Abilene Christian University

Application for a New Course v9

Course ID ***Subject and Number***	FIN 420
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Jonathan Stewart
2	Course Teacher	Jonathan Stewart
3	Course Title	Entrepreneurial Finance
4	Course Abbreviation (if title is over 30 characters)	N/A
5	College	College of Business Administration
6	Department	Accounting and Finance
7	Number of Credit Hours	3 hours
8	Is the course Fixed Credit or Variable Credit?	Fixed credit
9	Is the course repeatable?	No
10	Maximum number of times course may be repeated	N/A
11	Maximum number of hours credit	3 hours
12	Explanation for variable credit	N/A
13a	Course contact hours - LEC	3 hours
13b	Course contact hours - Lab	
13c	Course contact hours - Practicum	
13d	Course contact hours - Seminar	
13e	Course contact hours - Studio	
13f	Course contact hours - Online	
13g	Course contact hours - Colloquium	
13h	Course contact hours – Field Experience	
13j	Course contact hours - Internship	
13k	Course contact hours - Research	
13m	Course contact hours - Workshop	
13n	Course contact hours – Other (specify)	
14	Instructor Workload	3 hours
15	Grade Mode (check all appropriate):	_X_Standard ___Credit/No Credit (undergrad only)
16	Maximum Enrollment	30 students per section
17	**Catalog Description** (50 words or less)	This course is focused on the financial aspects of a new venture from idea to operation to harvest. The course will help students develop understanding and proficiency with respect to the concepts and tools of entrepreneurial finance and help foster an entrepreneurial spirit.

18	List any prerequisites (course/s, test scores, class standing, major, etc.)	FIN310 with a grade of "C" or better.
19	List any co-requisites	N/A
20	If the course is cross listed, specify the Course ID(s) MUST have signature in Section V off all Department Chairs	N/A
21	Does this course have any special student costs? Yes/No *Attach a <u>completed</u> "Request to Add or Change Course Fees" form. Describe in section IV-F*.	No
22	How often will it be offered? **Fall**	No
23a	How often will it be offered? **Spring**	Yes
23b	How often will it be offered? **Summer**	No
23c	How often will it be offered? **Fall**	No
24	Frequency?	1 section per semester
25	First semester this course will be offered *New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.*	Spring 2014
26	List course/s that should be deleted, include the last semester for course/s being deleted *A course cannot be deleted when it is a requirement in a degree plan in any department.*	N/A
27	Is this course required for a degree/s? Yes/No *If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.*	N/A
28	Has this course been offered as a Special Topics course? Yes/No *If "Yes," specify the Course ID and enrollment for each term it was taught.*	Yes. This course was offered as FIN440 in Spring 2013 under the title "Entrepreneurial Finance" and had 21 students.
29	List any courses in which content overlaps the proposed course. (Course ID and Name) *Attach statement from instructor/dept chair of existing course justifying the new offering in Section IV-D.*	N/A

II. Curriculum

1	**Degree Plan** Explanation of how this course affects degree requirements.	See response to Section I-27 and Appendix C.
2	**Justification** State the justification for adding this course to the current curriculum. Represent the need	See Appendix D.

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	The course is designed for all ACU students with a significant interest in entrepreneurship and/or finance for start-up ventures. The course is targeted towards senior-level students. The FIN 310 prerequisite is intended to ensure students have sufficient understanding of basic skills and ability to participate and complete the course.
2	State the overarching course goal(s) in performance terms.	The course is interactive in nature and will require students to work hard. Students will be expected to develop an understanding of financial issues related to starting and sustaining a new venture. Students pursuing a degree from the College of Business must earn a grade of "C" or better in the course.

