

Disability Accommodation Policy

To request academic accommodations for a disability, contact the Director of Disability Services, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), <http://www.missouristate.edu/disability>. Students are required to provide documentation of disability to Disability Services prior to receiving accommodations. Disability Services refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, <http://psychology.missouristate.edu/ldc>.

Cell Phone Policy

The use by students of cell phones, pagers, or similar communication devices during scheduled classes is prohibited. All such devices must be turned off or put in a silent mode and cannot be taken out during class. At the discretion of the instructor, exception to this policy is possible in special circumstances.

Procedure for Dropping Class

It is your responsibility to understand the University's procedure for dropping a class. If you stop attending this class but do not follow proper procedures for dropping the class, you will receive a failing grade and will also be financially obligated to pay for the class. For information about dropping a class or withdrawing from the university contact the Registration Center at 836-4335.

Make-up/Late Policy (For exams and out-of-class assignments only)

Students who miss a semester exam will take the make-up at the end of the semester before the final. The make-up exam may be all essay. Students can only make up one semester exam; the final exam cannot be made up. An assignment must be turned in at the beginning of class (5 minute time period) to avoid a late penalty. Assignments can always be turned in early if you know that you will be missing class. A late assignment will receive a point deduction of 10-20% depending on the severity of lateness. No assignment will be accepted after 24 hours from when it is due. No make-up is allowed for the feasibility study presentation.

CLASS GRADING REQUIREMENTS

Exams (400 points)

Students will take 3 semester exams, worth 100 points each. Exams may consist of short answer, multiple-choice, and true/false questions. The final will be a comprehensive exam, worth 100 points. Exams will cover all reading assignments (text and other materials) and all information presented in class. The exams may contain material not mentioned on the study guide.

Reading Quizzes (70 points)

Students will be required to take 7 quizzes worth 10 points each. Quizzes will cover assigned reading material (textbook chapters, articles, etc.) and be given at the beginning of class. The seven quizzes will be unannounced. **No make-up quizzes will be given for unexcused absences.**

Class Participation (30 points)

Students will be required to participate in class activities. Ten of these activities, worth 3 points each, will serve as participation points. Class participation will involve meeting with SBDC clients, participating in class activities, and working with group members on the feasibility project. **No make-up activities will be given for unexcused absences.**

Feasibility Project (200 points; equivalent to two exams)

1. Progress Report I (20 points)

Individually, students will be required to submit a progress report about the feasibility study and their research. The report will explain the strengths and weaknesses of the business and the entrepreneur, and it will highlight each student's research plan and progress. Further guidelines will be given in class.

2. Progress Report II-Individual Rough Draft (20 points)

Individually, students will be required to submit a second progress report about the feasibility study. This report will be an individual rough draft, and it will also highlight the work of other group members. Further guidelines will be given in class.

3. SBDC Time Sheets (20 points)

Individually, students are required each week to record the number of hours they worked on the feasibility project and what they were working on. This recording of hours and work activities is required by the federal government, not by your professor. As a group, students will be required to merge their individual time sheets into a group version and e-mail it to Amy Fender (Amy888) and Dr. Knotts on the designated day. These time sheets are not an option.

4. Group Meetings with Dr. Knotts (10 points)

Three times during the semester, each group will meet with Dr. Knotts to answer questions and discuss changes that need to be made. These meetings are critical to your group's success!

5. Group Rough Draft of Feasibility Study (15 points)

As a group, students will be required to submit a rough draft of their feasibility study. The rough draft should be as close to final form as possible to receive full credit and helpful comments.

Individual student grades for the rough draft may vary based on the professor's assessment of overall quality. The rough draft should contain the following information: title page (see Basics handout), business overview, marketing assessment, operations and management assessment, and financial assessment (with tables).

6. Feasibility Study and Client Presentation (100 points)

As a group, students will be required to submit a final version of their feasibility study and present their findings to the SBDC client. The feasibility study should contain the following information: title page, business overview, marketing assessment, operations and management assessment, financial assessment, feasibility decision with reasoning, appendices (see Basics handout), and a reference page. For the presentation, PowerPoint must be used. Further guidelines will be given later. Individual grades for the feasibility study and presentation may vary based on the professor's assessment of overall quality and each student's participation level.

7. Peer Evaluation for Feasibility Project (15 points)

Individually, students will complete a peer evaluation of each group member at the end of the semester. The peer evaluation is confidential and is intended to reflect a group member's effort, attitude, and ability.

Grading Scale

The course grading scale is: 90-100% A; 80-89% B; 70-79% C; 60-69% D; below 60% F. Grades will be available through the Blackboard course site at blackboard.missouristate.edu.

Exams	4 exams	@	100 points	(57%) =	400
Reading Quizzes	7 quizzes	@	10 points	(10%) =	70
Class Activities/Part.	10 activities	@	3 points	(4%) =	30
Feasibility Study Project			200 points	(29%) =	200
1. Progress Report I			20 points		
2. Progress Report II-Individual Rough Draft			20 points		
3. SBDC Time Sheets			20 points		
4. Group Meetings with Dr. Knotts			10 points		
5. Group Rough Draft			15 points		
6. Feasibility Study & Presentation			100 points		
7. Peer Evaluation			15 points		

Total Points = **700**

TENTATIVE CLASS SCHEDULE

Date	Topic	Reading Assignments
January	22	Syllabus-Blackboard/Info. Sheet/Feasibility Project Overview
	24	Feasibility Project—SBDC / Guidelines & Sections
	26	The Entrepreneurial Life & Client Meeting Instructions Chapter 1
	29	SBDC CLIENT MEETING #1
	31	Client Discussion & Getting Started Chapter 3
February	2	The Business Plan Chapter 6
	5	Franchises & Buyouts & The Family Business Chapter 4-5
	7	SEMESTER EXAM #1
	9	No Class
	12	Group Meeting with Dr. Knotts—Where to Start
	14	The Business Overview—Industry Research
	16	The Marketing Plan Chapter 7
<i>February</i>	19	<i>Presidents' Day Holiday!</i>
	21	SBDC CLIENT MEETING #2-Group 1 only*
	23	The Location Plan Chapter 9
	26	The Financial Plan, Part 1 Chapter 10
	28	SBDC CLIENT MEETING #2-Group 2 only*
March	2	The Human Resource Plan Chapter 8
	5	Entrepreneurship Jeopardy
	7	SEMESTER EXAM #2
	9	The Financial Plan, Part 2—PR II due March 16 Chapter 11
	12	Customer Relationships: The Key Ingredient Chapter 13
	14	Product and Pricing Strategies Chapters 14/15
	16	Feasibility Project Work Day—PR II due Chapter 16
<i>March</i>	19-23	<i>Spring Break!</i>
	26	Feasibility Project Work Day—PR II revisions
	28	Promotional Planning
April	30-2	Professional Management Chapter 18
	4	SEMESTER EXAM #3
<i>April</i>	6	<i>Spring Holiday!</i>
	9	SBDC CLIENT MEETING #3
	11-13	Group Meeting with Dr. Knotts (Group 1 on 11 th , Group 2 on 13 th)
	16-18	Feasibility Study Work Day—Group RD due on 16 th , Peer Evals, Pres. Order
	20	Final Exam Review
	23	FINAL EXAM (COMPREHENSIVE)
April-May	25-2	Feasibility Study Work Days—RD Revision, Presentation/Writing Guidelines
May	4,7,9,16	Final Feasibility Study Due & Client Presentations

* = On February 21st and 28th, the other groups will meet with Dr. Knotts.

Note: The instructor may alter this schedule. Changes will be announced in class.