

Business Administration 3200

Free Enterprise Education

Fall Semester, 2018

Wednesdays 3:30-4:50PM, HSBA 1002

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HSBA 3112

Course Description and Objectives: *Supervised practical application of the principles of entrepreneurship, social entrepreneurship, and free enterprise.* Although you may take this course as a one- semester course, this course supports Enactus in both the fall and spring semesters. It is my hope that you will continue as a member of Enactus after the completion of this class. This course will provide you with a greater understanding and appreciation of the American free enterprise system. In addition, you will enhance your team building, leadership, and communication skills which are necessary to thrive in a free enterprise system. You will create, organize, and execute projects in the local, regional and international communities. The course will better prepare you for competing and entering into your chosen career fields. The skills you gain will add value to your overall undergraduate education experience. Finally, the course provides you with opportunities for networking with community and business leaders. This course is open to all majors.

New Requirements: As a part of this class and as a member of VSU Enactus, new requirements for working with minor children have been implemented by Valdosta State University. Information regarding the new requirements can be found in further detail at <http://www.valdosta.edu/administration/social-equity/minors-on-campus/>.

However I want to point out several very important requirements:

1. Every person must complete a background check. This check is free and performed by the University and is good for 3 years.
2. Everyone **MUST** read and sign the Adult Code of Conduct. It can be found here: <http://www.valdosta.edu/administration/social-equity/minors-on-campus/forms-for-minors.php>. This also **MUST** be completed by week two (2) of the class. **These two items are your first assignment!!**

Learning Outcomes:

1. Students will demonstrate an understanding and appreciation of the American free enterprise system. (VSU General Ed Outcomes #1)
 - a. Students will create programs to teach others about how our free enterprise system works.
2. Students will use computer and information technology. (VSU General Ed Outcomes #3, LCOBA Learning Outcome #7)
 - a. Students will work with K-12 students and LAMP residents teaching them basic computer and software knowledge.
 - b. Students will use Internet technology (listserve, website) to communicate on a daily basis.
3. Students will communicate effectively in creating and executing service-learning projects. (VSU General Ed Outcomes #4, LCOBA Learning Outcome #2 and #6)
 - a. Students must submit written project proposals. These proposals must effectively communicate the learning objectives of the project as well as the resources necessary to successfully execute the project.
 - b. Students must orally present these projects to the class. They must be able to generate enough interest in their project to secure sufficient resources.
 - c. Students must continually present project updates during class meetings and via the Internet.
 - d. Students must give a formal audio-visual multimedia presentation of their projects to various community service groups as well as to a panel of judges at Regional and National competitions.
4. Students will demonstrate knowledge of ethics and teach others effective ways of resolving moral problems. (VSU General Ed Outcomes #8, LCOBA Learning Outcome #3)
 - a. Students will create programs to teach K-12 students the importance of ethical behavior in school and in the business world. They will teach K-12 students ways that they can resolve ethical dilemmas.

Administrative Procedures: Classes will begin at 3:30 pm. We will discuss programs, develop job search skills, and have guest speakers. All seminars are mandatory. This class revolves around free enterprise, service, and entrepreneurship. The grade you earn in the course *will reflect* the *quality* of your work within the path. All the options are outlined below. Please note; this document can change.

Special Needs: Students requesting classroom accommodations or modifications due to a documented disability must contact the Access Office for Students with Disabilities located in the Farber Hall. The phone numbers are 245-2498 (V/VP) and 219-1348 (TTY).

Attendance: **Attendance will be taken at the beginning of each class session.** If you are not in attendance at that point and come in later, then you need to see me after that class session to convert the absence to a late notation. We will have 15 class sessions. If you are absent more than three (3) classes, for whatever reason, you will automatically receive an F in the course. This policy complies with the 20% rule for absenteeism in the VSU catalogue. If you are consistently late, I will factor your tardiness into your final grade.

Grading: Your final grade for the course is calculated by summing your numerical scores for the activities described under the Course Contract section below.

