

 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs	UUPC Approval <u>1/29/24</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department Management Programs College Business Administration	
Current Course Prefix and Number ENT 4934	Current Course Title Entrepreneurial Assistance Project	
<i>Syllabus must be attached for ANY changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.</i>		
Change title to: Entrepreneurship Consulting Project Change prefix From: _____ To: _____ Change course number From: _____ To: _____ Change credits* From: _____ To: _____ Change grading From: _____ To: _____ Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/> Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*See Definition of a Credit Hour.</small> <small>**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.</small> <small>***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.</small>	Change description to: Change prerequisites/minimum grades to: Change corequisites to: Change registration controls to: Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).	
Effective Term/Year for Changes: Fall 2024	Terminate course? Effective Term/Year for Termination:	
Faculty Contact/Email/Phone Gary Castrogiovanni / castrogi@fau.edu / 72523		
Approved by Department Chair <u>Ethlyn Williams</u> College Curriculum Chair <u>Julia Sarge</u> College Dean <u>[Signature]</u> UUPC Chair <u>Korey Sarge</u> Undergraduate Studies Dean <u>Dan Meeroff</u> UFS President _____ Provost _____	Date _____ <u>1/4/2024</u> _____ <u>2/11/2021</u> _____ <u>2/1/24</u> _____ <u>2/2/24</u> _____ <u>2/2/24</u> _____ _____	

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

ENT4934-002 (CRN xxxxx)

ENTREPRENEURSHIP CONSULTING PROJECT

(Boca Raton Campus) Fleming Hall (FL-426)

Monday 2:00 – 4:50 pm

3 credits

Fall 2024

Professor: William “Patch” Paczkowski

Office: DS107E

Office hours: By Appointment; Virtual via Zoom

Telephone: 561-297-6082

Email: wpaczkowski@fau.edu



Course Description

Advanced study and practice of actual entrepreneurial situations. Students will serve as a member of a management consulting team responsible for identification and solutions to problems facing a small local firm.

Instructional Method

This section (Mondays 2pm-4:50pm) is a “Mixed Online and Classroom”; there is no remote option.

Accordingly, this class is described as: “50%-79% of the course is delivered online. (Hybrid)” (https://www.fau.edu/registrar/courses/Instru_Method.php).

If you need to take this class but will never be able to attend in person, there will also be an online component to this three-credit course, which will be taught live (Thursdays, 6:30-7:50pm) from the Davie campus but can be attended remotely by students in Boca Raton or elsewhere.

In order to facilitate interaction among your peers, plan on classes being in person, in the classroom, with some classes being offered via Zoom, which will be set forth in the syllabus. Adjustments may be made later in the semester solely at the discretion of the Instructor. Class sessions may be recorded in accordance with the statement set forth in the syllabus below.

Attendance requirements are discussed below. If you don't attend, then you won't be able to participate, and will miss out on the additional interactive learning opportunities, which may make the course more challenging and less engaging. You will be accountable for all material discussed in class, including student interactions that you would need to make up on your own. Course materials, announcements, some assignments, documents, grades, etc. will be handled through the Canvas learning management system (LMS).

Required Texts/Materials/Readings

- Computer and Internet Access.
- Recognized business periodicals and FAU Library resources such as The Wall Street Journal, NY Times and Business Week or those specific to the business you will consult for during the course.
- Instructor-Provided Materials. Available on CANVAS.

Prerequisites/Corequisites

Prerequisites: FAU College of business enrolled and Junior of higher standing.

Time commitments include attending all classes and meeting weekly outside of class with business clients. According to Florida State Statute 6A-10.033, students must spend a minimum 2,250 minutes (37.5 hours) of in class time during a 3-credit course. Additionally, students enrolled in a 3-credit course are expected to spend a minimum of 4,500 minutes (75 hours) of out-of-class-time specifically working on course-related activities (i.e., reading assigned pieces, completing homework, preparing for assignments and other assessments, reviewing class notes, etc.) and fulfilling any other class activities or duties as required.

