

Principles of Entrepreneurship

Teacher Information: Mrs. Marietta Kotch Marietta.kotch@tvcs.org
Room 101 (352) 259-3777 Ext. 1101

Schedule: 50 minute classes (Monday to Friday)

Businesses Courses are taught primarily via Moodle. Students will be expected to have access to their Moodle account outside of the classroom on a daily basis. Course assignments, notes and other documents, and most assessments are posted on the class [Moodle site](#). If you are absent, check there for the notes, assignments etc. from that day. Feel free to print the PowerPoint presentations from the Moodle page and bring them to class to take notes on, or just make notes directly into the file as we go and save them to your flash drive. If you print them at school, please print the outline only.

Materials Needed: Flash drive, 3-ring binder, pens/pencils/paper, basic calculator
You must have access to the Internet outside of the normal class meeting time.
Students will need to be responsible for their own flash drives/google docs every day!

Resources: Each student will have their own Moodle account
[Entrepreneurship – Ideas in Action 5e](#) Power Points Online & Classroom Textbook
Course book website: link can be accessed through Moodle homepage

Course Outline:

1. **Should you become an Entrepreneur?**
Famous Entrepreneur Power Point Presentation
2. **Entrepreneurs in a Market Economy**
“How much does it Cost?” Fixed vs. Variable Costs
3. **Develop a Business Plan**
Writing goals and business plan components
4. **Identify and Meet a Market Need**
Create a survey then analyze and interpret the data collected
5. **Market Your Business**
Create a new product label designed for your business plan
6. **Distribution, Promotion, and Selling**
Write a press release for your business’s grand opening
7. **Select a Type of Ownership**
Research a franchise of interest
8. **Locate and Set Up Your Business**
Create a sample of your business’s floor plan
9. **Plan and Track Your Finances**
Cash Budget Activity
10. **Operations Management**
Prepare and Analyze Financial Statements
11. **Human Resource Management**
Hiring Process & Compensation Packages & Performance Evaluation
12. **Risk Management**
Risk Management Plan & Identifying Risks & Buying Insurance
13. **Management for the Future**
Product Life Cycle & Social Responsibilities & Ethics

Simulations: Virtual Business Sports – Students will run their own football franchise and compete against their classmates to earn the most profit.

Course Description: This course provides instruction in the basic principles of entrepreneurship including the role of the entrepreneur, entrepreneurship as a career, ethics in business, and the principles of marketing, financing, and managing a business. Students will write the rough draft of their individual business plan that will eventually be presented in their senior year.

Grading: Throughout the year grades will be given for projects, presentations, tests, quizzes, homework, classwork, professional behavior, participation, and literacy. While all assignments are important, for grading purposes, the projects, presentations and tests will hold substantial value compared to other assignments.

Course Grading Policy:

Homework assignments: Homework assignments are due at the beginning of the school day regardless of your class period time and they will not be accepted late. Students will receive a zero for late work.

Professional Behavior: Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. As this class is a Career Readiness class students will be able to earn (2) mastery points per day for practicing their professional behavior and career ready practices. These include but are not limited to: being punctual and ready to work, respectful to peers, teachers, classroom equipment, using appropriate language/manners, keeping work area clean, staying focused and on task, following all classroom rules, etc. Professional Behavior (PB) points will be entered into the grade book each week. Students who are absent may still earn these points by emailing the teacher regarding the absence with a potential return date and information about making up missed work. To earn full credit students must properly compose the email and communicate clearly and effectively.

Projects: If the student is absent on the assigned due date then project must be turned in to the teacher by a friend, parent, posted to Moodle or e-mailed to me by the time your regularly scheduled class period ends. Absolutely no projects will be accepted late.

Presentations: Students must present on the date they are assigned in order to receive credit. If a student has an excused absence he/she must present the project the following day to receive credit. **If it is an unexcused absence no credit will be given.** If the excused absence is for a school activity, the student must make arrangements to present it with the teacher prior to the event in order to receive full credit.

Procedure for absence: It is the student's responsibility to make arrangements for make-up tests and to find out what assignments are missed and when they are due. If the absence is for a school activity, the students must make arrangements with the teacher **prior to the event** to present in order to receive full credit. It is the student's responsibility to obtain the assignment(s). Missing work will be noted as a "Z" in the gradebook until the work becomes no longer able to make up and at that time a "0" will be entered.

