

Major Program Modifications

Faculty: Faculty of Business and IT	October 2015
Program: Major and Minor In Entrepreneurship	

INTRODUCTION

With its foundation in technology, the sciences and professional practice, UOIT advances the discovery and application of knowledge that accelerates economic growth, regional development and social innovation and inspires graduates who will continue to make an impact on the world, as it is and as it will be. In particular, UOIT has a mission provide superior undergraduate and graduate programs that are technology-enriched and responsive to the needs of students and the evolving workplace and to cultivate a dynamic learning environment for students by promoting social engagement, fostering critical thinking and integrating experiences inside and outside the classroom. The institution boasts strength in Informatics and entrepreneurship. In particular, Entrepreneurship is incorporated directly into many research areas, as researchers in all faculties work with information and communication technologies (ICT) and engage industries (from student start-ups to CISCO and IBM) to build tools, services, and products.

UOIT's collaborations with the Spark Centre, with the Northumberland Manufacturers Association, and with IDEAHub (an incubator in Port Hope, Ontario) facilitate entrepreneurship support services for students, new company formation, and knowledge application. The Faculty of Business and Information Technology has been a leader in facilitating internships with entrepreneurial start-ups (both locally and internationally) as well as in the integration of an incubator into its undergraduate and graduate programs. Recently, funding for the Centre for Advanced Research, Innovation and Entrepreneurship (CARIE) was announced which will complement the existing entrepreneurship related support from the FastStart (partners with Durham College, Fleming College and Trent University) program.

Ontario's Vision for Postsecondary Education

Ontario's colleges and universities will drive creativity, innovation, knowledge, and community engagement through teaching and research. They will put students first by providing the best possible learning experience for all qualified learners in an affordable and financially sustainable way, ensuring high quality and globally competitive outcomes for students and Ontario's creative economy.

Contemporary provincial policies and initiatives encourage the growth of entrepreneurial education across the province's campus (Industry Canada, 2010; Ontario Government, 2013).

Recent budgetary commitments by the Ontario government are resulting in more targeted financial support for Campus-Linked Accelerators (CLAs) and On-Campus Entrepreneurship Activities (OCEAs) in universities and colleges. Additionally, measures of entrepreneurship activity have become increasingly entrenched as components used to assess the efforts of colleges and universities and as characteristics by which some campuses may be differentiated from others. In the future, the demand for new streams of entrepreneurship education funding, or for distinction as an entrepreneurial institution, is likely to be high. The Ontario Ministry of Training, Colleges and Universities (2012, 2013) has consistently made Entrepreneurship education a priority to support employment, innovation and economic development goals of the province.

In a recent review of Entrepreneurship in Ontario Colleges and Universities, Sa, C., Kretz, A., & Sigurdson, K. (2014) identify the most common entrepreneurship related courses (See Table 2 below). They also indicated that there is currently only 1 school in Ontario offering a major and minor in Entrepreneurship. Five other schools offer a focus or specialization in entrepreneurship. In most cases, the minor is restricted to students in business with only two schools that provide a minor in entrepreneurship to non-business students. This proposed major has been developed for the commerce program at UOIT and the minor would be open to any student in a major at UOIT with approval of their home faculty and the Faculty of Business and IT.

Table 2: Most Frequent Sub-Topics of University Entrepreneurship Courses⁴

⁴ See Undergraduate	Frequency	Graduate	Frequency
Introduction/Principles of entrepreneurship	13	Technological entrepreneurship	6
New venture creation and development	11	Finance for entrepreneurs	6
Entrepreneurship strategy	8	Entrepreneur strategy	3
Finance for entrepreneurs	7	Introduction/Principles of entrepreneurship	4
Small/family business entrepreneurship	6	Social entrepreneurship strategy	4
Business plan development	4	Innovation Management	3
Entrepreneurship management/leadership	3	New venture creation	4
Innovation management	3	Introduction/Principles of entrepreneurship	2

Sa, C., Kretz, A., & Sigurdson, K. (2014). The State of Entrepreneurship Education in Ontario's Colleges and Universities. Toronto: The Higher Education Quality Council of Ontario. Retrieved from <http://www.heqco.ca/SiteCollectionDocuments/Entrepreneurship%20report.pdf/>

DEGREE REQUIREMENTS

Program learning outcomes

At the end of the major/minor in entrepreneurship students will be able to:

1. Demonstrate the ability to develop and evaluate an idea in terms of its market potential.
2. Apply theories from entrepreneurship and start up processes to case studies to support improved efficiency and effectiveness of developing and running entrepreneurial ventures.
3. Explain how to leverage creative ideas and transform them into viable entrepreneurial enterprises to support a competitive advantage in the local and global economy
4. Present a plan for launching a new entrepreneurial venture.
5. Apply various qualitative and quantitative methods to analyze business ideas, business operations, and financing alternatives to develop appropriate recommendations for entrepreneurial start ups.

Admission requirements

Similar to the application to major process for our existing majors and minors, students must apply for the minor in the Winter semester of their second year.

Competitive Entry:

For entry to the entrepreneurship major and minor for students registers in the Bachelor of Commerce, students must have a CGPA of 2.3 or above and at least a C+ in each of BUSI 2160U – Financial Accounting II, BUSI 2202U – Marketing II, BUSI 2401U – Finance I.

For students in the Bachelor of Information Technology, Networking and IT Security major to take the minor in Entrepreneurship, the students must have a CGPA of 2.3 or above and at least a C+ in each of BUSI 2000U – Collaborative Leadership, BUSI 2210U – Marketing for IT, BUSI 2410U – Managerial Finance.

For students from other disciplines, the students must have a CGPA of 2.3 or above.

Program structure

Proposed Calendar Copy

9.2.7 Program Details – Entrepreneurship major and minor

The Entrepreneurship major is offered to students interested in creating and leading their own entrepreneurial venture. Entrepreneurship graduates will have a broad-based knowledge of management with a focus on the opportunities and challenges of entrepreneurship. The Entrepreneurship major offers a variety of courses including creative idea generation, small business management, lean venture creation, and entrepreneurial finance. The Entrepreneurship major requires students to successfully participate in the FBIT incubator or on an internship in an entrepreneurial start-up as integrative experiential learning to support graduates in the application of the theory in practice.

9.2.7.1. Entrepreneurship major

The Entrepreneurship major in the Bachelor of Commerce (Honours) program requires a minimum of 36 credit hours in Entrepreneurship courses including their practical experience in the incubator. Students must complete nine core Entrepreneurship courses and two additional entrepreneurship electives.

Entrepreneurship core

BUSI 2160U – Financial Accounting II

BUSI 2202U – Marketing II

BUSI 2401U – Finance I

BUSI 1700U – Introduction to Entrepreneurship

BUSI 2700U – Entrepreneurial Finance

BUSI 3710U – Small Business Management

BUSI 3730U – Creative Problem Solving, Entrepreneurship and Imagination

BUSI 3750U – Lean Start up

BUSI 4799U – Incubator or BUSI 4996 – Internship (entrepreneurial start-up)

Entrepreneurship Electives

BUSI 3210U – Consumer Behaviour or BUSI 3260U – Marketing Research

BUSI 3330U – Management of Change

BUSI 3605U – Innovation Management

BUSI 3720U – Family Enterprise

9.2.7.2. Entrepreneurship minor

The Entrepreneurship minor requires a minimum of 21 credit hours in Entrepreneurship courses. Students are encouraged to participate in either an internship placement with a start-up company or in the incubator. Students must complete five core entrepreneurship courses and two entrepreneurship electives.

Entrepreneurship core for the minor

BUSI 1700U – Introduction to Entrepreneurship

BUSI 2205U – Principles of Marketing or BUSI 2210U – Marketing for IT or BUSI 2202U – Marketing II

BUSI 2700U – Entrepreneurial Finance

BUSI 3710U – Small Business Management

BUSI 3750U – Lean Start up

Entrepreneurship Electives

BUSI 3330U – Management of Change

BUSI 3605U – Innovation Management

BUSI 3720U – Family Enterprise

BUSI 3730U – Creative Problem Solving, Entrepreneurship and Imagination

Program content

Course outlines attached

RESOURCE REQUIREMENTS

There are only three new courses being proposed and will be instructed by our Teaching Focus Faculty member, Michael Konopaski. The Incubator course is already being offered within the Faculty and the coordinator for this course is another teaching focus member, Morden Shapiro.