A-90-100
B-80-89
C-70-79
D-60-69
F-59 and below

COURSE CONTRACT

I. Team Contribution- (40 pts. total)

Each student will sign up to participate on a major community service project. New projects will be rolled in at the beginning of each month and new assignments will be made at that time.

Breakdown requirements for Community Service Projects

1. A minimum of 25 hours of participation in a major Community Service Project
2. A minimum of 15 hours of additional work on another project or activities

You may earn hours for attending the first meeting of a project. After that in order for meeting hours to count towards your total hours, you must have recorded participation hours at that project. You WILL NOT receive hours for simply attending a project meeting if you do not participate in the project.

You must have a minimum of 25 total hours participation in one of the following projects: Boys and Girls Club, the Green Team Project, the Greenhouse Project, the International Project, YEA!, BBT or Business Bites. 12.5 of the 25 hours must be completed by Midterm. You MAY NOT MAKE UP the first 12.5 hours in the second half of the semester. In addition, you must have a minimum of 15 hours in a second project or other activities. Hours for all projects are recorded on Project Sheets by the Project Chair. Other Projects may be introduced during the Semester.

Excused absences from any project should be brought to the attention of the course instructor prior to the day of the assigned project.

II. Ora Lee West or Hudson Dockett (20pts)

You must have a minimum of 20 total hours working at either the Hudson Dockett Project or the Ora Lee West Skills Success Center Project. 10 of the 20 hours must be completed by Midterm. You MAY NOT MAKE UP the first 10 hours in the second half of the semester.

Excused absences from any project should be brought to the attention of the course instructor prior to the day of the assigned project.

III. Oral Presentation (25 pts.)

World leaders have announced 17 Global Goals for sustainable development for all countries. For all people.

We are already taking entrepreneurial action to create a better world for us all. But we've got more work to do. Together, we can achieve the Global Goals.

Enactus is participating in the 17 Global Goals by 2030 program.

(www.enactus.org/globalgoals/)

You will prepare and present a professional group presentation on one of the Global Goals. It will include the following: (but not limited to)

1. Name of Global Goal and background information
2. Relate your findings to the Valdosta economy or an International location
3. Design a project that helps meet the Global Goal you've chosen
3. Target audience and projected results
4. Resources and contacts needed

Once your group has formed (**by Week 3 – August 29th**), one representative from your Group will draw, out of a hat, one of the Global Goals, and a presentation time, on which to base your presentation. (DO NOT READ YOUR SLIDES!)

Presentations should be about 5-8 minutes.

IV. Resume & Mock Interview (15pts)

You will construct a well prepared resume with the assistance of Carla Gervin and/or Lynette Hepburn-Richardson, Office of Career Services. You will also participate in a mock interview. Mock Interview sessions begin September 12th and end October 19th. Sign-up sheet for interviews will be posted on the door of Thaxton 315. You MUST make an appointment for your mock interview!

V. Exit Paper

By the end of the semester you should have learned about the Valdosta community and how your Projects fit in it. In this paper, you should highlight your successes and failures in relation to the Projects you've chosen, their impact on the people you've served, and how the Projects might be changed or modified to make an even greater impact. Several other things to include would be what new things you learned and how you believe you can apply these skills in the future. I want you to express your involvement in the organization.

(This paper serves as the Final Exam experience for this course and is mandatory!)

Class Schedule and other important Dates:

The following schedule is subject to change.

August - Wed -15th

Welcome from the Dean
Introduction to ENACTUS – What is it all about?
Syllabus Review
Project Reviews – Sign up for Projects

August - Wed-22nd

Free Enterprise and Social Entrepreneurship
Group Formation Finishes
Projects sign ups continue

All Projects officially start August 27th!

August - Wed- 29

Goal Drawing Day (See Item III, above) Groups should be formed by now!
Groups will draw their Global Goal and presentation time

September – Wed —5

Resume Workshop - Ms. Carla Gervin – Student Engagement Center
Program development, chairs meet with members and work on programs

September - Wed -12

Mock Interview Presentation - *The Do's and Don'ts of Interviewing*: – Ms. Carla Gervin – Office of Career Services

Each student is required to visit Thaxton Hall 315 and make an appointment for their Mock Interview.

