

Business Administration 3200

Free Enterprise Education

Fall Semester, 2009

Wednesdays 3:30 – 4:50 PM, Pound Auditorium

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Course Description and Objectives: *Supervised practical application of the principles of entrepreneurship and free enterprise.* Although you may take this course as a one-semester course, this course supports SIFE in both the fall and spring semesters. This course will provide you with a greater understanding and appreciation of the American free enterprise system. In addition, you will enhance your team building, leadership, and communication skills which are necessary to thrive in a free enterprise system. You will create, organize, and execute projects in the local and regional communities. The course will better prepare you for competing and entering into your chosen career fields. The skills you gain will add value to your overall undergraduate education experience. Finally, the course provides you with opportunities for networking with community and business leaders. This course is open to all majors.

Learning Outcomes:

- 1. Students will demonstrate an understanding and appreciation of the American free enterprise system. (VSU General Ed Outcomes #1)**
 - a. Students will create programs to teach others about how our free enterprise system works.**
- 2. Students will use computer and information technology. (VSU General Ed Outcomes #3, LCOBA Learning Outcome #7)**
 - a. Students will work with K-12 students and retirees teaching them basic computer and software knowledge.**
 - b. Students will teach K-12 students robotics and use laptop computers for programming the robots.**
 - c. Students will use Internet technology (listserver, website) to communicate on a daily basis.**
- 3. Students will communicate effectively in creating and executing service-learning projects. (VSU General Ed Outcomes #4, LCOBA Learning Outcome #2 and #6)**
 - a. Students must submit written project proposals. These proposals must effectively communicate the learning objectives of the project as well as the resources necessary to successfully execute the project.**
 - b. Students must orally present these projects to the class. They must be able to generate enough interest in their project to secure sufficient resources.**

- c. Students must continually present project updates during class meetings and via the Internet.
 - d. Students must give a formal audio-visual multimedia presentation of their projects to various community service groups as well as to a panel of judges at regional and national competitions.
4. Students will demonstrate knowledge of ethics and teach others effective ways of resolving moral problems. (VSU General Ed Outcomes #8, LCOBA Learning Outcome #3)
- a. Students will revise and sign a SIFE code of ethics. The code emphasizes moral responsibility and establishes behavioral guidelines.
 - b. Students will solicit from an area business their company's code of ethics. The students will set up forums in which discussions of these codes can occur.
 - c. Students will create programs to teach K-12 students the importance of ethical behavior in school and in the business world. They will teach K-12 students ways that they can resolve ethical dilemmas.

Administrative Procedures: Classes will begin at 3:30 pm. We will discuss programs, develop job search skills, and have guest speakers. All seminars are mandatory. You may choose from several different paths to complete the course. The grade you earn in the course *will reflect* the path you choose and the *quality* of your work within the path. All the options are outlined below.

Special Needs: Students requesting classroom accommodations or modifications because of a documented disability must contact the Access Office for Students with Disabilities located in room 1115 Nevins Hall. The phone numbers are 245-2498 (voice) and 219-1348 (tty).

Attendance: Attendance will be taken at the beginning of each class session. If you are not in attendance at that point and come in later, then you need to see me after that class session to convert the absence to a late notation. We will have 15 class sessions. If you are absent more than three (3) classes, for whatever reason, you will automatically receive an F in the course. This policy complies with the 20% rule for absenteeism in the VSU catalogue. If you are consistently late, I will factor your tardiness into your final grade.

Grading: Your final grade for the course is calculated by summing your numerical scores for the activities described under the Course Contract section below.

A – 90-100

B – 80-89

C – 70-79

D – 60-69

F – 59 and below

COURSE CONTRACT

I. Team Contribution – (46 pts total)

Student must complete Fifty hours (50) of work on projects not including class time and the Atlanta Regional SIFE competition.

Each student will sign up to participate on a minimum one project each month. New projects will be rolled in at the beginning of each month and new assignments will be made at that time.

Breakdown requirements for 50 hours

- 1. A minimum of 10 hours of participation in Business Bites**
- 2. A minimum of 10 hours of participation in Computer Labs (See below III)**
- 3. A minimum of 30 hours of additional work on projects assigned each month**
 - 10 of the 30 hours will be allowed to come from additional hours in excess of the minimum required hours for either Business Bites **OR** the computer labs.

You may earn hours for attending the first meeting of a project. After that in order for meeting hours to count towards your total hours, you must have recorded participation hours at that project. You WILL NOT receive hours for simply attending a project meeting if you do not participate in the project.

2 points will be deducted from the total of 46 points for each time the student is absent from a project during an assigned time.

Excused absences from any project should be brought to the attention of the course instructor prior to the day of the assigned project.