Faculty members, current

Faculty Name	M/F	Rank	Possible Courses
Chang, Bin	F	Assistant Professor	<ul style="list-style-type: none"> BUSI 2700U – Entrepreneurial Finance
Chen, Cuiping	F	Assistant Professor	<ul style="list-style-type: none"> BUSI 2205U – Principles of Marketing BUSI 2201U - Marketing for IT BUSI 3210U - Consumer Behaviour
Jain, Chinmay	M	Assistant Professor	<ul style="list-style-type: none"> BUSI 2700U – Entrepreneurial Finance
Jiang, Annie	F	Associate Professor	<ul style="list-style-type: none"> BUSI 2205U – Principles of Marketing BUSI 2201U - Marketing for IT BUSI 3210U - Consumer Behaviour
Karray, Salma	F	Associate Professor	<ul style="list-style-type: none"> BUSI 2205U – Principles of Marketing BUSI 2201U - Marketing for IT BUSI 3260U – Marketing Research

Konopaski, Michael	M	Teaching Focus	<ul style="list-style-type: none"> • BUSI 1700U – Introduction to Entrepreneurship • BUSI 3720U – Family Enterprise • BUSI 3730U – Creative Problem Solving, Entrepreneurship and Imagination • BUSI 3750U – Lean Start up • BUSI 4799U – Incubator
Kotlyar, Igor	M	Associate Professor	<ul style="list-style-type: none"> • BUSI 3330U – Management of Change • BUSI 3750U – Lean Start up
Krasman, Joseph	M	Associate Professor	<ul style="list-style-type: none"> • BUSI 3330U – Management of Change
Moretz, Jeff	M	Assistant Professor	<ul style="list-style-type: none"> • BUSI 1700U – Introduction to Entrepreneurship • BUSI 3750U – Lean Start up
Percival, Jennifer	F	Associate Professor	<ul style="list-style-type: none"> • BUSI 3650U – Innovation Management • BUSI 3730U – Creative Problem Solving, Entrepreneurship and Imagination
Rose, Steve	M	Teaching Focus	<ul style="list-style-type: none"> • BUSI 4799U – Incubator • BUSI 4996 – Internship (entrepreneurial start-up)
Sohrab, Serena	F	Assistant Professor	<ul style="list-style-type: none"> • BUSI 3650U – Innovation Management • BUSI 3730U – Creative Problem Solving, Entrepreneurship and Imagination
Sankaranarayanan, Karthik	M	Assistant Professor	<ul style="list-style-type: none"> • BUSI 3650U – Innovation Management
Shapiro, Morden	M	Teaching Focus	<ul style="list-style-type: none"> • BUSI 3710U – Small Business Management • BUSI 3720U – Family Enterprise • BUSI 4799U – Incubator • BUSI 4996 – Internship (entrepreneurial start-up)
Wu, Terry	M	Professor	<ul style="list-style-type: none"> • BUSI 2205U – Principles of Marketing • BUSI 2201U - Marketing for IT • BUSI 3260U – Marketing Research

Additional academic and non-academic human resources

A number of our part-time faculty members will be part of the program and are already teaching these existing courses. This new major/minor will be administered using the same existing processes as the existing 4 Commerce majors. No additional academic advisors are required. Depending on the interest in the major, additional incubator space and support may be necessary, this is in line with the proposed design and use of the CARIE building. We would continue to work with our local and international partners to ensure the experiential learning opportunities integrated into the program are accessible to all students.

Part-Time Faculty members, current

Faculty Name	M/F	Possible Courses
MacTaggart, Malcolm	M	<ul style="list-style-type: none"> • BUSI 2700U – Entrepreneurial Finance

Simkin, Jackie	F	<ul style="list-style-type: none"> • BUSI 2205U – Principles of Marketing • BUSI 2201U - Marketing for IT
----------------	---	---

Physical resource requirements

No additional resource will be required.

BUSINESS PLAN

a. Statement of funding requirements

There are only 3 new courses being proposes. All other courses are currently being offered within the Faculty of Business and IT program.

b. Statements of resource availability

Currently Michael Konopaski teaches primarily in our Accounting program. We will be hiring a teaching focus member to teach finance and introductory accounting courses. The teaching focus member will cover the courses that Michael would have taught in the accounting program allowing him to focus more of his teaching in the entrepreneurship courses. There are only 2 new courses in the program. All other courses are already taught in FBIT on a regular basis.

APPROVAL DATES

Date of submission	September 15, 2015
Faculty Council approval	October 1, 2015
CPRC approval	October 28, 2015
Academic Council approval	

Program map for Major Entrepreneurship

2- 1	BUSI2160 Financial Accounting II	BUSI2401 Finance 1	BUSI2311 Org. Behav.	BUSI1450 Statistics	BUSI2201 Marketing 1
2- 2	BUSI2202 Marketing II	BUSI2170 Manag. Acctg	BUSI2312 Hum. Resource	BUSI2402 Finance II	BUSI2603 Op. Mgt.
3- 1	BUSI1700 Intro. Entrep	BUSI3040 Info. Sys.	BUSI3705 Legal Envir.	General Elective	Bus. Elective or General Elective
3- 2	BUSI3750 Lean Start-up	BUSI3730 Creativity	Entrep. Elective	Bus. Elective	Bus. Elective or General Elective
4- 1	BUSI2700 Entr. Finance	BUSI3710 Sm. Bus. Mgt.	BUSI4701 Strategy	General Elective	Bus. Elective or General Elective
4- 2	BUSI4799 Incubator	Entrep. Elective	General Elective	Bus. Elective	Bus. Elective or General Elective

TEMPLATE 8-A

NEW COURSE TEMPLATE

For changes to existing courses see Course Change Template

Faculty: Faculty of Business and Information Technology		
Course title: Family Business		
Course number: BUSI3720U	Cross-listings: N/A	_No_ Core _Yes_ Elective If Elective, for which program (s): Entrepreneurship Minor
Credit weight: 3 cr, 3 lec.	Face to Face Contact hours: Hybrid (1.5 face to face time, 1.5 Web) Yes Web Portion: Do you require Adobe Connect? Yes	

CALENDAR DESCRIPTION

This course provides insights into the role of family business locally and globally. Family businesses make up over three quarters of all businesses in the world and they contribute significantly to the GDP in most countries. The course is structured to enable students to confront theory with practice. This course explores the concepts and skills required to work with (as an accountant, banker, lawyer, etc.) or work within a family business. Students will have direct contact with family business owners. 3 cr, 3 lec. Prerequisite: BUSI1700U

Prerequisites	BUSI1700U
Co-requisites	N/A
Credit restrictions	N/A
Credit exemptions	N/A
Grading Scheme	Yes – Letter Grade

LEARNING OUTCOMES

- Apply knowledge from other courses to address an issue or problem facing an existing family business
- Develop an understanding of the distinctive advantages and unique challenges facing family businesses
- Enhance ability to understand perspectives of different stakeholders in family businesses and develop strategic solutions to improve family business performance
- Explain family business dynamics in terms of three elements – the individual, the family and the business
- Identify the social and economic impact of family business
- Increase awareness of the complexity, diversity and significance of the family business

DELIVERY MODE AND TEACHING METHOD (S):

(check all that may apply) Yes – **face-to-face** Yes – **hybrid** Yes – **online**
 This is a hybrid course. There are three components:
Face-to-face meetings

1.5 hours per week – These sessions will make extensive use of cases, discussion, and problem solving to achieve the course objectives.

Online/virtual lectures:

1.5 hours per week – Online lectures are intended to introduce and discuss the important concepts and issues of the course. To obtain benefit from the online sessions, it is important to login having read the assigned material.

You are expected to ask and respond to questions and to participate in online discussions. Students will be called upon to answer questions during online discussions.

For all class sessions there are assigned questions from the textbook chapter(s) to give you a basis for thinking about the material while preparing for class. The questions should help you consider some of the more important issues and concepts.

Electronic materials:

Material is posted on Blackboard for viewing that provides the foundations of the subject matter. The material is broken into several modules and each module is broken into segments each covering an aspect of the material.

TEACHING AND ASSESSMENT METHODS

The class will utilize a combination of case discussion, lecture, outside expert speakers, topical readings and in-class exercises to illustrate issues and applications. A term paper, individual class presentation, midterm exam, and class participation will constitute the bases for grading. Attendance is expected. Grading: Class Participation 20% Written Exam 30% Term Paper 30% Class Presentation 20%

CONSULTATION AND FINANCIAL IMPLICATIONS, WHERE APPROPRIATE

New Course Proposal Detail

INSTRUCTION:

PLANNED FREQUENCY OF OFFERING AND NUMBER OF SECTIONS ANTICIPATED (EVERY YEAR, ALTERNATE YEARS ETC.)

A section of this course will be offered initially alternate years dependent on demand for the Entrepreneurship major and minor. This will ensure that students in the major and minor have an opportunity to take the course if it is of interest. It will run in opposite years to the innovation management course.

NUMBER OF FACULTY MEMBERS CURRENTLY COMPETENT TO TEACH THE COURSE:

3

INSTRUCTOR (S) LIKELY TO TEACH THE COURSE IN THE COMING YEAR:

Michael Konopaski

SAMPLE TEXTBOOK

Family Business, 4th Edition, Ernesto J. Poza & Mary S. Daugherty, ISBN #13:978-1- 285-05682-1 or 10:1-285-05682-5, Thomson South-Western.

ANY RESOURCES TO BE PURCHASED/PROVIDED BY STUDENTS:

N/A

CREATOR: Michael Konopaski, PhD, CPA

FACULTY QUALIFICATIONS (ACADEMIC AND EXPERIENCE) TO TEACH THE COURSE:

PhD in Entrepreneurship or MBA with experience in running a family owned business is preferred.