(September 12th – October 19th)

Mock Interviews in Thaxton Hall, Room 315, 3rd floor.

September -Wed-19th

Program Reports (all chairs report on progress of projects) 3:30-4:00

Program Development, chairs meet with members and work on programs

September -Wed-26th

Program Reports (all chairs report on progress of projects) 3:30-4:00

Program Development, chairs meet with members and work on programs

October -Wed- 3rd

Program Reports (all chairs report on progress of projects) 3:30-4:00

Program Development, chairs meet with members and work on programs

1st Draft of Resume Due (Midterm)

October -Wed -10th

Program Reports (all chairs report on progress of projects) 3:30-4:00

October -Wed -17th

Program Reports (all chairs report on progress of projects) 3:30-4:00

Last week to complete mock interviews! Ends Oct. 19th!

October - Wed-24th

Program Reports (all chairs report on progress of projects)

October- Wed — 31st

Program Reports (all chairs report on progress of projects) 3:30-4:00

Oral Presentations Due

Turn in revised and completed resume

November - Wed – 7th

Program Reports (all chairs report on progress of projects) 3:30-4:00

Oral Presentations Due

November - Wed – 14th

Program Reports (all chairs report on progress of projects) 3:30-4:00

Oral Presentations Due

November - Wed — 21st

Thanksgiving Holiday – No Class

November - Wed – 28th

Farewell - Exit Paper Due

Student Withdrawal from a Course

Drop/Add ends Thursday, August 16th, at 11:59pm – it would be best to have your schedule adjusted by then. The last day to Web Withdraw is with a ‘W’ is October 11th by completing a web withdrawal in Banner. The withdrawal is official when it is received and processed by the Office of the Registrar. **Please Note:** The University has a Limited Withdrawal Policy (up to five withdrawals). Please review the Course Orientation for additional information.

You may not withdraw to avoid sanction for academic dishonesty.

Student Opinion of Instruction survey (SOI)

As students in this class, at the end of the term, all of you will be expected to complete an online Student Opinion of Instruction survey (SOI) that will be available through Banner. You will receive a notification at your VSU e-mail address when the SOI is available, usually at least one week before the end of the term. SOI responses are anonymous, and as your instructor, I will be able to view only a summary of all responses two weeks after final grades have been submitted. Although I will not see individual responses, I will be able to determine who filled out an SOI and who did not. Complete information about SOIs, including how to access them and a timetable for this term, is available at <http://www.valdosta.edu/academic/OnlineSOIPilotProject.shtml>.

o **Title IX Statement:** Valdosta State University (VSU) is committed to creating a diverse and inclusive work and learning environment free from discrimination and harassment. VSU is dedicated to creating an environment where all campus community members feel valued, respected, and included. Valdosta State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including pregnancy status, sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, national origin, disability, genetic information, or veteran status, in the University's programs and activities as required by applicable laws and regulations such as Title IX. The individual designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: Maggie Viverette, Director of the Office of Social Equity, titleix@valdosta.edu, 1208 N. Patterson St., Valdosta State University, Valdosta, Georgia 31608, 229-333-5463.

o **Access Statement:** Students with disabilities who are experiencing barriers in this course may contact the Access Office for assistance in determining and implementing reasonable accommodations. The Access Office is located in Farbar Hall. The phone numbers are 229-245-2498 (V), 229-375-5871 (VP) and 229-219-1348 (TTY). For more information, please visit VSU's Access Office or email: access@valdosta.edu



Calendar of Important Dates

Langdale College of Business Administration

Please use this calendar for Fall 2018 with a list of important dates and events throughout the semester.

