UNIVERSITY of NORTH TEXAS
COLLEGE OF BUSINESS

MGMT 3850 – Entrepreneurship
INET Section 001/026 -- 100% online course
FALL 2016 COURSE SYLLABUS
August 29 – December 16, 2016

Instructor: Professor Brandi Everett
Office: BLB 201F
Phone: 940-565-3031 – Office
E-mail: Brandi.Everett@unt.edu **BEST WAY TO REACH ME**

We will **NOT** use Messaging on Blackboard. You **MUST** email me directly at the UNT email above. I will contact you via your Eagle Connect/myUNT address.
****Be sure to include MGMT 3850 in the subject line****

NOTE: Email is checked on a regular basis Mon-Fri. However, there may be times where it could take me up to 24 hours to respond especially on weekends. If you do not receive an email reply from me after 24 hours, please call me and/or re-send your email because something has happened to your email. I will inform you if I will be unable to respond due to travel, illness, etc.

Office Hours: I am available by appointment for meetings on campus or by phone. Please contact me by email to set up an appointment. The UNT e-mail listed above will be checked daily except Sunday.

Please check the course Blackboard page for announcements, new posting, assignments, etc. on a regular basis throughout the semester. It is highly recommended that you visit our course page at least twice a week!

INTRODUCTION:

Entrepreneurship (MGMT 3850) is a junior level, **team based,** research course focusing on the initiation of new ventures and approaches to growth of existing firms through opportunity recognition, innovation, and change. The course emphasizes developing effective entrepreneurial skills and behaviors and includes the preparation of a comprehensive business plan. Prerequisites: Open to non-business majors.

COURSE OBJECTIVES:

1. Know and understand the basic theory and principles of entrepreneurship and small business management;
2. Conduct a feasibility study and prepare a business plan;
3. Formulate and understand the process of implementing a strategic business plan;

4. Conduct and prepare an industry and competitive analysis;
5. Conduct small business managerial, marketing, operations, and financial problems;
6. Work effectively with peers to develop and recommend specific, effective solutions to entrepreneurial problems;
7. Learn how to deal effectively as entrepreneurial consultants.

REQUIRED TEXTBOOK:
We will use Scarborough and Cornwall's "Essentials of Entrepreneurship and Small Business Management" (2016), 8th edition, published by Pearson, ISBN 9780133849622. This is the newest edition and it is strongly recommended you purchase the 8th edition. If you purchase an older version chapters/material will not be consistent and it will impact your success in the course. (Additional readings, cases, and exercises will be distributed in class) Business Pro or similar software is not required.

EUID ACCESS AND PASSWORDS:
Enterprise User Identification Numbers (EUID's) and passwords are required by the University of North Texas to access this course. It is the student's responsibility to maintain a current EUID number and password. You may reset your password at https://ams.unt.edu/acctreq.php

ACCESS TO BLACKBOARD:
- You can access the course at https://learn.unt.edu
- Login using your EUID and Password
- Click "MGMT 3850" from the list of courses

Please note that Blackboard relies heavily on electronic technologies for online courses, and technology is not a 100% reliable. It is each student's responsibility to take exams in a location with a reliable computer and internet connection. Please use the Business Leadership Building computer labs for taking exams as the BLB has the latest technology. Be sure to check your browser before starting the exam (Google Chrome or Mozilla Firefox work best). We have experienced exam question distortion in Opera, Internet Explorer, and Safari as well as on mobile devices! Be sure to use a hard wired broadband connection or a very dependable wireless connection. Also, complete a browser check on Blackboard.

TECHNICAL ISSUES WITH BLACKBOARD:
Please report all Blackboard problems to the helpdesk at 940-565-2324. Be sure to ask for a ticket number and then email the ticket number to me along with the report from the helpdesk.

Technical difficulties will be resolved as they appear. The University computer techs can determine exactly what has taken place and will advise me of the outcome (your ISP, our ISP, Blackboard, etc.). I will make a determination on how to resolve the

technical issue based on their advice, University policy, applicable law, and my experience.

COMMUNICATION:
The two primary communication functionalities in this course are Announcements and E-Mail.

- Announcements: This is the primary means by which I communicate important information to the entire class. Read all messages from me promptly, as they may include important information regarding assignments or the course and e-mail me with any questions or concerns.
- E-mail: We will not use the Messages tool in BbLearn. For email communication you should email me directly at Brandi.Everett@UNT.edu.
- External e-mail: UNT policy is that the default e-mail for non-Bb communication is the student's EagleConnect account. Any messages sent to me using external e-mails (such as Gmail or yahoo) will be returned back to the user. If you do not check or use UNT-email account, make sure to log in and change the setting so that all messages from UNT-email accounts are forwarded to your preferred e-mail account. Please test the setting to make sure the forwarding works.