BIBLIOGRAPHY:

List of bibliography will be prepared by the instructor to stay current with the market trend. However, while the Library currently subscribes to some finance journals some additional periodical subscriptions maybe necessary.

OTHER RESOURCES:

This course only requires a technology-enhanced classroom with laptop connections, data projector, and internet access. This type of classroom is already existed in our current building. There are no special equipment or lab facilities to support the offering of this course. Additional journals will need to be subscribed to by the Library.

COURSE RATIONAL:

Additional upper-level elective for Entrepreneurship Major/Minor.

FACULTY APPROVAL FOR CROSS-LISTINGS:

--

APPROVAL DATES:

Date of submission	August 17, 2015
Curriculum Committee approval	September 29, 2015
Faculty Council approval	October 1, 2015

TEMPLATE 8-B**COURSE CHANGE TEMPLATE***For new courses see New Course Template*

Faculty: Faculty of Business and Information Technology	
Course number: BUSI2700U	Current course title: Entrepreneurial Finance
No Core _Yes_ Elective	

COURSE CHANGES (check all that apply)

	Course title		Credit weighting
	Course description		Contact hours
	Course number		Prerequisites
	Course design		Co-requisites
	Learning outcomes		Cross-listings
	Mode of delivery	Yes	Credit restrictions
	Teaching and assessment methods		Credit exclusions
	Delete course		Other (please specify):

REASON FOR CHANGE AND WAYS IN WHICH IT MAINTAINS/ENHANCES COURSE OBJECTIVES

<p>Please <u>remove</u> – Credit restriction: BUSI 2401U. This course focuses on entrepreneurial finance and does not significantly overlap with BUSI 2401U. The credit restriction was originally created to restrict this course to IT students. The course is a core element of understanding the financial needs of entrepreneurial ventures and is integrated into the proposed Major and Minor in Entrepreneurship.</p>

CHANGE TO CALENDAR ENTRY

Current	Proposed
Credit restriction: BUSI 2401U	Please <u>remove</u> – Credit restriction: BUSI 2401U

CONSULTATION AND FINANCIAL IMPLICATIONS, WHERE APPROPRIATE

<p>This will open the course to additional students and may require an additional section to meet the needs of the Game Development and Entrepreneurship students as well as those in the Major and minor in Entrepreneurship. The number of students allowed entry into the major/minor will take into consideration class sizes.</p>

APPROVAL DATES

Curriculum Committee approval	September 29,2015
Faculty Council approval	October 1, 2015
Date of Submission to CPRC	October 28, 2015

NEW COURSE TEMPLATE

For changes to existing courses see Course Change Template

Faculty: Faculty of Business and Information Technology		
Course title: Creative Problem Solving, Entrepreneurship and Imagination		
Course number: BUSI3730U	Cross-listings: N/A	_No_ Core _Yes_ Elective If Elective, for which program (s): Any student in the Entrepreneurship major (Commerce) or minor (all programs)
Credit weight: 3 cr, 3lec.	Face to Face Contact hours: Hybrid (1.5 face to face time, 1.5 Web) Yes Web Portion: Do you require Adobe Connect? Yes	

CALENDAR DESCRIPTION

Ideation, Individual and group creativity, creative blocks and approaches for overcoming these as they relate to entrepreneurship are discussed. Methods for generating and recognizing ideas using divergent thinking are examined. Theoretical and conceptual foundations for the application of creativity to entrepreneurial problems are investigated. 3 cr. 3 lec. Prerequisite: BUSI 1700U.

Prerequisites	BUSI1700U
Co-requisites	N/A
Credit restrictions	N/A
Credit exemptions	N/A
Grading Scheme	Yes – Letter Grade

LEARNING OUTCOMES

At the end of the course the student will be able to:

- Recognize their own innate creative potential
- Generate a higher number of innovative ideas
- Apply a variety of creative problem solving techniques
- Develop viable product or service ideas and sell creative solutions to others
- Initiate an entrepreneurial concept that can be carried forward beyond the class

DELIVERY MODE AND TEACHING METHOD (S):

(check all that may apply) Yes – face-to-face Yes – hybrid Yes – online

TEACHING AND ASSESSMENT METHODS

The class will utilize a combination of case discussion, lecture, outside expert speakers, topical readings and in-class exercises to illustrate issues and applications. A term paper, individual class presentation, midterm exam, and class participation will constitute the bases for grading. Attendance is expected. Grading: Class Participation 20% Written Exam 30% Term Paper 30% Class Presentation 20%

CONSULTATION AND FINANCIAL IMPLICATIONS, WHERE APPROPRIATE

--

New Course Proposal Detail**INSTRUCTION:****PLANNED FREQUENCY OF OFFERING AND NUMBER OF SECTIONS ANTICIPATED (EVERY YEAR, ALTERNATE YEARS ETC.)**

This course will be offered annually. It is anticipated that only a single section will be offered to start but will be dependent on the demand for the major/minor in entrepreneurship. We have an application to major process which will provide data on the number of students enrolled in this major/minor. The course can also be available to students as an elective if they are interested in idea generation.

This is a hybrid course. There are three components:

Face-to-face meetings

1.5 hours per week – These sessions will make extensive use of cases, discussion, and problem solving to achieve the course objectives.

Online/virtual lectures:

1.5 hours per week – Online lectures are intended to introduce and discuss the important concepts and issues of the course. To obtain benefit from the online sessions, it is important to login having read the assigned material.

You are expected to ask and respond to questions and to participate in online discussions. Students will be called upon to answer questions during online discussions.

For all class sessions there are assigned questions from the textbook chapter(s) to give you a basis for thinking about the material while preparing for class. The questions should help you consider some of the more important issues and concepts.

Electronic materials:

Material is posted on Blackboard for viewing that provides the foundations of the subject matter. The material is broken into several modules and each module is broken into segments each covering an aspect of the material.

NUMBER OF FACULTY MEMBERS CURRENTLY COMPETENT TO TEACH THE COURSE:

2

INSTRUCTOR (S) LIKELY TO TEACH THE COURSE IN THE COMING YEAR:

Michael Konopaski

SAMPLE TEXTBOOK

The Idea Agent, 1 st Edition, Jonas Michanek and Andreas Breiler, ISBN #978-0-415-82414-9, Routledge

ANY RESOURCES TO BE PURCHASED/PROVIDED BY STUDENTS:

N/A

CREATOR: Michael Konopaski, PhD, CPA

FACULTY QUALIFICATIONS (ACADEMIC AND EXPERIENCE) TO TEACH THE COURSE:

Experience in developing entrepreneurial ventures, background in entrepreneurship or innovation. PhD in Entrepreneurship and innovation preferred.

BIBLIOGRAPHY:

List of bibliography will be prepared by the instructor to stay current with the market trend.

OTHER RESOURCES:

This course only requires a technology-enhanced classroom with laptop connections, data projector, and internet access. This type of classroom is already existed in our current building. There are no special equipment or lab facilities to support the offering of this course.

COURSE RATIONAL:

Additional upper-level elective for Entrepreneurship Major and Minor. The course will provide students with skills in engaging in idea generation both at the individual and group level.

FACULTY APPROVAL FOR CROSS-LISTINGS:

--

APPROVAL DATES:

Date of submission	August 24, 2015
Curriculum Committee approval	September 29, 2015
Faculty Council approval	October 1, 2015

TEMPLATE 8-B**COURSE CHANGE TEMPLATE***For new courses see New Course Template*

Faculty: Faculty of Business and Information Technology	
Course number: BUSI3750U	Current course title: Advanced Entrepreneurship
No Core _Yes_ Elective	

COURSE CHANGES (check all that apply)

Yes	Course title		Credit weighting
Yes	Course description		Contact hours
	Course number		Prerequisites
	Course design		Co-requisites
Yes	Learning outcomes		Cross-listings
	Mode of delivery		Credit restrictions
Yes	Teaching and assessment methods		Credit exclusions
	Delete course		Other (please specify):

REASON FOR CHANGE AND WAYS IN WHICH IT MAINTAINS/ENHANCES COURSE OBJECTIVES

The current course has overlap with other new courses being designed for the entrepreneurship major. Also, the title is not descriptive making it challenging for students to understand what may be taught. Business plans rarely survive first contact with customers. Start-ups are not smaller versions of big companies. They do not develop in accordance with master plans. Lean start up is a journey in customer discovery and business model validation. This course offers real-world, hands-on learning experiences on what it's like to start a scalable company.

