Required Text:
- Title: *Entrepreneurial Small Business*
- Author: Katz, Jerome and Green, Richard
- Publisher: McGraw-Hill Irwin
- ISBN: 978-0-07-802942-4

Class Attendance and Preparation Policy:
Attendance will be taken! You will be allowed 3 unexcused absences. Each additional absence will cost you 5% of the total points available in the class. It is also expected that you will show up on time (2:00 p.m.).

Class preparation is strongly suggested. The instructor reserves the right to cancel any class when the majority of the students are unprepared or attendance falls below 66% of class enrollment. Course requirements will not be reduced to compensate for such cancellations.

Academic Dishonesty Policy:
Any practices of academic dishonesty will be dealt with strongly. Please comply with the SIU regulations on this matter. Any submissions that have been partially or completely copied from past reports, internet web sites, i.e., plagiarism, will be considered cases of academic dishonesty. Cases of academic dishonesty could range from a grade of “0” in the assignment, a grade of “F” in the course, and/or university disciplinary action.

It is the students' responsibility to keep all graded materials that have been returned. The instructor's grades will be assumed to be accurate unless you can show otherwise. Any student wishing to appeal a grade must submit a WRITTEN appeal indicating the specific section the student is requesting a re-grade of and a short explanation (rationale) of why the student feels they deserve a different grade. Verbal grade appeals will NOT be accepted.

Course Schedule (Tentative):
- August 25: Introduction / Policies
- September 15: Test 1 (Ch 1-4)
- October 6: Test 2 (Ch 5-8)
- October 13: No Class (Fall Break)
- October 29: Test 3 (Ch 9-12)
- November 19: Test 4 (Ch 13-16)
- November 24: No Class (Work Day)
- November 26: No Class (Thanksgiving Break)
Grading:
Exams (4 @ 100 points each) 400
Assignments (7) 100
Quizzes (16 @ 10 points each) 160
Project (Feasibility Report) 200
Presentations (12-15 mins.) 100
Participation (refer to “Class Participation” below)
Total Points: 960

A = 864-960
B = 768-863
C = 672-767
D = 576-671
F = 0-575

Exams:
All exams will be taken on D2L. Exams will cover four chapters with an optional comprehensive final exam. There will not be any makeup exams given. If an exam is missed the following exam will be counted doubly. If a student misses the last test the final will be mandatory for that student. Test format will consist of any combination of multiple choice, true/false, short answer, and essays. Class discussion and quizzes will be great assets in studying for the tests.

Assignments:
All assignments will be turned in via D2L. There are a total of seven assignments throughout the semester including: Skill Module 1.1, Skill Module 2.1, Resumé, Vision Statement, Mission Statement, Elevator Pitch, and Cover Letter.

Quizzes:
All quizzes will be taken on D2L. A ten-question quiz will follow each chapter. All quizzes will be due prior to the following class. For example, Chapter 1 will be covered on August 27th. The quiz for Chapter 1 will be due prior to the next class which is September 1st.

Project:
The class will be broken up into groups of three. Each group will be responsible for completing a feasibility report for a company they wish to start. Feasibility reports should be 12-15 pages in length. This will be discussed further during the semester.

Presentation:
Each group will present their projects at the end of the semester. Presentations are expected to be 12-15 minutes in length. This will be discussed further during the semester.

Class Participation:
Attendance is NOT participation. Students are expected to do the assigned reading before class and to participate actively in class discussions. At times, the instructor will randomly call upon students to answer questions, to invoke opinions, and for expressions of agreement/disagreement. When called upon, if the student is unable or unwilling to share their thoughts on the matter, the student will be
marked absent for the class period. Without prior preparation and participation, the classroom experience can be unsatisfactory for all concerned.

**General Remarks:**
Communication between students/groups and the instructor should be by email (javoegel1@siu.edu) or during office hours (M-F, 9:00 a.m. - 11:00 a.m.).

Cell phones must be turned off and put away before class starts.

This syllabus is subject to change.

**Fall 2015 Syllabus Attachment:**
http://pvcaa.siu.edu/_common/documents/Syllabus%20Attachment%20Fall%202015.pdf