Course Objectives/Student Learning Outcomes

1. Students, working in teams, will learn to address and solve real business problems using a project-based methodology, employing what they have learned in other courses as well as by researching the company, the industry and the specific challenge.
2. Students will gain practical experience by working on a real assignment for an existing business. The class provides students with study and practice for entrepreneurial situations in both family and non-family firms.
3. Students will learn to work directly with the management representatives of a real firm with entrepreneurial and/or management challenges.
4. Students will improved their abilities to learn, discuss and develop ideas, specifically with the client to solve an issue or meet a strategy for that business.
5. Students will improve their skills at communicating with management and within the team, to resolve problems, to develop ideas, to assist with implementation plans and to help the management make a difference in the organization.

6. Students will improve their capabilities at time management and they will learn the importance of adhering to deadlines, attending meetings (and classes) on time, and engaging clients and colleagues in a professional manner.
7. Students will learn to think like a business person, understand every day issues, develop ideas, challenge others' thinking as well as their own, forecast future conditions and sharpen related entrepreneurial skills.

Additional Course Information

Student Participation: Using a variety of pedagogical techniques, the course curriculum strives to help you develop an enhanced understanding of how to be part of a small and entrepreneurial business ventures and improve your analytical skills. Emphasis is placed on student work and interaction with your team and client and not on instructor lecture. Active participation in work, discussion and presentations is critical in determining both the benefits you receive from, and your success in, the course. Missing or being late for meetings or classes will have a negative effect on what you accomplish, learn and your grade.

Client Interaction: Each team will have a client to work with and to define the issue, create a business recommendation, gain consensus among the team and the client members and present the final work showing the results of any studies, research or solution design created for the client during the course. It is expected that each student will participate with the client and be professional at all times.

Business news: As degree aspirants, you are expected to keep abreast of current happenings in the business world with emphasis on small and entrepreneurial ventures. You must do research using publications from recognized business journals as part of your solution to the business issue your team is working to solve and for your individual class articles. Both qualitative and quantitative analysis and critical thinking are expected. Integrating these findings into your client deliverables is critical to show that you understand the issues and have reached out to find the right solutions.

Conduct: Students are expected to behave appropriately and be respectful of their clients, fellow students as well as to the instructor. Although a dress code does not exist, it is expected that common sense in attire will be used during client meetings. Cellular phones and PC's must be turned off in class and during all client encounters. Students found discussing or reading material not related to the class or session or doing work for other classes will be asked to leave. No computers are allowed on during the class without approval of the instructor. The first such instance will result in the student being counted as absent for that class and further occurrences may result in more severe disciplinary measures.

Teamwork: Learning through teamwork and working on a team which will include client members is key and NON-NEGOTIABLE to this course. You are required to work as part of a group and draw on the talents and resources of your teammates in the preparation of a business solution. This team will include fellow students as well as members of the client's organization. Poor performance as a team member will impede and stop your success in this course, just as it will in the world of business. Developing skills in leadership and inter-personal relations by eliciting the contributions of your teammates as well as other members of the business world are vital to any business or career – large or small, entrepreneurial or corporate in nature. You must prove yourself a valuable team member to pass this course!

Course Evaluation Method

In keeping with University policy, students will be graded on a scale of A through F according to the following schedule:

Total points	100-93	92.9-90	89.9-87	86.9-83	82.9-80	79.9-77	76.9-73	72.9-70	69.9-67	66.9-63	62.9-60	<60
Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

All assignments will be graded on a 0-100 scale. All assignments are due by the deadline posted on CANVAS. Upload your completed assignments in Canvas unless you are directed otherwise.

General Assignment instructions can be found here in the syllabus. Specific assignment instructions can be found in the Course Content section on Canvas and adjustments may need to be made based on potential changes in the semester.

Students are responsible for reading assignments and asking questions in a timely manner. If you have questions about an assignment, you must contact me via email or on Canvas.

ALL assignments are due as indicated in Canvas!

