

Small Business Management 3618-01D

Fall 2015: Online Assignments, Mon and Weds, 5:30pm-6:20pm on class days

Instructor: Monica Williams Smith

Office Hours (Room 2323)

Mon and Weds: 9:30am-11:00am, 12:30pm-2:00pm, 3:30pm-5:30pm

Telephone: (678) 839-4826

Email: Course Den (D2L) is the preferred method to contact the Instructor about any course related questions, suggestions, or concerns

Required Text

Small Business Management: Launching & Growing Entrepreneurial Ventures, 15E

Authors: Justin G. Longenecker, J. William Petty, Leslie E. Palich, and Carlos W. Moore

Course Description

This course is a study to isolate and examine for solution the significant problems encountered by men and women who establish and manage small businesses.

Learning Objectives Related to Learning Goals

- 1) Demonstrate in-depth understanding of new ventures and how they originate. (BBA 4)
- 2) Demonstrate in-depth understanding of how the integration of a number of different disciplines, (including marketing, economics, finance, accounting, law, leadership, ethics, and human resource management) form the foundation of a business. (BBA 4)
- 3) Research and evaluate new business opportunities. (BBA 1, MGT 2)

Evaluation of Course Objectives

Assignment	Percentage of Grade
Exams (in class)	78%
Quizzes (online)	5%
Entrepreneur Paper (online)	7%
Entrepreneur Presentation (online)	3%
Application Assignment (online)	5%
Application Discussion (online)	2%
Article (online)	3%

Class Policies for Management 3618-01D

Academic Dishonesty

Academic dishonesty in any form will not be tolerated. Academic dishonesty includes cheating, collaboration, plagiarizing, etc. Any instances of academic dishonesty will be dealt with in accordance with University policies, which may include failing the assignment, a failing grade in the course, and/or referral to the Vice President for Student Affairs.

Attendance

Because this course has online activity, you are expected to prepare for this course by reviewing each chapter, contributing to any online discussion for each chapter, and completing all quizzes and assignments. You are **REQUIRED** to come to class for the four exams. You will be dropped from the class if you fail to come to class on those days. Students enrolled in this course are expected to be active learners and participants. Evidence of active learning includes engagement in chapter readings and participation in class assignments.

Credit Hour Policy (3 credit hours)

For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

Extra Credit and Extra Points

No one student will be given extra credit opportunities or extra points at the beginning, middle, or end of the course. The Instructor reserves the right to give the entire class an extra credit opportunity at her discretion. There are **NO** exceptions.

Grading Scale

Your final grade will be calculated using your grades from the four exams, the entrepreneurial paper and presentation, quizzes, and other assignments. The grading scale is as follows:

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

Requests for Modifications

Any students requiring modifications should make an appointment to meet with the Instructor as soon as possible. An official letter from UWG documenting the disability is required in order to receive accommodations.

Student Rights and Responsibilities

Please carefully review the information at the following link:

[http://www.westga.edu/assetsDept/vpaa/Common Language for Course Syllabi.pdf](http://www.westga.edu/assetsDept/vpaa/Common%20Language%20for%20Course%20Syllabi.pdf)

The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

Online Information and Support

- CourseDen Home page
<https://westga.view.usg.edu>
- CourseDen Help & Troubleshooting
<http://uwgonline.westga.edu>
- Distance Learning Library Services
<http://westga.edu/~library/depts/offcampus/>
- Ingram Library Services
<http://westga.edu/~library/info/library.shtml>
- UWG Bookstore
<http://www.bookstore.westga.edu>
- Disability Services
http://www.westga.edu/studentDev/index_8884.php

Additional resources and links are available in the UWG/Online CourseDen (D2L) resources widget on your course homepage.

This is a partially online course in which 85% of the course will be completed online. Students are required to come to campus during the semester for exams. Chapter review days are optional. Students are required to use CourseDen (D2L) throughout the semester to support faculty-to-student and student-to-student interaction, including but not limited to discussion boards, announcements, email, submitting assignments, etc.