2. Competencies and Measurements

	Competency	Measurement
1	Describe the entrepreneurial process and life cycle of a successful venture, including the typical financial needs and sources of capital.	Quizzes and Exam #1.
2	Use appropriate financial tools to identify high-growth, high-performance firms and assess the feasibility of the venture.	Quizzes and Exams #1, #2 and #3.
3	Evaluate the financial performance of a venture using appropriate financial ratios to assess liquidity, profitability, cash uses and needs, and leverage position.	Quizzes and Exam #2.
4	Estimate the value of a venture using the discounted cash flow equity method and venture capital approaches.	Quizzes, Exam #3, and Final Exam.
5	Describe the various methods of harvesting a venture and plan an exit strategy.	Quizzes, and Final Exam.

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.
2. For **combined undergraduate/graduate** courses, make two lists:
   a. full publication information; label **Undergraduate**.
   b. full publication information; label **Graduate**. Indicate number of pages required.

The following textbook and resources are needed:

Entrepreneurial Finance, 4th Edition, J. Chris Leach and Ronald W. Melcher, South-Western Cengage Learning, 2012. Texas Instruments BA II PLUS financial calculator. This is the only calculator that you will be allowed to use during exams.

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

Supporting Documentation	**Location**
Library — Submit new course application and syllabus to the Director of the Library. Consult with the director and establish a deadline for completion of the library report. **Attach** the signed copy of the library director's report.	Appendix A
Instructional Design — The application and syllabus must be reviewed by the Adams Center. **Attach** a copy of the Adams Center Review Letter.	Appendix B
Degree Plan — The impact of the course must be reviewed by the Director of Curriculum. **Attach** degree plan signed by the Director of Curriculum.	Appendix C
Content Overlap — Include one document for each course you listed in Section I-I. **Attach** statement from instructor/dept chair of existing course justifying the new offering.	N/A
Departmental Resources — List the resources that support the course and are available only through the department, if applicable. **Attach** the list of the holdings and the location/s.	N/A
Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). **Attach** a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.	N/A
Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). **Attach** a complete list of all items, the estimated cost of each and the source of the funds.	N/A
Justification — **Attach** all documents referred to in Section II-2	Appendix D
Syllabus — **Attach** the syllabus for the course based upon the anticipated first-semester offering.	Appendix E
Provide documentation for all additional attachments here	N/A

V. Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Primary Department

Department Chair

Dean of the College

Date

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Dean of the College

Date

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Dean of the College

Date

Date

VI. Approvals *Place all approvals on one page.*

A. Course ID: ________________

Course Title: ____

1. **College Academic Council Action**: (for all courses)
   Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved ___ Denied___ ______________________________ ____________
College Dean or Director Date

Approved ___ Denied___ ______________________________ ____________
College Dean or Director Date

2. **Graduate Council Action**: (for graduate level courses)

Approved ___ Denied ___ ______________________________ ____________
Dean of Graduate School Date

3. **University Undergraduate Academic Council Action**:
   For undergraduate level courses only

Approved ___ Denied ___ ______________________________ ____________
Associate Provost Date

4. **University General Education Council Action**: (when applicable)

Approved ___ Denied ___ ______________________________ ____________
Provost or designee Date

5. **University Budget Committee Action**: (when applicable)
When applicable – see New Course Application Instructions

Approved ___ Denied ___ ______________________________ ____________
Chair, University Budget Committee Date

6. **Academic Provost Action**: (for all courses)

Approved ___ Denied ___ ______________________________ ____________
Provost Date

7. **President of the University Action**: (for all courses)

Approved ___ Denied ___ ______________________________ ____________
President Date

Attach notes, comments, or conditions from appropriate councils:

APPENDIX A

Library Report
(attached hereto)

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: April 8, 2013

TO: Jim Litton

FROM: Mark McCallon, Associate Dean for Library Resources

RE: Course Application for FIN 420 – Entrepreneurial Finance

After reviewing the course application and syllabus, the library can adequately support the proposed course. Please let assigned faculty know that they can contact the library liaison Mark McCallon(mccallonm@acu.edu) to suggest specific resources that the library needs to purchase for future revisions to the course. Thank you for letting us examine the course proposal.