EVENT TIMING:
All times stated in this course will conform to **US Central Standard Time (CST)** and Texas state daylight savings time adjustments.

METHOD OF INSTRUCTION:
There are approximately 80 students enrolled in this on-line section of MGMT 3850. My goal is to provide a high level of customer service so that you are not alone in cyber space. If you need assistance with anything related to this course, you should e-mail at Brandi.Everett@unt.edu. Since we are not in a face to face course, and I am unable to see the nonverbal cues that you are experiencing problems in the course, you should email me as soon as possible when a problem arises.

Readings from the textbook are assigned to each class, per the course schedule. Students are expected to read all the assigned materials on time. Lecture notes posted online are not a substitute for thorough reading of the assigned chapters. Additional materials, which may include video segments or articles are included in chapter modules. Often, this material will reflect content that is relevant to the course, and is therefore not specified on the syllabus.

ONLINE CONTENT:
Each week please check the module link (Learning Modules) for each chapter and review the additional learning materials, if available. Chapter PowerPoint presentations and lecture notes will be available on the website, along with self-learning videos and articles. This method will help you sort through the material and learn it.

For this method of instruction to work effectively, you must have read, viewed and thought about all assigned material. A good rule of thumb is to spend as much time analyzing and preparing the material as you do reading it. Although the structure of the course provides flexibility for students, please note that the course is NOT self-paced. It has a set schedule of weekly assignments and deadlines that must be met. In addition, it has a standardized process that must be followed and is has scheduled times and defined availability windows for taking exams.

PERFORMANCE EVALUATION AND GRADING:
Each student will be responsible for their performance on three exams, an integrative team project, quizzes, a business concept assignment, NIH training, entrepreneur interviews, and the level and quality of their participation. All exams, quizzes, and assignments are due only as scheduled on this syllabus and course calendar. Late assignments are accepted at the instructor's discretion, if there is a legitimate reason. Your grade in this class will be calculated by adding the total points earned during the term (not percentage).

Final grades will be awarded for the following levels of performance (final grade consists of points earned – no rounding and no extra credit):

Introduction Discussion Post	5
Chapter Quizzes (10@5pts. each)	50
Syllabus Quiz	10
Student Information Survey	5
Business Concept Assignment	60
NIH Training	20
Entrepreneur Interview (2@ 50 pts. Each)	100
Integrative Team Project	215
Team Charter	15
Exams (3@100 pts. each)	300
Maximum Points Possible	**780**

Total Points	**Grade**
702.00 to 780.00	A
624.00 to 701.99	B
546.00 to 623.99	C
468.00 to 545.99	D
0 – 467.99	F

***Team project. All team based point are subject to peer evaluation. Individual grades will vary as a function of peer evaluations (see Peer Evaluations on page 10).*

NOTES:

1. **CHECK BLACKBOARD ON A REGULAR BASIS:** You are responsible for staying up to date with announcements made in class. Changes in the syllabus, assignments, etc. are possible and will be made at my discretion.
2. **ACT PROFESSIONAL, AND YOU WILL BE TREATED AS ONE:** Do not come to me the last week of class and ask what you may do for extra credit!

Put that effort into the regularly assigned items and you won't need extra credit, and remember, **no late assignments will be accepted! Do NOT ask me for a deal that is not available to all students. It is unethical to ask me to give you points that have not been earned.** A common mistake is to ask to extend deadlines for your assignments and/or exams, because you missed the deadline. Under NO circumstances will I grant such a request for it is unfair to other students. Missed assignments and/or exams will be assigned a grade of zero. The MOST unethical mistake is to ask for a higher grade at the end of the course when you did NOT earn it. Although you may think that it doesn't hurt to ask as you have nothing to lose, please keep in mind that you will lose my respect by doing so. In effect, act professional and you will be treated as one!

CLASSROOM CONDUCT:
Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and I may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. It is my expectation that all student conduct be in accordance with the UNT Code of Student Conduct as outlined at https://deanofstudents.unt.edu/conduct.

GROUND RULES:
Integrity is a large part of entrepreneurship and the relationships we nurture. The class will engage in discovery, problem recognition, and the creation of marketable solutions. All students enrolled in this class are bound by a Non-disclosure Agreement for a period of two years. We will not steal ideas from one another, but will build off of others to stimulate the imagination.

SYLLABUS QUIZ (available in Blackboard under Quiz & Exam Folder):
Each student will complete an on-line syllabus quiz by the due date in the Course Schedule. This will familiarize you with how to take an on-line exam within Blackboard Learn. There are 20 multiple choice and true/false Questions (worth .5 pt each), and you have 30 minutes to complete the quiz. Once you complete the quiz, your score will show up under My Grades. 10 Max Possible points.