Textbooks: Each student will have a textbook in class. Students may check out a textbook for home use.

Power Point Slides: PowerPoint slides to review the material from each chapter will be posted to Moodle. This is to be used in lieu of a textbook at home. Students may print an outline for their own notes.

Computer lab environment: Food, gum, candy is NOT ALLOWED in the classroom. It will be the student's responsibility to pay for any damages done to the computer, textbooks, equipment, etc.

Class Participation: Attendance in the class is very important, just as it is on the job. Regular attendance in the work place is a measure of the employee; it is in this class as well.

Internet Use Policy: Students are not allowed to use the Internet freely in this class, only on assigned websites and links. Accessing inappropriate websites (Facebook, YouTube, Games etc.) **will not be tolerated.** Violation of this offense will result in detention and loss of points, any further abuse will result in a referral and possible in school suspension and/or loss of internet privileges.

Academic Integrity Policy:

This class (Principles of Entrepreneurship) strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. Students who take responsibility for their learning will experience the pride that accompanies academic achievement. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the educational process. This impedes a student's academic progress, and compromises the trust between teacher and student which is a fundamental part of the learning process.

Cheating & Plagiarism Policy:

Academic integrity, essential to the purpose of education, functions as the basis for the relationship between students and teachers. Academic dishonesty includes, but is not limited to, acts or attempted acts of plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, use of unauthorized electronic devices during tests or quizzes, or facilitating academic dishonesty.

All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged.

Cheating and/or plagiarism are regarded as very serious offenses. Copying or paraphrasing material/text from the work of another student, from published sources (ex: Cliff Notes, Monarch Notes, books, magazines, newspapers, etc.) and/or from the Internet without proper documentation constitutes academic theft and will be considered cheating.

Plagiarism: "The unauthorized use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse, or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words...." Laurie Henry, *The Fiction Dictionary*, p. 219.

Cheating or plagiarism in will result in a zero for the assignment, referral, and parental notification. If you have any questions or concerns, please make arrangements to discuss them with your teacher.

Managing the Classroom Environment

I. Behavior Standards

This classroom is a workplace, a learning environment that requires a business-like atmosphere. The goal is to create a place and atmosphere where you, your fellow students, and I can work and learn together. Every individual student shares in the responsibility for maintaining a climate where everyone's work and efforts are respected, supported, and encouraged, and where everyone respects the need to concentrate in order to create quality work and meet high standards.

As students in our learning community, you are expected to:

1. *Help create a courteous, cooperative atmosphere where everyone can concentrate on his/her work.*
2. *Take responsibility in making decisions regarding your work.*
3. *Keep your mind focused on your work and work hard all the time.*
4. *Be polite, courteous, and considerate of one another and one another's space at all times.*
5. *Support, encourage, and assist your fellow students in their learning.*
6. *Come to class on time every day and be prepared to participate actively.*
7. *Use behavior and language at all times that is appropriate to school.*
8. *Talk in a respectful, conversational tone and listen courteously when other students are talking or when the teacher is addressing the class or asking questions.*
9. *Respect the speaker, whether it is the teacher, another staff member, or another student. Do not talk while another person is addressing the class.*
10. *Do everything possible to ensure that classroom furniture, equipment, and materials are properly conserved and cared for, displaying good stewardship.*
11. *Do not eat in the classroom. Drink only bottled water.*
12. *Turn off your electronic devices before coming to class and put them away in your backpack.*
13. *Comply with VHS dress code policy.*
14. *Comply with all district and school expectations and regulations.*

II. Class Procedures

While every day can vary some in terms of agenda, the following is a summary of some of the procedures this class will routinely follow:

