

# Business Administration 3200

Free Enterprise Education

Spring Semester, 2019

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. Forms provided.
- 2.** Everyone **MUST** read and sign the Adult Code of Conduct. It can be found here: <https://www.valdosta.edu/administration/social-equity/documents/code-of-conduct-for-adults.pdf> . 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 (listserv, 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/](http://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 – Monday January 28<sup>th</sup>**), 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 5-7 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 February 15<sup>th</sup> and end March 29<sup>th</sup>. 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.

#### **January - Wed -16<sup>th</sup>**

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

#### **January - Wed-23<sup>rd</sup>**

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

*All Projects officially start January 27<sup>th</sup>!*

#### **January - Wed- 30th**

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

#### **February – Wed —6**

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

**February - Wed -13**

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

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

(February 15<sup>th</sup> – March 29<sup>th</sup>)

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

**February -Wed-20th**

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

Program Development, chairs meet with members and work on programs

**February -Wed-27th**

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

Program Development, chairs meet with members and work on programs

**March -Wed- 6th**

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

Program Development, chairs meet with members and work on programs

*1<sup>st</sup> Draft of Resume Due (Midterm)*

**March -Wed -13th**

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

**March -Wed -20th**

*Spring Break – No Class*

**March -Wed-27th**

Program Reports (all chairs report on progress of projects)

**Last week to complete mock interviews! Ends Mar. 29<sup>th</sup>!**

**April -Wed —3rd**

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

*Turn in revised and completed resume*

**April -Wed – 10th**

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

Oral Presentations Due

**April -Wed – 17th**

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

Oral Presentations Due

**April -Wed —24<sup>th</sup>**

Oral Presentations Due

**May -Wed —1st**

**Farewell - Exit Paper Due**

*(Note: This syllabus can be changed at the instructor's discretion.)*

## Student Withdrawal from a Course

## Student Withdrawal from a Course

Drop/Add ends Thursday, January 11th, 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 March 8th 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](mailto: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](mailto:access@valdosta.edu)

## Appendix - IMPORTANT DATES



### Calendar of Important Dates

### Langdale College of Business Administration

Please use this calendar for Spring 2019 with a list of important dates and events throughout the semester.

#### Spring 2019 Important Events and Fall 2020 Registration

Table 1 Spring 2019 Important Events

<b>Event</b>	<b>Date</b>
First Class Day	Monday, January 14
Drop-Add Courses	Starts Monday, January 14 Ends 11:59pm Thursday, January 17
Martin Luther King Holiday – VSU closed	Monday, January 21
Excess Funds Direct Deposit	Friday, February 1
Excess Funds Checks Mailed	Monday, February 4
Mid-Term	Thursday, March 7
Last Day to Web Withdrawal with a W	Thursday, March 14
Spring Break	Starts Monday, March 18 Ends Friday, March 22
Last Class Day	Monday, May 6
Final Exams	Starts Tuesday, May 7 Ends Friday, May 10

Table 2 Spring 2019 Student Events

<b>Event</b>	<b>Date</b>
Spring Career Expo	Thursday, March 22, 10am – 2pm University Center, Magnolia & Cypress
GACE Statewide Career Fair	Wednesday, April 11, 11am – 3pm Cobb Galleria in Atlanta, GA
Last Chance Jobs Fair	Thursday, April 26, 6pm – 8pm Student Union Rotunda

## Career Opportunities – Resume Walk-in Hours – Main Campus

Location: University Center, Entrance 5

Telephone: 229.333.5942

Starting January 10, 2017 Resume Walk-in Hours

Tuesday: 1pm – 4pm

Wednesday: 1pm – 4pm

Thursday: 9am – 12pm

## Career Strategies – Resume Help – North Campus

Career Strategies Resume and Cover Letter Services

Location: Third Floor, Thaxton Hall, North Campus

Tuesday 10:00am – 2:00pm

Wednesday 3:00pm – 5:00pm

Thursday, 10:00am – 2:00pm

## 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: <http://www.valdosta.edu/student/student-services/career-services/documents/resume-packet-update-2016.pdf>

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

Interview Tips Handout: <http://www.valdosta.edu/student/student-services/career-services/documents/eight-interview-tipsw.pdf>

LinkedIn Profile Checklist: <http://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>

**This web service is for authorized users through office of Career Opportunities using their valdosta.edu email address. Alumni without this email address can get access by contacting [careerops@valdosta.edu](mailto:careerops@valdosta.edu)**

[ENACTUS CAREER RESOURCES](https://www.enactusunitedstates.org/career_services) for Enactus members only - [https://www.enactusunitedstates.org/career\\_services](https://www.enactusunitedstates.org/career_services)  
Check it out!!