CHANGE TO CALENDAR ENTRY

Current	Proposed
This course covers the process of starting and scaling an enterprise from an idea and business plan into a company. The focus of the course will be on execution: turning a business plan into a high-growth company. 3cr, 3 lec. Prerequisite BUSI 1700U, third-year standing in the BCom or IT program.	This course covers the process of starting and growing a company with maximum acceleration. The focus of this course will be on experimentation over business plans, customer feedback over intuition and iterative design over traditional development. 3cr, 3 lec. Prerequisite BUSI 1700U, third-year standing in the BCom or IT program, or registered in the Entrepreneurship minor. Proposed new title: Lean Start-up

CONSULTATION AND FINANCIAL IMPLICATIONS, WHERE APPROPRIATE

--

APPROVAL DATES

Curriculum Committee approval	September 29, 2015
Faculty Council approval	October 1, 2015
Date of Submission to CPRC	October 28, 2015

NEW COURSE TEMPLATE

For changes to existing courses see Course Change Template

Faculty: Business and IT		
Course title: Incubator		
Course number: BUSI 4799U	Cross-listings:	<input type="checkbox"/> Core <input checked="" type="checkbox"/> Elective If Elective, for which program (s): BIT, BCom
Credit weight: 3 cr	Face to Face Contact hours: <input checked="" type="checkbox"/> Lecture <input type="checkbox"/> Lab <input type="checkbox"/> Tutorial Hybrid (1.5 face to face time, 1.5 Web) Yes <input type="checkbox"/> NO <input type="checkbox"/> Web Portion: Do you require Adobe Connect? Yes <input type="checkbox"/> NO <input type="checkbox"/>	

CALENDAR DESCRIPTION

The course will support students both academically and practically to move their business ideas through various stages with a final result of launching a functioning, viable business. A Faculty mentor will provide guidance, mentoring and assistance to participants in all phases of their venture's development. This course differentiates itself from traditional business incubators by its dual "Practical doing" and "Formal learning" streams. Although many traits and talents that contribute to entrepreneurial success are often inherent within an individual, the course reflects the philosophy that skills and knowledge can be learned and acquired as a result of a formal program of study, especially when linked with a "practical doing" component.

Prerequisites	BUSI 3750U or instructor permission
Co-requisites	
Credit restrictions	
Credit exemptions	BUSI 4990U and BUSI 4995U
Grading Scheme	<input checked="" type="checkbox"/> Letter Grade <input type="checkbox"/> pass/fail

LEARNING OUTCOMES

<p>At the end of this course students will be able to:</p> <ol style="list-style-type: none"> 1. Develop a business proposition 2. Discover their strengths and weaknesses as a potential entrepreneur 3. Investigate appropriate techniques to support the development and growth of their business venture 4. Create a business plan for their entrepreneurial venture 5. Discuss their business venture to recruit investment and potential financing

DELIVERY MODE AND TEACHING METHOD (S):

(check all that may apply)	X face-to-face	X hybrid	X online
----------------------------	----------------	----------	----------

TEACHING AND ASSESSMENT METHODS

A self-directed learning contract will be developed for each incubator participant. These contracts outline the requirements for participation in the incubator. This includes the requisite research, design and financial planning required to develop and launch a business venture (Practical doing). Of equal weight will be a formal program of study of various topics related to their business planning initiatives (Formal learning). All participants will have already completed various business and entrepreneurship course as part of their degree work at UOIT. The incubator program will advance this field of study. All participants will come to the incubator program with a high level of academic achievement and they will be required to sustain their academic performance in order to remain in the incubator program.

Grading for the incubator students is as follows:

Initial business proposition	10%
Course assignments	30%
Final strategic business plan	40%
Poster Presentation	20%

CONSULTATION AND FINANCIAL IMPLICATIONS, WHERE APPROPRIATE

--

New Course Proposal Detail

INSTRUCTION:

PLANNED FREQUENCY OF OFFERING AND NUMBER OF SECTIONS ANTICIPATED (EVERY YEAR, ALTERNATE YEARS ETC.)

annually

NUMBER OF FACULTY MEMBERS CURRENTLY COMPETENT TO TEACH THE COURSE:

3

INSTRUCTOR (S) LIKELY TO TEACH THE COURSE IN THE COMING YEAR:

Morden Shapiro

SAMPLE TEXTBOOK

N/A

ANY RESOURCES TO BE PURCHASED/PROVIDED BY STUDENTS:

CREATOR : Steve Rose

FACULTY QUALIFICATIONS (ACADEMIC AND EXPERIENCE) TO TEACH THE COURSE:

Experience with entrepreneurial ventures and academic teaching in the area of entrepreneurship.

BIBLIOGRAPHY:

List of bibliography will be prepared by the instructor to stay current with the market trend. However, while the Library currently subscribes to some finance journals some additional periodical subscriptions maybe necessary.

OTHER RESOURCES:

This course only requires a technology-enhanced classroom with laptop connections, data projector, and internet access. This type of classroom is already existed in our current building. There are no special equipment or lab facilities to support the offering of this course. Additional journals will need to be subscribed to by the Library.

COURSE RATIONAL:

This course has been offered as an option for students in FBIT as part of the experiential learning opportunities in BUSI 4995 Capstone. The course option has been successful. This change will support improved communication regarding the opportunity to students and will also support improved course management. The course is being integrated into the proposed Entrepreneurship major in FBIT.

FACULTY APPROVAL FOR CROSS-LISTINGS:

APPROVAL DATES:

Date of submission to CPRC	<i>October 28 2015</i>
Curriculum Committee approval	<i>September 29 2015</i>
Faculty Council approval	<i>October 1 2015</i>



Faculty of Business and Information Technology
BUSI 4599U Incubator

FBIT Incubator Program Syllabus
Fall 2014 – Winter 2015

1. Overview and Timing

The FBIT Business Incubator is a two semester program for 3rd and 4th year students who are committed to their own entrepreneurial venture. Course credit is obtained in the winter semester (BUSI 4599U).

The program will support students both academically and practically to move their business ideas through various stages with a final result of launching a functioning, viable business.

Students will have open access to the faculty entrepreneurial lab (incubator room) and access to various other labs and equipment.

The Faculty of Business and Information Technology will oversee all Incubator initiatives and activities, providing guidance, mentoring and assistance to participants in all phases of their venture's development. Incubator participants will work hand in hand with the local business community.

The UOIT Business Incubator differentiates itself from traditional business incubators by its dual "Practical doing" and "Formal learning" streams. Although many traits and talents that contribute to entrepreneurial success are often inherent within an individual, the UOIT Incubator program reflects the philosophy that skills and knowledge can be learned and acquired as a result of a formal program of study, especially when linked with a "practical doing" component.

2. Instructor Contact Information

Incubator Coordinator and Lead Instructor	Office	Phone	Email
Morden Shapiro			
Office Hours:			

Incubator Director	Office	Phone	Email
Stephen Rose Associate Dean	UB 3058	3701	Steve.rose@uoit.ca

3. Grading

A self-directed learning contract will be developed for each incubator participant. These contracts outline the requirements for participation in the incubator. This includes the requisite research, design and financial planning required to develop and launch a business venture (Practical doing). Of equal weight will be a formal program of study of various topics related to their business planning initiatives (Formal learning). All participants will have already completed various business and entrepreneurship course as part of their degree work at UOIT. The incubator program will advance this field of study. All participants will come to the incubator program with a high level of academic achievement and they will be required to sustain their academic performance in order to remain in the incubator program.

Grading for the incubator students is as follows:

Initial business proposition	10%
Course assignments	30%
Final strategic business plan	40%
Poster Presentation	20%

4. Course Requirements

A) Initial Business Proposition 10%

The initial business proposition is to be submitted by XXXXXXXX. Details of the proposition and supporting documents will be provided to students through the blackboard site. Students must receive a passing grade in the report to continue on in the incubator program for the winter term.

B) Course Assignments 30%

Individualized assignments will be given throughout the incubator program geared to each participant's requirements.

C) Final Strategic Business Plan 40%

The final business report is to be submitted by XXXXXXXXX. Details of the report requirements will be provided to students through the blackboard site.

B) Poster Day Presentation 20%

Poster Presentation Day is scheduled for XXXXXXXXX. Incubator program participants will highlight their new business in a poster and presentation format in a public venue.

Detailed Poster Presentation Day Requirements for incubator participants will be posted on Blackboard.

FBIT Course Template Information

5. Accessibility

To ensure that disability-related concerns are properly addressed during this course, students with documented disabilities and who may require assistance to participate in this class are encouraged to speak with their instructor as soon as possible. Students who require alternative testing and examination arrangements or other academic accommodations must contact the Centre for Students with Disabilities (B297) as early as possible to ensure that your needs can be met.

6. Professional Conduct

UOIT is committed to the values of professional conduct. Students and faculty at UOIT share an important responsibility to maintain the integrity of the teaching and learning relationship. This relationship is characterized by honesty, fairness and mutual respect for the aim and principles of the pursuit of education.

7. Academic Integrity

UOIT is committed to the fundamental values of preserving academic integrity as defined in UOIT policies and contained in the UOIT Calendar. Students and faculty at UOIT share an important responsibility to maintain the integrity of the teaching and learning relationship.

This relationship is characterized by honesty, fairness and mutual respect for the aim and principles of the pursuit of education.

Academic misconduct impedes the activities of the university community and is punishable by appropriate disciplinary action. Students are expected to be familiar with UOIT's regulations on Academic Conduct (Section 5.15 of the Academic Calendar) which sets out the kinds of actions that constitute academic misconduct, including plagiarism, copying or allowing one's own work to be copied, use of unauthorized aids in examinations and tests, submitting work prepared in collaboration with another student when such collaboration has not been authorized, and other academic offences. The regulations also describe the procedures for dealing with allegations, and the sanctions for any finding of academic misconduct, which can range from a written reprimand to permanent expulsion from the university. A lack of familiarity with UOIT's regulations on academic conduct does not constitute a defense against its application. Further information on academic integrity is available at: www.uoit.ca/EN/academicintegritystudent.

