

MANAGEMENT- MGNT 3618-01D
Fall 2019
MW 5:30 PM-6:45 PM – Miller Hall #1308

Instructor: Mr. Richard Sigman Office Hours: MW 9:15-11am, 1:15pm- 2pm
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Required Text:

Longenecker, Petty, Palich, Hoy. Small Business Management 18e. Cengage Learning.

Course Description:

This course consists of a study of the principles of entrepreneurship and the real world application of those principals. The course will use case studies and a real life marketing strategy project to help students understand the challenges and rewards of business ownership.

This is a partially online course in which 50% of the course will be completed online. Students are required to come to campus during the semester for exams. Students are required to use CourseDen (D2L) throughout the semester to support faculty-to-student and student-to-student interaction, including but not limited to discussion boards, announcements, email, submitting assignments, etc.

The following are minimum requirements for completing this course successfully. You must meet these minimum requirements to participate in the class.

- Must have access to a personal computer (PC or MAC)
- High-speed internet service (DSL, Cable, etc.) is strongly recommended. If high-speed internet is not available in your area, contact the instructor immediately. Completion of the course requirements will be very difficult and cumbersome without high-speed service.
- Software requirements: Microsoft Office 2007 or higher (available for free through UWG ITS) and Adobe Acrobat Reader.

Learning Objectives Related to Learning Goals:

1. Students will demonstrate an in-depth understanding of new ventures and how they originate. (BBA 4)
2. Students will demonstrate an in-depth understanding of how the integration of a number of different disciplines, (including marketing, economics, finance, accounting, law, leadership, ethics, and human resource management) form the foundation of a business. (BBA 4)
3. Students will research and evaluate new business opportunities. (BBA 1, MGT 2)

Students should review the following information each semester.

ACADEMIC SUPPORT

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services](#).

Center for Academic Success: The [Center for Academic Success](#) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu

University Writing Center: The [University Writing Center](#) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu

ONLINE COURSES

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online](#) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide](#).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares](#) site. [Online counseling](#) is also available for online students.

HONOR CODE

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook](#).

You may **NOT** screen shot, take photos, or otherwise document the questions or answers of the online quizzes. Quizzes are individual effort and **ARE NOT** to be taken with the assistance of anyone else. You are not to provide questions or answers to any online quiz or exam to another person. These actions will be considered cheating and you will receive an **F** for the course.

UWG EMAIL POLICY

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

CREDIT HOUR POLICY

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows [University System of Georgia \(USG\) guidance](#):

You may also visit our website for help with [USG Guidance](#):

Attendance:

Because this course has online activity, you are expected to prepare for this course by reviewing each chapter and completing all quizzes and assignments. You are **REQUIRED** to come to class on exam days and presentation days. Students enrolled in this course are expected to be active learners and participants. The classroom door will be locked at the beginning of class. If you are late, you **WILL NOT** be permitted to enter the classroom and will be counted absent for the day.

Technology:

The use of technology (i.e. laptops) in the classroom will be permitted as long as these devices are used for classroom related activities and do not distract from the lecture or class discussion. If at any point the use of these devices becomes problematic to the class, all such devices will be banned for the remainder of the semester. **Cell phones should always be turned off or on silent and NEVER used during class.**

Evaluation of Course Objectives

- Exams 70%
- Case Study 5%
- Marketing Strategy Project 15%
- Online Quizzes 10%

You will have a total of **FOUR** exams in this course. The comprehensive final exam is optional and can be used to replace your lowest exam grade. The exam format could be multiple choice, short answer, true/false or discussion. The exams are worth **70%** of your total grade.

You may also have the opportunity to earn extra points towards exams on some of the activities. In addition, questions from any of the class participation activities could be on any of the exams.

Extra Credit and Extra Points

No one student will be given extra credit opportunities or extra points at the beginning, middle or end of the course. The instructor reserves the right to give the entire class an extra credit opportunity at his discretion. There are **NO** exceptions.

Grading Scale:

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: <60

The Syllabus

The instructor can change the syllabus as needed during the semester.

Important Links:

- [CourseDen \(D2L\) Home Page](#)
- [CourseDen Help & Troubleshooting](#)
- [Ingram Library Services](#)
- [University Bookstore](#)
- [Accessibility Services](#)

Additional resources and links are available in the UWG/Online CourseDen (D2L) resources and widget on your course homepage.

Tentative Schedule

Date	Topic	Assignment
January 6	Introduction/ True Colors	Review Syllabus
January 8	Chapter 1- Entrepreneurial Life	
January 13	Chapter 2- Integrity, Ethics, and Social Ent.	
January 15	Chapter 3- Starting a Small Business	
January 20	MLK Jr. Holiday	No Class
January 22	Chapter 4- Franchises and Buyouts	
January 27	Exam Review (optional)/ Team Day	Take Online Quizzes by 11:59pm
January 29	Exam 1- Chapters 1-4	In- Class
February 3		
February 5	Chapter 5- Family Business	
February 10	Chapter 6- Business Plan	
February 12	Chapter 7- Marketing Plan	
February 17	Chapter 8- The Organizational Plan	
February 19		
February 24	Exam Review (Optional)/ Team Day	Take Online Quizzes by 11:59pm
February 26	Exam 2 – Chapters 5-8	In- Class
March 2	Chapter 9- Location Plan	
March 4	Chapter 10- Understanding the Financials	
March 9	Chapter 11- Forecasting	
March 11	Ch 12 & 13- Sources of Financing, Exit strategy	
March 16	Spring Break	No Class
March 18	Spring Break	No Class
March 23	Exam Review/ Team Day	Take Online Quizzes by 11:59pm
March 25	Exam 3- Chapters 9-13	In- Class
March 30	Chapter 15- Product Development and Supply Chain	
April 1	Chapter 19- Professional Management	
April 6	Chapter 20- Managing Human Resources	
April 8	Chapter 21- Managing Risks	
April 13	Exam Review/Team Day	Take Online Quizzes by 11:59pm
April 15	Exam 4- Chapters 15, 19, 20, 21	In- Class
April 20	Final Exam Review	In- Class (optional)
April 22	Team Presentations	In- Class
April 27	Team Presentations	In- Class
May 4 5pm-7pm	Comprehensive Final Exam	