STUDENT INFORMATION (ZIP CODE) SURVEY (link available in Blackboard under Quizzed & Exam Folder):
Each student will complete a Student Information (Zip Code) Survey via Blackboard Learn by the due date in the Course Schedule. This information will be used by the instructor to contact the student directly as warranted and by the University for official purposes only. Every measure will be taken to safe guard your personal information shared in the questionnaire. Please note – grades from the Student Information

Survey do NOT show up automatically under My Grades. Points will be entered a couple of days after the assignment due date. 5 Max Possible Pts.

INTRODUCTION DISCUSSION (link available in Blackboard under Discussions): You will introduce yourself to the course by the due date in the Course Schedule. This discussion board should include a brief introduction of yourself to other students in the course. Provide information about yourself, your major, possible employment, or hobbies and other interests. This discussion board post will be helpful in familiarizing yourself with members of the course for section of team members. 5 Max Possible Points.

CHAPTER QUIZZES (available in Blackboard under Quizzes & Exam Folder): You will have 10 Blackboard Learn Chapter Quizzes over the course of the term. No Chapter Quiz Grades will be dropped. Each quiz has 5 multiple choice questions that you must answer in 10 minutes. Keep in mind that this is NOT representative of the exams – the exams are timed and designed to quickly test your knowledge with 50 questions in 55 minutes. You only have 1 shot for each quiz.

Each quiz is worth 5 points total (1 point per question), and once you complete the quiz, your score will show up under My Grades. Five points may not seem like a lot, but the points go a long way towards your final letter grade in the course so be sure to complete the chapter quizzes by the assigned due date in the course schedule. **The Chapter Quizzes will be available from the first day of class in case you want to work ahead, and they will close per the assigned times in the course schedule. There is NO provision for making up a missed quiz and NO quiz will be given at a time different than that provided in the course syllabus.** All quizzes are open book, open notes. Complete the quizzes as you work through each corresponding lesson. You will receive a zero if you do not complete the quiz by its due date.

EXAMS 1, 2, and 3 (available in Blackboard under Quiz and Exam Folder): Three exams are given that cover the assigned material and are not cumulative. Exams are mandatory- not taking an exam grants zero points for the exam. No make-up exam will be given, unless you have a university-related reason with proper documentation as identified by University Policy. No exceptions to this policy! Please see the course schedule for exam dates.

The three Exams are “knowledge-acquisition-application” oriented. That is they are designed to “quickly” test your knowledge of entrepreneurship concepts and theories, certain key business concepts, or analytical tools. The objective is to ensure that all students “are on board” and are “staying up-to-date” with the instructor and the rest of the class. All exams are closed book/notes. **Using textbooks and/or notes on exams is NOT recommended as there is NOT time to look up answers.** Prepare as though it is a closed book exam!

- Completing assigned readings is required for passing this course and performing well on the exams. Class notes and lectures are intended to

explain, clarify, and expand on the material; thus they do not serve as a substitute for reading the chapters. You are responsible for all assigned text-book-related material, even if it is not directly covered in class.

It is my intent to offer all exams on-line (timed) in multiple choice format. **The exams will be available starting a 3:00pm, Sunday until 11:59pm, Monday (CST) – refer to the course schedule for exact dates.** You will have one shot at the exam regardless of what you see in Blackboard Learn. Each exam will have 50 multiple choice questions and you will have 55 minutes to complete each exam. (50 questions @ 2 pts each = 100 possible points)

You must complete the exam in one sitting during the exam availability window. I strongly recommend you start your exam EARLY during the Open/Access Window. There are more resources to help you earlier in the day (such as myself and be aware of the help desk's hours). Please note that I am not usually available late night. If you send me an email late at night, don't expect a response until the following morning. If you wait until the last hour of the availability period and encounter difficulties, you might get a zero on the exam. Research involving thousands of students in this course over the past several years indicates that 55 minutes is more than enough time to answer 50 questions in this junior level course…if you know the material! If you do not know the material, no amount of examination time will be enough. To do well in this course, you will need to know and understand the text material well.

Study guides are not provided in my junior or senior level courses. To do well on the exams, you must thoroughly read and analyze the text as well as study my lecture notes which can be found in the Blackboard learning modules. Start preparing in advance of the exam. Starting the day before is not studying, that is cramming! Give yourself a fair shot!

Direct Broadband (*not wireless*) connections are **HIGHLY RECOMMENDED** for the exams. **If you experience technical issues, contact the help desk at 940-565-2324, then me A.S.A.P. at Brandi.Everett@unt.edu (faculty account) with the ticket number and help desk report.** Modify pop-up blocker software and clear cache for the exam. Do NOT wait to report technical difficulties.