The following are minimum requirements for completing this class successfully. You must meet these requirements to participate in this class:

- Must have access to a personal computer (PC or MAC)
- High-speed internet service (DSL, Cable, etc.) is strongly recommended. If high-speed internet is not available in your area, contact the Instructor immediately. Completion of course requirements will be very difficult and cumbersome without high-speed internet service.
- Software requirements: *Microsoft Office 2007* or higher (available for free through UWG ITS), Adobe Reader, *BlackBoard Collaborate*, and other potentially required downloads listed in CourseDen (D2L)

Online Class Discussion

You are highly encouraged to post and respond to any discussion postings. Students who actively engage in posting and discussion may have a better understanding of the various topics covered in the course.

The Instructor can change the syllabus as needed during the semester

Class Assignments for Management 3618-01D

Exams

Each exam will have questions designed that cover various sections of the text. The average of the four exams will be worth **78%** of your total grade. Exam questions could be multiple choice, true/false, matching, short answer, discussion, etc.

You must have a **legitimate** reason for missing an exam (death in the family, serious illness, etc.). A doctor's excuse is necessary if an exam must be made up due to a serious illness. If you are going to miss an exam, you must contact the Instructor prior to the test or you will receive a zero for the exam. Make-ups will **ONLY** be provided if the reason for missing the test is approved. All approved make up exams will be given on the day of finals, December 7th. As mentioned in the syllabus, you are **REQUIRED** to attend class on the following days for your exams:

Exams	Dates
Exam 1	September 16
Exam 2	October 21
Exam 3	November 11
Exam 4	December 2

Chapter Reviews

Chapter reviews are posted in the course folder in D2L. The audio review is a short overview of the chapters covered in this course. If you need additional assistance or explanations of topics covered, please don't hesitate to contact the Instructor via email to set up a time to discuss. The reviews also serve as a great resource to prepare for all exams.

Quizzes

You will have a total of 10 short quizzes that must be completed to receive credit for this activity. Each quiz will be worth .50% of your grade, or a total of **5%** for all 10 quizzes. Each short quiz will cover two or three chapters from the text. You have one hour to complete each quiz with the best of two attempts used as your final score. You must make a score of at least 80 to receive full credit. The quizzes are currently posted in Course Den (D2L) with the corresponding chapters. Many of the quiz questions are on the exams, so it is in your best interest to keep up with the quizzes as you follow along with the chapter readings. Please use your textbook and Powerpoint to find the answers from your readings.

Application Assignment

In the course content folder in D2L, you will find a video clip from local application designer, Matt Greene from Populace, Inc. This assignment is worth **5%** of your grade.

1. Watch the video and answer the questions located in dropbox pertaining to Mr. Greene's video presentation. This individual assignment is due in dropbox by **October 14th**. The questions are included in the dropbox assignment.

Entrepreneur Paper

During this course, you will have the opportunity to research new concepts developed by entrepreneurs. Use various internet sources (magazines, journals, television, etc) to find information about a new product or service. The research presented should be on a legal product or service that is less than 5 years old. You could also use an existing product that has had some type of modification in the past 5 years such as an application on a cell phone. The criteria for the paper are as follows:

(1) Select a legal product/service that's less than 5 years old

Summarize the description of the product/service of your choice and historic information about the entrepreneur. If possible, try to find a product or service that was not created by a large corporation (such as a new Apple project, Google's latest invention, etc)

(2) Discuss at least three entrepreneurial concepts, theories or strategies

Relate the entrepreneur's personal story and/or product design to at least three concepts studied in your required text for the course (ex: perhaps the product is a great souvenir sold in a novelty shop at the Hartsfield-Jackson Atlanta International airport-you could discuss how important the location of the shop is because of the target market group of tourists who would be interested in purchasing the souvenir for themselves, family, and/or friends)

(3) Create at least two strategies for the entrepreneur's product

Strategies could be used to enhance the design, assist with marketing, etc (ex: an idea for the filtered water devices used in our building would be to add flavored water as an option for users with an additional cost)

Please use standard font and double space your 4 to 6 page paper. All papers are due on **November 18th** and should be submitted in Course Den (D2L). Please include a reference page. This assignment will be worth **7%** of your total grade.

