



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Special Topics in Bus. Admin & Mgmt.

BMGT - 1391 - 98

Dr. Tommy “T-Low” Lowrance

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

Course Description:

This is an Honor's College academic cooperative. The student will participate in several projects that span the entirety of the semester gaining insight into how to start and operate a business.

Prerequisites and/or Corequisites:

There are no prerequisites or corequisites for this course.

Course Notes and Instructor Recommendations:

The professor will provide helpful information and direction for the student; however, these projects will require a great deal of research, communication with others, writing, and presentation skills.

Instructor Information:

Instructor Name: Dr. Tommy "T-Low" Lowrance

MCC Email: tlowrance@mclennan.edu

Office Phone Number: 254-299-8059

Cell Phone Number (best option): 254-744-1873

Office Location: BT 210

Office/Teacher Conference Hours:

Face-to-Face Hours T/TH 8:30 am – 9:30 am

Online Hours M/W 9:00 am – 12:00 pm

Other Instruction Information:

Advising on Campus: T/TH 1:00 pm – 2:30 pm

Remote Advising M/W 1:00 pm – 2:30 pm

Zoom by appointments only Zoom ID: 254 299 8059 Password: leader

Required Text & Materials:

There is no required text for this course. Handouts and other resources will be provided by the professor.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

1. This educational opportunity will be completely done remotely. Communication will take place via email, phone conversations, and Zoom.
2. There will be four assignments given to the student, which require research and the presentation of findings through paper submissions and a presentation.

Course Objectives and/or Competencies:

1. The student will prepare for an interview with a business professional and submit questions to the professor for review. Ideally, the business professional will be someone in the industry the student is considering entering.
2. The student will perform an interview and submit a well-crafted summary of interview findings and what was learned about starting a business from this interview.
3. The student will draft a professionally done business plan with all major sections addressed.
4. The student will present a business plan to interested parties that will include the professor and outside experts (to be treated as potential investors).

Course Outline or Schedule:

Due Date	Tasks
February 4	Interview Questions Assignment
March 4	Owner Interview Assignment
April 15	Business Plan Portfolio
April 29	Business Plan PowerPoint Presentation

Course Grading Information:

1. Owner/Manager Interview Questions (15%)—students will develop 10 or more questions that would benefit them most in learning about steps toward starting their own business. The professor will provide assistance in locating business owners and questions can be directed to them.
2. Owner/Manager Interview (15%)—students will interview the business owner asking the questions prepared in the first assignment and write a 3-5 page (double spaced) summary of their findings.
3. Business Plan (40%)—students will develop an initial business plan with all major business plan sections addressed and 3 years of projected financials for their future business. Students will be required to perform extensive research and some helpful information provided by the professor will guide them.
4. Business Plan Presentation (30%)—at the end of the semester students will give a professionally done PowerPoint presentation over their business plans as if they're giving

it to potential investors. The professor already has at least one other person lined up to hear this presentation. Due to COVID, this may be done over Zoom or in person.

Late Work, Attendance, and Make Up Work Policies:

Assignment Due Dates can be found on your schedule within this syllabus. **All work is due on or before the assigned Due Date and time!** If you miss the assigned Due Date for assignments, there will be a 50% penalty assessed. Late work will not be accepted beyond 1 week from the Due Date. Students will **NOT** be allowed to make up missed coursework unless there is a documented reason (family death/significant medical reason) as to why the work was missed. If there is something that you believe may hinder the completion of an assignment on time, it is your responsibility to contact the instructor to inform him before the Due Date of the assignment has expired.

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. **All work must be submitted by FRIDAY at 11:59 PM of the DUE DATE specified in this syllabus.** Please plan and work ahead.

Student Behavioral Expectations or Conduct Policy:

The following course policies outline my expectations pertaining to student engagement, communication, and conduct for this semester. Each policy correlates to the essential business skills introduced at the beginning of this course syllabus.