APPENDIX B

Adams Center Report
(attached hereto)

ABILENE CHRISTIAN UNIVERSITY
Educating Students for Christian Service and Leadership Throughout the World

Abilene, Texas 79699 • www.acu.edu • 325-674-2000

April 11, 2013

Jim Litton
Director, Griggs Center for Entrepreneurship and Philanthropy
Mabee Business Building, Room 260
ACU Box 29342
Abilene, TX 79699-9342

RE: COBA course applications

Hello, Jim – thank you for sending three new course applications to the Adams Center for review. We were pleased to see new courses being developed in the area of entrepreneurship. The work you've done to demonstrate growing demand for this sort of class, combined with course descriptions from other schools for similar courses, serves to highlight the potential success of each course.

Overall, each course application looks good. I'll list here the specific feedback which was sent to you via email for inclusion in the course applications as they move on to consideration by UUAC.

<u>MGMT419 Global Entrepreneur</u>

- Overall, this seems to be a great addition to the Study Abroad program and COBA curriculum.
- We wonder if contacts with local entrepreneurs in the Study Abroad sites have already been made? How will the noted field visits and interviews be set up? Will students receive a list of suggested contacts or have to make those connections on their own? (This item is more curiosity than a suggested change.)
- The stated course goal listed in the application of "work hard" in an "interactive course" is inadequate. What will students who successfully complete this course be able to do?
- The information provided in the syllabus for OpenClass help from Team55 should also include their email address for out-of-the-country communication needs.
- The items listed in the grading scale do not add to 100% - only 85%. Is an assignment missing, or should the listed assignments receive a different percentage of the total course grade?

<u>FIN420 Entrepreneurial Finance</u>

- We're glad to see an increased emphasis on entrepreneurship in COBA and believe that the additional courses being developed in this area will be well-received.
- The stated course goal listed in the application of "work hard" in an "interactive course" is inadequate. What will students who successfully complete this course be able to do?
- The list of "student responsibilities" included in the syllabus mention a stock trading simulation which is not mentioned elsewhere in the course calendar or list of graded items. Should this be included?

MGMT320 Social Entrepreneurship

- This course provides a solid addition to COBA's curriculum and is immediately applicable to ACU's stated mission.
- The stated course goal listed in the application of "work hard" in an "interactive course" is inadequate. What will students who successfully complete this course be able to do?
- The class has an excellent balance of textbook readings and guest speakers to help put "hands and feet" on concepts introduced in the readings.

The Instructional Design Team in the Adams Center stands ready to assist the course developers at any step of the teaching process. Don't hesitate to contact us if we can provide additional help.

Blessings,

Melinda (Mindi) Thompson, Ph.D.
Director of Instructional Design
Adams Center for Teaching and Learning
255 Brown Library
ACU Box 29201
Abilene, TX 79699-9201

APPENDIX C

Summary of Planned Changes for COBA Majors

The proposed new course, FIN 420: Entrepreneurial Finance, is part of a broader plan to enhance and add depth to entrepreneurship as a field of study in the College of Business Administration. This new course will be added to a menu of elective courses students may take to fulfill requirements for a 9-hour concentration in Entrepreneurship and Philanthropy that is available to all COBA majors and/or fulfill degree plan requirements for advanced business course electives.

The following Management degree plan (MGMT) reflects the addition of FIN 420: Entrepreneurial Finance as well as two other courses that are being submitted concurrently for approval. The changes reflected in the Business Foundations portion of the degree plan are unrelated to FIN 420: Entrepreneurial Finance but included for consistency with the other two course applications. These changes will also be made for the remaining COBA degrees (ACCT, FIN, MKTG, IS). The new course will also meet advanced elective requirements for ACCT and FIN majors. The required signature of a representative of the Registrar's office is included immediately following this revised MGMT degree plan.