The specific assignments and grade proportions are as follows:

<u>Activity</u>	<u>Percent</u>
Discussions (Introductory 2pts; Additional 3pts)	5
Client Deliverables (see below)	25
Business Model Canvas or Competitive Analysis	3
Status reports (3 x 3 pts each)	9
Exam [middle of term] (open book/notes)	12
Client Evaluation	12
Peer Evaluation (Midterm & Final; 2 x 4 pts)	8
Reflection Paper (Individual)	3
Topic Paper & Presentations (2 x 10 pts)	20
Attendance / Participation Adjustments	3
Total Points Available	100

Discussions on Canvas (5 points total: 1 @ 2pts; 1 @ 3points)

Complete the Discussion assignment in Canvas to help you get to know each other's backgrounds and interests to help you form teams. You must answer all portions of the prompt (e.g., short bio, why taking course, areas of interest, etc.) and respond to at least two other students' posts.

Client Deliverables (25 points):

The class will be divided into teams and will work as teams throughout this course. You will have until the week following entrepreneurial business presentations to request team assignments and any changes. At that time, team and business project assignments will be final. For logistical purposes, I reserve the final determination of team assignments.

The list below is very general/basic summary of the types of projects that students can work on in the ENT4934 class. Project work generally takes place over approximately a 14 week period during the semester and may comprise multiple and varying objectives. Projects will require involvement and communication from the entrepreneur(s) with the student team. Furthermore, the student team's progress will need to be formally assessed at multiple points in the semester by the entrepreneur(s), although the time requirement for these "spot check assessments" conducted by the entrepreneurs is usually modest. Student teams generally include 3 to 4 students.

The types of projects that students take on for an entrepreneur may include:

- Competitive analysis (comprehensive)
- Business plan development
- Marketing plan development
- Marketing and advertising content creation
- Advertising/Public relations strategy development
- Industry analysis
- Social media strategy and implementation
- Investment activity analysis (research on early-stage funding comps)
- Lead generation
- Customer research (interviews, analysis, focus groups)
- General business-related research
- Trade show/Expo support
- Customer acquisition/sales (some restrictions apply)
- International market research
- Regulatory research/assessment/evaluation
- SWOT/environment analysis/research

Other project definitions not listed here that might be unique to a particular entrepreneur's needs may also be suggested and considered, so long as a learning/educational component for the students is significantly involved (e.g., customer interviews = great; unsolicited cold calling from purchased leads list = not viable). Final determination of the project will need to be confirmed by the course professor, following a discussion to evaluate a "customized" project that does not fit squarely in the list above. Innovation and flexibility is encouraged, but the project must also be able to be realistically completed in the semester time frame.

Required Client Meetings: There must be a virtual or face-to-face meeting with the client between the time that assignments are made, and the charter agreement is finalized. There must be a virtual or face-to-face meeting with the client and the instructor during class time as indicated on the syllabus below. **All** team members must attend these meetings. Those who do not attend will lose significant points and may be asked to drop the class.

The team will create documents related to the client’s project which will include the following:

NOTE: For each team assignment, each individual **MUST** include a general, overall score of how each other team member – as well as a self-assessment - contributed to the assignment. The score should be 0 (no contribution) to 10 (outstanding team contribution). This can be included at the bottom of the assignment itself or in the comments section of Canvas. Additional comments can be included, and everything will remain confidential. **These scores WILL be used to adjust the grades of each assignment.** You are encouraged to speak with me **IMMEDIATELY** if you have any concerns about these team assessments. **Work with your teams if you aren’t able to help with an assignment.**

Project Definition and Charter (5 points)

Complete description of the client’s project that the team will work on and complete for the client. This is a 3-5 page document that is a “Proposal and Contract” that states the client’s problem, opportunity or strategic need the team will work with the client to resolve. It states background of the client, what the project will address and will set high level goals for the project on how it will impact the business of the client. It must also include work breakdowns and assignments. This must be approved and signed off by the client and each team member.

- Work Breakdown and task assignments will be done based on deliverables promised in the charter. Each person must have specific responsibilities identified and each student will be held accountable for work to be done.

Partial Project Completion/Research and fact-finding documents (5 points)

Covers the actions, documents, sources and steps taken to gather information on what the team has used to support their definition and recommendations. **Due at mid-term** along with updated contract deliverables.