Academic Misconduct will not be tolerated in this class. Any student found to be involved in plagiarism or cheating will be penalized in accordance to the UOIT Calendar Section 5.15. The standard penalty for a first offence will be a grade of 0 on the exam or assignment. Permanent expulsion from the university may be implemented as penalty if a student is found to be guilty of successive acts of academic misconduct.

UOIT and faculty members reserve the right to use electronic means to detect and help prevent plagiarism. Students agree that by taking this course all assignments are subject to submission for textual similarity review to Turnitin.com. Assignments submitted to Turnitin.com will be included as source documents in Turnitin.com's restricted access database solely for the purpose of detecting plagiarism in such documents for five academic years. The faculty member may require students to submit their assignments electronically to Turnitin.com or the faculty member may submit questionable text on behalf of a student. The terms that apply to UOIT's use of the Turnitin.com service are described on the Turnitin.com website. If a student does object to the use of Turnitin.com, that student must sign and submit the Assignment Cover Sheet attached with each assignment submitted for assessment.

Further information about Turnitin can be found in Resources on the Academic Integrity link on your laptop.

8. Final Examinations

Final examinations are held during the final examination period at the end of the semester and may take place in a different room and on a different day from the regularly scheduled class. Check the published Examination Schedule for a complete list of days and times.

Students are advised to obtain their UOIT Student ID Card well in advance of the examination period as they will not be able to write their examinations without it. A UOIT

Student ID card can be obtained at the Campus ID Services, in G1004 in the Campus Recreation and Wellness Centre.

Students, who through religious obligations are unable to write a final examination when scheduled, will be permitted to write a deferred examination. These students are required to give three weeks' notice to the faculty concerned and to document the religious obligations involved. An Application for Deferred Examination for Religious Observances form is available through the Registrar's Office.

Students who miss an exam for medical or compassionate grounds may submit a request for deferral, along with supporting documentation, to the Faculty Advising offices within five (5) working days. Medical deferrals will be comprised of a completed UOIT Medical Statement form completed by the student and physician within 24 hours following the missed examination, and a UOIT Application for Deferred Examination form. These forms can be found on the UOIT website, or the Web CT FBIT Announcement Board.

Further information on final examinations is available

at: [www.uoit.ca/EN/main2/about/14057/14152/Academic Policies and Procedures/Final_exam.html](http://www.uoit.ca/EN/main2/about/14057/14152/Academic_Policies_and_Procedures/Final_exam.html)

9... Course Evaluations

Student evaluation of teaching is a highly valued and helpful mechanism for monitoring the quality of UOIT's programs and instructional effectiveness. To that end, course evaluations are administered by an external company in an online, anonymous process during the last few weeks of classes. Students are encouraged to participate actively in this process and will be notified of the dates via MyCampus.

Appendix: Other Policies and Expectations for the Learning Environment

1. Effective Learning in the Classroom

The following are suggestions on how to carry out effective learning in your daily studying:

•Pre-Class Preparation:

Before you go to your classroom, you should allow enough time for commuting, and eat a healthy meal or snack. Also, you should ask yourself the following questions:

- Have you *previewed* the reading assignments?
- Have you noted down key insights and questions from your reading?

* *Rule of thumb*: for every hour lecture, you need approximately three hours of outside class studying to reinforce the material learnt in class.

• In-Class Attitude:

In order to get the most out of your lectures, you need to:

- Arrive to class On Time
- Concentrate (be curious and be motivated)

- Be Active:
 - in class discussion
 - in group activities
 - in creative and critical thinking

And you should also AVOID the following:

- Eating 'strong smelling' or 'noisy' food
- Getting involved in side conversations
- Sending signs that scheduled class time is up, i.e. closing up your laptop or standing
- Answering cellular phones in class
- After class
 - Review lecture notes; highlight key points
 - Consult instructors or TA for unresolved questions
 - Seek help when necessary
 - Finish assignments on time

10. The use of your laptop in the classroom

The use of laptops often enhances the learning experience. However, there are circumstances when it can be obstructive. Instructors have the right and the responsibility to determine appropriate classroom protocols for student use of laptops. Students refusing to comply with such requests may be requested to remove themselves from the classroom. Students refusing to comply may also be considered to be in violation of our University code of conduct and disciplinary action may result. Section 5:15 of the undergraduate calendar provide additional information on these matters.

• Examples of appropriate use of laptops: • Examples of Inappropriate Use of Laptop

- | | |
|---|--------------------------|
| - Taking lecture notes | - Watching movies |
| - Course related computing | - Playing computer games |
| - Limited messaging for learning purposes | - Social messaging |
| - Download course material from WebCT | |

11. Effective team management

The following are suggestions on how to effectively manage your teamwork:

- Setting clear objectives
- Signing the team contract
- Meeting regularly
- Conducting effective meetings
- Assigning roles to members
- Staying in touch: meeting; emails; phones
- Managing conflicts effectively

12. Managing Conflict

The following are suggestions on how to resolve conflict that could possibly happen during your studying:

- Have a team contract to guide conflict resolution.
- The team "leader" might send an e-mail to the absent member, and copy all members, asking why he or she missed the meeting.
- Keep an attendance log and use this as part of your peer review process.
- Try to avoid making any decisions that are known to be an issue for an absent member until that person can be reached.

13. In the event of the illness

In the event of illness, you are suggested to:

- Please stay home so as not to spread it to others
- Contact your Academic Advisor by email or phone right away – not your instructor.

The Academic Advisors will organize any assignment, test or lab adjustments if needed.

You can find your academic advisor contact information

at: <http://businessandit.uoit.ca/EN/main/35922/142644.html>

- Also check the following website <http://www.cdc.gov> for further health and wellness information.

14. Academic Planning and General Information

Please follow the link below to view our academic resources and calendar. This link will provide you with information pertaining to Grade point average (GPA), Academic Standing Requirements, Internship Programs, Graduation Information, etc. http://www.uoit.ca/EN/main/11258/academic_resources.html

Other links of interest include:

http://www.uoit.ca/EN/main/11258/231915/academic_advising.html for information on **Academic Advising**

<http://businessandit.uoit.ca/EN/main/96618.html> for information pertaining to **FBIT Undergraduate Programs**

<http://www.gradstudies.uoit.ca/> for information on **Graduate Programs**

http://www.uoit.ca/EN/main/11258/campus_services.html for information on **Campus Services**

<http://businessandit.uoit.ca/EN/main/96624.html> for information pertaining to **Student Clubs**

BUSI3720: Family Business
Course outline for Fall 201x

1. Course Details & Important Dates*

Term	Section	Course Type	Day	Time
Fall	001	Hybrid	Monday & Wednesday	9:40 – 11:00 am (Mon.) and 8.10 – 9.30 am (Wed.)

Location	CRN #	Classes Start	Classes End	Last Day to Drop Course Without Academic Consequence	Final Exam Period
UA114x	4282x	Sept. 14, 201x	Dec. 3, 201x	Nov. 12, 201x	Dec. 5 to Dec. 17, 201x

* for other important dates go to: www.uoit.ca>Current Students >Important Dates

Prerequisite(s):

BUSI1700U

2. Instructor Contact Information

Instructor Name	Office	Phone	Email
Michael Konopaski	UB2002	by email only	michael.konopaski@uoit.ca
Office Hours: By appointment (please do not use Blackboard messages to contact me)			

Laboratory/Teaching Assistant Name	Office	Phone	Email
TBD	TBD	N/A	TBD
Office Hours: To Be Posted			

3. Course Description

This course provides insights into the role of family business locally and globally. Family businesses make up over three quarters of all businesses in the world and they contribute significantly to the GDP in most countries. The course is structured to enable students to confront theory with practice. This course explores the concepts and skills required to work with (as an accountant, banker, lawyer, etc.) or work within a family business. Students will have direct contact with family business owners.

4. Course Outcomes

- Apply knowledge from other courses to address an issue or problem facing an existing family business
- Develop an understanding of the distinctive advantages and unique challenges facing family businesses
- Enhance ability to understand perspectives of different stakeholders in family businesses and develop strategic solutions to improve family business performance
- Explain family business dynamics in terms of three elements – the individual, the family and the business
- Identify the social and economic impact of family business
- Increase awareness of the complexity, diversity and significance of the family business

5. Course Design

This is a hybrid course. There are three components:

Face-to-face meetings

1.5 hours per week – These sessions will make extensive use of cases, discussion, and problem solving to achieve the course objectives.

Online/virtual lectures:

1.5 hours per week – Online lectures are intended to introduce and discuss the important concepts and issues of the course. To obtain benefit from the online sessions, it is important to login having read the assigned material.

You are expected to ask and respond to questions and to participate in online discussions. Students will be called upon to answer questions during online discussions.