II. Development Seminars (21pts)

The semester long program offers seminars on job search skills (interviewing, networking, resume preparation, proper dress and etiquette) and guest business speakers. You will get SIFE hours for attending the proper dress and etiquette seminars. Ann Stone must sign-off stating that you have completed all requirements for the job search seminars and assignments.

III. Written and Oral Presentation (Choose A OR B) (11pts)

- A. Serve as either chair or co-chair of a minimum of one SIFE approved project**
- 1. Prepare a one- page project summary, which should include a detailed description of the project, along with any changes that you may suggest making to the project in the future.**
 - 2. Make reports of project progress and needs at SIFE meetings.**

B. You will prepare a three-page paper on a proposed new entrepreneurship/free enterprise project, which should include a detailed discussion of the project, possible contacts, number of people necessary to complete the project, the target audience, and a budget. The oral presentation should be a well thought-out and practiced presentation. It should include the following points and be five minutes in length:

1. Name of project,
2. Discussion of project including desired results,
3. Target audience and projected results, and
4. Resources and contacts needed.

IV. Computer Lab Participation (11pts)

You must have a minimum of 10 total hours participation in one of the following programs: Ora Lee West Community Center, Hudson Docket Community Center, and/or Learning in Retirement (LIR) Program. The Housing Developments Computer Labs (community centers) will be manned from 5:00 – 6:00 PM Monday through Thursday. The LIR (Learning in Retirement) meeting times will be announced (they are usually somewhere between 10:00 am – 2:00 PM).

Excused absences from any project should be brought to the attention of the course instructor prior to the assigned time of the project.

V. Resume & Mock Interview (11pts)

You will construct a well prepared resume with the assistance of Ann Stone, Office of Career Services. You will participate in a mock interview. Revised and completed resume must be turned into course instructor on November 18th, 2009.

Class Schedule and other important Dates:

The following schedule is subject to change.

August– Wed – 19th

Introduction and SIFE registration

September Program discussion

Homework- Register for VSU SIFE at www.vsusife.org and register at SIFE USA at www.sife.org by next week.

August– Wed – 26th

Program chair overview

Program sign up

Presentation and Training-Hudson Docket/ Ora Lee West/ Learning in Retirement
Training and overview of Business Bites

September– Wed – 2nd

Answer any questions

SIFE Business Advisory Board member speaks- Mr. Tom Newbern

Program Development- chairs report on upcoming projects and announce meetings

New Member Recruitment Pizza Party

September – Wed – 9th

Regular SIFE meeting

Program Development- chairs report on upcoming projects and announce meetings

****Resume Development and Writing: Ann Stone, Office of Career Services****

September– Wed – 16th

Regular SIFE meeting

Program Development- chairs report on upcoming projects and announce meetings

Answer any questions regarding resume requirements

September– Wed – 23rd

Regular SIFE meeting- Homecoming discussion and sign up

Program Development- chairs report on upcoming projects and announce meetings

****AIG Seminar- Tom Newbern, BAB member****

September – Wed – 30th

Program Reports (all chairs report on progress of projects) 3:30 – 4:00

****The In's and Don'ts of Interviewing: Ann Stone, Office of Career Services****

****Sign-up for Mock interviews****

Mon – October 5th to Fri – October 9th MOCK INTERVIEWS

Mock Interviews at the Co-op Office, Powell Hall West, 2nd floor.

October- Wed- 7th

Program Reports (all chairs report on progress of projects) 3:30 – 4:00

Distribute and discuss code of ethics- SIFE Board member to speak

October – Wed – 14th

Career Fair- 10am -2pm Magnolia Room in the UC

Program Reports (all chairs report on progress of projects) 3:30 – 4:00

Dress for Success Seminar at UC (Time and Date to be announced)

Etiquette Dinner (seminar) (Time and Date to be announced)

October 19th-20th Fall Break

October– Wed – 21th

Program Reports (all chairs report on progress of projects) 3:30 – 4:00

****Networking: Ann Stone, Office of Career****

Follow-up on job search preparation by Ann Stone

October– Wed – 28th

**Program Reports (all chairs report on progress of projects)
Program Development, chairs meet with members and work on programs**

November – Wed – 4th

Program Reports (all chairs report on progress of projects) 3:30 – 4:00

Guest Speaker (Business Advisory Board Member or employer)

November– Wed – 11th

Program Reports (all chairs report on progress of projects) 3:30 – 4:00

Guest Speaker- Turn in revised and completed resume.

November– Wed – 18th

Turn in completed and revised resume to instructor

Written project paper and written chair reports due.

November 25th-27th Thanksgiving Break (No class)

December– Wed – 2nd - Oral Presentations and Wrap-up