

# Business Administration 3200

Free Enterprise Education

Spring Semester, 2020

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

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**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 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 27th!**), 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 7<sup>th</sup> and end March 27<sup>th</sup>. Sign-up sheet for interviews will be posted on the door of Thaxton 315 or please use Blazer Briefcase. 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 -15th**

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

#### **January - Wed-22nd**

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

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

#### **January - Wed- 29<sup>th</sup>**

**How to Work with Children – Do's and Don'ts Presentation**  
Presented by VSU Enactus Graduate Assistant – Ms. Ashlie Prain

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

**February – Wed –5th**

**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 7th – March 27<sup>th</sup>)

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

**February - Wed -12th**

**Goal Drawing Day (See Item III, above) Groups should be formed by now!**

Groups will draw their Global Goal and presentation time

**February - 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

**February - 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

**March -Wed- 4th**

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 -11th**

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

**March -Wed -18th**

Spring Break – No Class

**March - Wed-25th**

Program Reports (all chairs report on progress of projects)

**Last week to complete mock interviews! Ends Mar. 27<sup>th</sup>!**

**April - Wed —1st**

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

*Turn in revised and completed resume*

**April - Wed – 8th**

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

Oral Presentations Due

**April - Wed – 15th**

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

Oral Presentations Due

**April - Wed — 22<sup>nd</sup>**

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

Oral Presentations Due

**April - Wed — 29th**

**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**



**Calendar of Important Dates**

**Langdale College of Business Administration**

Please use this calendar for Spring 2020 with a list of important dates and events throughout the semester.

**Spring Important Events**

Table 1 Spring 2020 Important Events

<b>Event</b>	<b>Date</b>
First Class Day	Monday, January 13
Drop-Add Courses	Starts Wednesday, January 1 Ends 11:59pm Thursday, January 16
Fee Payment Deadline	Thursday, January 16 at 11:59 pm
Martin Luther King Jr. Holiday – VSU closed	Monday, January 20
Excess Funds Direct Deposit	Friday, January 31
Excess Funds Checks Mailed	Monday, February 3
Mid-Term	Thursday, March 5
Last Day to Web Withdrawal with a W	Thursday, March 12
Spring Break – No VSU Classes	Starts Monday, March 16 Ends Friday, March 20
Last Class Day	Monday, May 4
Final Exams	Starts Tuesday, May 5 Ends Friday, May 8

Table 2 Spring 2020 Student Events

<b>Event</b>	<b>Date</b>
Spring Career Expo	Wednesday, March 4, 10:00 am to 2:00 pm Student Union Ballrooms Dress Professionally and Bring Resumes
Part-Time Job Fair	Thursday, April 23, from 10:00 am to 2:00 pm Student Union Ballrooms

Table 3 Summer and Fall 2020 Registration

Summer and Fall 2018 Registration	
Day/Time	Who
March 30 at 7:00am	Grads, seniors, honors, and athletes
March 31 at 7:00am	Juniors
April 1 at 7:00am	Sophomores
April 2 at 7:00am	Freshmen

### 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: <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 Skills Packet: <http://www.valdosta.edu/student/student-services/career-services/documents/interview-skills-packet-2017.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>

[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 13 – Friday, January 17, 2020

- Classes begin Monday, January 13
- Students: Log into BlazeView and VSU email – review syllabi and course materials
- **Drop-Add ends at 11:59pm on Thursday, January 16**
- **Fee Payment Deadline** ends at 11:59 pm on Thursday, January 16, make sure your fee payment is up to date

Week 2: Monday, January 20 – Friday, January 24, 2020

- Martin Luther King Jr. Holiday – Monday, January 20 – VSU closed
- BlazeView will be unavailable for maintenance beginning at 10pm on Friday, January 19, and ending at 7am on Saturday, January 20

Week 3: Monday, January 27 – Friday, January 31, 2020

- Excess Funds Direct Deposit, Friday, January 31

Week 4: Monday, February 3 – Friday, February 7, 2020

- Excess Funds Checks Mailed, Monday, February 3

Week 5: Monday, February 10 – Friday, February 14, 2020

- Valentine's Day, Friday, February 14

Week 6: Monday, February 17 – Friday, February 21, 2020

Week 7: Monday, February 24 – Friday, February 28, 2020

Week 8: Monday, March 2 – Friday, March 6, 2020

- Mid-Term, Thursday, March 5, 2020
- Students may view In-Progress Grades for 1000/2000 level classes beginning Friday, March 6, at 8am



Week 9: Monday, March 9 – Friday, March 13, 2020

- **The last day to web withdraw with a W: Thursday, March 12, 2020**

Week 10: Monday, March 16 – Friday, March 20, 2020

- **Spring Break: Monday, March 16, to Friday, March 20**
- **The University is open, but there are no classes**

Week 11: Monday, March 23 – Friday, March 27, 2020

Week 12: Monday, March 30 – Friday, April 3, 2020

Registration Begins:

- Monday, March 30, at 7:00 am: Grads, seniors, honors, and athletes
- Tuesday, March 31, at 7:00 am: Juniors
- Wednesday, April 1, at 7:00 am: Sophomores
- Thursday, April 2, at 7:00 am: Freshmen

Week 13: Monday, April 6 – Friday, April 10, 2020

Week 14: Monday, April 13 – Friday, April 17, 2020

Week 15: Monday, April 20 – Friday, April 24, 2020

- Part-Time Job Fair: Thursday, April 23, from 10:00 am to 2:00 pm
- Location: Student Union Ballrooms

Week 16: Monday, April 27 – Friday, May 1, 2020

Week 17: Monday, May 4 – Friday, May 8, 2020

- Last day of classes, Monday, May 4
- Final Exams – Tuesday, May 5, to Friday, May 8