Professor:     Dr. A. BarNir  
Office:         385 F, Business Leadership Building  
Phone:          940-565-4334  
E-mail:         anat.barnir@unt.edu **best way to reach me ** Please do not use Canvas email!  
Office hours:   Tuesday & Wednesday 1:00 – 2:30 & by appointment. Office hours are online / by phone. Please email me no later than 10 am on the day you want to visit so I can send you a private meeting link.

Class schedule: Class is 100% online but I will hold optional live class meetings. See below for details.

Course Description and Objectives  
MGMT 3850: Initiation of new ventures. Emphasis on developing effective entrepreneurial skills, analytical abilities, market analysis capabilities, and understanding of principles of successful entrepreneurial actions. Includes preparation of a feasibility study. (UNT Undergraduate catalog)

Upon completion of the course, participants should –  
- Understand the basic theory and principles of entrepreneurship and small business management  
- Be able to analyze the decision-making process associated with entrepreneurial activities  
- Be able to conduct entrepreneurship and small business research  
- Be able to recommend effective courses of action for entrepreneurial businesses and solve problems for such businesses  
- Be able to conduct feasibility analysis

Required Material  
ISBN: 978-0134729961 (Loose leaf, other formats may be available)

Communication  
1) **Announcements**: All official announcements and bulletins are posted on the Canvas course website. You are responsible for knowing the information posted there. You must check the Announcements at least every 48 hours.

2) **Email**  
   a. Contact me at anat.barnir@unt.edu and include “MGMT 3850” in the subject of the email.  
      - I strive to respond to all email no later than by the end of the following business day. If you do not get a response in that time frame, your email may have been misdirected, so please re-send it.
   b. Emails from me to the class are sent ONLY to the default email, which is your EagleConnect/myUNT address. If you do not check or use this account, please change the settings so messages sent to it are forward to your preferred account.
c. Broadcast emails: Broadcast emails (emails sent from a student on which the entire class or a large group of students is copied) are not allowed without permission. Please contact me if you feel you want to message the entire class.

Course Structure & organization
a. The course is 100% online course. Online courses offer flexibility. However, this course has a set schedule of weekly activities as well as defined availability windows for taking quizzes/exams or submitting assignments. Check and note the Course schedule at the end of the syllabus for deadlines and due dates.

- **Virtual live class meetings.** Prior experience suggested that students in online classes value live interaction with the instructor. For this reason, several live sessions will be held. The first meeting will be held on **Wednesdays 8/25, 4:30-5:15 pm.** Additional meetings will be announced on the first week of the semester. The sessions are optional and will be recorded (with minimum attendance / content delivery). I realize that many of you work and may not be able to attend, but if you can, please do. Meetings will be held via Zoom and a link will be posted.

b. All course activities are conducted only through Canvas. If you are not familiar with Canvas, please review the Help? link on the navigation bar and tutorials.

c. Modules (weekly learning units) are available through the Module Tab on Canvas. The first Module is “Guides and Guidelines,” which consists of important information on assignments and procedures and is followed by weekly content modules organized by date. Each Module consists of objectives, content (readings, lecture notes, recordings / videos, etc.) and activities / assignments. All material in the Module folder is required. The Modules follow the course schedule at the end of the syllabus.

d. **Missed deadlines.** As a rule, late assignments are not accepted. All assignments are available for multiple days, and you should plan and not wait until the last availability hours. Any request for acceptance of a late assignment will be dealt with on a case-by-case basis and if granted, the assignment will be graded for partial credit only.

e. **Cohort study group**
You will be assigned to a **Cohort Study Group.** This group is to help you establish and maintain contact with classmates and provide resources and interaction opportunities. I am always here to answer your questions, but if you are more comfortable asking classmates, you may send a question to your Cohort Study Group email or post the question on the group’s discussion board.

