2272) or email disabilityservices@westminstercollege.edu.

Title IX. Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. Westminster is committed to providing a safe and non-discriminatory learning, living, and working environment to all members of the Westminster community and does not discriminate on the basis of sex. This includes on the basis of gender, gender identity, gender expression, nonconformity with gender stereotypes, or sexual orientation. The College's Title IX policy strictly prohibits sexual assault, sexual harassment, gender-based harassment, gender-based discrimination, sexual exploitation, interpersonal violence (dating violence, domestic violence, stalking), and retaliation for making a good faith report of prohibited conduct or participating in any proceeding under the policy. The policy and accompanying procedures are available at www.westminstercollege.edu/about/resources/title-ix and discuss prohibited conduct, resources, reporting, supportive measures, rights, investigations, and sanctions for violations of the policy. If you want to make a report of prohibited conduct, you may contact Westminster's Title IX Coordinator, Kat Thomas, or report an incident online. Kat can be reached at kthomas@westminstercollege.edu, 801-832-2262, or in Malouf 107. You can also contact Deputy Coordinator Rodney Glore at rglore@westminstercollege.edu or 801-832-2025 or in Giovale 111. Please note that to the extent permitted by law, the College aims to protect the privacy of all parties involved in the investigation and resolution of reported violations of the policy. However, the College has a duty to look into and take actions in response to reports and cannot guarantee confidentiality or that an investigation will not be pursued. The Counseling Center is a confidential resource, and by law the counselors who work there cannot reveal confidential information to any third party without express permission unless there is an imminent threat of harm to self or others. As an instructor I am a responsible employee and am required to report

any information I obtain regarding conduct that may violate the policy to the Title IX Coordinator so that students can receive supportive measures and referrals to resources, they are aware of their options, and the safety of the campus community can be ensured. If you begin to disclose an incident of prohibited conduct, I may interrupt you because I want to make sure that you have had the opportunity to discuss the incident with confidential resources on and off campus first. If you need supportive measures inside or outside the classroom because of an incident of prohibited conduct, please reach out to the Title IX Coordinator for assistance.

Equal Opportunity.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in any program or activity receiving federal financial assistance. In addition to these, Westminster's Equal Opportunity policy prohibits discrimination or harassment based on ethnicity, age, religion, military status, or genetic information in any of its programs or activities. If you encounter this type of discrimination or harassment, or feel that you have been retaliated against for reporting prohibited conduct or participating in any related proceeding, you should contact Kat Thomas, Equal Opportunity Administrator, at kthomas@westminstercollege.edu, or 801-832-2262, or in Malouf 107. The equal opportunity policy and procedures can be accessed from the Student Life webpage. As an instructor, just as with Title IX, I am a responsible employee and am required to report any information I obtain regarding discrimination or harassment to the Equal Opportunity Officer for further review.

This syllabus is subject to change. Students will be notified of any change.