You will not be able to view your exam score until I have completed a post-exam analysis. I will send an Announcement once scores have been released (usually within 1-2 days following the exam). After I send the announcement that scores have been released, you will be able to view your exam score in your "My Grades" tool in Blackboard and review my feedback in the announcements section. If you would like to review the exam questions and your submitted answers, please contact your professor to arrange an office visit.

**ACADEMIC INTEGRITY: Usage of cell phones, iPhones, cameras, or ANY other electronic device is NOT allowed during a test. Talking to other students, soliciting or giving help is NOT allowed. Copying, photographing, or disseminating the questions in

any form is prohibited. Remember, the exam questions are randomized so you will NOT see the same questions in the same order as your classmates. **

EXAM MAKE-UP OR SCHEDULE CONFLICT REQUEST:

Exam make-up requests must be made at least **48 hours prior to the beginning of the exam** and comply with University policy. Forward the information to me at Brandi.Everett@unt.edu with the words "MGMT 3850 Exam Conflict" in the subject line, and include your name, student ID number, and detailed reason for request. The exam must be made-up within one week of the originally scheduled exam – no extensions will be granted. Make-up exams for exams missed for justifiable reasons (e.g., hospitalization, death in the family) require documentation submitted to the instructor within three (3) days of the missed exam. **No make-ups will be granted for missed or late assessments, NIH training, Entrepreneur interviews, quizzes, assignments, or exams.**

BUSINESS CONCEPT ASSIGNMENT:

This individual assignment lays the foundation for selecting a business idea for a business plan. The Business Concept assignment is available from the first day of the semester and should be submitted using the **Turnitin Assignment link found in Blackboard Learn under the Assignment Submissions by the due date listed on the Course Schedule**. Guidelines and instructions for the Individual assignment are posted in Blackboard Learn under the course home page. Please read them carefully and make sure to adhere to the submission guidelines. 60 Max. Possible Points

NIH TRAINING:

Each student must complete an online training on conducting research involving human subjects and submit the NIH completion certificate to the instructor. **NIH Training** must be completed **BEFORE** interviewing entrepreneurs. The instructor will inform students when they are permitted to begin interviewing in accordance with UNT's Institutional Review Board. 20 Max. Possible Points

ENTREPRENUER INTERVIEW/REPORT:

After completing the NIH training, and once the instructor has informed the class that they may conduct interviews, each student will interview two entrepreneurs and submit two summary reports. These entrepreneurs may not be from the same company. See the course home page in Blackboard for specifics on this assignment. (2@50 points each) 100 Max. Possible Points

TEAM CHARTER:

Each team will create a team charter; a document that clarifies the purpose of the team and specifies the team norms. Additional information on how to create a team charter may be found in the Business Plan Project Folder from the course home page in Blackboard. 15 Max. Possible Points

TEAM PROJECT:

A project is required of all students. A business plan is a document in which you outline how you would start a hypothetical business. If you are planning on starting a business,

a business plan in this course may be an excellent exercise. The business plan will follow the particular format (link to the format will is provided under the Course Home Page of Blackboard Learn in the Business Plan Project Folder). The business plan must be feasible, that is, the plan should reflect a venture that you would actually consider undertaking. Teamwork is an integral part of this project. See separate link and handout through course homepage. Make sure to carefully review the documents posted and adhere to them as you work on your plan.

Teams will self-select (**see pages 10-11 under the section: "*How is team selection done?"***). Placement will only be made by the instructor when absolutely necessary. Peer evaluations will be conducted for the Business Plan project. Individual project grades will reflect the evaluations. Take your team commitments seriously.

Each team should complete and submit their business plan report to the instructor by the due dates outlined in the course schedule. To encourage students to work on the business plan in a timely manner, the report will be submitted in four (4) parts, along with a *peer evaluation* for each part. Teams can create any kind of company that meets the standards of good taste and usefulness; however, teams are not allowed to create franchises.

You are expected to work on this report throughout the semester by collaboratively working with team members. Remember that creating a good business plan takes approximately 250+ hours. You may have to break up the workload among your teammates. Leave time to properly edit the plan and ensure that the final report is well-integrated. Detailed instructions for the business plan are in Blackboard through the course homepage.

If you would like to discuss problems or issues that arise with your team with me, feel free to contact me. Before coming to me, you must make an effort to discuss these issues and try to resolve them amongst the team (as will be expected of you when working with colleagues outside of class). Serious problems with a team member must involve documentation and a meeting with ALL group members and the instructor. Removal of a member from a team is possible, but rare. **It is the team's responsibility to inform the underperforming member of your concerns and the possible effects on individual grades, with written proof that the underperforming student was aware of the team's concerns**. We are all adults, so handle this with the proper care it deserves. Students removed from a team will be required to complete the entire business plan on their own. Team members dropped from a team will be unable to receive points for the Team Charter assignment. Other options include dropping or failing the course.

