Entrepreneurship and Venture Management¹
MGMT 5300, Spring 2019

This is an 8 week course that runs from March 18, 2019 until May 10, 2019.

Professor: Dr. A. BarNir
Office: 385 F, Business Leadership Building
Phone: 940-565-4334
E-mail: anat.barnir@unt.edu **best way to reach me**
Office hours: Online: as needed.
Onsite: Mondays 10 am -1 pm (appointment required) or email to request another time.

COURSE DESCRIPTION AND OBJECTIVES
MGMT 5300: The creation of new business enterprises and the expansion of current enterprises through the venture. Topics include assessment of entrepreneurial characteristics, the entrepreneurial team, generation and screening of venture ideas, market analysis and technical analysis. (UNT Graduate catalog).

Upon completion of the course, participants should –
- Understand the basic theory and principles of entrepreneurship and small business management
- Be able to recommend effective courses of action for entrepreneurial and small businesses and solve problems for such businesses
- Be able to conduct feasibility analysis and prepare a business plan

This course is part of the AOP program and is taught as 100% online delivered course. The course is not self-paced: it has assignments and activities with specified due dates. Your instructor is here to facilitate your learning, and your organization and self-discipline is vital for success.

REQUIRED MATERIAL

Textbook:
Link to book here

Additional material is posted in the respective Module on the course website. This material (articles, videos, etc.) is an integral part of the course.

COMMUNICATION

1) Announcements
This is the primary means by which I communicate important information to the entire class. Make a habit of checking this link no less than every 48 hours. Read all messages from me promptly and e-mail me with any questions or concerns.

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¹ Instructor reserves the right to make changes to the syllabus, as needed.
2) E-mail
   a) Contact me at anat.barnir@unt.edu.
   b) Include “MGMT5300” in the subject of the email.
   c) Sign your email. If you use a name that is different from that under which you are registered in the course, also include your registration name.
   d) Email response time: Emails received before 5 pm on a business day will be answered no later than the end of the next business day. Emails received after 5 pm or not on a regular business day will be answered no later than within 2 business days. If you do not get a response in that time frame, your email may have been directed to the Junk folder, so please resend it.
   e) Emails from me to the class: I will email you via your EagleConnect/myUNT address. If you do not check or use this account, make sure to log in and change the settings so that all messages from this account are forwarded to your preferred e-mail account. For instructions and assistance, visit: https://eagleconnect.unt.edu/.

3) Broadcast emails.
   Broadcast emails (emails sent from a student on which the entire class or a large group of students is copied) are NOT allowed, without prior permission.

ASK THE PROF
A Discussion Forum titled Ask the Prof is available during the first week of the semester. This forum is the equivalent of a first session in a face-to-face class, when the instructor reviews the syllabus and students get to ask questions. After reading the syllabus, if you have questions, post them on the forum. Personal questions or questions associated with personal circumstances should not be posted (email your instructor). And, just as in class, you may benefit from questions asked by others, so do check the forum even if you did not post a question.

ADA COMPLIANCE
The College of Business complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with disability. If you have a disability and would like to request accommodation, you must obtain an accommodation letter from UNT Office of Disability Access (ODA). Any student that has obtained an accommodation should notify me AND ensure that I receive the ODA letter within the first week of the semester. Students may request an ODA accommodation anytime during the semester, but the ODA notification of a needed accommodation must be received by me no less than 3 working days prior to the time the accommodation is needed. For additional information, see the ODA website at http://www.unt.edu/oda, or contact them at 940-565-4323.

ACADEMIC INTEGRITY
    Academic integrity policies are designed to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating. If you engage in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. In addition, your case will be referred to the appropriate authority for review. Scholastic dishonesty includes, but is not limited to, a) use of unauthorized assistance in taking tests, exams, or any assignment not designated as a group project; b) acquisition, without permission, of tests or academic material belonging to faculty or university staff; c) plagiarism, including copying from any published / non-published work without proper citation (including material published online).

    For detailed information about UNT policy please see the UNT Standards of Academic Integrity available at http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf
POLICIES, COURSE PROCEDURES, AND METHOD OF INSTRUCTION

I. Online delivery & technology requirements

a. The course is taught as part of the Accelerated Online Program and, as such, is of very intensive pace: you should expect to spend ~ 6-8 hours a week on this course. This course is taught using distance-delivery methods. Although the methods provide flexibility, the course has a set schedule of weekly assignments and deadlines that must be met as well as scheduled times and defined availability windows for taking quizzes/tests/exams or submitting assignments.

b. Course assignments are accepted ONLY through CANVAS. If you are not familiar with CANVAS, browse through the guides and tutorials links, which are available through the Help? link appearing at the bottom of the navigation bar on the course home page.

c. This is a 100% online course and requires reliable internet access. You may access the course from any desktop, laptop, or a mobile device (iPad, tablet, smartphone). However, past experience taught us that internet connectivity is less reliable from mobile devices. It is therefore strongly recommended NOT to conduct grade-related activities such as exams from a mobile device.

d. The course requires knowledge of basic computer skills, and use of Microsoft Word, Adobe-pdf, and PowerPoint. Students should have access to a computer with reliable Internet connectivity to complete this course. All activities are conducted through CANVAS and students must be familiar with this platform. (Information on tutorials for those students not familiar with CANVAS is available on the course website.)