Technology & Skill Requirements

**Technology / Capability Requirements**
Minimum technology requirements for this course are:
- **Computer**
- **Reliable internet connectivity and access.** Note that Broadband connection (DSL, Cable, T-1 or better) is required for exams (NO wireless). Dialup and wireless connections have proved to be unreliable and should not be used to take exams.
- **Software:** Microsoft office suite (Word, PowerPoint, Excel), Adobe - acrobat
- **Webcam** (or a technology that allows for on-camera participation)
- **Canvas Technical Requirements** [https://clear.unt.edu/supported-technologies/Canvas/requirements](https://clear.unt.edu/supported-technologies/Canvas/requirements)

Minimum required skills/capabilities
- Knowledge of basic computer skills, and use of Microsoft Word, Adobe-pdf, PowerPoint, Excel.
- Knowledge of CANVAS functionalities

**Technical Assistance**
Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.
UIT Help Desk: (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu   Phone: 940-565-2324   In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm
Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm
Laptop Checkout: 8am-7pm
For additional support, visit Canvas Technical Help (https://community.Canvaslms.com/docs/DOC-10554-4212710328)

Troubleshooting during exams:
- If you encounter technical issues while taking a quiz/exam, call the Help Desk (940-565-2324). Feel free to email me after you talk to them, and in your email provide a phone number where I can reach you (if I am available at the time of the incident, I will call you.)
- Make note of any scheduled maintenance time during which the system is not available. It is not recommended to engage in any course activity within 15 minutes of that timeframe.

Course Requirements & Grading Policies

Grades in this course are determined by adding points accumulated for each of the grading components. Grades are NOT determined as percentages.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus quiz</td>
<td>20</td>
</tr>
<tr>
<td>Introductory post</td>
<td>5</td>
</tr>
<tr>
<td>Exams (3 @ 120 each)</td>
<td>360</td>
</tr>
<tr>
<td>Weekly Homework-RDA (7 @ 20 each)</td>
<td>140</td>
</tr>
<tr>
<td>Venture Feasibility Project (4 x 35 each)</td>
<td>140</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>665 points</strong></td>
</tr>
</tbody>
</table>

Letter grade equivalent:
A: 598-665   B: 532-597   C: 481-549   D: 412-480   F: less than 412

Syllabus quiz (20 points)

a. **Availability & Due date:** Available in Week 1 Module. Due no later than Sunday, 9/5, 11:59 pm.
b. **Overview / policies:**
   You will complete a quiz on the course and its requirements as manifested in the syllabus and online documents, to ensure that you have read the syllabus and understand the requirements.
   - 10 questions at 2 point each. 12 minutes.
   - Material covered: syllabus, RDA guidelines, Exam guidelines, Project guidelines, material posted on course website.
**Introductory post (5 points)**

- **Availability & Due date:** Available through the Discussion board. Due no later than Sunday, 9/5, 11:59 pm.
- **Overview / policies:** This is an all or nothing grade: post a response and receive all points.

**Exams**

- **Availability and due dates:** Exam links are available at the end of the Module, per course schedule in this syllabus. For example, the link to Exam 1 will appear at the end of Week 4 Module. Due dates and coverage are noted below. Exams must be submitted within the availability time.
- **Overview / policies**
  - Exams are intended to quickly test your understanding and mastery of theories, concepts, and business implications and application of the material. Four exams are required, which will allow for ensuring that you stay on top of the material and are moving along with the rest of the class. An exam not taken grants zero points.
  - **Makeup/retake exams:** See information in Exam Guidelines on the course website.