Completed Project and Associated Analysis/Recommendation (10 points)

Paper & PowerPoint outlining how the team recommends the client proceed. This will be a written document that will accompany a client presentation. It will include a problem statement, an approach description, a statement about resources that will be needed and a plan for implementation. In some cases, it may be a real plan such as a marketing plan, product plan or financial plan or perhaps an entire business plan.

You also must include an overall summary or what your team was supposed to do, what you did do, any pivots or changes in scope, how it worked out, and any suggestions for next steps.

The class will be divided into teams with the number of projects and students assigned to each dependent on final class enrolment and available client projects. Each team will prepare written documents, present them to the client and class and lead a discussion using visual and, if desired, other aids. Since the exercise is meant to teach how to solve business problems with small businesses (stand alone or part of bigger businesses) and discuss the project at hand, it is essential to structure and frame it according to show full team participation and to be able to engage the client and the rest of the class. You must also be prepared to explain and, if necessary, defend your ideas and to learn from the input and discussion of the audiences you

present to during the semester. Every student must participate and display full involvement and understanding of the project, issues, the client and the business results that the project hopes to achieve.

Formal Presentation for Client (5 points)

Restatement of the problem, what was done to understand and research the recommended solution and the solution with all deliverables. The client will receive a copy of this as well as the final deliverable of the problem recommendation and plans and all data and information collected in a form that can be reused.

Since the exercise is meant to teach how to solve business problems with small businesses (stand alone or part of bigger businesses) and discuss the project at hand, it is essential to structure and frame the presentation to show full team participation and to be able to engage the client and the rest of the class. You must also be prepared to explain and, if necessary, defend your ideas and to learn from the input and discussion of the audiences you present to during the semester.

1-Page Business Model Canvas or Competitive Analysis for Client (1 @ 3 points each):

Each team will write a one-page Business Model Canvas (BMC) or a Competitive Analysis following guidelines provided on Canvas for their client business. The business liaison will help the team decide which assignment will be most useful. The teams will each present a five-minute oral report in class. As with all assignments, this is to be worked on and shared with the client business.

Status Reports (3 @ 3 points each):

Each team will write a one-page written report (one per team) and presents a five-minute oral update, stating:

- 1) what has or has not been accomplished,
- 2) what issues have been identified, and
- 3) what will be done in the coming weeks.

The instructor may intervene by calling on other class members to rebut, support or debate specific issues raised by the presenting team, as well as ask questions and use the presentation to illustrate certain concepts.

Each person on the team must deliver at least one status report.

Upload the written report on Canvas as a Word document or pdf.

All team members must upload the report that is to be discussed on the dates noted on the syllabus.

Note: Two(2) point deductions for team members who are not in class to potentially assist in delivering the report, unless specifically excused by me prior to class time. See schedule below for due dates.

*****Time Commitment:**

Teams must commit approximately 2-3 hours per week (per person) throughout the duration of the project/semester toward their client deliverables projects resulting in a minimum total commitment of 20-30 hours to the project. All hours must be appropriately logged in order to receive credit.

Client Evaluations (12 points):

At the end of the course, the client will be asked to evaluate the team's performance, not the team's personality. In other words, will the client use the results of the project and do they fully understand how to implement the ideas and what results they will achieve. They must agree that the team understood their business, developed a useful and implementable recommendation and that their business will benefit from implementation of the team's ideas. In other words, they are committed to going ahead and using the work products provided by the team.

Peer Assessment of Team Members (8 points total) [Individual]:

Sharing, presenting and work throughout the semester should be roughly equal for each member of the group and your evaluation will depend, in part, on evidence of preparation, teamwork and coordination as well as on the substance and effectiveness. Your efforts should be subdivided into areas such as company history, business and industry profile, business strategy, description of product and/or services, problem description, actions taken to create recommendations, impact expected, implementation plans, resource impact and bottom line expectations. You must be an active member of your team and find an appropriate and useful role as agreed to by the team.

Consistent with the philosophy of self-managing teams, all group members will evaluate each other's performance on a specially designed performance evaluation form. This will be used for awarding or deducting credit for the group project to each group's members. The criteria used are: (1) attendance at group meetings, (2) meeting of deadlines, (3) quality of work, (4) quantity of work, (5) effort expended, culminating in a score between 0-100. The scale for evaluating group members ranges from 20 (excellent performance) to 0 (no contribution).