II. Organization – weekly modules

To facilitate learning, the course is broken down into weekly units (Modules) which include content and activities. Check this folder routinely as it provides information and links to Internet resources such as lectures, current events, or videos that help explain the required readings. All material in the Module folder is considered required reading and is covered in the test/exam, including videos and linked articles.

III. Times & dates

Times noted in this syllabus are U.S. Central times. Also note that all dates are written according to U.S. conventional format (month / day):
4/5 = April 5th; 5/4 = May 4th

IV. Technical issues and help

a. If you have questions or issues with technical aspects of the course, you should contact the Help Desk staff (http://it.unt.edu/helpdesk) by phone (940-565-2324), email (helpdesk@unt.edu), or in person (Sage Hall 330D). Help Desk advisors can often guide you while on the phone with you.

b. Make note of any scheduled maintenance time during which the system is not available. It is not recommended to engage in any course activity within 15 minutes of that timeframe.

c. Troubleshooting during tests/exams: if you run into technical issues while taking a test/exam, call the Help Desk immediately (have their phone number handy). After you talk with the Help Desk, email me to let me know you had an issue and if it was resolved. In your email, provide a phone number where I can reach you. I am not online 24/7, but if I am at the time I get your message and think I can help, I will call you.
V. **Students who are F-1 Visa Holders**

An important message regarding federal regulations for F-1 visa holders is posted on the course website (MODULES>>GUIDES & GUIDELINES>>POLICIES & MORE). If you are an F-1 student, make sure to read the message as it may have serious immigration consequences.

VI. **Sundown Rule**

Students have five (4) business days from the time a grade is posted to inquire about it. The purpose is to resolve any question as soon as grades are posted rather than wait till the end of the semester. Exams are not returned, and students wanting to go over them should make an appointment (onsite or phone). At least 48 hour notice is required to schedule an appointment, and exam appointments are not scheduled during the day an exam becomes or is available.

VII. **Plagiarism and TurnItIn policies**

Course assignments / discussions / projects / or exam questions may be checked electronically at www.TurnItIn.com for similarities to already published work appearing in an extensive database, to prevent plagiarism and to ensure independent and original work of students. The instructor reserves the right to decide which assignments will be checked and will usually apply a randomized process. Plagiarism will not be tolerated and will be considered as a breach of UNT academic Integrity Policy. An assignment deemed plagiarized will incur a grade of zero. Recurring plagiarism may result in course failure and university level consequences.

VIII. **Missed deadlines due to excused absences**

Assignments / exams are due on/by the scheduled dates. **Legitimate, verifiable, and documented** excuses such as medical emergencies, natural disasters, or UNT computer problems that affect ALL students may grant accommodation but will be dealt with on a case-by-case basis. Work related issues, traffic, travel, travel related delays, personal conflicts, malfunction of personal computer, etc., typically do NOT constitute grounds for accommodation. If you believe that you deserve special consideration for a particular event, contact me via email prior to the scheduled event if possible, or as soon as possible after the missed event. Please provide supporting documents.

IX. **Acceptable student behavior**

Student behavior that interferes with the instructor’s ability to conduct the course or with other students’ ability to learn is disruptive and unacceptable. If a student’s behavior is deemed disruptive, the student will be warned and instructed to cease the disruptive behavior. If this does not happen, the student may be removed from activities and/or referred to the Dean of Students for consideration whether the behavior constitutes violation of the Code of Student Conduct.

X. **Course evaluations.**

Course evaluations are conducted for each organized course at UNT. At the end of the semester you will be informed of the availability of the evaluation. Please take time to complete it.