**Exam dates & coverage:**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Availability dates</th>
<th>Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1</td>
<td>Sun., 9/26, 7 pm – Mon., 9/27, 11:59 pm</td>
<td>Modules 1-5</td>
</tr>
<tr>
<td>Exam 2</td>
<td>Sun., 10/31, 7 pm – Mon., 11/1, 11:59 pm</td>
<td>Modules 6-10</td>
</tr>
<tr>
<td>Exam 3</td>
<td>Sun., 12/5, 7 pm – Tues., 12/7, 11:59 pm, <strong>Tentative</strong></td>
<td>Modules 11-14</td>
</tr>
</tbody>
</table>

**Things to consider:**

1. Each exam lasts around 1 hour and must be completed during their availability period. Students must arrange to be available for 1 hour during the availability period above to take the exam. Canvas will cut students off at the end of the availability period regardless of when they started and whether they used the entire allotted exam time. Lockdown browser procedures may be implemented.
2. Students are discouraged from waiting until the last hours of the availability periods to take the exam.
3. Please see page 2 of this document Technical Help and Support for assistance with troubleshooting procedures in case of technical difficulties.
4. **Due date versus availability date:** Exams are due by 9 pm but can be submitted without penalty until 11:59 if needed. It is recommended not to wait until the last hours to submit exams.
5. Make sure to read Exam Guidelines posted on Canvas course website and the last page of this syllabus – Appendix.

**Weekly homework (Review & Discussion activities-RDA) – (7 x 20 points)**

RDAs are weekly homework assignments that are submitted through the Discussion tool. The assignments are intended to a) ensure students are on track with the material and b) provide a means for engagement and interpersonal interaction among students.

Each RDA has two parts: **Content Review** and **Discussion.** The **Content Review** should be answered based on the textbook and is intended to ensure that students are caught up on the material. The **Discussion**
consists of an entrepreneurial problem which students will analyze / solve; students critically analyze the problem, offer a solution, then post it and engage with other students by providing feedback to other students.

Seven (7) RDAs are required. There are 11 available, and students may select which 7 they want to submit. RDAs are available for an entire week, and there are no provisions for late or missed deadlines: if you are late or do not have time to complete the assignment, choose an assignment from another week.

Due date versus availability date: RDAs are due by 9 pm but can be submitted without penalty until 11:59 if needed. It is recommended not to wait until the last hours to submit.

See RDA document on Canvas with additional details and grading standards.

New Venture Feasibility Project
This is a comprehensive project that will help in training you in conducting a feasibility study for a new venture concept. The project consists of a 4-part sequence that will be submitted at various points of the semester, per course schedule.

I. Business concept assignment – Week 4
II. Industry and market feasibility – Week 9
III. Product/service feasibility – Week 11
IV. Financial feasibility – Week 13

The project is designed to be done individually. However, students who receive a grade of 80% or higher on the first part, may opt to work with one or two other students (no more than 3 per team) on the rest of the project. There are specific provisions for working in small teams that are outlined in the Feasibility Project on the course website.

Please review additional important details and provisions on the Feasibility Project document on Canvas.

Course Schedule

See Course Schedule (p. 10 ff.) for detailed schedule of topics, assignments, and due dates.
Policies & Procedures

I. Times & dates
Times noted in this syllabus reflect U.S. Central times. Also note that all dates are written according to U.S. conventional format (month / day): 9/10 = September 10th; 10/9 = October 9th

II. Sunset Rule
Students have five (5) business days from the time a grade is posted to inquire about it. The purpose is to resolve any question as soon as grades are posted rather than wait until the end of the semester. Note that exams are not returned, and students wanting to go over them should make an appointment (online or phone). Exam appointments are not scheduled during the day an exam is available.

III. Attendance policy
- This is a 100% online class with no required synchronous meetings.
- Live synchronous meetings will be held but are optional.
- Students should log in and read announcements and emails at minimum once every 48 hours.
- Students must follow the syllabus schedule and virtually attend class by reviewing material, completing assignment, and participating in discussions.

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19.

UNT COVID-19 Statement on Attendance
Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team prior to being absent, so you, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any symptoms of COVID-19 please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at COVID@unt.edu for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

IV. Missed deadlines due to excused absences
Assignments / exams are due on/by the scheduled dates. Legitimate, verifiable, and documented excuses such as medical emergencies, natural disasters, or UNT computer problems that affect all students may grant accommodation but will be dealt with on a case-by-case basis. If you believe that you deserve special consideration for a particular event, contact me via email prior to the scheduled event if possible, or as soon as possible after the missed event, along with supporting documents.