All evaluations will be kept strictly confidential and are not subject to negotiation or inspection. There will be both a mid-term and final peer review.

****Failure to hand in a peer review will result in a "0" for the peer review regardless of the scores given by the rest of the team****

- **Students who receive an unusually low peer assessment compared to the rest of the members of their group will risk losing points on all team assignments.**
- **Teams in consultation with me will be allowed to fire non-performing members and this could lead to failing the course.**
 - **This can be done at any time. DO NOT WAIT if the team isn't working well together**
 - **You can also decide to "quit" your team, but will be required to complete all remaining work relating to your new business concept, including External Contacts**

ALL team-based assignments must be submitted by ALL team members with all team members' names on the assignment. The assignment will not be accepted and will be considered late. Only one(1) exception will be granted per semester. This helps make sure that all team members are working together on the same version of each document and helps avoid the problem of no one submitting the assignment.

Critical Reflection Paper (3 points):

This written assignment should also include a critical reflection of the entire process and all outcomes associated with the course project and creation of the project deliverables. This is an individual assignment requiring each team member to critically reflect on their participation (as well as that of their team members) throughout the project, interactions with the client, and eventual outcomes.

Special Topic Paper & Presentation (2 – 10 pts each):

Two analyses of a business article, case study, or original business topic investigation and presentation of the analysis, findings, and implications to the rest of the class are required. These assignments involve the critical analysis of a problem that you have identified (do not simply summarize an article – this is **not** a book report).

Each assignment has two (2) components:

- 1) Written Analysis: 2-3 page (maximum) single spaced document with proper citations and submitted via Canvas prior to class on the due date along with a copy of the main article and link.
- 2) Presentation of the analysis, findings, and implications to the rest of the class. No longer than ten (10) minutes, including time for questions/answers.
 - a. PowerPoints (no more than 5 slides) and any supporting materials (e.g., websites) must be uploaded to Canvas prior to class on the due date.
 - b. You may present the analysis “live” during class time or submit a recorded video of your presentation as of the due date of class.

The first article/case (team project) **must** be directly related to the client’s company and/or industry and indicate the students’ familiarity with the industry.

All teams must submit a copy of the analysis.

The team may determine who will be presenting for the team on the due date.

Note: Five(5) point deductions (50% of assignment) for team members who are not in class to potentially assist in delivering the report, unless specifically excused by me prior to class time. See below and Canvas for date of presentation.

The second article/case (individual assignment) can involve any topic of the student’s interest related to entrepreneurship broadly defined including topics such as new ventures, social entrepreneurship, angel investing, venture capital, corporate entrepreneurship, innovation, family business, franchising, and others.

See me if you are unsure what topic you would like to address.

We will do about six of these per class in the second part of the semester. The due dates will be assigned for all students. All final analysis papers must be turned in by the due date indicated below (and on Canvas) or will be subject to a late penalty.

Exam [middle of term] (12 points):

The exam will be about 2/3 into the term. It is *open book/notes*. The questions will come from the in-class discussions/lectures (and slides) provided throughout class on various topics, and can include student discussions as well.

Additional Policies on Written Work:

As in the business world, your written work will be judged not only on content, but also on language, punctuation, spelling and appearance. Use formatting to make your work easier to read. Specifically, use bullets, numbering, titles, subheadings and lots of white space so that you do not have large unbroken blocks of text.

ALL team-based assignments must be submitted by ALL team members with all team members’ names on the assignment. No exceptions, or the assignment will not be accepted and will be considered late. Only one(1) exception will be granted per semester. This helps make sure

that all team members are working together on the same version of each document and helps avoid the problem of no one submitting the assignment.

Policy on Makeup Tests, Late Work, and Incompletes

Exam Make-Up Policy

Missed exams must excused in writing in advance by the University to qualify for a make-up. Extreme extenuating circumstances may be allowed on a case-by-case basis with proof provided by the student. Otherwise, the exam will be graded zero.