XI. **Dropping the course.**

If you decide to drop the course, do so within UNT set deadlines, which are available through the Registrar’s website (http://registrar.unt.edu/registration/spring-registration-guide). In order to drop the course, contact either the Management Department or the Registrar’s office and follow their instructions. Students are NOT automatically dropped for non-participation. Emailing me to have you dropped from the course will NOT get you dropped (in which case you remain on the roster and will be assigned a grade). Going through proper procedures is the only way to drop.
PERFORMANCE EVALUATION

- Discussion forums (4 @ 30 points) 120 points
- Exams (2 @ 150 points) 300 points
- Written assignment 100 points

Maximum Points 520 points

All grades will be weighted on a scale as follows:


Discussion Forums (DFs) (4 @ 30 points)
You will submit four discussion Forum assignments (DFs). You will have to post your original answer as well as engage with your classmates by posting response posts consisting of substantive comments to their posts.
➢ Each DF is available for one week, per course schedule (DF 1 is released early, but posting is allowed for one week).
➢ Each DF assignment entails a) an original post with your response to the questions posted by your instructor, and b) response posts to the original post of at least 3 classmates.
➢ Guidelines are available on the course website as to what constitutes a good post and a substantive response and for policies in the event of missed discussions.

Exams (2 @ 150 points)
The course required two exam grades – Exam 1 and Exam 2. A third exam is offered on the last week of the semester and is optional: students who take it will have three exam grades and will be able to drop the lowest one. If a student decides not to take the last exam, the student’s grade will be based on the scores of the first two required exams.

Each exam is available for 33 hours and must be started and finished during that period. Please note the dates, and make sure you are available.
Exam I – Available Sunday 4/7 Noon until Monday 4/8 9:00 pm
Exam II – Available Sunday 5/5 Noon until Monday 5/6 9:00 pm
Exam III – Available Wednesday 5/8 Noon until Thursday 5/9, 9 pm

Time allocated will be announced closer to exam date. Exam must be completed during the availability period. Canvas automatically submits all exam at the end of the availability period, regardless of the time spent on them.

More details are available in the document Exam Information which will be posted on the website (MODULES >> GUIDES & GUIDELINES). Also, please review the Appendix on the last page of this document.

Written assignment (100 points)
To provide with an additional assessment of your learning in the course, you will submit one written assignment. The assignment will be available after the first exam.
Additional information will be available later in the semester.
# Course Schedule
*(Instructor reserves the right to make changes, if needed)*

*Check the Weekly page on Canvas for more readings, videos, and information.*

<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Topic</th>
<th>Assignments / due dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Module 1</td>
<td>Introduction &amp; process Ch. 1, online material</td>
<td></td>
</tr>
<tr>
<td>3/18-3/24</td>
<td>Module 2</td>
<td>Innovation Ch. 2, online material</td>
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<tr>
<td>Week 2</td>
<td>Module 3</td>
<td>Ideas and business models Ch. 3, online material</td>
<td>DF 1 available, due 3/31 9:00 pm</td>
</tr>
<tr>
<td>3/25-3/31</td>
<td>Module 4</td>
<td>The market and marketing Ch. 4, online material</td>
<td></td>
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<tr>
<td>Week 3</td>
<td>Module 5</td>
<td>Setting company Ch. 7, online material</td>
<td>DF 2 available, due 4/7 9:00 pm</td>
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<td>4/1-4/7</td>
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<tr>
<td>Week 4</td>
<td>Module 6</td>
<td>Obtaining Financial sources Ch. 8, online material</td>
<td>Written Assignment available</td>
</tr>
<tr>
<td>4/8-4/14</td>
<td>Module 7</td>
<td>Managing resources Ch. 9, online material</td>
<td>DF 3 available, due 4/22 9:00 pm (extension due to Easter)</td>
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<tr>
<td>Week 5</td>
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<tr>
<td>4/15-4/21</td>
<td>Module 8</td>
<td>Business planning Ch. 6, online material</td>
<td>Written Assignment due 4/28 9:00 pm</td>
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<td>Week 6</td>
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<tr>
<td>4/22-4/28</td>
<td>Module 9</td>
<td>Presenting the venture Ch. 10, online material</td>
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</tr>
<tr>
<td>Week 7</td>
<td>Module 10</td>
<td>Social Entrepreneurship Ch. 12, online material</td>
<td>DF 4 - due 5/5 9:00 pm</td>
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<td>4/29-5/5</td>
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<tr>
<td>Week 8</td>
<td>Module 11</td>
<td>Exit Ch. 11, online material</td>
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<tr>
<td>5/6-5/10</td>
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<tr>
<td>Week 9</td>
<td>Module 12</td>
<td>Presenting the venture Ch. 10, online material</td>
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<tr>
<td>5/11-5/17</td>
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**Exam 1 (Modules 1, 2, 3, 4, 5)**
*Available: Sunday 4/7 NOON to Monday, 4/8 9 pm*

| Week 4     | Module 13 | Financial sources Ch. 8, online material   | Written Assignment available                                 |
| Week 5     | Module 14 | Managing resources Ch. 9, online material  | DF 3 available, due 4/22 9:00 pm (extension due to Easter)   |
| Week 6     | Module 15 | Business planning Ch. 6, online material   | Written Assignment due 4/28 9:00 pm                         |
| Week 7     | Module 16 | Presenting the venture Ch. 10, online material |                                                             |
| Week 8     | Module 17 | Social Entrepreneurship Ch. 12, online material |                                                             |
| Week 9     | Module 18 | Exit Ch. 11, online material                |                                                             |