Management (BBA)
Business

• ACCT 210 Financial Accounting	3 hours
• BUSA 120 Introduction to Business	3 hours
• ECON 260 Macroeconomics	(3 hours)[1]
• ECON 261 Microeconomics	3 hours
• FIN 310 Financial Management	3 hours
• IS 322 Business Statistics	3 hours
• MGMT 330 Management and Organizational Behavior	3 hours
• MGMT 331 Operations Management	3 hours
• MGMT 439 Strategic Management (writing-intensive course)	3 hours
• MKTG 320 Principles of Marketing	3 hours
• Choose one: BUSA 419, FIN 419, MGMT 419, MKTG 419	3 hours[2]

Mathematics

• Choose one: MATH 130, 131, 185, or 186	(3 hours)[1]
TOTAL	**30 hours**

[1]Hours (in parenthesis) may also fulfill university requirements and are not included in total major hours.
[2]Fulfills university requirement for cultural competency

MANAGEMENT CORE

• ACCT 211 Managerial Accounting or ACCT 302 Cost Accounting I	3 hours
• BLAW 363 Legal Environment of Business	3 hours
• IS 324 Management Information Systems	3 hours
• MGMT 345 Introduction to Management Science	3 hours
• Choose four courses: Advanced business selections	12 hours

MGMT 305
MGMT 332
MGMT 342 or 452
BUSA 435 or MGMT 335
MGMT 499

TOTAL	**24 hours**
MANAGEMENT EMPHASES (CHOOSE ONE)	
Business Leadership (BL)	
Choose two or three courses: (3 hours may meet MGMT core).	(3)/6 hours
BUSA 435 Christian Business Leadership Perspectives	
MGMT 335 Leadership in Organizations	
MGMT 459 Project Management	
Choose zero or one courses:	0-3 hours
COMS 421 Leadership and Communication	
PSYC 388 Teams and Team Leadership	
Total	**6 hours**
Human Resource Management (HR)	
MGMT 332 Human Resources Management (may meet MGMT Core)	3 hours
Choose two courses:	6 hours
MGMT 337 Safety, Health and Security	
MGMT 373 Employee Planning, Recruitment and Selection	
MGMT 375 Employee and Labor Relations	
MGMT 447 Compensation and Benefits Management	
Total	**6 hours**
Entrepreneurship and Philanthropy (EP)	
MGMT 305 Foundations of Entrepreneurship	3 hours
Choose two courses:	6 hours
MGMT 320 Social Entrepreneurship	
FIN 420 Entrepreneurial Finance	
MGMT 419 Global Entrepreneur (may meet Business Foundations)	
MGMT 430 Entrepreneurial Venture Management	
MGMT 432 Launching the Venture	
Total	**9 hours**
Advanced business or business concentration or support field (advanced selections from same non-business prefix)	6 hours
TOTAL	**12 hours**
ELECTIVES	
Minimum	
TOTAL MAJOR HOURS	72 hours
OTHER GRADUATION REQUIREMENTS	
Minimum grade in each business and emphases course	C
Minimum GPA for graduation	2.5
Minimum advanced hours	33
Minimum total hours	128

Courses numbered 0** do not count in minimum hours required for degree.

APPROVED BY:

____

Name:
Title:

APPENDIX D

Justification for FIN 420

Entrepreneurship has been one of the fastest growing areas of study in higher education over the past 10-15 years. Entrepreneurship curricula are also common among the colleges and universities with which ACU competes and looks to in various comparison groups. See below for descriptions of similar courses offered at some of ACU's peer and aspirational universities.
As a result of the demand among students and the offerings in entrepreneurship among other business programs, it is beneficial for ACU, COBA and our students to add this new course.

<u>Course Descriptions from peer and aspirational universities</u>

BAYLOR

4310 Entrepreneurial Finance (Cross-listed as ENT 4310)

Examines the intriguing process of financing the pursuit of opportunity and growth without regard to assets controlled currently. The major focus is on start-up or acquisition and the initial stages of growth. There is an emphasis on high growth firms, and the central objective is to gain an understanding of how entrepreneurs obtain and use financial resources. The course also examines how value is created.

BELMONT

ETP 3700. Entrepreneurial Financial Management (3).

This course examines the process of financial forecasting for a new venture, effective financial management of an emerging business, sources of financing, bootstrapping, and exit planning.