PEER EVALUATIONS:
Your involvement and interaction in team activities will be evaluated by your peers. It will be based on their assessment of (a) your ability to foster team spirit and display

initiative while working on the project, (b) your attendance at scheduled meetings (face-to-face or virtual), and (c) your contributions to the project completion. The evaluation will be conducted by members of the team after each of the team assignments (team charter and business plan components) is completed (see course schedule for due dates). Each student will rate their peers and send the individual rating to the instructor.

Based on the grade awarded by your peers, you will either receive the full points associated with the team grade on the relevant parts of the team assignment or only a portion of the points. Any team member may request that the instructor arbitrate team ratings. If arbitration is requested, and conducted, the decision of the instructor will be final.

The peer evaluation system aims to give a chance to every team member to assess the contributions of other team members. Such assessment will help the team develop clear norms and expectations regarding appropriate behavior and the work that each member must complete to ensure good performance on team assignments. The evaluation also helps to ensure a fair grading process for each team member. Ideally, team members will behave and contribute equally at the expected levels. If they do not, however, they should not receive the same points as those members who do contribute at appropriate levels. To that end, the percentages assigned to each member will be used for assigning grades in a manner explained in the table below:

Participation	**Points Awarded**
90 – 100%	100% of team grade
80 – 89.9%	90% of team grade
70 – 79.9%	80% of team grade
60 – 69.9%	70% of team grade
50 – 59.9%	60% of team grade
40 – 49.9%	50% of team grade
30 – 39.9%	40% of team grade
20 – 29.9%	30% of team grade
10 – 19.9%	20% of team grade
1 – 10%	10% of team grade

HOW IS TEAM SELECTION DONE?

The project in this course is a group project. You will select your own team, based on common interests of team members with regard to the type of venture you wish to start. This project will require team members to meet both inside and outside of the class. Teams will be selected by the end of the fourth week (Saturday, September 24th) so students could begin working on their project. Any student not on a team by the deadline may be required to do the business plan on his/her own. Note that group work is the basis of approximately **30%** of your grade so you should plan and set aside time to meet with your team throughout the semester. Peer evaluations will be implemented.

How is team selection done? By the end of the third week (Saturday, September 17th), each student will submit an ***individual business concept assignment***. From this assignment, the instructor will post ten selected business ideas on the ***B-Plan Idea eXchange*** on Monday, September 19th. An announcement will be sent to the class when the discussion forum is open for business. Then, students will go to this link, see which possible business ideas are there. Next to each idea will be the name of the student (or coordinator) who came up with the idea, and students will email those coordinators to further discuss the possibility of forming a team. If you are in agreement, you will form a team and inform your instructor. The instructor will then update the eXchange to reflect the team. Other students will still be able to contact the team coordinator and join the team, until the maximum number of members are included. A team should include a total of eight students.

ORGANIZATIONAL CITIZENSHIP BEHAVIOR:

Your individual grade on the integrated project will be based on the team score and peer evaluations. Therefore, contributions must be useful and timely. Individuals will engage in pro-social behaviors, and attendance at team meetings is strongly encouraged. See the student peer evaluation form in the Business Plan Project folder from the course home page in Blackboard.

ATTENDANCE AND ASSIGNMENTS POLICY:
Students are required to log into the on-line class to check class announcements, check grades, and complete assignments **at least twice a week**. For due dates and exam times, please see the Course Schedule towards the end of the syllabus. All of you are at the age where life happens and may require time away from class. University policy states the conditions and remedies for school and personal related absences. These include, but are not limited to school sanctioned activities, illness, civic duty, military service, caregiver leave, and religious observances. In order to treat everyone equally under the law (Federal and State), some form of official documentation is required as to why-when-where. This is not intended to be an invasion of privacy, but will allow me to accommodate you during this unusual period of time. Please inform me of the situation and discuss documentation at Brandi.Everett@unt.edu.

ASSIGNMENT MAKE-UP OR SCHEDULE CONFLICT REQUEST:
Assignment make-up requests must be made prior to the due date and comply with University policy. Forward the information to me at Brandi.Everett@unt.edu with the words "MGMT 3850 Assignment Conflict" in the subject line, and include your name, student ID number, and detailed reason for the request. No make-ups will be granted for missed or late assessments, quizzes, assignments, or exams.

EAGLE CONNECT
All students should activate and regularly check their **EagleConnect (e-mail) account**. EagleConnect is used for official communication from the University to students. For

information about EagleConnect, including how to activate an account and how to have EagleConnect forwarded to another e-mail address, visit https://eagleconnect.unt.edu/.