V. Plagiarism and TurnItIn policies
Course assignments / discussions / projects / or exam questions may be checked electronically at www.TurnItIn.com for similarities to already published work appearing in an extensive database, to prevent plagiarism and to ensure independent and original work of students. The instructor reserves the right to decide which assignments will be checked and will usually apply a randomized process. Plagiarism will not be tolerated and will be considered as a breach of UNT academic Integrity Policy. An assignment deemed plagiarized will incur a grade of zero. Recurring plagiarism may result in course failure and university level consequences.

VI. Canvas Learning System grades
Grades posted in Canvas Learning System are unofficial. Your instructor will keep official grades (in spreadsheet form) in a secure location. This is to protect against hacking of the Canvas Learning System
and destruction of grade reports. Official grades and Canvas Learning System grades should match. Please check your grades regularly and contact your instructor to discuss discrepancies.

VII. **Acceptable student behavior**

Student behavior that interferes with the instructor’s ability to conduct the course or with another student’s ability to learn is disruptive and unacceptable. If a student’s behavior is deemed disruptive, the student will be warned and instructed to cease the disruptive behavior. If this does not happen, the student may be removed from activities and/or referred to the Dean of Students for consideration whether the behavior constitutes violation of the Code of Student Conduct.

VIII. **Course evaluations**

Course evaluations are conducted for each organized course at UNT. At the end of the semester, you will be informed of the availability of the evaluation. The evaluations are important as they provide feedback that is used to re-design the course. Please take time to complete it.

IX. **Syllabus change policy**

While there is no plan to make syllabus changes during the semester, circumstances may arise that require changes to be made. In such instances, students will be notified.

X. **Emergency notification procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

XI. **Dropping the course**

If you decide to drop the course, do so within UNT set deadlines, which are available through the Registrar’s website ([http://registrar.unt.edu/registration/spring-registration-guide](http://registrar.unt.edu/registration/spring-registration-guide)). To drop the course, contact either the Management Department or the Registrar’s office and follow their instructions. Students are not automatically dropped for non-participation. Emailing me to have you dropped from the course will not get you dropped (in which case you remain on the roster and will be assigned a grade).

XII. **Emergency Evacuation Procedures for Business Leadership Building:**

**Severe Weather** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

**Bomb Threat/Fire** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

**Intellectual property**

*Copyright and Intellectual Property Statement*

State common law and federal copyright law protect all material appearing on this website and material distributed and presented for this course. The word *material* includes (but is not limited to) all content and any document, slides, presentation, notes/text, exam, lecture, or recording. Whereas a student is authorized to take notes in class and to make a copy or print course material, the authorization extends to students in this course only, and only to making one set for the student’s own personal use and no other use. You are not authorized to record or make copies of the material, lectures/notes/slides, to disseminate and/or provide your notes or course material to anyone else, or to make any commercial use of course material without express
prior written permission from me. Exams and exam questions are also copyrighted material and disseminating them in physical, digital, or any manner is strictly prohibited. Failing to follow this policy is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

**UNT Statement: Class Recordings and Student Likeness**
Synchronous (live) sessions in this course may be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

**ADA Compliance**
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website (https://disability.unt.edu/). It is the student’s responsibility to ensure that an ODA letter of needed accommodation has been received by your instructor no less than 3 working days prior to the time the accommodation is needed.

**Academic Integrity**
Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Academic integrity policies are designed to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. In addition, your case will be referred to the appropriate authority for review.

Scholastic dishonesty includes, but is not limited to, a) use of unauthorized assistance in taking tests, exams, or any assignment not designated as a group project; b) acquisition, without permission, of tests or academic material belonging to faculty or university staff; c) plagiarism, including copying from any published / non-published work without proper citation (including material published online).