Late and Make-Up Assignments

For cases such as illness, unexpected work arrangements, and other serious matters, certain assignment extensions may be granted. Extensions will be decided on a case-by-case basis and are entirely at the discretion of the instructor. Advanced warning of a known issue or conflict is necessary to ask for extensions in such situations. Please make every effort to contact me in advance when able to do so.

Do not wait until the last minute to complete assignments, since you will have a full week (at least) to complete each assignment. Last-minute technical issues or work arrangements are NOT acceptable excuses. If your work sometimes requires you to work late with limited notice, then you must complete the assignments with this possibility in mind. If technology is potentially a problem, you should plan to do the work on campus and/or well ahead of the due date.

Late assignments are accepted only when accompanying documentation of an emergency is provided. If you have to miss class, the assignment is still due on the date indicated, unless prior written consent is provided by the Instructor.

Assignments must be submitted on time to be fair to other students in the class. If an assignment extension is granted, (1) there will still be an **automatic 30% reduction** of the grade, and (2) the assignment must be completed prior to the next class period or the grade will be entered as a zero.

Classroom Etiquette Policy

Etiquette and/or Netiquette

Students are expected to act in a courteous and respectful manner to all members of the FAU community. This encompasses both offline and online interactions. Online etiquette is often referred to as “Netiquette,” or “Internet Etiquette” - the conventions of politeness pertaining to e-mail and technology use. As the Internet continues to evolve, so do the issues that impact the way we use it and interact with others. It is important to recognize that online communication is different from that of the face-to-face world, with its own unique customs and practices.

Please follow Florida Atlantic University Netiquette guidelines which can be found at: <http://www.fau.edu/oit/student/netiquette.php>

Attendance Policy

Attendance will be taken at the beginning, during, and/or at the end of each class using polling questions and/or other techniques. If you know you will be late (or have to leave early), contact me before class is scheduled to start so that I know and can count you in the attendance. It is better to show up late than not at all. I also make note of anyone who leaves class early (especially those who make a habit of leaving early).

Participation & Attendance will also be measured using time on Zoom sessions, as well as participating in polls/exercises done live during class. **You must attend at least 90% of the Zoom class** in order to receive attendance credit, unless it is an approved excused absence.

Make arrangements with me **before class** if you need to leave early or arrive late. Zoom classes will be recorded so you will be responsible for the covered material.

Attendance is required since participation requires preparation and subsequent attendance. Students are encouraged to participate in the discussions and are expected to help create a productive learning environment; this can only be done if the student shows up. Failure to attend class will result in points deducted from total points available through weekly status reports and other means. Students with extensive absences will be asked to drop the class.

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Attendance in class should be treated the same as attendance at work or in your business – you don't get paid if you don't show up!

Accordingly, More than two (2) unexcused absences will result in a reduction of the overall course grade as follows: 3rd missed class = reduced 2 points; 4th missed class = reduced an additional 3 points (5 points total); 5th missed class = reduced an additional 4 points (9 points total); 6th missed class = reduced an additional 5 points (14 points total); **7th missed class = maximum grade that can be earned is a 73 ("C").**

It is your responsibility to discuss missed classes with me throughout the semester. Attendance **will NOT** be adjusted after the semester is complete.

If multiple class periods are missed, you should speak with me and your Academic Adviser regarding Withdrawing from the course. Again, these grade reductions are only for *unexcused* absences after missing two(2) classes.

Excusals for extenuating circumstances as set forth in this section will not count as one of the missing classes. If missing class for a health-related reason, INCLUDING COVID-19, it is the student's responsibility to provide written proof from FAU Student Health Services [SHS] (<https://www.fau.edu/shs/>) or another health-care provider if requested by the Instructor. Only if this written support is provided will a health-related absence be excused.

EXTRA CREDIT: If you have perfect attendance, you will earn two(2) full points on your overall course grade.

It is YOUR responsibility to ensure that the sign-in sheet is properly updated.

If you are having issues with attending class, you MUST discuss with me during the semester. If attending class will be a challenge for you, then you should consider a different course modality that does not have an in-person component.

Any changes to the course schedule will be announced on Canvas (course website), thus it is beneficial to log in regularly and check the announcements. Students are expected to read the materials, ask and answer questions where applicable, and complete exercises. Therefore students must be prepared prior to class (reading assignments should be completed prior to the start of class).