BROADCAST E-MAIL MESSAGES:
Students may NOT send broadcast e-mail messages (CC: All Students) to the class. Sending messages without permission is a violation of the UNT Student Handbook 2015-2016 and the Code of Conduct. Violations will be reported to the Provost and the Office of Student's Rights and Responsibilities. This policy has been enforced when students tried to cheat on online exams.

COURSE RELATED E-MAIL MESSAGES:
I will send email messages to your default EUID@unt.edu or EUID@my.unt.edu email account. It is your responsibility to check your default e-mail account routinely. Please consider the following example of an appropriate e-mail to send to a professor.

To: Brandi.Everett@unt.edu
From: Good.Student@unt.edu
Title: MGMT 3850 Question about BP #4
Dear Professor Everett,
Is it also appropriate to submit a PDF copy of the Business Plan?

Thanks, Good Student
Student ID #10203040
Please keep in mind that my name is ***Professor Everett and not "Hey," "Howdy," "Yo," or "Hey you."*

PRIVACY AND THE LAW:
Please keep in mind that we must follow the guidelines set forth by the Health Information Privacy and Portability Act (HIPPA, 1996) and the Federal Education Rights and Privacy Act (FERPA, 1974). Please do not reveal private information about others in class assignments and discussions posts. Ex-girlfriends, toad boyfriends, and drug addict parents cannot be identified by name or association, nor can they defend themselves. This activity exposes the University to law suits and will result in no points awarded and referral to the Provost and Dean of Students.

The class coordinators have received training in record keeping and will safe guard your personal information. Any information collected and stored by the instructional team will be used for University purposes only!

BLACKBOARD LEARNING SYSTEM GRADES:
Grades posted in the Blackboard Learning System are unofficial. The instructional team will keep official grades (in spreadsheet form) in a secure location. This is to protect against hacking of the Blackboard Learning System and destruction of grade reports. Official grades and Blackboard Learning System grades should be equivalent (match). Please contact your Coordinator to discuss discrepancies. Check your grades weekly.

SUNDOWN RULE:
You have four business days from the time grades are posted to inquire about a grade on any grade component. The exception to this rule is the final exam were inquiries need to be taken care of as soon as possible before I submit grades to the registrar. The purpose is to resolve any issue during the term and not wait until the last week of the term. Check your grades routinely in the Blackboard Learning System.

Be aware that exams are not returned. Students wishing to review an exam should make an appointment with the instructor. Appointments (face-to-face) will be made during office hours or regular work days and time only, and require at least a 48 hour notice. Exams will not be reviewed on the day of an exam or on the preceding business day.

DROPPING THE COURSE:
If you decide it is necessary to drop the course, please adhere to the Academic Calendar on the Registrar's website: http://registrar.unt.edu/registration/spring-registration-guide. Please note that **November 7th at 4:30pm** is the last day for a student to drop a course with consent of the instructor. Also, I do not assign WFs in this course. If you decide to drop by the deadline, you will receive a W (not a WF).

To drop the course, please stop by the Department of Management in BLB 207 (940.565.3140) and ask for a drop slip. The Department Staff have permission to sign the drop slip on my behalf and issue you a W (not a WF). Be prepared to provide them with the course number (MGMT 3850.001), your full name and student ID number. Once you have the completed drop slip, you will walk it to the UNT Registrar for processing.

TEAM LAB POLICIES:
Team lab policies and color printing policies are located in the BLB labs. Violation of the policies could (read will) result in forfeiture of points in this class. Please do not print out the syllabus and handout material in the BLB labs. Project related (research, drafts, Power Point, etc.) printing is permitted.

USE OF PERSONAL COMPUTERS:
The student assumes ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. The help desk is available to help solve personal computer issues and is located at http://www.unt.edu/helpdesk/. The help desk web page has contact and hours of operations information displayed. In addition, ISP issues will be dealt with on an individual basis and will require documentation. Please modify pop-up blocker software.

USE OF THE BLACKBOARD LEARNING SYSTEM:
The student assumes ALL responsibility for accessing value added content and assignments within the Blackboard Learning System. My office can offer general

advice for students possessing basic personal computer (BCIS 2610) and Blackboard Learning System® skills. The Center for Distance Learning has created a Blackboard Learning System® tutorial available at https://ecampussupport.unt.edu/index.cfm?M=Student_Resources&MNU=16&PF=Training/Guides/Guides.

STUDENTS WITH DIFFERENT ABILITIES:
The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with disabilities. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, *please contact the course professor as soon as possible*. Office hours, locations, phone numbers, etc., are presented above. Note: University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed.