For all class sessions there are assigned questions from the textbook chapter(s) to give you a basis for thinking about the material while preparing for class. The questions should help you consider some of the more important issues and concepts.

Electronic materials:

Material is posted on Blackboard for viewing that provides the foundations of the subject matter. The material is broken into several modules and each module is broken into segments each covering an aspect of the material.

6. Outline of Topics in the Course

Lecture #	Date	Time	Topics
Lecture 1	September 1x	9.40 am	Chapter #1 – The Nature, Importance, and Uniqueness of Family Business

Lecture 2	September 1x	8.10 am	Chapter #1 – The Nature, Importance, and Uniqueness of Family Business
Lecture 3	September 2x	9.40 am	Chapter #2 – Great Families in Business: Building Trust and Commitment
Lecture 4	September 2x	8.10 am	Chapter #2 – Great Families in Business: Building Trust and Commitment
Lecture 5	September 2x	9.40 am	Chapter #3 – Ownership of An Enterprise Built To Last
Lecture 6	September 3x	8.10 am	Chapter #3 – Ownership of An Enterprise Built To Last
Lecture 7	October x	9.40 am	Chapter #4 – Succession: Continuing Entrepreneurship and The Next Generation
Lecture 8	October x	8.10 am	Chapter #4 – Succession: Continuing Entrepreneurship and The Next Generation
Lecture 9	October 1x	9.40 am	Chapter #5 – Succession and the Transfer of Power
Lecture 10	October 1x	8.10 am	Chapter #5 – Succession and the Transfer of Power
Lecture 11	October 1x	9.40 am	Chapter #6 – Creating the Strategy
Lecture 12	October 2x	8.10 am	Chapter #6 – Creating the Strategy
Lecture 13	October 2x	9.40 am	Chapter #7 – Planning the Estate
Lecture 14	October 2x	8.10 am	Chapter #7 – Planning the Estate
Lecture 15	November x	9.40 am	Chapter #8 – Financial Considerations and the Value of the Family Business

Lecture 16	November x	8.10 am	Chapter #8 – Financial Considerations and the Value of the Family Business
Lecture 17	November x	9.40 am	Chapter #9 – Key Nonfamily Management: The Visible Commitment to Managing the Family Business Professionally
Lecture 18	November 1x	8.10 am	Chapter #9 – Key Nonfamily Management: The Visible Commitment to Managing the Family Business Professionally
Lecture 19	November 1x	9.40 am	Chapter #10 – Family Business Governance: Advisory Boards and Boards of Directors
Lecture 20	November 1x	8.10 am	Chapter #10 – Family Business Governance: Advisory Boards and Boards of Directors
Lecture 21	November 2x	9.40 am	Chapter #11 – Family Communication: Family Meetings, Family Councils, and Family Offices
Lecture 22	November 2x	8.10 am	Chapter #11 – Family Communication: Family Meetings, Family Councils, and Family Offices
Lecture 23	November 3x	9.40 am	Chapter 12 – Change, Adaptation and Innovation: The Future of Family Business
Lecture 24	December x	8.10 am	Chapter 12 – Change, Adaptation and Innovation: The Future of Family Business
	TBD		Final Exam

7. Required Texts/Readings

Family Business, 4th Edition, Ernesto J. Poza & Mary S. Daugherty, ISBN #13:978-1- 285-05682-1 or 10:1-285-05682-5, Thomson South-Western.

8. Evaluation Method

Class Participation	20%
Class Presentation	20%
Term Test	30%
Final Exam	30%
	<u>100%</u>

** Final course grades may be adjusted to conform to program or Faculty grade distribution profiles. Further information on grading can be found in Section 5 of the UOIT Academic Calendar.*

9. Assignments and Term Tests

Class Presentation: Class Presentations provide an opportunity to apply the skills developed in the course and are useful for monitoring progress and obtaining feedback. Presentations are important for learning and understanding the material, and are a necessary part of preparing for the real world. It is expected that the presentation will be well organized, well delivered, and concise.

Term Test: Materials eligible for testing include all assigned readings, handout material, class discussions, lectures, and homework assignments. Do not assume that if material has not been explicitly covered in class that it will not be on a test or exam.

Missed Term Test: Students who miss a Term Test for medical or compassionate grounds may submit a request for deferral along with supporting documentation to the Faculty Advising offices within five (5) working days. Medical deferrals will be comprised of a completed UOIT Medical Statement form completed by the student and physician within 24 hours of the missed course work. These forms can be found on the UOIT website or the FBIT Announcement Board on Blackboard. If a Term Test is missed for approved reasons, the weight of the missed component will be added to the Final. If you miss a Term Test and do not follow the procedure above, you will receive a score of zero on the missed component.

Missed Course Work: Coursework missed for medical or serious personal reasons must be documented and reported to the instructor within five (5) working days of the missed work. Medical absences must be accompanied by a UOIT Medical Statement form completed by the student and physician within 24 hours of the missed course work. Coursework includes, but is not limited to, quizzes; written assignments; participation; case studies; etc. If missed coursework totals more than 20% of the final grade, this must be documented through the FBIT Academic Advising office. The weight of the missed course component will be reweighted. If you miss coursework and do not notify the instructor within the five (5) working day deadline, you will receive a score of zero on the missed component.

10. Accessibility

Students with disabilities may request to be considered for formal academic accommodation in accordance with the Ontario Human Rights Code. Students seeking accommodation must make their requests through Student Accessibility Services. Requests must be made in a timely manner, and students must provide relevant and recent documentation to verify the effect of their disability and to allow the university to determine appropriate accommodations.

Accommodation decisions will be made in accordance with the Ontario Human Rights Code. Accommodations will be consistent with and supportive of the essential requirements of courses and programs, and provided in a way that respects the dignity of students with disabilities and encourages integration and equality of opportunity. Reasonable academic accommodation may require instructors to exercise creativity and flexibility in responding to the needs of students with disabilities while maintaining academic integrity.

11. Academic Integrity

Students and faculty at UOIT share an important responsibility to maintain the integrity of the teaching and learning relationship. This relationship is characterized by honesty, fairness and mutual respect for the aim and principles of the pursuit of education. Academic misconduct impedes the activities of the university community and is punishable by appropriate disciplinary action.

Students are expected to be familiar with and abide by UOIT's regulations on Academic Conduct (Section 5.16 of the Academic Calendar) which sets out the kinds of actions that constitute academic misconduct, including plagiarism, copying or allowing one's own work to be copied, use of unauthorized aids in examinations and tests, submitting work prepared in collaboration with another student when such collaboration has not been authorized, among other academic offences. The regulations also describe the procedures for dealing with allegations, and the sanctions for any finding of academic misconduct, which can range from a resubmission of work to a failing grade to permanent expulsion from the university. A lack of familiarity with UOIT's regulations on academic conduct does not constitute a defense against its application.

Further information about academic misconduct can be found in the Academic Integrity link on your laptop. Extra support services are available to all UOIT students in academic development, study skills, counseling, and peer mentorship. More information on student support services can be found in the Academic Calendar (Section 8).

12. Final Examinations

The Final Exam in this course is cumulative. Final examinations are held during the final examination period at the end of the semester and may take place in a different room and on a different day from the regularly scheduled class. Check the published Examination Schedule for a complete list of days and times.

Students are advised to obtain their Student ID Card well in advance of the examination period as they will not be able to write their examinations without it. Student ID cards can be obtained at the Campus ID Services, in G1004 in the Campus Recreation and Wellness Centre.

Students who are unable to write a final examination when scheduled due to religious publications may make arrangements to write a deferred examination. These students are required to submit a Request for Accommodation for Religious Obligations to the Faculty concerned as soon as possible and no later than three week prior to the first day of the final examination period.

Further information on final examinations can be found in Section 5.26 of the Academic Calendar.

13. Freedom of Information and Protection of Privacy Act

The following is an important notice regarding the process for submitting course assignments, quizzes and other evaluative material in your courses in the Faculty of Business and Information Technology

As you may know, UOIT is governed by the *Freedom of Information and Protection of Privacy Act* ("FIPPA"). In addition to providing a mechanism for requesting records held by the university, this legislation also requires that UOIT not disclose the personal information of its students without their consent.

FIPPA's definition of "personal information" includes, among other things, documents that contain both your name and your Banner ID. For example, this could include graded test papers or assignments. To ensure that your rights to privacy are protected, the Faculty of Business and Information Technology encourages you to use only your Banner ID on assignments or test papers being submitted for grading. This policy is intended to prevent the inadvertent disclosure of your information where graded papers are returned to groups of students at the same time. If you still wish to write both your name and your Banner ID on your tests and assignments, please be advised that UOIT will interpret this as an implied consent to the disclosure of your personal information in the normal course of returning graded materials to students.

If you have any questions or concerns relating to the new policy or the issue of implied consent addressed above, please contact the UOIT Chief Privacy Officer at accessandprivacy@uoit.ca

14. Course Evaluations

Student evaluation of teaching is a highly valued and helpful mechanism for monitoring the quality of UOIT's programs and instructional effectiveness. To that end, course evaluations are administered by an external company in an online, anonymous process during the last few weeks of classes. Students are encouraged to participate actively in this process and will be notified of the dates. Notifications about course evaluations will be sent via e-mail, and posted on Blackboard, Weekly News and signage around the campus.