LIPSCOMB

Financial Management of the Entrepreneurial Enterprise

Focuses on the flow of cash through an entrepreneurial enterprise as the foundation for understanding the basics of accounting and finance. This course explores the sourcing and conservation of the financial resources the firm needs to be successful. Students, many of whom will not have a background in accounting and finance, will explore the practical business implications gained from financial statements and will learn how to manage the firm's finances to create the best possibility for long-term success. At the end of the course, they will develop a three year financial plan for a start-up venture and determine how to garner the resources needed to start the venture.

APPENDIX E

Course Syllabus
(attached hereto)

FIN 420
ENTREPRENEURIAL FINANCE
SYLLABUS – SPRING 2014
MW 2:00- 3:20, COBA ROOM 118, 3 CREDIT HOURS

GRIGGS CENTER
FOR ENTREPRENEURSHIP & PHILANTHROPY

To educate students for Christian service and leadership throughout the world. (ACU Mission)

To glorify God by creating a distinctively Christian environment in which excellent teaching, combined with scholarship, promotes the intellectual, personal, and spiritual growth of business students, and educates them for Christian service and leadership throughout the world. (ACU COBA Mission)

Professor's Contact Information

Professor:	Jonathan D. Stewart, Ph.D., CFA
	Professor of Finance
Phone:	325.674.2133 (Work)
	325.672.5075 (Home)
Email:	stewartjo@acu.edu
ACU Box:	29313
Office:	COBA # 158
Office Hours:	MW 3:30-4:30 pm, TR 1:30-3:30 pm, and by appointment. Drop-ins are welcome.

Course Description (from ACU Course Catalog)

This course is focused on the financial aspects of a new venture from idea to operation to harvest. The course will help students develop understanding and proficiency with respect to the concepts and tools of entrepreneurial finance and help foster an entrepreneurial spirit.

About the Course

The purpose of this course is to develop understanding and proficiency with respect to the concepts and tools of Entrepreneurial Finance and help foster an Entrepreneurial spirit. The course focuses on the financial aspects of a new venture from idea to operation to harvest. This course will be interactive in nature and require you to work hard, both individually and in groups.

Entrepreneurs are stewards of the resources that they manage. Honesty and integrity require that financial managers serve the shareholders, bondholders, fellow employees, and customers, in a way that is both competent and ethical. Successful entrepreneurs often have uncommon opportunities to have a positive impact on employees, partners and also people not related to the venture.

> *1 John 3:17 – If anyone has material possessions and sees his brother in need but has no pity on him, how can the love of God be in him?*

Matthew 25:14-21 - "Again, it will be like a man going on a journey, who called his servants and entrusted his wealth to them. To one he gave five bags of gold, to another two bags, and to another one bag, each according to his ability. Then he went on his journey. The man who had received five bags of gold went at once and put his money to work and gained five bags more. So also, the one with two bags of gold gained two more. But the man who had received one bag went off, dug a hole in the ground and hid his master's money. After a long time the master of those servants returned and settled accounts with them. The man who had received five bags of gold brought the other five. 'Master,' he said, 'you entrusted me with five bags of gold. See, I have gained five more. His master replied, 'Well don, good and faithful servant! You have been faithful with a few things; I will put you in charge of many things. Come and share your master's happiness!'"

Prerequisites

Students must have completed FIN 310 with a grade of "C" or better, or obtain advance permission from the professor.

Course Objectives

The primary learning objectives of this course are listed below along with the assignments used to assess your achievement of each objective.

Objective	**Related Assignment(s)**
Describe the entrepreneurial process and life cycle of a successful venture, including the typical financial needs and sources of capital.	Quizzes and Exam #1
Use appropriate financial tools to identify high-growth, high-performance firms and assess the feasibility of the venture.	Quizzes and Exams #1, #2 and #3
Evaluate the financial performance of a venture using appropriate financial ratios to assess liquidity, profitability, cash uses and needs, and leverage position.	Quizzes and Exam #2
Estimate the value of a venture using the discounted cash flow equity method and venture capital approaches.	Quizzes, Exam #3, and Final Exam
Describe the various methods of harvesting a venture and plan an exit strategy.	Quizzes and Final Exam

Course Materials

The following materials will be required for this course.