OFFICE OF DISABILITY ACCOMODATION: The course instructor works closely with and conforms to the strict guidelines of the Office of Disability Accommodation. Printed exams will be administered by the ODA at a location agreed upon by the client, the instructor, and ODA staff.

ACADEMIC INTEGRITY:
Academic integrity violations are treated with zero tolerance. Fabrication, falsification, and plagiarism have serious consequences, so do your own work. The process is outlined at this website – http://facultysuccess.unt.edu/academic-integrity and should be read and understood by all students. A zero tolerance policy is followed regarding violations of academic integrity. Stay on the high road!

SCHOLASTIC DISHONESTY POLICY:
The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism.

The term cheating includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

The term plagiarism includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials*. (Source: Code of Conduct and Discipline at the University of North Texas.)

The incident will be reported to the UNT Office of the Provost and the investigation will follow the outlined "Academic Integrity Process" as referenced at

http://www.vpaa.unt.edu/academic-integrity.htm . If you have engaged 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. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

***Please Note:** Students are required to submit written assignments for this class to Turnitin, a web-based plagiarism detection service. Before submitting your paper to Turnitin, please remove your title page and other personal information. (OPTIONAL: Any paper that is not submitted to Turnitin prior to submission to the instructor will not be accepted by the instructor and will not be graded.)

UNT COLLEGE of BUSINESS STUDENT ETHICS STATEMENT:**
As a student of the UNT College of Business, I will abide by all applicable policies of the University of North Texas, including the Student Standards of Academic Integrity, the Code of Student Conduct and Discipline and the Computer Use Policy. I understand that I am responsible reviewing the policies as provided by link below before participating in this course. I understand that I may be sanctioned for violations of any of these policies in accordance with procedures as defined in each policy.

I will not engage in any acts of academic dishonesty as defined in the Student Standards of Academic Integrity, including but not limited to using another's thoughts or words without proper attribution (plagiarism) or using works in violation of copyright laws. I agree that all assignments I submit to the instructor and all tests I take shall be performed solely by me, except where my instructor requires participation in a group project in which case I will abide by the specific directives of the instructor regarding group participation.

While engaged in on-line coursework, I will respect the privacy of other students taking online courses and the integrity of the computer systems and other users' data. I will comply with the copyright protection of licensed computer software. I will not intentionally obstruct, disrupt, or interfere with the teaching and learning that occurs on the website dedicated to this course through computer "hacking" or in any other manner.

I will not use the university information technology system in any manner that violates the UNT nondiscrimination and anti-sexual harassment policies. Further, I will not use the university information technology system to engage in verbal abuse, make threats, intimidate, harass, coerce, stalk or in any other manner which threatens or endangers the health, safety or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech.

** I did not write this policy which displays terrible use of passive voice, sentence structure issues and other crimes against good writing. All COB courses are required to display this policy.

Student Standards of Academic Integrity
http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf

Code of Student Conduct and Discipline
http://conduct.unt.edu/sites/default/files/pdf/code_of_student_conduct.pdf

Computer Use Policy http://policy.unt.edu/policy/3-10

PANDEMIC, DISASTER, OR WEATHER CONDITIONS:
The word "Pandemic" refers to health related emergencies as declared by the proper authorities. The word "Disaster" refers to either natural and man-made activities, or states of emergency affecting the population, as declared by the proper authorities (to include Zombie attacks). Weather conditions are declared by UNT authorities. We will continue to operate through normal Internet connections. Course timing and due dates adjustments will be made as required. I will contact you via Blackboard Learn® or www.My.Unt email platforms. No Carrier Pigeons will be used or harmed in this process. If you miss an assignment or exam, please refer to the class attendance policy.

EMERGENCY ALERTS POLICY:
The University of North Texas has an emergency Notification System, Eagle Alert, which has the capability of calling or text messaging emergency notices. As a student, you may also register with Eagle Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu. The university's radio station, KNTU 88.1 FM and website http://www.unt.edu, will provide updated information during an emergency situation.

COURSE EVALUATIONS:
This semester, the Department of Management will encourage you to complete the University's Evaluation (SPOT). The link will be posted on Blackboard and you should receive a separate email from the University regarding their evaluation. This evaluation is used to evaluate faculty performance and provide guidance on what can be improved (also tell what you like!). It is very important to me as you are the reason I'm here. I truly value your feedback and greatly appreciate your taking the time to complete the evaluations which will be administered towards the end of the semester.

RETENTION OF STUDENT RECORDS
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online

system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and F.E.R.P.A. (Family Educational Rights and Privacy Act) laws and the university's policy in accordance with those mandates at the following link:
http://essc.unt.edu/registrar/ferpa.html

IMPORTANT NEWS FOR F-1 VISA HOLDERS:
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. 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 [Title 8 CFR 214.2 Paragraph (f)(6)(i)(G)].

