

**UNIVERSITY of NORTH TEXAS
COLLEGE OF BUSINESS**

**MGMT 4220 – Advanced Entrepreneurship
Section 001, Spring 2016
Monday & Wednesday
“Expanding the Dream”**

Instructor: Professor Michael Sexton

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Office Hours: [Monday & Wednesday: 11:00 am – 12:00 pm, 5:00 – 6:00 pm \(CST\). Tuesday & Thursday: 1:00 – 3:00 pm, 5:00 – 6:00 pm \(CST\).](#) Additional times by appointment. E-mail checked daily except Sunday.

INTRODUCTION:

Entrepreneurship (MGMT 4220) is a senior level capstone, **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 project.

Prerequisites: MGMT 3330, 3720, 3810, 3850, MKTG 3650, FINA 3770, and MSCI 3710 or consent of the department.

COURSE OBJECTIVES:

- 1.) The stages of new venture creation;
- 2.) Make decisions related to opportunity evaluation;
- 3.) Understand the problems and challenges in entrepreneurship;
- 4.) Multi task and handle operational details of a new business;
- 5.) Recognize the trade-offs and implications of entrepreneurial actions;
- 6.) Work effectively with peers to develop and recommend specific, effective solutions to entrepreneurial problems;
- 7.) Understand the factors affecting sustained viability.

REQUIRED MATERIALS:

Allen, K., & Salimath, M. (2014). Growing & Managing a Small Business (Custom Ed.). Mason, OH: Cengage Learning Inc. (Additional readings, cases, and exercises will be distributed in class). **Go Venture Entrepreneur Simulation.** Available at the UNT Bookstore.

METHOD OF INSTRUCTION:

The course will be taught using a combination of readings, cases, discussions, exercises, videos, guest speakers (subject to availability), and experiential components via live and/or simulated entrepreneurial businesses.

My goal is to *facilitate* and enhance your *active* (not passive) learning experience. To benefit from this approach, you will have to read and understand the assigned material *before* coming to class. In class you should be *proactive* in discussion and participate in interactive activities such as scholarly debates to generate a powerful learning environment for yourselves and others. Often I will push you to think beyond the obvious and challenge your core assumptions. This should not be construed as a criticism, but rather a technique employed to expand your entrepreneurial horizons and stimulate creative and innovative thinking.

Remember, the entrepreneurial choice you make to pursue these learning opportunities as well as your choice to put in required vs. maximum effort will ultimately determine the individual benefits you derive from this course. Recognize that it is difficult to recoup from lost time and opportunity, so make wise decisions. A series of activities are provided throughout the semester that covers *distinct* areas of entrepreneurial experience. Quality work over extended range of time and activities is what contributes to entrepreneurial persistence, passion and enduring success. The ideal student will perform consistently well in *all* components of the course and is most likely to succeed in entrepreneurial activities as well as obtain desirable grades in this course. No late assignments will be accepted.

PERFORMANCE EVALUATION AND GRADING:

Your grade in this course will be determined by your performance on individual assignments, three exams, an integrative team project, a presentation, a simulation, and the level and quality of your participation. Your grade will be calculated by adding the points earned (not percentage). The point distribution will be as follows:

Article Review (2@10)	20
Simulation	100
Integrative Team Project	150
Final Project Presentation	40
Exams: 3 @ 150 each	<u>450</u>
Maximum Points Possible	760

<u>Final</u>	<u>Grade</u>
684 to 760	A
608 to 683.9	B
532 to 607.9	C
456 to 531.9	D
455.9 and below	F

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.

INDIVIDUAL ASSIGNMENTS:

Article Reviews

During the semester, you will be required to complete two (2) article reviews. As part of that assignment, you will be required to make a presentation and submit a written report detailing its analysis, findings and recommendations. Specific assignment due dates and topics will be discussed in class.

Look for a current article (newspaper, current news magazine, or legitimate Internet website no older than 6 months from the due date) that relates to any aspect of family business. Please, no articles with political orientation. Additionally, if you are reviewing a very short article (one that is so short, your review will be longer than the article), you will need to find additional articles on the same topic to receive full credit. Late submissions will not be accepted.