**Exam 2 (Modules 6, 7, 8, 9, 10)**
*Available: Sunday 5/5, NOON – Monday 5/6 9 pm*

| Week 10    | Module 19 | Presenting the venture Ch. 10, online material |                                                             |
| Week 11    | Module 20 | Social Entrepreneurship Ch. 12, online material |                                                             |
| Week 12    | Module 21 | Exit Ch. 11, online material                   |                                                             |

**Final Exam (All Modules 1-11)**
*Available: Wednesday, 5/8 NOON – Thursday 5/9, 9 pm*
UNT College of Business Student Ethics Statement

As a student of the UNT College of Business, I will abide by all applicable policies of the University of North Texas, including the Student Standards of Academic Integrity, the Code of Student Conduct and Discipline and the Computer Use Policy. I understand that I am responsible reviewing the policies as provided by link below before participating in this course. I understand that I may be sanctioned for violations of any of these policies in accordance with procedures as defined in each policy.

I will not engage in any acts of academic dishonesty as defined in the Student Standards of Academic Integrity, including but not limited to using another’s thoughts or words without proper attribution (plagiarism) or using works in violation of copyright laws. I agree that all assignments I submit to the instructor and all tests I take shall be performed solely by me, except where my instructor requires participation in a group project in which case I will abide by the specific directives of the instructor regarding group participation.

While engaged in on-line coursework, I will respect the privacy of other students taking online courses and the integrity of the computer systems and other users’ data. I will comply with the copyright protection of licensed computer software. I will not intentionally obstruct, disrupt, or interfere with the teaching and learning that occurs on the website dedicated to this course through computer “hacking” or in any other manner.

I will not use the university information technology system in any manner that violates the UNT nondiscrimination and anti-sexual harassment policies. Further, I will not use the university information technology system to engage in verbal abuse, make threats, intimidate, harass, coerce, stalk or in any other manner which threatens or endangers the health, safety or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech.

Student Standards of Academic Integrity
http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf

Code of Student Conduct and Discipline

Computer Use Policy
http://policy.unt.edu/policy/3-10
Appendix – IMPORTANT INFORMATION REGARDING EXAM

1. Carefully read the information on the exam available in previous pages of this syllabus.

2. Exams are available online, and you can access them from any desktop or laptop. **It is not recommended to take tests from mobile devices such as iPads or tablets** due to connectivity issues students have experienced in the past.

3. You **must arrange to be available during the scheduled times**. It is your responsibility to make sure you know how to use the online delivery platform and that your computer has all appropriate plugins etc., to run the test.

4. Exams are available for a specific period of time, referred to as the **availability period**. Availability period means that you can “pick-up” or start the test any time during the period AND that you must submit the exam by the end of the period. Canvas will automatically submit any unfinished exam when the availability period ends.

5. It is strongly recommended **NOT to wait till the last hours of the availability period to access a test**. If you wait till the last hour of the availability period and encounter difficulties, you may miss the test, in which case you get zero for it. Note that when you wait till the last hours, you will have very little recourse to handle any technical or other issues that emerge (see the item **Technical Help during an exam**.)

6. Time of test is measured by Canvas system: starting time begins when you hit “start/begin” and ending time is when you hit “Submit” and “Finish”.

7. Canvas **does not record any answer** entered after the allocated time has passed. Be aware that there may be a few seconds of processing time from the time you hit submit, so if you submit in the last seconds, you may not have your answer saved.

8. Computer setup. Make sure that your computer is properly configured and set up with all the necessary software, browser configurations, etc. for taking exams. Specific guidelines are available through the UNT **HelpDesk website**. It is your responsibility to have adequate and adequately configured computer equipment and software to take this online course.

9. **Technical help during an exam/quiz.** If you encounter technical problems, contact the Help Desk immediately (940-565-2324). **Make sure to have the phone number of the Help Desk handy and be mindful of their hours.** The folks there often can walk you through a solution over the phone. After you call the Help Desk, leave me an e-mail message to let me know you had a problem and whether it got corrected. In your email, include a phone number where I can reach you in case I am online and can call right away.

10. **Academic Integrity:** Use of cell phones, cameras, or any electronic device is not allowed during a test. Talking to other students, soliciting or giving help is not allowed. Copying, photographing or disseminating the questions in any form is prohibited. The first item in each test is an Integrity Confirmation. Confirming the statements on this item is a condition for getting credit on the test. Being dishonest about any statement of this item is a violation of academic integrity and subject to automatic F in this course and appropriate measures granted by the University for violating academic integrity.