



South Portland, Maine 04106

Business Department

FIG - *So You Think You Want to Own a Small Business*

Class Day/Time: Monday, 6:00-7:50 p.m.

Catalog Number: FIGS 100-M1

Location: Hague 204

Total Contact Hours: 15

Instructor: Diane Atwood, MSED

Credit Hours: 1

Contact information: datwood@smccme.edu

Office Hours: By appointment

Course Syllabus

COURSE DESCRIPTION

Freshman Interest Groups (FIGs) are theme based one-credit courses that combine college success skills, goal exploration and setting, and investigation of a topic. This FIG will explore the topic of entrepreneurship and what it takes to start a small business, including writing a business plan, exploring the elements of a feasibility study, and understanding the traits of successful entrepreneurs.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

- Describe and apply effective study skills, test taking, and time management strategies.
- Explore career and academic opportunities using a variety of tools.
- Develop and articulate achievable academic goals.
- Demonstrate proper note taking techniques using the Cornell method.
- Apply the concept of SQ3R to reading a textbook.
- Understand the business plan process and its role in starting a business.
- Understand the elements of a feasibility study.
- Explore small business ownership and the entrepreneurial mindset

COURSE REQUIREMENTS

In order to successfully complete this course students are required to attend class, complete all assignments, and actively participate in class discussions and activities. Students will also complete elements of the course through a companion **SMCC Blackboard** site. To access Blackboard, go to www.smccme.edu and click on "Blackboard."

ATTENDANCE POLICY

Regular attendance is required. To earn full credit for this course you can only miss one class. Being absent for more than one class will result in automatic academic failure of the course. Late arrival will count as half an absence. If a student is absent during the first week of class, the student will be reported as a "WN" (No-Show) and will be dropped from the course.

Exceptions can be made in cases of family emergency or extreme illness (a doctor's note will be required). If you miss a class, you will be responsible for the material covered and you will be expected to be fully prepared for the next class session.

STUDENT EVALUATION AND GRADING

Students will access their grades in Blackboard.

Attendance	20%
Class Participation	20%
Assignments	50%
Final Presentation	<u>10%</u>
Total	100%

CLASS DATE	CLASS TOPIC [SUBJECT TO CHANGE]	ASSIGNMENT DUE AT BEGINNING OF CLASS
Aug. 28	* Course Overview, Syllabus * Small Business Overview * Entrepreneurial Mindset	
Sept. 4	<i>LABOR DAY – NO CLASS</i>	
Sept. 11	* Blackboard Orientation * SMCC Resources - MMG * Time Management	Entrepreneurial Self-Assessment Survey
Sept. 18	* SQ3R/Cornell Note Taking * Mindset * <i>What's Your Big Idea?</i> * Business Structures * What is a Feasibility Study? * Introduce Final Project	Advisor Email Blackboard Orientation MMG Webquest 168-Hour Reflection Questions Optional Time Management 3-2-1 <i>What's Your Big Idea?</i>
Sept. 25	* Personal Habits of Success * Marketing and Networking	SQ3R/Cornell Note Taking Assignment Mindset Assignment Feasibility Study Assignment
Oct. 2	* Goals and Career Planning * Financial Literacy SALT * Elements of a Business Plan * Canvas Business Model	Personal Habits of Success Assignment Marketing/Networking Assignment
Oct. 9	<i>COLUMBUS DAY – NO CLASS</i>	
Oct. 16	*Final Project Activity	My Career Center Profile [G1] Creating your Academic Plan [G2] OR Deciding on a Pathway [G3] Work Values Exercise [G4] OR Smart Goals Worksheet [G5] SALT Budget [F1] and Student Loan [F2] Certificates of Completion Canvas Business Model
Oct. 23	* Final Project	<i>Elevator Pitch</i>
Oct. 30	* Final Project	<i>Elevator Pitch</i>

CLASSROOM ETIQUETTE

- Every student has their own “voice” and should feel that they will be heard and respected.
- Any behavior that disrupts the learning of other students is unacceptable. Any student who talks excessively or acts in a disruptive manner will be asked to leave the class and will receive a zero for class participation.
- During class, you may NOT answer, check or otherwise interact with any electronic devices unless you’re doing an assigned activity. Phones, tablets and laptops should be silenced and out of sight. If you break this rule you will earn a zero for class participation.

LATE POLICY

Late work **will not be accepted and will receive a zero**. In cases of extenuating circumstances (extreme illness, death in the family, etc.), students must contact the instructor before the work is due to discuss a make-up schedule. No extensions will be given after the deadline has passed.

PLAGIARISM POLICY

Using a quote, fact or idea from an existing source without clearly and fully crediting the source is plagiarism, which violates the academic code as well as the Student Code of Conduct. **Plagiarism will be taken very seriously in this class, so be sure to write in your own words and cite all material used from outside sources.**

Plagiarism includes using exact wording without quotation marks as well as changing some words but copying the basic sentence structure of a source without attribution. **The first time plagiarism is found in any of your work you will receive a zero for that assignment, discussion, quiz or test. If you plagiarize a second time you will automatically fail this course.**

You must use both in-text citations and a bibliography for all work that includes information from outside sources. This policy applies to everything in the course, so be sure to cite your sources carefully (in-text and in a bibliography) and use quotation marks for any direct quotes.

SMCC POLICIES

Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. If it is suspected that an SMCC student in any course has knowingly committed such a violation, the faculty member may refer the matter to the College’s Disciplinary Officer for appropriate action to be taken under the Student Code of Conduct. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct. If a student seeks to challenge an instructor’s determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus.

Add-Drop Policy

Students who drop a course during the one-week “add/drop” period in the fall and spring semesters and the first three days of summer sessions will receive a 100% refund of the tuition and associated fees for that course. Dropping a course after the first week will result in a reduced refund. Please note: any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. **To officially withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center** (no phone calls, please). The designation “W” will appear on the transcript after a student has officially withdrawn. **A course withdrawal is an uncompleted course and may adversely affect financial aid eligibility.** Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

End-Of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

ADA Policy

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual’s accommodations.

SMCC Pay-For-Print Policy

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College’s pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you’ve finished your printing, to prevent unauthorized access to your account.

Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Print Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student’s account.