Here are the specifics:

- 12-point Arial font.
- One inch margins on all sides.
- You will write a one page review on each article.
- One-half page (single-spaced, keyboarded) summary of the article.
- Make sure you are using normal 1.1 line spacing! Microsoft Word tends to default to 1.3 or 1.5 line spacing. Also, remove the line following the paragraph.
- One-half page (single-spaced, keyboarded) of your critique and opinion about the topic being discussed in the article.
- If your review is not one page, 5 points will be deducted from your total score.
- Staple the article(s) to the back of your review. If you do not include the hard copy of your article with your review, 5 points will be deducted from your total score.
- No coversheet or Letter of Transmittal is required.

Article review of Name of Article

Author of Article

Source of Article (newspaper, journal, internet URL, date, page as per APA)

By your name

½ page of single-spaced summary.

½ page of single-spaced critique and opinion.

TEAM PROJECT AND PRESENTATIONS:

Who chooses the team members?

Teams are self selecting in my class, unless I need to step in. When you start a new firm on the street, you get to select your banker, accountant, lawyer, etc. I will make placements only when necessary. This team will remain in tact for the entire semester.

How many people can we have?

Teams function well with up to six members. I have allowed up to eight due to class size and grading considerations in a face-to-face section. Most teams lose a member along the way.

What are the parameters of the report?

Integrative project. The project is to be submitted in laser hardcopy and on a CD in MS Word. The original copy of the project containing prototypes, etc. will be kept on file and will not be returned. A disk containing the exact electronic file of the hardcopy must be attached onto the back cover of the original hardcopy. A professional report that (a) demonstrates a command and understanding of the business, the Industry, and competitors, (b) uses sound presentation logic and well thought through justifications, and (c) displays a liberal use of *appropriate* graphs, charts and tables, is expected. The written assignments must be submitted to my office (or designated area) on the day they are due. Late submissions will not be accepted. All projects will be submitted to www.turnitin.com in full compliance of university policy*.

What about the presentations?

The final **Team Presentation** must be of the highest professional standards. Use of appropriate presentation mediums and captivating presentation style is essential. Your team's presentation will be graded based on the quality of (a) the content of the presentation, (b) the presentation style, and (c) the ability of the team to justify its position in the Q&A. All presentations will be made in the **Team** context. The method of submission (technology use), content, and length will be detailed later in the semester.

How are peer evaluations utilized in this class?

All of us have been on teams where someone did not contribute and expected the same grade. I will compute your grade for the project and final presentation based on the team grade and the peer evaluations that you receive. Students will not directly grade (A, B, etc.) one another but will provide me with feedback (and documentation) as to the percentage of contribution on a base of 100%. Credit for the report will not exceed 100% contribution.

Peer evaluations are due with the final report. In addition, peer evaluations will be randomly requested during the semester to monitor team processes. Teams may also initiate a peer evaluation to alert the instructor of issues. Removal from the team is possible, but rare. Warnings (using my criteria) usually correct the situation. **It is the team's responsibility to**

inform underperforming members of your concerns and the possible effects on individual grades. We are all adults, so handle this with the proper care it deserves.

Students dropped from teams will be required to complete an entire project on their own and will NOT be permitted to make the final presentation (minus 40 points). Other options include dropping or failing the course.

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.

ACCEPTABLE STUDENT BEHAVIOR:

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 the instructor 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. The Code of Student Conduct can be found at www.unt.edu/csrr.

EXAMS (1, 2, and 3):

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. I may move the exams to the Blackboard Learning System.

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 two (2) weeks (from the due date) to inquire about your grade on an exam, assignment, or team project. The exception to this is the final exam where inquiries may extend into the new term. The purpose is to resolve any issue during the term and not wait until the last week of the term. Check your grades weekly in the Blackboard Learning System.

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.