Entrepreneurial Finance, 4th Edition, J. Chris Leach and Ronald W. Melcher, South-Western Cengage Learning, 2012.

Texas Instruments BA II PLUS financial calculator. This is the only calculator that you will be allowed to use during exams.

Grades and Assignments

All grades will be given on a 100 point scale. Final grades will be determined as follows: A = 90 or higher; B = 80 – 89; C = 70 – 79; D = 60 – 69; F = below 60.

Course grades will be determined by each student's grades on Quizzes and Homework, 3 Mid-Term Exams, and the Final Exam. **Please note that I will drop the three lowest homework or quiz grades at the end of the semester to account for sickness and other extenuating circumstances.**

Assignment	Weight	Exam Coverage
Exam #1	17.5%	Ch. 1-4
Exam #2	17.5%	Ch. 5-7
Exam #3	17.5%	Ch. 8-9
Final Exam	17.5%	Ch. 10, 11, 14
Quizzes/Homework	30%	

Course Coverage

The course will primarily cover the textbook, and material covered in class lectures, and assigned readings and cases.

Guest Speakers

When we have a business guest, we want it to be a great experience for both the class and the guest. We want to treat them with professional hospitality by being present and prepared before class. Prepare for guests by searching the internet to have some basis for a conversation. Come to class with some good questions prepared. Write down new questions during the session. Have your name card in place before class. No cell phones, laptops, or iPads. Represent yourself and our college especially well on days we have guests.

Classroom Behaivor

Rude or disruptive behavior, such as habitual tardiness, visiting with your neighbor, passing notes, or leaving class early, is unacceptable. Students participating in these and other similar behaviors will receive a zero for that day's quiz and in certain cases may be asked to leave the room for the remainder of the period. Please turn off all cell phones before the beginning of class each day. You may not use laptop or tablet computers during class.

Attendance Policy

In the professional workplace, perfect attendance is assumed. Similarly, regular attendance is critical if you wish to do well in this course. On a student's **3rd** unexcused absence, their final average will be reduced by **5** points. Each subsequent unexcused absence will result in an additional penalty of **5** points on their final average. A student who accumulates **5** unexcused absences may be dropped from the course. If you leave class early without explaining the circumstances to me, you will be counted absent for that day and will receive a zero for that day's quiz. Official school functions will be excused if appropriate documentation is presented to me in a timely manner. I am not responsible for re-teaching material missed for excused or unexcused absences.

Academic Accommodations

Classroom accommodations will be made for students with disabilities at the request of the student. If you are registered with the Alpha program, I recommend that you take the first exam in the Alpha offices. Please contact me about any special accommodations as soon as possible.

COBA Honor Code

Objective
COBA faculty, staff and students will strive to proclaim in their lives competence, character and community. In joining COBA, students, faculty, and staff covenant to abide by the following ethical principles.

Competence
To lead and serve well requires competence. And to become competent requires diligence and hard work. We owe it to all who have prepared the way and who will follow in our footsteps, to be good stewards of opportunities and resources. Thus, in all you do: set priorities, seek excellence and professionalism in your work, satisfy requirements, and take responsibility for your learning and performance. You cannot build competence if you lie, cheat, steal, or tolerate those who do.

Character
A reputation of good character is built slowly through testing, yet can be destroyed in an instant by compromise or careless work, just as it can through injustice. Guard your character; it is worth more than a grade or promotion. "A good name is more desirable than great riches; to be esteemed is better than silver or gold" (Proverbs 22:1). You cannot build character if you lie, cheat, steal, or tolerate those who do.

Community
A spirit of fellowship and mutual encouragement holds each community member accountable. Accountability leads to a healthy community through adequate preparations for the tasks at hand, respectful truthfulness in all situations, and adding value to the tasks at hand. As a community, we must hold each other accountable to the principles of competence, character, and community. You cannot build community if you lie, cheat, steal, or tolerate those who do.