Timeliness

In business, you are expected to manage your time appropriately. It is highly unlikely that you will work for someone that allows you to arrive late, not show up, or complete your tasks late. In this course, time management will be emphasized. The late work policy above is designed to ensure that you adhere to course timelines. I understand that “life happens,” but it will continue to happen, even when you are at work. It is your responsibility to ensure that you plan accordingly and manage your time in a manner that allows you to complete all coursework within the defined timeframes. If you procrastinate, you will find that when “life happens,” you will be caught off-guard and may not be able to submit work on time.

Responsibility

Whether you are a high school student, 100 years old or anywhere in between, you will be expected to be responsible for your participation, work, and college experience. If there is assigned work, it is your responsibility to complete it on time while meeting or surpassing the quality of work expected of a college student. If you don’t understand something or need additional assistance, it is your responsibility to seek help from one of the many resources MCC offers to its students. You are responsible for reading all course materials, assignment instructions, and information provided by the instructor or within your textbook. Failure to follow instructions will result in a loss of points on your assignments and course activities.

Accountability

Just as you will be in the professional world, you will be held accountable for your actions or inactions in this course. You will be rewarded for your efforts provided those efforts meet or exceed the requirements of the course. You will be penalized for incomplete work, work submitted late, work that does not adhere to the instructions provided, and any lack of participation in the course. Plan accordingly and pay attention to detail and you will surely find success!

Effective Communication

You will be expected to communicate with your instructor just as you would communicate with senior management at a company. You should be respectful of the instructor and your fellow classmates at all times. You are expected to maintain a professional tone in your communication with all persons associated with this class or college. **You will need to adhere to the office hours posted within the course syllabus if you need to speak directly to your instructor.** Do not expect an immediate response to emails or telephone calls, especially if you attempt to contact your instructor late in the evening or the middle of the night. Late night telephone calls or text messages are not acceptable. Lastly, be respectful of others' time. Be concise in your communications so that both your time and others' is maximized.

When communicating with your instructor or classmates, be sure to include the course number in your email's subject line or within the first several sentences of your message. With the amount of emails that each person in the class receives, including the course number lets the recipient know that they need to read the email and to which class the email pertains.

Professionalism

You are expected to be professional at all times throughout this semester. Professionalism is defined as the conduct, behavior, and attitude of a person within a work or business environment. Professionalism directly relates to the policies described above. How we choose to communicate with one another, whether we submit work on time, and the quality of the work we produce all relate to professionalism. Additionally, the attitude you choose to take also relates to being professional. I understand that this may not be your favorite course. I understand that there are assignments that you may not like. That is okay; however, you will still be expected to approach this course and its activities with a positive attitude. Lastly, being professional means appearing professional. It has been said many times that you should dress for the job that you want. Do not come to class or an appointment with your instructor wearing pajamas or anything that would be deemed inappropriate in the business world. If attending class virtually, please behave as you would in an actual classroom.

Integrity

Integrity is defined by Merriam-Webster as a firm adherence to a code of especially moral value. A person with integrity is incorruptible. Each of us come from a different background – our stories differ – but we each share one common trait. We are each born with integrity. It cannot be taken away by anyone or anything unless we choose to sacrifice our integrity. In this course, you are expected to be honest. Own your mistakes, seek ways to improve, and you will find success. Cheating will not be tolerated, nor will plagiarism.

Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.” Plagiarism includes, but is not limited to, copying someone else’s work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing or cheating in any way, you will be given one written warning on the first offense and will receive a zero on the assignment. I reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism, but will not receive a grade higher than 50% of the assignment’s total possible points. If you are found to be cheating or plagiarizing a second time, you will automatically be given an “F” for the course, without the option to drop the course for the grade of a “W”. For more information on plagiarism, I recommend visiting <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>.

*** [Click Here for the MCC Academic Integrity Statement](http://www.mclennan.edu/academic-integrity)**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

*** *You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link’s information.***

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.