

**BA 27: Collegiate Entrepreneur's Organization (CEO)
Students In Free Enterprise (SIFE)
Rotaract**

**Course Syllabus: Fall 2017
Instructors: Sarah Maokosy SIFE/CEO**

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Course Title & Code #: BA 27-58883–

Meeting Day, Time & Location: MWF – 12:00 p.m. to 12:50 p.m. – BUS 40

Course Description: The course provides business leadership training and experience using the student leadership organization, Students in Free Enterprise (SIFE) (an affiliate of the international organization, Students in Free Enterprise SIFE, Inc.) and the Collegiate Entrepreneur's Organization (CEO) (an affiliate of the national organization, Collegiate Entrepreneurs Organization). Participation on college sponsored teams to compete against students from other colleges while acquiring knowledge and skills regarding teaching, service, leadership, organization, networking and communications as it relates to the community

Prerequisites: None. (Eligibility for English 25 and English 26 recommended)

Learning Objectives & Outcomes:

In the process of completing this course, students will:

- apply information and skills learned in other business classes, or real-world business settings, in the organization of community service projects related to free enterprise.
- work together as a team to address and solve real-world problems related to the promotion of the concept of free enterprise.
- actively participate in revenue generating activities
- write business related materials, including written presentations and annual reports.
- prepare and present multiple oral/written presentations.
- identify and exercise cross-cultural skills necessary in the world of free enterprise.
- interact effectively with other students and community business leaders.
- improve communication skills, both oral and written.
- develop and/or improve team-building and leadership skills.

Learning Methods & Course Activities:

- Students will participate in various projects geared at teaching others about the world of free enterprise, entrepreneurship, personal financial issues and ethics.
- Project presentations will be made on and off campus.

Assessment: Students completing all exams, assignments, and activities with a cumulative, average grade of "C" or better will be deemed as having achieved the course objectives previously stated.

Textbook: SIFE United States Information Handbook (produced annually by Students in Free Enterprise SIFE USA)

Required Materials: None specific to this course – see page two for general supply requirements.

| 1 Unit | | 2 Units | | | |
|------------|---|----------|--|--------------|-------|
| Points | | Hours | | Points | Hours |
| 150+ | A | 18 to 35 | | 300+ A | 36+ |
| 135 to 149 | B | | | 270 to 299 B | |
| 120 to 134 | C | | | 240 to 269 C | |
| 105 to 119 | D | | | 210 to 239 D | |
| 104 - | F | | | 209 - F | |

PAPER & SUPPLIES (Not applicable to online classes):

- Non-spiral edge, lined paper (8.5 x 11 in)

INTERNET & E-MAIL

- Access to broadband Internet is required. If you do not have an Internet connection, you may use the resources in the Reedley College Library or at other computer labs on campus.
- An email address is required for all students.
If you do not already have one, please either obtain an email address through the RC Library – or any one of the many free email services out there (Gmail, Hotmail, yahoo, etc.).
- Please note: I teach multiple courses (and multiple sections of some courses) so I have some rather strict rules about email. They are as follows:
- Use the subject line correctly. Each email you send to me must include the following subject line:

Course number, your first and last name, and the subject you are writing about
For example, if I was a student in BA 39 (Finite Math), the subject line on my email would be as follows: BA 39 Sarah Maokosy Question about homework

2. Use the spell checker.
Your e-mail messages represent you. Be accurate and be professional.
3. Use proper grammar.
Make a habit of constantly improving the way you communicate.
4. Do not type in all capital letters.
That is the same as yelling.

Please remember that you are in training for your professional career. One of the best places to start practicing is in this class.

*If your email does not have the required information in the subject line, your email will not be read.

CANVAS

- The website is:
<https://scccd.instructure.com/>
- The standard Canvas login is:
Username: your student id number (example: 0123456)
Password: If you have not previously changed your password, it is:
First name initial (upper case) + *last name initial* (lowercase) + *date of birth* (mmddyy)
Example: John Smith born on July 9th of 1988 Password =Js070988
If you do not know your password and need assistance: [\(559\) 499-6070](tel:5594996070)

GRADING

- Your course grade will be based on the number of points earned for projects, assignments, volunteering, etc. Most assignments are not assigned. However, you will be given a “menu” of assignments to complete, events to take part in, projects to complete, etc. It is up to you to choose which of these items to complete. Each item has a certain number of points available for completing that item. You do not get the full amount for poor-quality work. The full amount possible for each item is the number listed. You will need to submit highest-quality work for the total number of points listed.
- Please see specific grading points on page one of your course syllabus.

ATTENDANCE & PARTICIPATION

- Your attendance and participation are important. Attendance will be taken by clocking in and clocking out each time you come to class. We need to track the exact number of minutes you take part in class. You are never required to come on any given day. However, you are responsible to put in as many hours as necessary to earn the number of units you need.
- Unless you regularly prepare for and attend class you can not participate fully in the course. Your success in this course depends on your active participation. In fact, your participation in class discussions and events is the primary driver of success for this course.

HOMEWORK, QUIZZES, & EXAMS

- We do not have quizzes or exams.
- Time will be given in class to complete assignments, but occasionally, you will need to accomplish things outside of regularly-scheduled class time.

Grades are final unless an error in math is found in the computation of your grade

DROP POLICY:

- If you decide to drop the course, please do not simply stop attending. In order to officially drop a class you must fill out a program change card, available in the Admissions and Records Office. Drop dates are listed in your Reedley College Class Schedule. If you simply stop attending, you will be assigned a letter grade.

STUDENT CONDUCT:

- As stated in your schedule of courses, students are expected to conduct themselves in a responsible manner whenever they are on campus or representing the college in any activity. Board Policy 5410 states the specific rules and regulations and a copy of the policy is available in the college library, the admissions office, Dean of Students & Dean of Instruction offices as well as the student activities office.
- Conduct standards are designed to perpetuate the college's educational purposes, allowing students to enjoy the right of freedom to learn. To that end, students who fail to meet the conduct standards, or who interfere with the rights of freedom to learn of others will be removed from class.

APPROPRIATE APPAREL:

- Please be aware that the role of the Business Department is to prepare you for the world of work. We are charged with teaching you about the various functional areas of business as well as appropriate behaviors and attire. To that end, and in order to better serve the entire class, please refrain from wearing inappropriate apparel to class – including, but not limited to, excessively low cut clothing and low-riding pants. Gentlemen will not wear hats indoors and no one will wear sunglasses unless they have a medical directive stating the sunglasses are necessary for medicinal purposes.

CELL PHONE USE:

- Please, if you carry a cell phone or pager, turn the ringer off or to vibrate so the rest of the class is not disrupted by a ring or beep. If your cell phone/pager rings, beeps or makes any other audible sounds in class, you can expect to lose your points for the day – impacting your attendance/participation credit. If you are penalized more than once for a cell phone “violation,” you can expect to be asked to leave the class for on a permanent basis. A ringing cell phone or pager may initiate a pop quiz for the entire class.

ETHICS IN THE CLASSROOM:

- You will notice that we will often discuss ethical issues, as such you should understand that cheating and plagiarism is not acceptable in this class (or any other).
-

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:

- If you have a verified need for an academic accommodation or materials in alternate media (i.e.: Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me, or the DSPS office - ext 3332 as soon as possible
- *Please see the Reedley College catalog for clarification of issues and additional guidelines.

THIS SYLLABUS AND THE COURSE ACTIVITIES SCHEDULE ARE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE INSTRUCTOR.