Academic Integrity Policy

We support ACU's Academic Integrity Policy located at:
http://www.acu.edu/campusoffices/studentlife/judicial/Documents/Acad_Integ_Policy_20.pdf

This important policy offers examples of academic infractions and a process for assigning consequences and voicing appeals. Ignorance of this policy is never an excuse. Individual instructors will define course specific definitions, however, in general you should avoid:

- Plagiarism: Copying or even paraphrasing words or ideas from another source (including current or past students) without giving adequate credit.
- Lying: Inventing data or sources or making false attributions about the origin of material or offering a deceptive reason for an absence or delay in the completion of academic work.
- Cheating: Facilitating or participating in any process that circumvents the intent of any exam, test, quiz, paper, or assignment.

Specifically, examples of Academic Dishonesty in this course include:

- Looking at or copying from another student's exam or quiz.
- Using a cheat sheet, notes, or similar material to answer questions during an exam or quiz.
- Copying from another student's homework without making an attempt to solve the problems independently.

Any dishonest act observed or reported will be investigated and if proven, be reported in administrative offices and records, and may be subject to any or all of the following outcomes:

- A zero for the assigned work
- A failing grade for the course
- Dismissal from the university

Nothing you could gain by cheating is worth receiving an "F" in the class. It is irrational to cheat.

Late Work

No make-up exams will be given. Missed exams will be counted as a zero. The exam dates are provided in this document so arrange your schedule accordingly. If you must miss an exam for some unavoidable and legitimate reason, it is your responsibility to inform me of the circumstances as soon as possible. Failure to do this in a prompt and professional manner will result in an exam grade of zero. No Exam grades will be dropped or replaced.

Primary Student Responsibilities

Students will be expected, at a minimum, to meet the following requirements:

- To be on time for each class meeting.
- To be prepared for each class meeting.
- To actively participate in class discussion, activities, and note taking as appropriate.
- To complete assigned homework problems prior to the beginning of class.
- To do your own work.

Description of Assignments

The following are summaries of each graded assignment for the course.

Exams (70% of Final Grade)

Exams will take the entire class period. The exams are designed to test your mastery of the material. Mastery is demonstrated by properly completing the exam during the allotted time period. Students that have learning disabilities and will need more time on the exams, please see the instructor during office hours during the first week of class. The final exam will take the entire exam period. No collaboration of any sort is allowed while taking an exam.

Quizzes (30% of Final Grade)

In Class Quizzes. Many class periods begin with a quiz over the assigned reading or homework material for that class period. Reading Quizzes will focus on definitions, concepts, and ideas that would be commonly known and understood by a person who read the chapter thoroughly. Homework Quizzes will sometimes contain problems related to the homework assignment for that day. Sometimes you will be allowed to use your homework on the quiz. If you are late, you will miss the quiz. Missed quizzes will count as a zero and no make-up quizzes will be given. Attendance Quizzes will occur on some days when there is no regular quiz and often when we have a guest speaker. On these days, students that are in class on time will receive a 10 while others will receive a 0 on that day's quiz. No collaboration of any sort is allowed while taking quizzes. You must attend the entire class period to receive credit for taking that day's quiz. Quizzes missed because of personal absences count as a zero.

Take-home Quizzes. These exercises are done outside of class and are generally due at the beginning of the next class period. Collaboration between students is allowed on take-home quizzes. If you miss class the day the quiz is distributed, you are responsible for getting a copy from me or a classmate. Late quizzes will not be accepted.

Course Schedule

This schedule is subject to change.