EUID ACCESS AND PASSWORDS:

Enterprise User Identification numbers (EUID's) and passwords are required to access this course. It is the student's responsibility to maintain a current EUID number and password. Keep in mind that the University will time out passwords every 120 days for security reasons. You may reset your password at <https://ams.unt.edu>.

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 <https://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://learn.unt.edu/>.

SPLASH BANNER:

I will share quick news and course updates with the class using the splash banner. The splash banner is located on the class homepage just below the textbook art.

DROPPING THE COURSE:

If you decide it is necessary to drop the course, please adhere to the related guidelines presented in the [*Spring 2016 Schedule of Classes – the University of North Texas*](#).

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.

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:** I will use a plagiarism detection service (i.e. Turnitin.com) to scan your final project. This will be done in full compliance with university policy.

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 telephone, Ham Radio, signal fires, semaphore, 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.

STUDENT PERCEPTIONS OF TEACHING (SPOT):

The original SPOT committee was charged with providing to the Provost of the University of North Texas (UNT) a recommendation for an assessment tool to facilitate student evaluations of their instructors, allowing university-wide comparison in key areas. The SPOT's purpose is to provide a measure of teaching effectiveness as perceived by students. The SPOT scores for a particular instructor can be used for self evaluation and improvement and for measuring improvement over time. The scale scores can also be aggregated into group scores for use by administrators. In addition to providing needed information for UNT, the SPOT also satisfies the requirements of House Bill 2504 that calls for transparency in reporting and posting to the web.

Go Venture SIMULATION

Expectations and grading to be addressed on a separate hand out.

MGMT 4220 – Advanced Entrepreneurship
Course Outline - Spring 2016¹

Week	Date	Topic	Reading/Assignment
1	Jan 20	- Introduction & Overview - Research Methods - Introduction and Overview	Read the syllabus Hand-outs Introduce: Live case
2	Jan 25	- Starting a Business - Google Scholar	Text: Chapter 3 Handouts Introduce: Simulation
	Jan 27	- Client Interview - Starting a Business	Text: Chapter 3 Handouts
3	Feb 1	- GIS Lesson and Heat Maps - Entrepreneurship and Small Business Form Teams	Start Simulation Text: Chapter 1 Handouts
	Feb 3	- GIS Lesson and Heat Maps - Entrepreneurial Strategies and Business Ethics - Guest Speaker	Text: Chapter 2 Handouts
4	Feb 8	- Entrepreneurial Strategies and Business Ethics - Guest Speaker	Text: Chapter 2 Handouts
	Feb 10	- Acquiring a Business and Franchising - Guest Speaker	Text: Chapter 4 Handouts
5	Feb 15	- Stepping into a Family Business	Text: Chapter 5 Handouts
	Feb 17	- Stepping into a Family Business - Launching a High-Technology Venture	Text: Chapter 5 Text: Chapter 6 Handouts Article Review Due Today
6	Feb 22	- Launching a High-Technology Venture	Text: Chapter 6 Handouts
	Feb 24	- Choosing a Legal Form of Business	Text: Chapter 7 Handouts
7	Feb 29	- Exam #1 (chaps. 1-6, research methods, videos, guest speakers, and additional materials)	
	Mar 2	- Conducting Marketing Research in a Global Environment	Text: Chapter 11 Handouts
8	Mar 7	- Distribution Channels and Pricing	Text: Chapter 12 Handouts

¹This 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.

