

Hagerstown Community College
OFFICIAL COURSE SYLLABUS DOCUMENT

COURSE: ENT 105 Entrepreneurship in Practice II **SEMESTER/YEAR:** Spring 2017

INSTRUCTOR: Lori Spessard

CONTACT INFORMATION: Email: ljspessard@hagerstowncc.edu

Office: LRC 113

Phone: 240-500-2548

Office Hours: M 9:00 – 11:30 AM, W 11:00 – 11:30 AM, and TR 9:45 – 10:45 AM

COURSE DESCRIPTION: The focus of this course is on starting and growing new businesses. Students will work toward launching a new venture or improving an existing business. Emphasis is placed on experiential, practical learning activities. Total of 45 hours of lecture.

TEXTBOOK: Abrams, R. (2013). *Six-week start-up*, 3rd ed. Planning Shop. ISBN 978-1-933-895-41-3

STUDENT LEARNING OUTCOMES:

Students who successfully complete this course will be able to:

1. Clarify a business concept and business identity.
2. Recognize and evaluate the legal, financial, operational, and marketing issues relevant to a selected business idea.
3. Develop and implement a plan for starting or improving a business.

REQUIREMENTS: The textbook for the course is required. Access to the internet is required for accessing the Moodle course site and using email.

ASSESSMENT PROCEDURES:

Your final grade will be based on the following:

Assignments	40%
Discussions	30%
Project	30%

Discussion participation is a required and important element of the course. Many of the assignments and discussions can be tailored to suit your interests. The project consists of a business start-up (or improvement) plan and a progress report on its implementation. Additional details for all assignments are provided in Moodle.

COURSE POLICIES:

Total Hours of Coursework: This is a three-credit, college-level course. To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit.

For most classes, students should expect to do at least 2 hours of coursework outside of class for each hour of in-class coursework. You should expect to spend about six hours per week outside of class in order to succeed. (Note: This is for a 15-week semester. If you are in a shorter session, expect to spend more time per week.)

The same basic rule applies to an online class. In a face-to-face class, the time spent per week in class is usually 3 hours. Add to this the recommended six hours per week outside of class for a total of nine hours per week.

Attendance Policy: Students are expected to actively participate in this course and adhere to the course schedule. In the case of absence due to emergency (illness, death in the family, accident), or participation in official College functions, it is the student’s responsibility to confer with the instructor about the absence and missed course work. Further, it is the student’s responsibility to withdraw officially from any class which he/she ceases to attend. Failure to do so will result in the recording of an “F” grade. The College’s attendance policy can be found in the College Catalog.

Attendance applies to online classes as well. Regular, active participation every week is expected.

Late or missed assignments: If you experience an emergency (as defined in *Attendance Policy* above), and miss a deadline, contact your instructor as soon as possible. Under emergency circumstances only, you may be given an extended due date at the discretion of the instructor.

Academic Integrity: The HCC Student Code of Conduct is published in the *HCC College Guide: A Handbook Planner for Students* and may be obtained in the Student Activities Office. The Code of Conduct includes principles, rights, and prohibited conduct related to academic integrity and due process. Academic dishonesty will be dealt with in accordance with the College’s policies and procedures.

Services for Students with Special Needs: Students who have special needs are encouraged to identify themselves to the Coordinator of Disability Services as early as possible. Reasonable accommodations based on current documentation are provided to qualified students. For more information, contact Jaime Bachtell, Coordinator of Disability Services, at 240-500-2273 or jlbachtell@hagerstowncc.edu. Once approved by the coordinator, it is your responsibility to communicate directly with the instructor about the accommodations you require.

The instructor reserves the right to modify the course content, schedule, and/or assessment procedures as deemed necessary.

ACCOUNTING FOR CREDIT HOUR REQUIREMENT

For online class:

Assignment/Assessment	Clock Hours	Explanation
Online videos, readings, and other content	45.5	Time spent on a variety of online learning tools, reading, taking notes, etc.
Research and writing for assignments	45	Time spent researching, writing, editing, etc. written assignments.
Research for and participation in forums	44	Time spent preparing for and participating in discussion forums.
Total hours	134.5	

Services for Students with Disabilities: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.