During this semester you will complete, in a group of 4 or 5 students, the CAPSIM CORE business simulation. The objective of completing this simulation is to give you some experience with considering multiple variables in making business decisions. You will purchase this simulation through the CAPSIM website. Instructions for completing this process can be found in the “Getting Started” document uploaded to D2L.

What I am concerned with in your completion of this simulation is that you are putting forth effort and using sound, logical, thoughtful decision making. Thus, I am not all that concerned with your team “winning” at the simulation. You will receive a total of 200 points for completing the simulation, determined as follows:

- 20 points – completing all of the simulation training tutorials.
- 50 points – completing all rounds (including practice rounds) of the simulation on time.
- 130 points – writing assignment related to the simulation (described below).

You will complete 6 practice rounds of the simulation and 8 competition rounds. The simulation requires your team to make decisions in four different areas – Research and Development (R&D), Production, Marketing, and Finance. Each member of your team must be responsible for one area, and it is up to your team to allocate these responsibilities (if you have a team of 5, you will have two people responsible for one area). Your group must meet together and develop an overall strategy you are going to take with respect to how you run your business. While your group can (and should) consult with each other regarding decisions made for each area, ultimately the individual responsible for each given area will input the decisions for that area, and those decisions cannot be changed by other members of the group. This means that just like in a real business, your group must work together as a team to be successful, but you each also have independent accountability with respect to your individual areas.

**Writing Assignment Instructions:** The primary component of your simulation grade is a writing assignment that your group will complete in which you discuss your overall business strategy, your thought process for each decision made, and reflect upon what you thought your team did successfully and where it failed (and why). You only need to complete this writing assignment with respect to the competition rounds, not the practice rounds.

This assignment will consist of the following sections:

**Section 1 – Business Strategy** – your entire group is responsible for this section. Your group will outline its business strategy, why this strategy was selected, and provide an overall description of how you plan to implement this strategy.

**Section 2 – Decision Making** – in this section each member of the group is individually responsible for writing their section (i.e. the individual responsible for Finance will write
Each individual will go through each Competition Round decision they made, and describe in-depth their thought process behind each decision they made. This includes describing the data used in making the decision.

**Section 3 – Conclusion and Reflection** – your entire group is responsible for this section. Your group will discuss how well the strategy was carried out, whether the strategy chosen was a good one, and overall how successful your company was. You should discuss what you did well and what you could have done better.

You must follow these formatting instructions (failure to follow these instructions will result in a reduction of your grade):

- Your paper must be written in 12 point, Times New Roman font. It must be single spaced (with spacing set to 0pt between lines), with double spacing in between paragraphs, sections, and headings.
- Your paper must include the names of each member of your group on the first page. Failure to do so will result in a 10 point deduction.
- Your writing should be clear, concise, and professional. Your grammar, sentence structure, spelling, and style (overall quality of writing) will matter towards your grade.

The main thing that I will be grading for is thoroughness and logic. I want to see that you can clearly and accurately explain why you made the business decisions that you did and that the decisions that you made were based upon relevant data from the simulation. I will also be looking at whether your decisions followed the business strategy you set out. I should be able to read your paper and fully understand why you made the business decision that you did and understand the logic behind the decision. You are basically telling me a narrative of why you did what you did with respect to the simulation, and I should be able to follow that narrative.

**Simulation Schedule:** The simulation will proceed along a specific timeline. Thus, there are specific due dates that you must hit, and failure to meet these deadlines may result in a reduced grade, including potentially a failing grade.

- **Sep. 3** Mon. Must notify me by end of class today, by email, of your group of 3-5 individuals for the simulation if you have formed your own group. If you have not self-selected a group by this time, I will randomly assign you to a group with others who have not self-selected.

  Must have registered for the simulation by this date. Failure to do so will be an automatic 10 point deduction from your grade.

- **Sep. 5** Wed Group roles must be assigned by 10:00 p.m. If roles are not assigned, I will assign roles.

- **Sep. 9** Sun. Each individual must have completed all training modules by 10:00 p.m. (20 points). Practice Round 1 ends at 10:00 p.m. (all decisions must be input)
Sep. 16 Sun.  Practice Round 2 ends at 10:00 p.m. (all decisions must be input).

Sep. 23 Sun.  Practice Round 3 ends at 10:00 p.m. (all decisions must be input).

Sep. 30 Sun.  Practice Round 4 ends at 10:00 p.m. (all decisions must be input).

Oct. 7 Sun.  Practice Round 5 ends at 10:00 p.m. (all decisions must be input).

Oct. 14 Sun.  Practice Round 6 ends at 10:00 p.m. (all decisions must be input).

Oct. 17 Wed.  Draft of your Business Strategy section of your paper is due via D2L Dropbox by 11:59 p.m. This document must fully outline and explain your business strategy, as I will be using it to evaluate your decisions going forward. You must stay with the basic business strategy you have selected.

Oct. 21 Sun.  Competition Round 1 ends at 10:00 p.m. (all decisions must be input).

Oct. 28 Sun.  Competition Round 2 ends at 10:00 p.m. (all decisions must be input).

Nov. 4 Sun.  Competition Round 3 ends at 10:00 p.m. (all decisions must be input).

Nov. 7 Wed.  Competition Round 4 ends at 10:00 p.m. (all decisions must be input).

Nov. 11 Sun.  Competition Round 5 ends at 10:00 p.m. (all decisions must be input).

Nov. 14 Wed.  Competition Round 6 ends at 10:00 p.m. (all decisions must be input).

Nov. 28 Wed.  Competition Round 7 ends at 10:00 p.m. (all decisions must be input).

Dec. 2 Sun.  Competition Round 8 ends at 10:00 p.m. (all decisions must be input).

Dec. 6 Thu. Final Paper on Simulation Due via D2L Dropbox @ 11:59 p.m. Each member of the group must also submit a peer evaluation form via D2L dropbox @ 11:59 p.m. If you do not submit your peer review form in a timely manner you will receive an automatic 20 point reduction to your grade.

REMEMBER – as set forth in the main syllabus, I do not accept late work. All of the deadlines in this class are hard deadlines, and if you miss those deadlines I will not allow you to submit late work. If you don’t submit your work on time, you will receive a zero on that work. If you do not submit your decisions in the simulation in a timely manner, you will receive a greatly reduced grade, up to and including potentially receiving a zero on your simulation grade. Participating in this simulation is a required part of this class and I take it very seriously.