****NOTE:** any student not attending at least one of the first two classes will be administratively dropped from the course.

Final Grade Determination

If you have issues with your grades for assignments throughout the course, it is your responsibility to speak with me to get clarification. There will also be opportunities for extra credit, which should be used to the fullest extent if you are concerned about a final grade.

No grade adjustments will be made to round up grades

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling>

Disability Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#)

Academic dishonesty in any form will not be tolerated. You must be familiar with both the [FAU code of academic integrity](#) and also the [College of Business Academic Honesty codes](#).

Plagiarism, using the work of another student, submitting written work that is not yours or cheating on exams in any way are all violations of these codes. Any attempt to represent the work of others as your own is considered plagiarism, including taking information from the Internet without proper citation. Any phrases or idea that is quoted or borrowed from another source other than yourself must be cited.

Use of any on-line or other resources, including but not limited to ChatGPT or other websites will not be tolerated. I may at any time call on a student to explain and discuss any submissions orally in class. This will help your participation grade but should also dissuade you from using these websites.

Violating these codes will result in penalties including zero on assignments, a grade of “F” in the class, a reduction in final grade, and reporting to the administration for disciplinary action which may include a negative entry in your academic file probation, or dismissal from the university.

Citations and Reference Pages

Unless otherwise indicated, ALL discussion posts and papers must contain citations. The only exception to this is if you are citing our textbook.

Plagiarism takes many forms, including but not limited to:

- Direct copying without using quotations and/or citations.
- Failure to use citations when discussing an idea that is not yours
- Failure to paraphrase and cite correctly could result in dismissal from the class.

Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices, observances, and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments.

For further information, please see FAU Regulation 2.007 at: [FAU Regulation 2.007](#).

University Approved Absence Policy Statement

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in University approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student’s responsibility to notify the course instructor at least one week prior to missing any course assignment.

Withdrawals

Any student who decides to drop is responsible for completing the proper process required to withdraw from the course.

Technical Problem Resolution Procedure

In the online environment, there is always a possibility of technical issues (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential that you take immediate action to document the issue so your instructors can verify and take appropriate action to resolve the problem.

It is your responsibility to obtain the necessary information and skills to manage the hardware and software systems of this course. In addition, if your personal computer becomes unavailable for any reason, you are responsible for locating and operating other adequate computer resources to meet the course deadlines.

Remember, you can always go to any FAU computer lab to complete your work!

[Click here to view a list of lab locations.](#)

Recommended Browsers

Canvas supports the latest two versions of the most widely used browsers. We have learned that Canvas works better with Google Chrome and Mozilla Firefox than with Internet Explorer. If Internet Explorer is currently your only browser, consider installing Chrome or Firefox.

We highly recommend updating to the **newest version** of whatever browser you are using as well as updating to the most recent Flash plug-in.

For more details, see Which Browsers Does Canvas Support?

Getting Help

FAU has purchased Tier 1 support, provided by Canvas. What does this mean for you?

Canvas support is available **24/7, 365 days a year** in various forms. You can use the Canvas Guides to search for answers, call the support hotline to talk to a person, hit the chat link to message a Canvas support technician, or report an issue directly to Canvas.

You can access all of these help options by clicking on the **Help** link in the bottom-left corner of the Canvas window and then selecting your preferred method of assistance.

If you call FAU's Help Desk, please be sure to select the option for Canvas.

Most issues in Canvas can be resolved by clicking on “Help” tab located on the menu bar.

Additional Technical Support

1. Contact the eLearning Success Advisor for assistance: 561-297-3590
2. If you can, take a Print Screen image of the monitor when the problem occurs. Save the image as a .jpg file. If you are unfamiliar with creating a Print Screen image, visit [Link to Print Screen Instructions](#).
3. Complete a Help Desk ticket ([Link to Help Desk](#)). Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have

the pertinent information in order to assist you properly. The process includes the following steps:

- a. Select “Canvas (Student)” for the Ticket Type.
 - b. Input the Course ID.
 - c. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
 - d. Attach the Print Screen file, if available.
4. If you do not hear back from a Help Desk representative in a timely manner (48 hours), it is your responsibility to follow up with an appropriate staff member until a resolution is reached.
 5. Once you have submitted a Help Desk Ticket, inform your instructor. Include all pertinent information of the incident (steps 3b-d above). Keep your instructor informed of the status.