	Mar 9	- Class Discussion - Distribution Channels and Pricing	Text: Chapter 12
9	Mar 14	- Spring Break.	University Closed.
	Mar 16	- Spring Break	University Closed.
10	Mar 21	- Designing a Marketing Plan from Start-up Through Growth	Text: Chapter 13 Handouts
	Mar 23	- Designing the Business	Text: Chapter 14 Handouts
11	Mar 29	- Team Projects Due - CD with Word and Excel files due today - Managing Operations	Team Project Due Today Text: Chapter 15 Handouts
	Mar 30	- Managing Operations	Text: Chapter 15 Handouts Article Review Due Today
12	Apr 4	- Exam #2 (7, 11-15, videos, additional materials, and speakers)	
	Apr 6	- Cash Planning and Start-up Financing	Text: Chapter 16 Handouts
13	Apr 11	- Cash Planning and Start-up Financing - Managing and Evaluating Financial Performance	Text: Chapter 16 Text: Chapter 17 Handouts
	Apr 13	- Managing and Evaluating Financial Performance	Text: Chapter 17 Handouts
14	Apr 18	- Class Discussion - Financing Growth	Text: Chapter 18 Handouts
	Apr 20	- Risk Management	Text: Chapter 19 Handouts
15	Apr 25	- Harvesting the Wealth	Text: Chapter 20 Handouts
	Apr 27	- Harvesting the Wealth	Text: Chapter 20 Handouts
16	May 2	- Simulation Results Due Today - Presentations due today	Team Presentation Due Shirt and Tie Day Peer Evaluations Due Today
16	May 4	- Presentations due today	Team Presentation Due Shirt and Tie Day Peer Evaluations Due Today
17	May 11	Final Exam Today (chaps. 16 - 20, videos, speakers, and additional material)	Location: TBA 1:30 – 3:30 pm

I wish you Success and Peace!

Team # _____

Name _____

Project: _____

Signature _____

TEAM PROJECT PARTICIPATION

GRADING SHEET INSTRUCTIONS:

- * Evaluate the performance of each team member (**starting with you**) using the following criteria.
Did the individual display initiative while working on project?
Did the individual attend scheduled meetings?
Did the individual adequately complete assigned work?
Did the individual foster team spirit?
Did the individual contribute to project completion?
- * You must distribute a total of $[N \times 100]$ points among your team members based on each member's overall contribution to the team project. N = the number of individuals on your team. For example, if there are 8 members (**including you**) on the team, then the total number of points that must be distributed among the members of your team is: $8 \times 100 = 800$.
- * For any team member whose points are significantly above or below the team average (i.e, greater than 110, or less than 85), please make specific comments indicating why the team member received that score.
- * Fold the evaluation sheet and return it to the instructor with the finished report.

PERFORMANCE EVALUATION MATRIX

NAME OF TEAM MEMBER		POINTS ALLOCATED [Ensure that this column total = $[N \times 100]$]
1.	Your Name First	Points
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Comments on **Highest** and **Lowest** rated team members.
Please be as specific as possible to explain your rating

Member Name _____

Member Name _____

Member Name _____

Member Name _____

INFORMATION ON THE PROJECT

1. Follow the outline provided. Projects generally take a minimum of 150 hours of preparation time and run 20-30 pages for the project, not including financials. The entire project is spiral bound.
2. Projects should be well thought out and assumptions should be reasonable and clearly delineated. Consistency is critical. Reading and re-writing is imperative to achieve consistency. All work should be professionally done on a laser printer and I like my Power Point slides 3 to a page.
3. A CD should be included of an EXACT copy of the entire project **and should be affixed to the inside back cover of the project.** I will provide your team with the proper envelope.
4. Make sure the “deal” is clearly defined—How much it will cost, how long it will take, what the payback is, etc.
5. Include a non-disclosure clause on the front page of the project. Exact wording should be “This project has been submitted on a confidential basis solely for the benefit of selected, highly qualified investors in connection with the private placement of the above securities and is not for use by any other persons. Neither may it be reproduced, stored, or copied in any form. By accepting delivery of this plan, the recipient agrees to return this copy to the corporation at the address listed above if the recipient does not undertake to subscribe to the offering. Do not copy, fax, reproduce, or distribute without permission.”
6. A letter of transmittal should be included immediately behind the confidentiality agreement in your project.
7. Graphics should be included—scanned in, not Xeroxed (charts for market potential or industry growth would be good examples). If something is done “landscape”, attach the top in the left margin (exception would be if you have two facing pages where you would want to be able to read both from top to bottom without turning the plan). Organizational charts generally are more desirable than writing out all the information.
8. Photographs are o.k. to include if you have a significantly different product or need to show something unusual about a location. Each photo should take no more than ½ to 1/3 of a page and there should be no more than three pictures in the body of the paper. Others may be included in the appendix.
9. Use 1” margins on the left (for binding) and 1” on other sides. Use ¼ inch indentions for emphasis and bullet points.

