Instructor: John Ross  
Office: Domenici Hall  
Phone: 575-646-5053  
E-Mail: Via Canvas  
Office Hours: Thursday 1:00p – 2:00p or by appointment

Course Objectives: To learn how to appreciate and understand managing a small business.

Materials  

Class set up:  
We will cover a book chapter a week. Almost every week I will post a video discussing the chapter and maybe dropping a few hints about tests or something. My assignments are due at 8:00am on Mondays. I’ve been a busy student before. I know how it is. Sometimes past midnight is the best time to work. That’s fine with me as long as it’s in by 8:00am Monday so I can start grading.

Grading:  
- Discussion Questions: 120 points  
- Experiential Activities: 120 points  
- Online Discussion Participation: 100 points  
- Test 1: 150 points  
- Test 2: 150 points  
- Test 3: 150 points  
- Final: 150 points  
- Interview: 60  
- TOTAL: 1000 points

This may change as we might be having some other assignments take the place of the questions and activities and I’ll be adding some extra credit later.

Exams:  
There will be 3 tests and a final. The tests are open book, but they’re timed to be only 1 minute per question. Studying will be necessary. You will be allowed to take each test twice, but the questions will change between the two tests…just so you know.

I do not drop the lowest test grade, but I will offer a study guide that many have found to be very helpful to answer the questions more quickly.

Discussion questions:  
There is a specific way to answer the discussion questions. Failure to do so will result in a loss of points. They are posted here below and will be posted on each discussion question submission for you to review.

To receive full credit on the discussion questions, please answer them in the following format:
1) List the question #.

2) Answer the question fully USING THE TEXTBOOK and other references. Let me explain: using the textbook means referring to the textbook for information on how to answer the question. It does not mean writing word for word what the textbook says. Feel free to use your own thoughts, other cites and anything else you would like as long as you tell me where its from, but you must AT LEAST use the textbook to answer EVERY question.

3) Cite your references! Don't misunderstand. I'm not looking for a full page book report for each answer, but if you do say something as truth then you should be prepared to back it up with a cite to somewhere. Doesn't have to be in perfect APA format either. Just tell me enough information so I can find it myself.

4) Put the page number of the textbook where you found the information to answer the question. Remember, EVERY question must have some reference to the textbook so EVERY question should have some page number(s) included. The page numbers to summary pages do not count as page numbers.

An example is provided below. I do not mind if you work together to answer these questions, but everyone should have it in their own words. Exact copies is cheating. The experiential exercises I would like you to do on your own though.

If you have any questions, let me know.

Example:

1. There are over 27 million entrepreneurs in the United States (page 7). Entrepreneurial businesses can be found in almost every area of business but most frequently as farmers, retailers, carpenters, child care workers, construction workers, wholesalers, hairstylists, real estate agents and drivers (page 5). Small businesses come in all different sizes as well with more than 50% making less than $25,000 a year and only 25% making more than $100,000 a year (page 9). Lots of people are talking about the new Hybrid entrepreneur (November Businessweek). This means there could be even more entrepreneurs because hybrid entrepreneurs are still full employed in other organizations and do their business on the side. When taking that into account the number could be far greater.

**Experiential Assignments:**
Follow the guidelines in the book and write a MINIMUM of 250 words telling me about your experience in the STARS format. The STARS format is an extremely helpful format to use when answering interview questions. We can talk more about that later, but I want you to practice following the format when reporting back to me. Here is how it works:

S/T – Situation or Task: briefly describe to me what you were to do for your exercise.
A – Tell me what you did.
R – What were the results of what you did/what did you learn?
S – So what? So…how do you apply this to you and what you are learning in this class?

It is much easier than it looks. Once you practice with it, you’ll be fine. Watch the online video where I’ll explain it more.

**Online Discussions:**
Please participate fully in these as this is the only official way you have to participate in a class discussion. Answer fully. Make real, honest responses. Don’t try to be philosophical and such. Just respond as a classmate or friend almost as if we’re having a discussion. Keep the comments clean
though. Be courteous. Don’t say anyone is wrong or anything. You may disagree, but everyone has their right to an opinion and that’s Ok. The online discussion is not a place for you to prove you’re right or establish/bolster an ego. Make sense?

Late Assignments:
I do accept late work, but I subtract 10% of the total possible points for every two days late for up to 1 week. If it’s older than a week, you’ll have to contact me for permission to turn it in. Things happen. I get that. I just can’t let it just sit out there forever though.

I will base your final course grades on the following scale:

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<th>Percentage</th>
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<tr>
<td>97-100%</td>
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Extra credit will be made available throughout the course by participating in campus research activities or through alternate assignments.

Additional notes:
I reserve the right to change this syllabus as needed during the semester, including course schedule, readings, examinations, assignments, and the etc.

Notice Concerning Disabilities and Discrimination:
Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) covers issues relating to disability and accommodations. If a student has questions or needs an accommodation in the classroom (all medical information is treated confidentially), contact:
Trudy Luken, Corbett Center, Rm. 244 Phone: (575) 646-6840 E-mail: sas@nmsu.edu Website: www.nmsu.edu/~ssd/

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Gerard Nevarez, Executive Director or Agustin Diaz, Associate Director Office of Institutional Equity (OIE) O'Loughlin House
Phone: (575) 646-3635 -- E-mail: equity@nmsu.edu
**Academic and non-academic misconduct:**
The Student Code of Conduct defines academic misconduct, non-academic misconduct and the consequences or penalties for each. The Student Code of Conduct is available in the NMSU Student Handbook online:
http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/
Academic misconduct is explained here:
http://deanofstudents.nmsu.edu/student-handbook/1-student-code-of-conduct/3-academic-misconduct.html

**Plagiarism.** Plagiarism is using another person's work without acknowledgment, making it appear to be one's own. Intentional and unintentional instances of plagiarism are considered instances of academic misconduct and are subject to disciplinary action such as failure on the assignment, failure of the course or dismissal from the university. The NMSU Library has more information and help on how to avoid plagiarism at http://lib.nmsu.edu/plagiarism/.