Article Assignment

Please find an online article about entrepreneurship and post it to the discussion board. The article could pertain to an entrepreneur, trends in entrepreneurship, advice for new entrepreneurs, etc. There will be one additional assignment based on the articles that have been posted. Take time to browse through your classmate's articles, but you will know which article will be used for the assignment when the assignment is posted. Do **NOT** use an article that pertains to the product that will be used for your paper and presentation. This assignment is worth **3%** of your grade. All articles must be posted by **September 9th**. Your article assignment will be due by **September 30th**

Discussion Groups

Entrepreneur Presentation (online)

You will present your product used for the entrepreneur paper to a group of your classmates online. The presentation post must be completed by **November 4th**. The purpose of the presentation is to 1) introduce your classmates to the new product you've researched 2) stimulate online class discussion on the usefulness of the product. The presentation will be worth **3%** of your grade. You will need to prepare a 2-3 minute brief presentation of your product or service that should include the following:

- 1) Introduction of the product or service (history, entrepreneur, etc)
- 2) Present your thoughts, at least two, on ways to improve your chosen product or service
- 3) Use either video or PowerPoints with voiceover to present your product to your group

You will have a small group of classmates to discuss your product with. After you complete your presentation using video or Powerpoints with your voice, you will post to the designated discussion board for your group. As a group member, you are required, as part of your discussion grade, to have some type of response to your classmate's presentations (an opinion, additional suggestion for improvement, etc). **ALL** suggestions, opinions, and/or comments **MUST** be completed by **November 9th**. You cannot use a product that a group member has already posted, so post quickly!

Application Presentation (online)

After you have completed the assignment for the application design idea, please post your idea to the discussion board for your group. After all posts have been received, please do the following:

- 1) All group members **MUST** agree on one of the posted application ideas submitted by the individual group members
- 2) After choosing the design posted by one of your group members, your group can clean up the suggested design before your final submission to the class discussion board (enhance the suggested design, etc) by **October 19th**
- 3) One person from the group will post the group's chosen design to the class discussion board (you can post as "Group #1, Group #2, etc)
- 4) An "anonymous" judging will be held and one group will earn extra credit for the "best" app idea from the class

Course and Assignment Schedule, Management 3618-01D (Fall 2015)

Date	Schedule of Class Days and Assignments
August 24, 2015	Class Overview
September 9, 2015	Article MUST be posted by 9:00pm
September 16, 2015	Exam One: Chapters 1,2,3,4, and 5 <i>Required Class Attendance</i>
September 30, 2015	Article assignment due by 9:00pm
October 14, 2015	Application assignment and post due by 9:00pm
October 19, 2015	Group App Idea MUST be selected by 9:00pm
October 21, 2015	Exam Two: Chapters 6,7,8,9, 10, and 11 <i>Required Class Attendance</i>
November 4, 2015	Online Entrepreneur Presentations MUST be posted by 9:00pm
November 9, 2015	All online presentation responses MUST be posted by 9:00pm
November 11, 2015	Exam Three: Chapters 12, 14, 15, 16, and 17 <i>Required Class Attendance</i>
November 18, 2015	All PAPERS are due (D2L) by 9:00pm
December 2, 2015	Exam Four: Chapters 18, 19, 20, and 23 <i>Required Class Attendance</i>
December 2, 2015	All Quizzes MUST be completed by 9:00pm
December 7, 2015	Make Up Exams, 2:00pm-4:30pm

****Assignments are due by 9:00pm****