

# Business Administration 3200

Free Enterprise Education

Fall Semester, 2022

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

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Office Hours: W 2:00 – 3:30 PM or by Appt.

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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.

## 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)

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

Fall 2022 News: We are looking for people that want to be leaders – leaders of our current projects and new projects. If you think you have got what it takes to be a leader, ask for a Leadership Application.

## COURSE CONTRACT

### I. Team Contribution- (50 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. You will need to register at the following:

1. [www.vsuenactus.org](http://www.vsuenactus.org)
2. <https://www.enactusunitedstates.org/>
3. <https://valdosta.presence.io/organization/enactus>

**These 3 tasks are week one assignments!**

**Oral Lee West, and the Greenhouse Project, have been reinstated! All Projects are now available! We need leaders for each!!!**

Breakdown requirements for Community Service Projects

1. A minimum of 30 hours of participation in a major Community Service Project
2. A minimum of 20 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 30 total hours participation in one of the following projects: Ora Lee West, the Greenhouse Project, the International Project, or Blazin' Cafe. 15 of the 30 hours must be completed by Midterm. You MAY NOT MAKE UP the first 15 hours in the second half of the semester. In addition, you must have a minimum of 20 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. Oral Presentation - (30 pts.)

#### THINK TANK

The purpose of this presentation is twofold – to get you to THINK and to give you the opportunity to present your ideas. The top three presentation could possibly be turned into projects and funded. 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/))

In addition to the Global Goals, there may be a social enterprise that you are passionate about.

You will prepare and present a professional group presentation on a social enterprise that you are passionate about or on one of the Global Goals. It will include the following: (but not limited to)

1. Name of your social enterprise or 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 social enterprise that you are passionate about or Global Goal you've chosen
3. Target audience and projected results
4. Resources and contacts needed
5. Submission of written paper

**You will form Groups of 4.** Once your group has formed (**by Week 2, if your Group is not formed I will assign you to a group**), one representative from your Group will draw, out of a hat, a presentation time, to present your presentation. **(Please remember, when presenting - DO NOT READ YOUR SLIDES!)**

**Presentations should be about 5-7 minutes.**

III. **Resume, Cover Letter & Mock Interview** (20 pts)

1. **Resume:**

**Task:**

- a) Complete a professional resume using resources provided by the Office of Career Opportunities (OCU) - <https://www.valdosta.edu/student/student-services/career-services/documents/resume-packet-sept-2017.pdf>
- b) Review the resume draft using the information provided by the OCU - <https://www.valdosta.edu/student/student-services/career-services/documents/resume-review-form.pdf>
- c) Obtain a second review of your resume using the form in b above. Ideally this should be done by a professional within your chosen field; however, this step is *optional*.

**Deliverable:** A copy of your resume uploaded into BlazeView

2. **Cover Letter:**

**Task:** Create a cover letter using one of the following resources:

- a) <https://www.indeed.com/career-advice/cover-letter-samples>
- b) <https://resumegenius.com/blog/cover-letter-help/how-to-write-a-cover-letter>

**Deliverable:** A copy of your cover letter uploaded into BlazeView

3. **Interview Techniques**

**Task:** Learn how to conduct an effective interview by watching the following video <https://www.youtube.com/watch?v=HG68Ymazo18>

**Deliverable:** A BlazeView Quiz confirming completion of this task

*Optional activity – A mock Interview:* Students might wish to improve their interview skills by completing a mock interview with Career Opportunities. Contact that office at <https://www.valdosta.edu/student/student-services/career-services/forms/contact-us.php> to schedule an interview.

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**Handshake Profile: This assignment will not be graded.** Students may upload a professional resume on Handshake. This tool provides networking and employment opportunities for VSU students and alumni, allowing users to conduct job search, apply for open position including internships, and submit application documents such as resumes and cover letters. Students can access Handshake by following this link: <https://joinhandshake.com/>

**Career Events:** Students are encouraged to participate in Career Opportunities events. You can find more information at <https://www.valdosta.edu/student/student-services/career-services/virtual-education-career->

#### IV. Create a LinkedIn Profile

To enhance your Network, you will create a professional LinkedIn profile. There will be a rubric in BlazeView for you to follow.

#### 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 -17th**

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

#### **August - Wed-24th**

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

#### **August - Wed-31st**

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

#### **September – Wed –7th**

**Creating a LinkedIn Profile – Dr. Amy Watson**

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 -14th**

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-21st**

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-28th**

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-5th**

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)*

**October -Wed- 12th**

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 -19th**

No Class

**October -Wed -26th**

Program Reports (all chairs report on progress of projects) 3:30-4:00  
**Last week to complete mock interviews! Ends Oct. 29<sup>th</sup>!**

**November - Wed-2nd**

Program Reports (all chairs report on progress of projects)  
Oral Presentations Due

**November - Wed — 9th**

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

**November - Wed – 16th**

Program Reports (all chairs report on progress of projects) 3:30-4:00  
*Turn in revised and completed resume*  
Oral Presentations Due

**November - Wed — 23rd**

No Class

**November - Wed — 30th**

**Farewell - Exit Paper Due**

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



## Calendar of Important Dates

### Langdale College of Business Administration

Please use this calendar for Fall 2022 with a list of important dates and events throughout the semester.

#### Fall Important Events

[IMPORTANT DATES FOR Fall SEMESTER-2022](#)

[August 15 First Class Day for fall 2022](#)

[August 18 Registration for fall 2022 ends \(11:59pm\)](#)

[August 22-26 Attendance Verification for VSU courses that began on Aug 15](#)

[August 26 Attendance Verifications due at 9am](#)

[September 5 Labor Day Holiday \(university closed/no classes meet\)](#)

[Sept 21-Oct 5 Midterm Grade Entry for full-term VSU courses](#)

[October 5 Midterm Grades Due at 5pm](#)

[October 6 Official Midterm for fall 2022](#)

[October 6 Students View Midterm Grades](#)

[October 10-11 Fall Break \(university open/no classes meet\)](#)

[October 13 Withdrawal Deadline for full-term VSU courses](#)

[October 31 Registration Begins for spring and summer 2023 \(by classification\)](#)

[November 24-25 Thanksgiving Holidays \(No classes meet/university closed\)](#)

[December 5 Last class day for fall 2022](#)

[December 5-12 Final Grade entry begins for fall 2022](#)

[December 6-9 Final Exams](#)

[December 9 Graduate School Commencement Ceremony](#)

[December 10 Undergraduate Commencement Ceremony](#)

[December 12 Final Grades for fall 2022 due \(9am\)](#)

[December 12 Students View Final Grades in Banner after 5pm](#)

[December 19-Jan 2 University Closed](#)

## **Bursary Calendar**

Valdosta State University – Bursary Calendar for Fall 2022 Fee payment deadlines are very important. To avoid class cancellation, student account balances must be paid in full or covered by sufficient authorized financial aid no later than the fee payment deadline. Check this page for date deadlines and release of excess funds:

<https://www.valdosta.edu/administration/finance-admin/financial-services/students/services/bursary-calendar.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: <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**

[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!!

[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>