1. *Entering the classroom:* You are to enter the classroom quietly and be in your seat when the bell rings. You should look to the board to review the lesson's learning goal, log onto your desktop computer and check your school email immediately.
2. *Bellringer:* Every class will begin with a bellringer. As soon as the bell rings to signal the start of class, look to the board and front of the room for any written or verbal instructions to begin your work. Bellringers will count for 10 points in the class period.
3. *Restroom/Water Fountain Use:* Please use them between classes. You will only be permitted to use the restroom during class in the case of an emergency or if you have documented medical needs that require more frequent restroom visits.
4. *Leaving the classroom:* Do not pack up or leave your seat until I dismiss the class. I will dismiss you; not the bell. Also, once class begins, no students are permitted to leave the classroom without permission under any circumstances.
5. *Work Area & Chairs:* You are responsible for making sure your work area is clean; no marks are on the desk or in the classroom set of books and your chair is pushed in when you leave the classroom. Failure to keep your area clean will result in a loss of class participation points for the day. Use the chairs appropriately. Do not excessively roll around the classroom with the chairs.
6. *Computer Usage:* You must use the desktop computers that are provided in the classroom unless otherwise directed. You are only allowed to use the computers for school related work. Failure to abide by this policy will result in a detention and possibly further actions taken by administration. You must be given permission to use the computer to print work out. Also, you may not talk, use the computer, or use the printer during any lecture or presentation.
7. *Tardies and Late Arrivals:* If you arrive tardy to school after the bell rings, you should report to the front office for an admit slip. If you are more than a minute late, you will be categorized as being somewhere in the building without permission or be documented for a class cut. The following is a breakdown of how tardies will be handled:

How many tardies can I have?

- | | |
|--|---|
| 1. On every unexcused tardy | Zero on bellringer (out of 10 points) |
| 2. On your fourth and every subsequent unexcused tardy in a semester | Parent Contact & Detention as scheduled |
| 3. On your tenth unexcused tardy in a semester | Referral |

III. Consequences

If you choose to fail to follow any of these behavior standards or class procedures, there will be consequences to accept for your own actions. Of course, severe behaviors will warrant a referral to administration immediately. Lower level disruptions or violations can be handled with detentions and/or parent contact.

VHS CLASSROOM BEHAVIOR PLAN: (Level 1 Infractions)

Teachers in the classroom will incorporate the following Classroom Behavior Management Plan Steps: when students choose to disregard classroom/school rules, disrupt the learning environment, or any other **LEVEL 1 Infraction**, such as cell phones, headphones, dress code, food/gum/candy/beverage, inappropriate display of affection, refusal to work, etc.

INTERVENTION STEPS: Clarify this is not daily; this cumulative for semester

1. Private conference with the student - WARNING
2. Private conference with the student - WARNING - next step will result in parent contact
3. Parent Contact - warning that the next occurrence will result in an assigned after-school detention
4. Parent contact and After-School Detention. Room 220 - 2:45-3:25

****Detentions will not be rescheduled, unless a parent/guardian calls, provides written documentation, or if a student is absent on the day of detention. A missed detention will result in a Saturday School****

5. Parent contact and **DISCIPLINE REFERRAL** - see progression plan below.

1st Referral	Documentation of referral on behavior record and After School Detention
2nd Referral	Saturday School
3rd Referral	ISS - In School Suspension
4th Referral	ISS - In School Suspension
5th Referral	Out of School Suspension (OSS) Behavior Contract & Parent meeting

* A student that breaks the behavior contract will face possible dismissal from VHS.

IV. Contact Information:

Marietta Kotch, MA.Ed.
VHS, Room #101
Marietta.kotch@tvcs.org

Business Teacher - The Villages High School

- Entrepreneurship
- Business Ownership

Office Hours: Monday to Friday 2:35 p.m. to 3:15 p.m.

please return this page,

**Principles of Entrepreneurship
Mrs. Kotch
The Villages High School - Room #101**

STUDENT: PLEASE SIGN BELOW AND HAVE YOUR PARENTS SIGN AS WELL.

Be sure you know and understand these rules and procedures as they will be strictly enforced. The full syllabus is posted on TVHS Teacher Connection page. A full copy is also posted in the classroom.

- *I am aware that I will need to know how to utilize Microsoft Office 365 and/or Google docs and I will bring my flash drive to class every day.*
- *I need to be responsible when it comes to communicating with my teacher about absences and getting make up work in a timely fashion.*
- *I realize that no exceptions to due dates will be made regardless of any issue I might have with my flash drive/google docs.*

I (student, please print your name) _____ have read and I do understand the syllabus and classroom management plan for Principles of Entrepreneurship.

Student Name Student Signature Date Class Period

Parent Name Parent Signature Date

Parent Preferred Contact Method: _____E-Mail or _____Phone Call

Please confirm parent e-mail: _____

Please confirm parent phone number: _____

please return this page,