

	School of Business and Leadership
	BCAP 401
	Guided Reflective Inquiry Project
	Term: Fall 2026 and Winter 2027 Number of Credits: 6
Course Outline	

INSTRUCTOR: Dr. Sara McPhee-Knowles

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OFFICE: A2433

DATES: September 2026-April 2027

TIME: Thursdays, 4-5:20 PM

CLASSROOM: A2210

OFFICE HOURS: Wed, 2:30-4:00, or by appt

COURSE DESCRIPTION

The Guided Reflective Inquiry Project (GRIP) is a project-based and learner-centered capstone project that allows students to extend their acquired knowledge of business administration theory and practice by investigating a relevant issue or question that develops from course studies, reading, or field experiences. The GRIP also provides an opportunity for students to further examine the foundation and structure of their own business knowledge and beliefs (including their developing personal professional practice), within the larger context of business administration theory, research, and wise practice. Additionally, the GRIP sets the stage for independent and ongoing professional development in a career that demands commitment to research inquiry and to life-long learning.

Bachelor of Business Administration degree students are required to take at least two capstone courses and may only take BCAP 401 once during their degree. Students will work in collaboration with the course instructor(s) to create capstone experiences that align with their respective areas of interest and ensures that they gain practical experience(s) in business administration. Both capstone experiences require active engagement and allow students to progress their leadership skillset in unique ways.

COURSE REQUIREMENTS

Prerequisite or Corequisite: LEAD 402

Additional requirements: Students must get approval from a program advisor prior to registering. The Business Administration capstone courses are reserved for students enrolled in the Bachelor of Business Administration degree. Students must be in good academic standing (minimum of 2.0 GPA in the most recent semester) to register for this course.

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Complete a major project that synthesizes learning and extends one's knowledge and skills
- Engage in independent inquiry
- Communicate and celebrate inquiry findings
- Enhance their professional presence by showcasing learning
- Develop a personal and professional practice of self-reflection that honours one's values, experience, growth, and place in the world

COURSE FORMAT

Weekly breakdown of instructional hours

This course will require you to be self-directed in developing your project with faculty guidance. Regular meetings with me are required, and this course will require up to an additional six to nine hours per week for further reading, assignments, study, reflection, and review; this will vary based on your experience, ability, and desired level of mastery. If you have questions, please reach out.

Reliable Internet access is an important part of this course. I will communicate with you through email and Moodle. Using online tools and resources is an important part of this course.

Active participation is required for everyone to have a positive learning experience. You are expected to show up, work hard, and participate fully. You are also expected to interact with knowledge holders, fellow classmates, and me in a positive, respectful and reciprocal manner, honouring the procedures, protocols and ways of expressing and embodying knowledge.

Delivery format

This course uses a blended format; you will attend face-to-face sessions on-campus and complete asynchronous online activities and project work outside of class time.

EVALUATION

Reflective self assessment (2)	50%
Total	100%

Reflective self-assessment (2)

You will establish their project proposal and their goals at the beginning of the fall semester, and then reflect on your learning process and progress on your project twice during the two terms. You will self-assess and self-evaluate their work for all course component as part of developing a reflective practice. You will also receive qualitative feedback from me on their work throughout the term.

You are expected to complete the following course components and include them in their self-assessment.

Project Proposal

The project proposal is an agreement between us as instructor and student; it will be developed and agreed upon at the beginning of the course, then revisited throughout. This proposal will act as the project charter and you will be encouraged to scaffold your capstone project and break it down into manageable pieces. This 2-page plan will be a description of the project, including: due dates; a clearly written inquiry question; an outline of 2-3 student-identified assessments; and linkages to theory and knowledge gained throughout the program. The contract also outlines your personal and business ethics that pertain to this project.

It is essential that the inquiry question be clear, concise and researchable, and well within the scope of a project that can be completed within the course period. I will assist you in formulating, articulating, and clarifying your inquiry question, as well as directing you to available resources.

Modifications may become necessary as your learning experience progresses; however, both of us must agree to modify the contract. It is your responsibility to bring forward proposed changes in a timely manner as changes to the contract may affect agreed upon due dates.

Completion of Capstone Project

You must complete their project as described in the project proposal.

Proposed Project Presentation

Your presentation will provide a summary of the project and key learnings. The format of the presentation and the audience will be decided between you, me and the class more broadly.

Final Report and Dissemination

You will complete a final reflection report, responding to questions that I provide. You are asked to critically reflect on their GRIP experience by drawing on the theoretical and conceptual knowledge gained from the rest of the program.

You are asked to complete a presentation to disseminate the background, nature, and findings you're your inquiry. You must also be prepared to answer questions on your chosen project and how it connects to the BBA overall. You will present your project in a manner appropriate to your inquiry; not all presentations may look alike.

AI Policy:

You are strongly discouraged from using AI tools in this course. Completing a major independent project that synthesizes your learning is a core learning outcome and honing your ability to think critically, work deeply and deliver a significant project is central to your capstone experience. Should you choose to use AI in any form, you must be prepared to 'show your work.' Using AI without attribution is a violation of academic integrity. Any use of AI in your project must be accompanied by a comprehensive statement explaining how and why AI was used to augment your own work, including a description of the AI tool used, prompts, how you verified the accuracy of the information, and citations. You may be asked to provide a version history or further rationale.

COURSE WITHDRAWAL INFORMATION

Refer to the YukonU website for important dates.

TEXTBOOKS & LEARNING MATERIALS

Readings will be available on Moodle or in the library. At minimum, you will need a computer with word processing and presentation software as well as Internet access. Depending on the nature of your chosen project, you may need specialized software or other materials.

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

ACCESSIBILITY AND ACADEMIC ACCOMMODATION

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students. Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact [Accessibility Services](#) for resources or to arrange academic accommodations: access@yukonu.ca.

TOPIC OUTLINE

1. Develop the project plan
2. Develop a proposal & approach for your project
3. Work on your project with regular faculty check ins
4. Develop your project report and presentation
5. Develop your final project and dissemination.