For detailed information about UNT policy please see the UNT Standards of Academic Integrity available at http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf

**Transmission and recording of student images in electronically delivered courses**
This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. Those recordings will be available to all students for study purposes.

**Sexual Assault Prevention**
UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment,
relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students Taking Distance Education Courses

Federal Regulation
To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website at https://www.ice.gov/sevis/schools/reg#f6iv. The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G). The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student’s full course of study requirement.

University of North Texas Compliance
To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

UNT Statement: Face covering
UNT encourages everyone to wear a face covering when indoors, regardless of vaccination status, to protect yourself and others from COVID infection, as recommended by current CDC guidelines. Face covering guidelines could change based on community health conditions.

UNT policies and resources
Please refer to the UNT policies section on the course website for additional important university policies and links to academic and wellness resources.
## Course Schedule

**Availability & Due dates:** Modules: Released every Monday 8:00 am (check Module folder) *R & D activities: Available from Monday, 8:00 am until the following Sunday, 11:59 pm.*

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic</th>
<th>Readings &amp; Assignments</th>
</tr>
</thead>
</table>
| 8/23    | Course overview | - Obtain book  
- Log on to Course website, review website and syllabus, check compatibility, take tutorials if needed |
| 8/30    | Module 2 Individual creativity, idea generation, recognizing opportunities | **Read**  
- Chapter 2 & more  
**Prepare & Submit:**  
- RDA 2  
- Course quiz due |
| 9/6     | Module 3 Industry and competitive analysis | **Read**  
- Chapter 5 & more  
**Prepare & Submit:**  
- RDA 3 |
| 9/13    | Module 4 Feasibility analysis | **Read**  
- Chapter 3 & more  
**Prepare & Submit:**  
- DUE: Business Concept Assignment |
| 9/20    | Module 5 Business model | **Read**  
- Chapter 4 & more  
**Prepare & Submit:**  
- RDA 4 |
| 9/26-9/27 | Exam 1 | **Exam 1**  
Modules 1 – 5  
Available Sunday 9/27 7 pm to Monday 9/28 11:59 pm |
| 9/27    | Module 6 Pricing and marketing | **Read**  
- Chapter 11 & more  
**Prepare & Submit:**  
- RDA 5 |
| 10/4    | Module 7 Ethics and legal aspects | **Read**  
- Chapter 7 & more  
**Prepare & Submit:**  
- RDA 6 |
<table>
<thead>
<tr>
<th>Date</th>
<th>Module</th>
<th>Read/Prepare &amp; Submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/11</td>
<td>Module 8</td>
<td>Read, Chapter 8 &amp; more</td>
</tr>
<tr>
<td></td>
<td>Determining financial needs</td>
<td>Prepare &amp; Submit: RDA 7</td>
</tr>
<tr>
<td>10/19</td>
<td>Module 9</td>
<td>Read, Chapter 9 &amp; more</td>
</tr>
<tr>
<td></td>
<td>Building the team</td>
<td>Prepare &amp; Submit: Due: Industry and market feasibility</td>
</tr>
<tr>
<td>10/25</td>
<td>Module 10</td>
<td>Read, Chapter 10 &amp; more</td>
</tr>
<tr>
<td></td>
<td>Obtaining funding</td>
<td>Prepare &amp; Submit: RDA 8</td>
</tr>
<tr>
<td>10/31-11/1</td>
<td>Exam 2</td>
<td>Exam 2</td>
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<tr>
<td></td>
<td></td>
<td>Modules 6–10</td>
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<tr>
<td></td>
<td></td>
<td>Available Sunday 10/25 7 pm to Monday 10/26 9 pm</td>
</tr>
<tr>
<td>11/1</td>
<td>Module 11</td>
<td>Read, Chapter 12 &amp; more</td>
</tr>
<tr>
<td></td>
<td>Intellectual property</td>
<td>Prepare &amp; Submit: RDA 9, Due: Product market feasibility</td>
</tr>
<tr>
<td>11/8</td>
<td>Module 12</td>
<td>Read, Chapter 13 &amp; more</td>
</tr>
<tr>
<td></td>
<td>Preparing for growth</td>
<td>Prepare &amp; Submit: RDA 10</td>
</tr>
<tr>
<td>11/15</td>
<td>Module 13</td>
<td>Read, Chapter 14 &amp; more</td>
</tr>
<tr>
<td></td>
<td>Strategies for growth</td>
<td>Prepare &amp; Submit: Due: Financial feasibility</td>
</tr>
<tr>
<td>11/22</td>
<td>Module 14</td>
<td>Read, Chapter 15 &amp; more</td>
</tr>
<tr>
<td></td>
<td>Franchising</td>
<td>Thanksgiving holiday (Thursday – Friday)</td>
</tr>
<tr>
<td>11/29</td>
<td>Catch up, Reading Week</td>
<td>Prepare &amp; Submit: RDA 11 (due 11/30)</td>
</tr>
<tr>
<td>12/5</td>
<td>Final exam week</td>
<td>Exam 3 – Final Modules 11-14. Tentative date – Sunday 12/5 7 pm to Tuesday 12/7.</td>
</tr>
</tbody>
</table>
Appendix – IMPORTANT INFORMATION REGARDING EXAMS / QUIZZES