Appendix: Other Policies and Expectations for the Learning Environment

1. Effective Learning in the Classroom

The following are suggestions on how to carry out effective learning in your daily studying:

Pre-Class Preparation:

Before you go to your classroom, you should allow enough time for commuting, and eat a healthy meal or snack. Also, you should ask yourself the following questions:

- Have you *previewed* the reading assignments?
- Have you noted down key insights and questions from your reading?

* *Rule of thumb:* for every hour lecture, you need approximately three hours of outside class studying to reinforce the material learnt in class.

In-Class Attitude:

In order to get the most out of your lectures, you need to:

- Arrive to class On Time
- Concentrate (be curious and be motivated)
- Be Active:
 - in class discussion
 - in group activities
 - in creative and critical thinking

And you should also AVOID the following:

- Eating 'strong smelling' or 'noisy' food
- Getting involved in side conversions
- Sending signs that scheduled class time is up, i.e. closing up your laptop or standing
- Answering cellular phones in class

After class:

- Review lecture notes; highlight key points
- Consult instructors or TA for unresolved questions
- Seek help when necessary
- Finish assignments on time

2. The use of your laptop in the classroom

The use of laptops often enhances the learning experience. However, there are circumstances when it can be obstructive. Instructors have the right and the responsibility to determine appropriate classroom protocols for student use of laptops. Students refusing to comply with such requests may be requested to remove themselves from the classroom. Students refusing to comply may also be considered to be in violation of our University code of conduct and

disciplinary action may result. Section 5:15 of the undergraduate calendar provide additional information on these matters.

- | | |
|---|--|
| <ul style="list-style-type: none">• Examples of appropriate use of laptops:- Taking lecture notes- Course related computing- Limited messaging for learning purposes- Download course material from Blackboard | <ul style="list-style-type: none">• Examples of Inappropriate Use of Laptop- Watching movies- Playing computer games- Social messaging |
|---|--|

3. Effective team management

The following are suggestions on how to effectively manage your teamwork:

- Setting clear objectives
- Signing the team contract
- Meeting regularly
- Conducting effective meetings
- Assigning roles to members
- Staying in touch: meeting; emails; phones
- Managing conflicts effectively

4. Managing Conflict

The following are suggestions on how to resolve conflict that could possibly happen during your studying:

- Have a team contract to guide conflict resolution.
- The team "leader" might send an e-mail to the absent member, and copy all members, asking why he or she missed the meeting.
- Keep an attendance log and use this as part of your peer review process.
- Try to avoid making any decisions that are known to be an issue for an absent member until that person can be reached.

5. In the event of the illness

In the event of illness, you are suggested to:

- Please stay home so as not to spread it to others
- Contact your Academic Advisor by email or phone right away – not your instructor.

The Academic Advisors will organize any assignment, test or lab adjustments if needed.

You can find your academic advisor contact information at:

<http://www.businessandit.uoit.ca/people/academic-advisors.php>

- Also check the following website <http://www.cdc.gov> for further health and wellness information.

6. Academic Planning and General Information

Please follow the link below to view our academic resources and calendar. This link will provide you with information pertaining to Grade point average (GPA), Academic Standing Requirements, Internship Programs, Graduation Information, etc. <http://uoit.ca/main/current-students/academics-and-programs/programs-and-resources/index.php>

Other links of interest include:

<http://www.businessandit.uoit.ca/undergraduate/index.php> for information pertaining to **FBIT Undergraduate Programs**

<http://www.gradstudies.uoit.ca/> for information on **Graduate Programs**

<http://uoit.ca/main/current-students/services/index.php> for information on **Campus Services**

<http://www.businessandit.uoit.ca/about/student-clubs/index.php> for information pertaining to **Student Clubs**

BUSI3730: Creative Problem Solving, Entrepreneurship and Imagination
Course outline for Fall 201x

1. Course Details & Important Dates*

Term	Section	Course Type	Day	Time
Fall	001	Hybrid	Monday & Wednesday	9:40 – 11:00 am (Mon.) and 8.10 – 9.30 am (Wed.)

Location	CRN #	Classes Start	Classes End	Last Day to Drop Course Without Academic Consequence	Final Exam Period
UA114x	4282x	Sept. 14, 201x	Dec. 3, 201x	Nov. 12, 201x	Dec. 5 to Dec. 17, 201x

* for other important dates go to: www.uoit.ca>Current Students >Important Dates

Prerequisite(s):

BUSI1700U

2. Instructor Contact Information

Instructor Name	Office	Phone	Email
Michael Konopaski	UB2002	by email only	michael.konopaski@uoit.ca
Office Hours: By appointment (please do not use Blackboard messages to contact me)			

Laboratory/Teaching Assistant Name	Office	Phone	Email
TBD	TBD	N/A	TBD
Office Hours: To Be Posted			

3. Course Description

Ideation, Individual and group creativity, creative blocks and approaches for overcoming these as they relate to entrepreneurship are discussed. Methods for generating and recognizing ideas using divergent thinking are examined. Theoretical and conceptual foundations for the application of creativity to entrepreneurial problems are investigated.

4. Course Outcomes

At the end of the course the student will be able to:

- Recognize their own innate creative potential
- Generate a higher number of innovative ideas
- Apply a variety of creative problem solving techniques
- Develop viable product or service ideas and sell creative solutions to others

Initiate an entrepreneurial concept that can be carried forward beyond the class

5. Course Design

This is a hybrid course. There are three components:

Face-to-face meetings

1.5 hours per week – These sessions will make extensive use of cases, discussion, and problem solving to achieve the course objectives.

Online/virtual lectures:

1.5 hours per week – Online lectures are intended to introduce and discuss the important concepts and issues of the course. To obtain benefit from the online sessions, it is important to login having read the assigned material.

You are expected to ask and respond to questions and to participate in online discussions. Students will be called upon to answer questions during online discussions.

For all class sessions there are assigned questions from the textbook chapter(s) to give you a basis for thinking about the material while preparing for class. The questions should help you consider some of the more important issues and concepts.

Electronic materials:

Material is posted on Blackboard for viewing that provides the foundations of the subject matter. The material is broken into several modules and each module is broken into segments each covering an aspect of the material.

6. Outline of Topics in the Course

Lecture #	Date	Time	Topics
Lecture 1	September 1x	9.40 am	Chapter #1 – The Age of Creativity
Lecture 2	September 1x	8.10 am	Chapter #1 – The Age of Creativity

Lecture 3	September 2x	9.40 am	Chapter #2 – Ideas, Creativity and Innovation
Lecture 4	September 2x	8.10 am	Chapter #2 – Ideas, Creativity and Innovation
Lecture 5	September 2x	9.40 am	Chapter #3 – Managing Creative Processes
Lecture 6	September 3x	8.10 am	Chapter #3 – Managing Creative Processes
Lecture 7	October x	9.40 am	Chapter #4 – Need: Defining the Focus Area
Lecture 8	October x	8.10 am	Chapter #4 – Need: Defining the Focus Area
Lecture 9	October 1x	9.40 am	Chapter #5 – Idea Generation
Lecture 10	October 1x	8.10 am	Chapter #5 – Idea Generation
Lecture 11	October 1x	9.40 am	Chapter #6 – Screening and Development
Lecture 12	October 2x	8.10 am	Chapter #6 – Screening and Development
Lecture 13	October 2x	9.40 am	Chapter #7 – Enriching and Conceptualization
Lecture 14	October 2x	8.10 am	Chapter #7 – Enriching and Conceptualization
Lecture 15	November x	9.40 am	Chapter #8 – Results: And What Next?
Lecture 16	November x	8.10 am	Chapter #8 – Results: And What Next?
Lecture 17	November x	9.40 am	Need Orientation Tools

Lecture 18	November 1x	8.10 am	Idea Generation Tools
Lecture 19	November 1x	9.40 am	Screening and Development Tools
Lecture 20	November 1x	8.10 am	Introduction and Energy Tools
Lecture 21	November 2x	9.40 am	Sources of Inspiration
Lecture 22	November 2x	8.10 am	Lazy Man's Guide to Creative Process Design
Lecture 23	November 3x	9.40 am	Class Presentations
Lecture 24	December x	8.10 am	Class Presentations
	TBD		Final Exam

7. Required Texts/Readings

The Idea Agent, 1st Edition, Jonas Michanek and Andreas Breiler, ISBN #978-0-415-82414-9, Routledge

8. Evaluation Method

Class Participation	20%
Class Presentation	20%
Term Test	30%
Final Exam	30%
	<u>100%</u>

** Final course grades may be adjusted to conform to program or Faculty grade distribution profiles. Further information on grading can be found in Section 5 of the UOIT Academic Calendar.*

9. Assignments and Term Tests

Class Presentation: Class Presentations provide an opportunity to apply the skills developed in the course and are useful for monitoring progress and obtaining feedback. Presentations are important for learning and understanding the material, and are a necessary part of preparing for the real world. It is expected that the presentation will be well organized, well delivered, and concise.