Fall Important Events and Spring/Summer 2019 Registration

Table 1 Fall 2018 Important Events

| Event | Date |
|---|--|
| First Class Day | Monday, August 13 |
| Drop-Add Courses | Starts Monday, August 13 Ends 11:59pm Thursday, August 16 |
| Labor Day Holiday – VSU closed | Monday, September 3 |
| Excess Funds Direct Deposit | Friday, August 31 |
| Excess Funds Checks Mailed | Tuesday, September 4 |
| Mid-Term | Thursday, October 4 |
| Fall Break – No VSU Classes, university is open | Starts Monday, October 8 Ends Tuesday, October 9 |
| Last Day to Web Withdrawal with a W | Thursday, October 11 |
| Thanksgiving Break – No VSU Classes | Starts Wednesday, November 21 Ends Friday, November 23 |
| Last Class Day | Monday, December 3 |
| Final Exams | Starts Tuesday, December 4 Ends Friday, December 7 |

Table 2 Fall 2018 Student Events

| Event | Date |
|---------------------|--|
| Part-time Jobs Fair | Thursday, August 16, 11am – 2pm Student Union Ballrooms |
| The Happening | Thursday, August 23, 1pm – 4pm VSU Front Lawn |
| Fall Career Expo | Thursday, October 25, 10am – 2pm P.E. Complex |

Table 3 Spring/Summer 2019 Registration

| Spring and Summer 2019 Registration | |
|-------------------------------------|--------------------------------------|
| Day/Time | Who |
| October 29 at 7:00am | Grads, seniors, honors, and athletes |
| October 30 at 7:00am | Juniors |
| October 31 at 7:00am | Sophomores |
| November 1 at 7:00am | Freshmen |

BlazerBriefcase

All students should set up Blazer Briefcase. You will be able to log in and

sign up for workshops provided by Career Opportunities. You will also be able to connect with employers, staff, and alumni.

[Guide for setting up Blazer Briefcase](https://www.valdosta.edu/student/student-services/career-services/documents/blazer-briefcase-student-registration-instructions.pdf) at <https://www.valdosta.edu/student/student-services/career-services/documents/blazer-briefcase-student-registration-instructions.pdf>

[Register on Blazer Briefcase](http://www.valdosta.edu/student/student-services/career-services/blazer-briefcase.php) at <http://www.valdosta.edu/student/student-services/career-services/blazer-briefcase.php>

Virtual Career Advising

Career Planning at <http://www.valdosta.edu/student/student-services/career-services/career-planning.php>

Interviewing Preparation at <http://www.valdosta.edu/student/student-services/career-services/interviewing-preparation.php>

Resume and Cover Letter Tips at <http://www.valdosta.edu/student/student-services/career-services/resume-and-cover-letter-development.php>

Useful Links at <http://www.valdosta.edu/student/student-services/career-services/links.php>

Job Search Strategies at <http://www.valdosta.edu/student/student-services/career-services/job-search-strategies.php>

Resume and Interview Resources

Power Phrases to Build your Resume: <http://www.valdosta.edu/colleges/business/career-strategies-center/documents/power-phrases-for-resume.doc>

Resume Handout: <https://www.valdosta.edu/student/student-services/career-services/documents/resume-packet-sept-2017.pdf>

Resume Review Form: <https://www.valdosta.edu/student/student-services/career-services/documents/resume-review-form.pdf>

Interview Skills Packet: <https://www.valdosta.edu/student/student-services/career-services/documents/interview-skills-packet-2017.pdf>

LinkedIn Profile Checklist: <https://www.valdosta.edu/student/student-services/career-services/documents/linkedin-profile-checklist.pdf>

Job Resources

[College Central Network Registration](http://www.valdosta.edu/student/student-services/career-services/student-registration-instructions.php) at <http://www.valdosta.edu/student/student-services/career-services/student-registration-instructions.php>

All students are eligible to use the **Blazer Online Job Board** after completing the following registration process through a site that has been specially designed by College Central Network. **You must have an email address to register.**

[Career Shift](http://www.careershift.com/?sc=Valdosta) at <http://www.careershift.com/?sc=Valdosta>

[ENACTUS CAREER RESOURCES](https://www.enactusunitedstates.org/career_services) for Enactus members only - https://www.enactusunitedstates.org/career_services

Weekly Calendar

This weekly calendar identifies important events during the semester that includes drop/add, midterm, holidays, career fairs, and scheduled BlazeView maintenance.