10. Use 12 point font, single character spacing and APA parenthetical citation style (end of sentence or paragraph). This will make submission to www.Turnitin.com easier to rectify. You will still create an APA style "Works Cited" section.
11. Financial forecasts spreadsheets will follow industry models in the library desk references. If you know your assumptions, Revenue and Expenses can tell how you're doing and will influence your financing plan. Written assumptions should be included (footers) to verify from where numbers are derived. Do not forget the break-even and ratio analyses.
12. Evaluation—
 - Did you follow the format in the book and as instructed? Is it realistic?
 - Is it professionally done? Is the grammar and spelling correct?
 - Is it well thought out? Is it consistent?
 - Is the "deal" clearly defined—how much \$, for how long, when and how are you going to pay it back?
 - Technical, Artistic, Absolute ranking

PROJECT SUBMISSION FORMAT:

1. Clear Plastic cover
2. Card stock with team number and company logo
3. Letter of Transmittal (to Professor _____, and not a memo)
4. Non-disclosure statement
5. Table of Contents (i)
6. Table of Figures (ii)
7. Executive Summary (starting with page 1)
 - a. Company logo, address, telephone number, and web site
 - b. One point of contact, one signature
 - c. Team members' names in textbox footer
8. Project as instructed in class
9. Plastic or card stock back cover with spiral bind
- 10. CD of Exact Report and Works Cited inside back cover**
 - a. Microsoft Word and PDF
 - b. Financials in Microsoft Excel and PDF
 - c. Minus licenses, permits, forms, floor plan layout, resumes, Infographic, other graphics, brochures, and appendix items

UNIVERSITY OF NORTH TEXAS
Authorization to Release Assignments to Plagiarism Detection Service

Written assignments in this course may be provided to Turnitin, an internet-based plagiarism detection service that is not affiliated with the University of North Texas. If you sign the form, your assignments may be submitted to the service with your name, student identification number, or a team identifying code**. If you do not sign the form, you must provide an identical copy of your assignment with personally identifiable information removed so that the material can be submitted to the service. This authorization is only to allow the instructor to more efficiently manage the course and will expire upon the issuance of a final grade. You are not required to sign this authorization and you will not be penalized if you do not sign the form.

Please print, sign and date the authorization form. Return the form to the instructor upon completion.

I, _____, hereby voluntarily authorize
[Print Name of Student]
the instructor in [MGMT 4220 Advanced Entrepreneurship] to disclose assignments that contain my name and/or student identification number to an internet-based plagiarism detection service.**

This authorization will remain in effect from the date it is signed until a grade is assigned in this course and does not apply to any other course in which I am enrolled at the University of North Texas.

Student Signature

Date

**Note: I will code your submission and remove the report cover if group member names are listed. This is done to protect those going on to graduate school from team members that have plagiarized (whether intentionally or unintentionally).

UNIVERSITY OF NORTH TEXAS
Authorization to Photograph and Use Likeness

I, _____, hereby voluntarily authorize
[Print Name of Student]
The instructor or their designate, to take and distribute photographs of me for use in University of North Texas advertisements.

Student Signature

Date

UNIVERSITY OF NORTH TEXAS
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Written assignments in this course may be provided to Turnitin, an internet-based plagiarism detection service that is not affiliated with the University of North Texas. If you sign the form, your assignments may be submitted to the service with your name, student identification number, or a team identifying code**. If you do not sign the form, you must provide an identical copy of your assignment with personally identifiable information removed so that the material can be submitted to the service. This authorization is only to allow the instructor to more efficiently manage the course and will expire upon the issuance of a final grade. You are not required to sign this authorization and you will not be penalized if you do not sign the form.

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[Print Name of Student]
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Student Signature

Date