## 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, January 14 – Friday, January 18, 2019

- Classes begin Monday, January 14
- Students: Log into BlazeView and VSU email – review syllabi and course materials
- Reminder: **Drop-Add ends at 11:59pm on Thursday, January 17**
- 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

Week 2: Monday, January 21 – Friday, January 25, 2019

- Martin Luther King Jr. Holiday, Monday, January 21 – university is closed
- Faculty members will submit Attendance Verification to Registrar's Office by Friday, January 25
- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, January 25, and ending at 7am on Saturday, January 26

Week 3: Monday, January 28 – Friday, February 1, 2019

- The Encounter: (Part-Time, Seasonal Jobs, and Internship Fair), Wednesday, August 31, 11:00am – 2:00pm, University Center, Magnolia Room
- Excess Funds Direct Deposit, Friday, February 1

Week 4: Monday, February 4 – Friday, February 8

- Excess Funds Checks Mailed, Monday, February 4
- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, February 8, and ending at 7am on Saturday, February 10

Week 5: Monday, February 11 – Friday, February 15, 2019

Week 6: Monday, February 18 – Friday, February 22, 2019

- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, February 22, and ending at 7am on Saturday, February 23

Week 7: Monday, February 25 – Friday, March 1, 2019

Week 8: Monday, March 4 – Friday, March 8, 2019

- Students may view In-Progress Grades for 1000/2000 level classes beginning Thursday, March 7, at 8am
- Mid-Term, Thursday, March 7, 2019
- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, March 8, and ending at 7am on Saturday, March 9

Week 9: Monday, March 11 – Friday, March 15

- **The last day to web withdraw with a W: Thursday, March 14, 2019**

Week 10: Monday, March 18 – Friday, March 22, 2019

- Spring Break, Monday March 18, to Friday, March 22
- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, March 22, and ending at 7am on Saturday, March 23

Week 11: Monday, March 25 – Friday, March 29, 2019

- Spring Career Expo: Thursday, March 28, 10am – 2pm, University Center, Magnolia & Cypress

Week 12: Monday, April 1 – Friday, April 5, 2019

Week 13: Monday, April 8 – Friday, April 12, 2019

- Summer and Fall 2017 Registration begins
- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, April 12, and ending at 7am on Saturday, April 13

Week 14: Monday, April 15 – Friday, April 19, 2019

Week 15: Monday, April 22 – Friday, April 26, 2019

- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, April 26, and ending at 7am on Saturday, April 27

Week 16: Monday, April 29 – Friday, May 3, 2019

- Last Chance Jobs Fair, May 2, 6pm – 8pm, Student Union Rotunda

Week 17: Monday, May 6 – Friday, May 10, 2019

- Last day of classes, Monday, May 6
- Final Exams – Tuesday, May 7, to Friday, May 10
- **BlazeView will be unavailable for maintenance beginning at 12:01 on Friday, May 10, and ending at 7am on Saturday, May 11**

## SEMESTER BREAK-DOWN:

**Week 1 & 2 - January 16<sup>th</sup> – January 23<sup>rd</sup>:**

- Sign up on [VSUENACTUS.ORG](http://VSUENACTUS.ORG)
- Sign up on [Enactus United States](http://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 30th

**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 - January 30<sup>th</sup>:**

- **Projects begin Monday, January 28<sup>th</sup>!**
- Draw Sustainable Development Goals & Presentation Times

**Week 5 - February 13<sup>th</sup>:**

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

You have 5 weeks to complete your mock interview.

(February 15<sup>th</sup> – March 29<sup>th</sup>)

**Week 8 - March 6<sup>th</sup>:**

- 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 11 - March 27th:**

- Last day to complete the mock interview March 29th

**Week 12-15: Group presentations**

May 1st – LAST DAY OF CLASS

- Exit paper due  
**(Must be printed out and turned in)**
- Projects end May 3rd
- **Must have 60 hours to receive an A**