UNT 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. 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, they should contact the UNT International Student Office at 940.565.2195 or InternationalAdvising@unt.edu to get clarification before the one-week deadline.

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. F-1 Visa holders will be required to attend weekly scheduled office visits throughout the term.

MGMT 3850 – Entrepreneurship
Course Outline - Fall 2016[1]

Week	Date	Topic	Reading/Assignment
1	Aug 29	- Introduction & Overview - Class Introductions - Foundations of Entrepreneurship	Read the syllabus Think About Creating a New Business Text: Chapter 1 **Syllabus Quiz due by 11:00 pm Sunday, Sept 4th** **Introduction Discussion Post due by 11:00 pm Sunday, Sept 4th**
2	Sept 5	- Ethics and Social Responsibility - Ideas to Reality - Form Teams - ***University closed for Labor Day (Monday, Sept 5th)***	Text: Chapter 2 & 3 **NIH Certificate Due by 11:00 pm, Friday September 9th** **Quiz 1 due by 11:00pm Sunday, Sept 11th**
3	Sept 12	- Feasibility Analysis and - Designing a Business Model	Text: Chapter 4 **Student Information Survey (Zip Code Survey) due by 11:00pm Tuesday, Sept 13th** **Individual Business Concept Assignment due by 11:00 pm Saturday, Sept 17th** **Quiz 2 due by 11:00pm Sunday, Sept 18th**
4	Sept 19	- Business Plan and Strategic Plan	Text: Chapter 5 **B-Plan eXchange for team selections will close on Saturday,**

[1]This schedule is not absolute. While every effort will be made to follow the schedule as listed, changes may be made as needed. It is your responsibility to be aware of any announced changes.

			September 24th at 11:00 pm
5	Sept 26	- **Exam #1 (Material from CH 1-5, learning materials, business plan template)**	**Exam #1 will be open from 3 pm Sunday, October 2nd until 11:59 pm Monday, October 3rd (CST)** **Team Charter Due by 11:00pm Sunday, October 2nd**
6	Oct 3	- Forms of Business Ownership - Work on Part 1 of BP	Text: Chapter 6 **Quiz 3 due by 11:00 pm Sunday, 9th**
7	Oct 10	- Building a Powerful Marketing Plan	Text: Chapter 8 **Quiz 4 due by 11:00pm Sunday, Oct 16th** **Part 1 of Business Plan and Peer Evals. due by 11:00 pm Sunday, October 16th**
8	Oct 17	- Pricing and Credit Strategies - Work on Part 2 of BP	Text: Chapter 10 **Quiz 5 due by 11:00pm Sunday, Oct 23rd** **1st Entrepreneur Report Due by 11:00 pm, Sunday, Oct 23rd**
9	Oct 24	- Creating a Successful Financial Plan	Text: Chapter 11 **Quiz 6 due by 11:00pm Sunday, Oct 30th** **Part 2 of Business Plan and Peer Evals. due by 11:00 pm Sunday, Oct 30th**
10	Oct 31	- Managing Cash Flow - Work on Part 3 of BP	Text: Chapter 12 **Quiz 7 due by 11:00pm Sunday, Nov 6th**
11	Nov 7	- **Exam #2 (CH. 6,8,10,11,12, learning materials, &**	**Exam 2 will be open from 3pm Sunday, Nov**

		business plan template/chapters)	**13th until 11:00 pm Monday, Nov 14th (CST)**
12	Nov 14	- Sources of Financing	Text: Chapter 13 **Quiz 8 due by Sunday, Nov 20th** **Part 3 of Business Plan and Peer Evals. due by 11:00 pm Sunday, Nov 20th**
13	Nov 21	- Choosing the Right Location - Global Aspects of Entrepreneurship - ***University Closed for Thanksgiving Holiday 11/24-11/27***	Text: Chapter 14 Text: Chapter 15 **Quiz 9 due by Sunday, Nov 27th**
14	Nov 28	- New Venture Team and Generation Next - Work on Part 4 of BP	Text: Chapter 16 **2nd Entrepreneur Report due by 11:00 pm, Monday, Nov 28th** **Quiz 10 due by Sunday, Dec 4th**
15	Dec 5	- Study for Final exam	**Part 4 of Business Plan and Peer Evals. Due by 11:00 pm, Thursday, December 8th**
16	Dec 12	- **Final Exam (Material from CH 13-16 and learning materials)**	**Exam 3 will be open from 3pm Sunday, Dec 11th until 11:00 pm Monday, Dec 12th (CST)**
17	Dec 16	- Grades Posted in BB.	
- Daylight Savings Time: Sunday, November 6th (fall back one hour)			
- I wish you Success and Peace!			