Week 1: Monday, August 13 – Friday, August 17, 2018

- Classes begin Monday, August 13
- Students: Log into BlazeView and VSU email – review syllabi and course materials
- Part-Time Jobs Fair: Thursday, August 16, 11am – 2pm, Student Union Ballrooms
- Reminder: **Drop-Add ends at 11:59pm on Thursday, August 16**
- Reminder: If you enroll in a hybrid or online course, make sure you pay all fees related to the course, or all your classes will be withdrawn due to non-payment of fees
- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, August 17, and ending at 7am on Saturday, August 18

Week 2: Monday, August 20 – Friday, August 24, 2018

- The Happening, Thursday, August 23, from 1:00 pm to 4:00 pm. Location: VSU Front Lawn

Week 3: Monday, August 27 – Friday, August 31, 2018

- Excess Funds Direct Deposit, Friday, August 31

Week 4: Monday, September 3 – Friday, September 7, 2018

- Labor Day Holiday – No Classes, VSU is closed: Monday, September 3
- Excess Funds Checks Mailed, Tuesday, September 4
- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, September 7, and ending at 7am on Saturday, September 8

Week 5: Monday, September 10 – Friday, September 14, 2018

Week 6: Monday, September 17 – Friday, September 21, 2018

- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, September 21, and ending at 7am on Saturday, September 22

Week 7: Monday, September 24 – Friday, September 28, 2018

Week 8: Monday, October 1 – Friday, October 5, 2018

- Mid-Term, Thursday, October 4, 2018
- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, October 5, and ending at 7am on Saturday, October 6

Week 9: Monday, October 8 – Friday, October 12, 2018

- Fall Break: Monday, October 8, to Tuesday, October 9. There are no VSU courses during Fall Break. VSU will be open.
- **The last day to web withdraw with a W: Thursday, October 11, 2018**

Week 10: Monday, October 15 – Friday, October 19, 2018

- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, October 19, and ending at 7am on Saturday, October 20

Week 11: Monday, October 22 – Friday, October 26, 2018

- Fall Career Expo: Thursday, October 25, 10am – 2pm
PE Complex

Week 12: Monday, October 29 – Friday, November 2, 2018

- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, November 2, and ending at 7am on November 3

Week 13: Monday, November 5 – Friday, November 9, 2018

Week 14: Monday, November 12 – Friday, November 16, 2018

- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, November 16, and ending at 7am on November 17

Week 15: Monday, November 19 – Friday, November 23

- Thanksgiving Holiday: Wednesday, November 21, to Friday, November 23. There are no classes. VSU will be closed.

Week 16: Monday, November 26 – Friday, November 30, 2018

Week 17: Monday, December 3 – Friday, December 7, 2018

- Last day of classes, Monday, December 3
- Final Exams – Tuesday, 4, to Friday, December 7
- BlazeView will be unavailable for maintenance beginning at 12:01 am on Saturday, December 8, and ending at 7:00 am on Saturday, December 8

SEMESTER BREAK-DOWN:

Week 1 & 2 - August 15th– August 22nd:

- Sign up on VSUENACTUS.ORG
- Sign up on Enactus United States
- Add ENACTUS on Blazerlink
- Complete code of conduct & background check
- Fill out the ENACTUS Membership application
- Form 4 person Groups!
 - One person from the group should email me with the names of all members of the group BEFORE August 28th

**If you fail to do so, your group will be chosen for you.
All of these items must be completed BEFORE you can begin
volunteering at projects!**

Week 3 - August 29th:

- Projects begin Monday, August 27th!
- Draw Sustainable Development Goals & Presentation Times

Week 5 - September 12th:

- Visit Thaxton Hall 309 to make an appointment for your Mock Interview.

You have 5 weeks to complete your mock interview.
(September 12th – October 19th)

Week 8 - October 3rd:

- Midterm
- You should have 20 to 30 hours by this time
- *1st Draft of Resume Due*
Must be printed out and turned in during class.

Week 10 - October 17th:

- Last day to complete the mock interview October 19th

Week 11-14: Group presentations

November 28th – LAST DAY OF CLASS

- Exit paper due
(Must be printed out and turned in)
- Projects end November 29th
- **Must have 60 hours to receive an A**