Term Test: Materials eligible for testing include all assigned readings, handout material, class discussions, lectures, and homework assignments. Do not assume that if material has not been explicitly covered in class that it will not be on a test or exam.

Missed Term Test: Students who miss a Term Test for medical or compassionate grounds may submit a request for deferral along with supporting documentation to the Faculty Advising offices within five (5) working days. Medical deferrals will be comprised of a completed UOIT Medical Statement form completed by the student and physician within 24 hours of the missed course work. These forms can be found on the UOIT website or the FBIT Announcement Board on Blackboard. If a Term Test is missed for approved reasons, the weight of the missed component will be added to the Final. If you miss a Term Test and do not follow the procedure above, you will receive a score of zero on the missed component.

Missed Course Work: Coursework missed for medical or serious personal reasons must be documented and reported to the instructor within five (5) working days of the missed work. Medical absences must be accompanied by a UOIT Medical Statement form completed by the student and physician within 24 hours of the missed course work. Coursework includes, but is not limited to, quizzes; written assignments; participation; case studies; etc. If missed coursework totals more than 20% of the final grade, this must be documented through the FBIT Academic Advising office. The weight of the missed course component will be reweighted. If you miss coursework and do not notify the instructor within the five (5) working day deadline, you will receive a score of zero on the missed component.

10. Accessibility

Students with disabilities may request to be considered for formal academic accommodation in accordance with the Ontario Human Rights Code. Students seeking accommodation must make their requests through Student Accessibility Services. Requests must be made in a timely manner, and students must provide relevant and recent documentation to verify the effect of their disability and to allow the university to determine appropriate accommodations.

Accommodation decisions will be made in accordance with the Ontario Human Rights Code. Accommodations will be consistent with and supportive of the essential requirements of courses and programs, and provided in a way that respects the dignity of students with disabilities and encourages integration and equality of opportunity. Reasonable academic accommodation may require instructors to exercise creativity and flexibility in responding to the needs of students with disabilities while maintaining academic integrity.

11. Academic Integrity

Students and faculty at UOIT share an important responsibility to maintain the integrity of the teaching and learning relationship. This relationship is characterized by honesty, fairness and mutual respect for the aim and principles of the pursuit of education. Academic misconduct impedes the activities of the university community and is punishable by appropriate disciplinary action.

Students are expected to be familiar with and abide by UOIT's regulations on Academic Conduct (Section 5.16 of the Academic Calendar) which sets out the kinds of actions that constitute academic misconduct, including plagiarism, copying or allowing one's own work to be copied, use of unauthorized aids in examinations and tests, submitting work prepared in collaboration with another student when such collaboration has not been authorized, among other academic offences. The regulations also describe the procedures for dealing with allegations, and the sanctions for any finding of academic misconduct, which can range from a resubmission of work to a failing grade to permanent expulsion from the university. A lack of familiarity with UOIT's regulations on academic conduct does not constitute a defense against its application.

Further information about academic misconduct can be found in the Academic Integrity link on your laptop. Extra support services are available to all UOIT students in academic development, study skills, counseling, and peer mentorship. More information on student support services can be found in the Academic Calendar (Section 8).

12. Final Examinations

The Final Exam in this course is cumulative. Final examinations are held during the final examination period at the end of the semester and may take place in a different room and on a different day from the regularly scheduled class. Check the published Examination Schedule for a complete list of days and times.

Students are advised to obtain their Student ID Card well in advance of the examination period as they will not be able to write their examinations without it. Student ID cards can be obtained at the Campus ID Services, in G1004 in the Campus Recreation and Wellness Centre.

Students who are unable to write a final examination when scheduled due to religious publications may make arrangements to write a deferred examination. These students are required to submit a Request for Accommodation for Religious Obligations to the Faculty concerned as soon as possible and no later than three weeks prior to the first day of the final examination period.

Further information on final examinations can be found in Section 5.26 of the Academic Calendar.

13. Freedom of Information and Protection of Privacy Act

The following is an important notice regarding the process for submitting course assignments, quizzes and other evaluative material in your courses in the Faculty of Business and Information Technology

As you may know, UOIT is governed by the *Freedom of Information and Protection of Privacy Act* (“FIPPA”). In addition to providing a mechanism for requesting records held by the university, this legislation also requires that UOIT not disclose the personal information of its students without their consent.

FIPPA’s definition of “personal information” includes, among other things, documents that contain both your name and your Banner ID. For example, this could include graded test papers or assignments. To ensure that your rights to privacy are protected, the Faculty of Business and Information Technology encourages you to use only your Banner ID on assignments or test papers being submitted for grading. This policy is intended to prevent the inadvertent disclosure of your information where graded papers are returned to groups of students at the same time. If you still wish to write both your name and your Banner ID on your tests and assignments, please be advised that UOIT will interpret this as an implied consent to the disclosure of your personal information in the normal course of returning graded materials to students.

If you have any questions or concerns relating to the new policy or the issue of implied consent addressed above, please contact the UOIT Chief Privacy Officer at accessandprivacy@uoit.ca

14. Course Evaluations

Student evaluation of teaching is a highly valued and helpful mechanism for monitoring the quality of UOIT’s programs and instructional effectiveness. To that end, course evaluations are administered by an external company in an online, anonymous process during the last few weeks of classes. Students are encouraged to participate actively in this process and will be notified of the dates. Notifications about course evaluations will be sent via e-mail, and posted on Blackboard, Weekly News and signage around the campus.

Appendix: Other Policies and Expectations for the Learning Environment

1. Effective Learning in the Classroom

The following are suggestions on how to carry out effective learning in your daily studying:

Pre-Class Preparation:

Before you go to your classroom, you should allow enough time for commuting, and eat a healthy meal or snack. Also, you should ask yourself the following questions:

- Have you *previewed* the reading assignments?
- Have you noted down key insights and questions from your reading?

* *Rule of thumb*: for every hour lecture, you need approximately three hours of outside class studying to reinforce the material learnt in class.

In-Class Attitude:

In order to get the most out of your lectures, you need to:

- Arrive to class On Time
- Concentrate (be curious and be motivated)
- Be Active:
 - in class discussion
 - in group activities
 - in creative and critical thinking

And you should also AVOID the following:

- Eating 'strong smelling' or 'noisy' food
- Getting involved in side conversations
- Sending signs that scheduled class time is up, i.e. closing up your laptop or standing
- Answering cellular phones in class

After class:

- Review lecture notes; highlight key points
- Consult instructors or TA for unresolved questions
- Seek help when necessary
- Finish assignments on time

2. The use of your laptop in the classroom

The use of laptops often enhances the learning experience. However, there are circumstances when it can be obstructive. Instructors have the right and the responsibility to determine appropriate classroom protocols for student use of laptops. Students refusing to comply with such requests may be requested to remove themselves from the classroom. Students refusing to comply may also be considered to be in violation of our University code of conduct and disciplinary action may result. Section 5:15 of the undergraduate calendar provide additional information on these matters.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Examples of appropriate use of laptops: - Taking lecture notes - Course related computing - Limited messaging for learning purposes - Download course material from Blackboard | <ul style="list-style-type: none"> • Examples of Inappropriate Use of Laptop - Watching movies - Playing computer games - Social messaging |
|---|---|

3. Effective team management

The following are suggestions on how to effectively manage your teamwork:

- Setting clear objectives
- Signing the team contract
- Meeting regularly
- Conducting effective meetings
- Assigning roles to members
- Staying in touch: meeting; emails;
phones
- Managing conflicts effectively

4. Managing Conflict

The following are suggestions on how to resolve conflict that could possibly happen during your studying:

- Have a team contract to guide conflict resolution.
- The team "leader" might send an e-mail to the absent member, and copy all members, asking why he or she missed the meeting.
- Keep an attendance log and use this as part of your peer review process.
- Try to avoid making any decisions that are known to be an issue for an absent member until that person can be reached.

5. In the event of the illness

In the event of illness, you are suggested to:

- Please stay home so as not to spread it to others
- Contact your Academic Advisor by email or phone right away – not your instructor.

The Academic Advisors will organize any assignment, test or lab adjustments if needed.

You can find your academic advisor contact information at:

<http://www.businessandit.uoit.ca/people/academic-advisors.php>

- Also check the following website <http://www.cdc.gov> for further health and wellness information.

6. Academic Planning and General Information

Please follow the link below to view our academic resources and calendar. This link will provide you with information pertaining to Grade point average (GPA), Academic Standing Requirements, Internship Programs, Graduation Information, etc. <http://uoit.ca/main/current-students/academics-and-programs/programs-and-resources/index.php>

Other links of interest include:

<http://www.businessandit.uoit.ca/undergraduate/index.php> for information pertaining to **FBIT Undergraduate Programs**

<http://www.gradstudies.uoit.ca/> for information on **Graduate Programs**

<http://uoit.ca/main/current-students/services/index.php> for information on **Campus Services**

<http://www.businessandit.uoit.ca/about/student-clubs/index.php> for information pertaining to **Student Clubs**