Required technological skills:

- Basic Skills in computer use
- Access to the internet
- Basic Canvas LMS skills
- Basic Skills for Office programs (word processing and presentation programs)

Required Software

- Microsoft 365 Suite [Link to download](#)
- Reliable web browser (recommended [Chrome](#) or [Firefox](#))
- Mobile App: Instructions on how to download the Canvas App on an iOS device ([Link for iOS Instructions](#)) or Android device ([Link for Android instructions](#)).

Internet Connection

- Recommended: Broadband (high-speed) Internet connection with a speed of 4 Mbps or higher
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- To check your Internet speed, [click here](#).

Minimum Technical Skills Requirements

The general and course-specific technical skills a student must have to succeed in the course include but are not limited to:

1. Accessing Internet.
2. Using Canvas (including taking tests, attaching documents).
3. Using email with attachments.
4. Creating and submitting files in commonly used word processing program formats such as Microsoft Office Tools and Adobe PDF.
5. Downloading and installing software.
6. Using presentation, graphics, and other programs.
7. Posting and commenting in online discussions.
8. Searching the FAU library and websites.

Computer Requirement - Basic computer specifications for Canvas [Link to Specifications](#)

Operating System & Peripherals

- A computer that can run Mac OSX or Windows 7.0 or higher.
- A backup option should be available to minimize the loss of work, such as an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

Technical Support

In the online environment, technical issues are always possible (e.g., lost connection, hardware or software failure). Many of these occurrences can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased; please plan appropriately. If a problem occurs, it is essential that you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem.

Course Schedule

The schedule may be adjusted during the semester.

Dates	In Class	Assignment due for Next Class	Format
1	Course Introduction/ Overview Preliminary Discussion	Review Syllabus Introductory Discussion (see Canvas)	In Classroom
2	Dr. Martin Luther King, Jr. holiday No Class		--
3	Visit from clients/company representatives to discuss project proposals Class discussion	Select Client/Company Project preferences	In Classroom
4	Class discussion Team Problem Definition/Charter	Teams & Projects Finalized Work on Problem definition/Charter	In Classroom
5	Class discussion	Work on Problem definition/Charter Charter due Friday on Canvas	Virtual via Zoom <i>Synchronous</i>
6	Special Topic Presentations (Teams 1- 4) Class discussion	Approved/Signed Charter uploaded on Canvas Business Model Canvas	In Classroom
7	Special Topic Presentations (Teams 5 & 6) Business Model Canvas Presentation (all teams)	Work on Team Projects Status Report 1	In Classroom

8	Special Topic Presentations (Teams 7 & 8) Status Report 1	Team Topic Reports - uploaded to Canvas	Virtual via Zoom <i>Synchronous</i>
9	<i>NO CLASS</i> <i>Spring Break</i>	--	--
10	Work on Team Projects Class Discussion	Prepare for Team meetings with Clients Partial Project Completion documents Midterm Team Peer Evaluation	In Classroom
11	Team meetings with ventures & Professor Midterm evaluations	Prepare for Exam	In Classroom
12	Exam Status Report 2 (all teams)	Status Report 2 News Discussion Post	Virtual via Zoom <i>Synchronous</i>
13	Special Topic Presentations (Individual) Status Report 2 (continued; all teams)	News Discussion Responses	In Classroom
14	Special Topic Presentations (Individual)	Status Report 3	Virtual via Zoom <i>Synchronous</i>
15	Special Topic Presentations (Individual) Status Report 3 (all teams)	Recommendation Report & Presentation Drafts - Submitted to Instructor and Client Individual Topic Reports - Uploaded to Canvas Reflection Paper	In Classroom
16	Special Topic Presentations (Individual) Work on Team Projects	Work on Client Presentation Client evaluations Student Peer Evaluations	In Classroom
	Presentation to Clients		In Classroom