

PBM-101A - Entrepreneurship Lab Syllabus

Instructor: **Mindy Bean**
ONLINE COURSE ~ beanm@linnbenton.edu

You will automatically FAIL this course if you do not complete Week 1 & Week 2 work by end of Week 3

Course Description

This one-credit lab provides experience in writing business plans, starting/taking over retail businesses and refining business processes. Students practice business decisions, management planning, communication and writing business processes, create processes and other work for Roast Runners or other campus business ventures.

Lab Site

Roast Runners office: **Forum Building, Room 127**, on the first floor, facing the courtyard

Roast Runners telephone: **541-917-4291**

Roast Runners email address: **housec@linnbenton.edu**

Roast Runners website: <https://beanm6.wixsite.com/roastrunnercafe>

Requirements and Grading

Plan on spending **at least TWO-THREE hours per week** making contacts and developing/working on a business process. Students can come up with their own ideas in consultation with Roast Runners Manager's or work on assignments from those managers. Have your business idea **approved BEFORE** you spend too much time on it, just in case the manager isn't interested in working on it at that time. D'oh!

Students should strive to finish their business process or refinement of process as soon as possible during the term – **at least 3 contributions** must be submitted by the end of the EIGHTH week, the Friday before The Roast Runner's last week of the term.

In evaluating your work, the instructor will use criteria that are agreed upon before starting based on the timeline created. These criteria include rating your lead, executing time planned, sources, research, writing, editing, style and overall quality and effectiveness of the process.

Students must submit and have one business process to qualify for a grade of A, timeline completion, meet supervisor minimum expectations, apply a minimum of 30 hours & no errors in the write up of the business process. .

DEADLINES: As a guide, your work should be submitted by these dates:

- **Friday of Week 1: Meeting with Instructor**
- **Friday of Week 2: SMART goals, Timeline,FAQ, Google Drive, Timesheet #1**
- **Friday of Week 3: Timesheet #2 & Task Turn In**
- **Friday of Week 3-7: Timesheet & Task Turn In #3,4,5,6,**
- **Friday of Week 5-7: Manager Check-Ins & Task Turn In**
- **Friday of Week 8: Timesheet #7, Application of Business Process Check In, & Task Turn In**
- **Friday of Week 9: Timesheet #8, Final Write up of Execution, Data, and Data Analysis & Task Turn In**

- **Friday of Week 10: Timesheet #9, Presentation & Task Turn In (can be just presentation)**

You must meet deadlines! Pace yourself! Do not put off submitting your work for publication until the end of the term.

I'm glad to look at various drafts, offering suggestions before you submit your work. It's best to send these by email or share a link on Google Docs. I can usually provide feedback in a reasonable time frame, or we can set a time to meet and go over the work.

The Difference Between the Business Team Co-Curricular and BA 101A Lab

The Roast Runners is a student-managed business consultation for the LBCC community. It has started processes that have never been in place in the Roast Runners, and is online at <https://beanm6.wixsite.com/roastrunnercafe>

The BA101A lab functions as a co-curricular program with the campus coffee cafe, and operates as a real business in cooperation with the federal work study students. The Roast Runners managers, *not the instructor*, have the final say on what business processes will work with daily operations, and how they are edited.

As your instructor – and a business operator and holder of six sigma belt certification – it's my job to help you improve your work through critiques and one-on-one discussions during the business production process. I'm glad to answer questions, help brainstorm stories or offer advice on topics ranging from your classes to internships and career opportunities. Stop by my office or call or email anytime.

LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy 1015 in our [Board Policies and Administrative Rules](#). Title II, Title IX (employee cases), & Section 504: Scott Rolen, Director of Human Resource Development and Support, CC-108, 541-917-4425; Title IX (student cases): Jill Childress, Manager for Student Conduct and Retention, WH-215, 541-917-4806, LBCC, Albany, Oregon. If you feel you have been discriminated against in any interaction at Linn-Benton Community College, or have been harassed by another person while at LBCC, or wish to report any concern or complaint, please navigate to this page to make a report: linnbenton.edu/report-it. This and additional information can be found at <https://www.linnbenton.edu/about-lbcc/administration/policies/equal-opportunity.php>.

Cultural Richness at LBCC

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own safe, positive and nurturing learning environments. LBCC is committed to nurturing the development of culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

Request for Special Needs or Accommodations

Direct questions about or requests for special needs or accommodations to the LBCC Director,

Center for Accessibility Resources (CFAR), RCH-105, 6500 Pacific Blvd. SW, Albany, Oregon 97321, Phone [541-917-4789](tel:541-917-4789) or via Oregon Telecommunications Relay TTD at [1-800-735-2900](tel:1-800-735-2900) or [1-800-735-1232](tel:1-800-735-1232). Make sign language interpreting or real-time transcribing requests 2-4 weeks in advance. Make all other requests at least 72 hours prior to the event. LBCC will make every effort to honor requests. LBCC is an equal opportunity educator and employer.

CLASSROOM REQUIREMENTS FOR ALL STUDENTS AND FACULTY DUE TO COVID-19

Linn-Benton Community College has established rules and policies to make the return to the classroom as safe as possible. It is required for everyone to follow all of the campus rules and policies. To participate in this class, LBCC requires all students to comply with the following:

MASKS REQUIRED AT ALL TIMES IN CLASSROOM

Wear a mask or face covering indoors at all times. Your mask or face covering must be properly worn (fully covering nose and mouth and tight-fitting). Mesh masks, face shields, or face covering that incorporates a valve designed to facilitate easy exhalation are not acceptable. If you have a medical condition or a disability that prevents you from wearing a mask or cloth face covering, you must obtain an accommodation from CFAR (Center for Accessibility Resources) to be exempt from this requirement.

State guidelines to not limit class size. Physical distancing accommodations can be made upon request and cleaning supplies are also available for personal use