Date	Ch.	Primary Topic	Read Before Class	Due Today
Jan 14 (Mon.)	Syl & Ch 1	Introduction / Syllabus / Entrepreneurship Defined		
Jan 16 (Wed.)	1	Overview of Entrepreneurial Finance	Ch. 1 + Ch. 1 Mini Case Interact Systems	Ch. 1 Reading Quiz in Class
Jan 21 (Mon.)		***No Class – Martin Luther King Jr. Holiday***		
Jan 23 (Wed.)		*Jack Griggs*	Buying a Country Bank	Attendance Quiz
Jan 28 (Mon.)	2	From the Idea to the Business Plan	Ch. 2 Mini Case LeamRite.com	Ch. 1 Internet Activity 1, 3 + Exercises 1, 2, 4
Jan 30 (Wed.)	2	*Chris Norton – Enchilada Express*	Ch. 2	Ch. 2 Take-home Reading Quiz
Feb 4 (Mon.)	3	Organizing and Financing a New Venture	Ch. 3	Ch. 2 Exercises 1, 2, 3, 4

Date	Ch.	Primary Topic	Read Before Class	Due Today
Feb 6 (Wed.)	4	Measuring Financial Performance	Ch. 4	Ch. 3 Exercises 1, 2, 3, 4, 5, 6
Feb 11 (Mon.)	4	Measuring Financial Performance		Ch. 4 Exercises 1, 2, 3, 4, 5, 6
Feb 13 (Wed.)		Exam #1 – Chapters 1, 2, 3, 4		
Feb 18 (Mon.)	5	Evaluating Financial Performance	Ch. 5	In class quiz over Ch. 5
Feb 20 (Wed.)	5	Evaluating Financial Performance	Ch. 5 Mini Case Scandi Home Furnishings	Ch. 5 Exercises 1, 2, 5, 6
Feb. 25 (Mon.)		*Dr. Samuel Maroney, D.O. – Abilene Sports Medicine*		Attendance Quiz
Feb. 27 (Wed.)	6	Financial Planning: Short Term and Long Term	Ch. 6	
Mar. 4 (Mon.)	6	Financial Planning: Short Term and Long Term	Ch. 6 Mini Case Pharma Biotech Corporation	Ch. 6 Exercises 1, 2
Mar. 6 (Wed.)	7	Types and Costs of Financial Capital	Ch. 7	Ch. 6 Exercises 6, 7, 8

Date	Ch.	Primary Topic	Read Before Class	Due Today
Mar. 11 (Mon.)		***No Class – Spring Break***		
Mar. 13 (Wed.)		***No Class – Spring Break***		
Mar. 18 (Mon.)	7	Types and Costs of Financial Capital		Ch. 7 Exercises 1, 2, 3, 4
Mar. 20 (Wed.)		Exam #2 – Chapters 5, 6, 7		Ch. 7 Exercises 5, 7, 10, 11
Mar. 25 (Mon.)		*Philanthropy*		Attendance Quiz
Mar. 27 (Wed.)	8	Securities Law	Ch. 8	
Apr. 1 (Mon.)	9	Valuing Early-Stage Ventures	Ch. 9	Ch. 8 Exercises 1, 2, 3
Apr. 3 (Wed.)	9	Valuing Early-Stage Ventures	Ch. 9 Mini Case SoftTec Products Company	Ch. 9 Exercises 1, 2, 3
Apr. 8 (Mon.)	9	Valuing Early-Stage Ventures	Ch. 9 Mini Case RxDelivery Systems, Inc.	Ch. 9 Exercises 4, 6
Apr. 10 (Wed.)		Exam #3 – Chapter 8 & 9		

Date	Ch.	Primary Topic	Read Before Class	Due Today
Apr. 15 (Mon.)	10	Venture Capital Valuation Methods	Ch. 10	
Apr. 17 (Wed.)	10	Venture Capital Valuation Methods		Ch. 10 Exercises 1, 2, 3
Apr. 22 (Mon.)		*David Stewart – Stewart Brothers Drilling Company*		Attendance Quiz
Apr. 24 (Wed.)	11	Professional Venture Capital	Ch. 11	Ch. 10 Exercises 4, 5, 8, 9
Apr. 29 (Mon.)	14	Harvesting the Business Venture	Ch. 14	Ch. 11 Exercises 1, 4, 6, 7
May 1 (Wed)		The End		Chapter 14 Exercise 1, 2
May 10 (Tue)	***Final Exam – Chapters 10, 11, 14 Noon – 1:45 pm Friday May 10***			