1. Carefully read the information on the Exams/Quizzes available in previous pages of this syllabus.

2. Exams/Quizzes are available online, and you can access them from any desktop or laptop. **It is not recommended to take exams/quizzes from mobile devices such as iPads or tablets** due to connectivity issues students have experienced in the past.

3. You **must arrange to be available during the scheduled times**. It is your responsibility to make sure you know how to use the online delivery platform and that your computer has all appropriate plug-ins etc., to run the test.

4. Exams / Quizzes are available for a specific period of time, referred to as the **availability period**. Availability period is that period during which you can access the Exam / Quiz. Canvas locks the Exam/Quiz at the end of the availability period after which it is not possible to submit answers (even if you started the exam/quiz during the availability period). In other words, **if you want to have the full allotted time for the exam/quiz, you must start it early enough so that you will have the entire allotted time before the availability period ends.**

5. It is strongly recommended **NOT to wait until the last hours of the availability period to access an exam/quiz.** If you wait till the last hour of the availability period and encounter difficulties, you may miss the test, in which case you get zero for it. Note that when you wait till the last hours, you will have very little recourse to handle any technical or other issues that emerge (see the item Technical Help during an Exam / Quiz.)

6. Time of test is measured by Canvas system.

7. Canvas **does not record any answer** entered after the availability period. Be aware that there may be a few seconds of processing time from the time you hit submit, so if you submit in the last seconds, you may not have your answer saved.

8. Computer setup. Make sure that your computer is properly configured and set up with all the necessary software, browser configurations, etc. for taking Exams/Quizzes. Specific guidelines are available through the UNT HelpDesk website. It is your responsibility to have adequate and adequately configured computer equipment and software to take this online course.

9. **Technical help during an Exam/Quiz.** If you encounter technical problems, contact the Help Desk immediately (940-565-2324). **Make sure to have the phone number of the Help Desk handy and be mindful of their hours.** The folks there often can walk you through a solution over the phone. After you call the Help Desk, leave me an e-mail message to let me know you had a problem and whether it got corrected. In your email, include a phone number where I can reach you in case I am online and can call right away.

10. **Academic Integrity:** Use of cell phones, cameras, or any electronic device is not allowed during testing. Talking to other students, soliciting or giving help is not allowed. Copying, photographing or disseminating the questions in any form is prohibited. The first item in each exam is an Integrity Confirmation. Confirming the statements on this item is a condition for getting credit. Being dishonest about any statement of this item is a violation of academic integrity and subject to automatic F in this course and appropriate measures granted by the University for violating academic integrity.