



**Document N: Course and Program Development:
IMPACT AND APPROVAL SIGNATURES**

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: LAW MSB CAS CPA

CONTACT NAME: PHONE:

DEPARTMENT/DIVISION: DATE PREPARED:

PROPOSED SEMESTER OF IMPLEMENTATION: fall spring YEAR:

TYPE OF ACTION: add (new) deactivate modify other

LEVEL OF ACTION: noncredit undergraduate graduate other

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

COURSE ACTIONS

PROGRAM ACTIONS

Original Subject Code/Course Number:

Original Program Title:

Original Course Title:

Select one or multiple actions from **one** of the lists below (review the list of necessary documents and signatures):

COURSE ACTIONS	
<input type="checkbox"/>	1. Experimental Course
<input type="checkbox"/>	2. Course Title
<input type="checkbox"/>	3. Course Credits
<input type="checkbox"/>	4. Course Number
<input type="checkbox"/>	5. Course Level
<input type="checkbox"/>	6. Pre- and Co-Requisite
<input type="checkbox"/>	7. Course Description
<input checked="" type="checkbox"/>	8. New Course
<input type="checkbox"/>	9. Deactivate Course
<input type="checkbox"/>	22. Other

PROGRAM ACTIONS	
<input type="checkbox"/>	10. Program Requirements
<input type="checkbox"/>	11a. Undergraduate Specialization (24 credits or fewer)
<input type="checkbox"/>	11b. Master's Specialization (12 credits or fewer)
<input type="checkbox"/>	11c. Doctoral Specialization (18 credits or fewer)
<input type="checkbox"/>	12. Minor (add or delete)
<input type="checkbox"/>	13. Closed Site Program
<input type="checkbox"/>	14. Program Suspension
<input type="checkbox"/>	15. Program Reactivation
<input type="checkbox"/>	16a. Certificate Program (UG/G) exclusively within existing degree program
<input type="checkbox"/>	16b. Certificate Program (UG/G) outside of or across degree programs (12 or more credits)
<input type="checkbox"/>	17. Off-Campus Delivery of Existing Programs
<input type="checkbox"/>	18a. Undergraduate Concentration (exceeds 24 credits)
<input type="checkbox"/>	18b. Master's Concentration (exceeds 12 credits)
<input type="checkbox"/>	18c. Doctoral Concentration (exceeds 18 credits)
<input type="checkbox"/>	19. Program Title Change
<input type="checkbox"/>	20. Program Termination
<input type="checkbox"/>	21. New Degree Program
<input type="checkbox"/>	22. Other


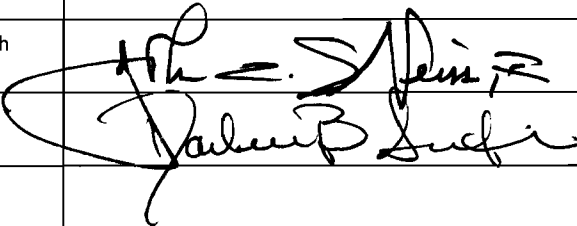
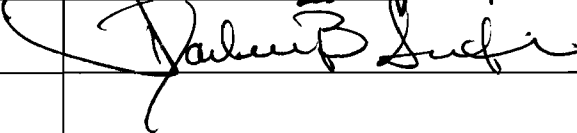
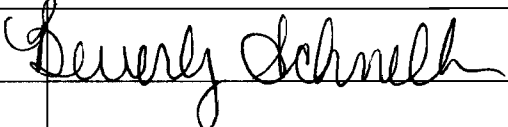
ADDITIONAL DOCUMENTATION (check all appropriate boxes of documents included; review the list of necessary documents):

- summary proposal (O) course definition document (P) full five-page MHEC proposal (Q)
- financial tables (MHEC) (R) other documents as may be required by MHEC/USM (S) other (T)

IMPACT REVIEW (review the list of necessary signatures):

Impacted Entity	Signature	Date
a. Library <input type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		
b. OTS <input type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		
c. University Relations <input type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		
d. Admissions <input type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		
e. Records <input type="checkbox"/> no impact <input type="checkbox"/> impact statement attached		

APPROVAL SEQUENCE (review the list of necessary signatures):

Approval Level	Signature	Date
A. Department/Division (Chair)		10/9/12
B. General Education (for No. 7, 8)		
C. Final Faculty Review Body Within Each School (Chair)		10/10/12
D. Dean		10/10/12
E. University Faculty Senate (Chair)		
F. University Council (Chair) ¹		
G. Provost and Senior Vice President for Academic Affairs		11/29/2012
H. President		
I. Board of Regents (notification only)		
J. Board of Regents (approval)		
K. MHEC (notification only)		
L. MHEC (approval)		
M. Middle States Association notification	Required only if the University's mission is changed by the action	

¹ University Council *review* (for recommendation to the president or back to the provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.



Document O: Course and Program Development: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures (www.ubalt.edu/provost) for instructions.

SCHOOL: LAW MSB CAS CPA

CONTACT NAME: PHONE:

DEPARTMENT/DIVISION: DATE PREPARED:

PROPOSED SEMESTER OF IMPLEMENTATION: fall spring YEAR:

ACTION BEING REQUESTED (select one category, either Course Actions or Program Actions):

COURSE ACTIONS

PROGRAM ACTIONS

Original Subject Code/Course Number:

Original Program Title:

Original Course Title:

Select one or multiple actions from one of the lists below (review the list of necessary documents and signatures):

COURSE ACTIONS	
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<input type="checkbox"/>	15. Program Reactivation
<input type="checkbox"/>	16a. Certificate Program (UG/G) exclusively within existing degree program
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<input type="checkbox"/>	18c. Doctoral Concentration (exceeds 18 credits)
<input type="checkbox"/>	19. Program Title Change
<input type="checkbox"/>	20. Program Termination
<input type="checkbox"/>	21. New Degree Program
<input type="checkbox"/>	22. Other

For changes to existing courses:

OLD TITLE	<input type="text"/>	SUBJECT CODE/COURSE NO.	<input type="text"/>	CREDITS	<input type="text"/>
NEW TITLE	<input type="text" value="Entrepreneurship Mentorship"/>	SUBJECT CODE/COURSE NO.	<input type="text" value="ENTR 390"/>	CREDITS	<input type="text" value="1"/>

DESCRIBE THE REQUESTED COURSE/PROGRAM ACTION (additional pages may be attached if necessary):

Please see the attached document.

SET FORTH THE RATIONALE FOR THIS PROPOSAL:

Please see the attached document.

ENTR 390 Entrepreneurship Mentorship Course

Describe the requested course action

Entrepreneurship Mentorship is being proposed as a new 1 credit course associated with the proposed Entrepreneurship Fellows Program (EFP). This course will be taken three times during the Program. Please see Document O for that Program for a description of its structure.

This course will be linked to the first three practica in the proposed Program. Each offering of the proposed course will consist of approximately 4 hours/week of onsite mentorship by a local expert entrepreneur. The first offering will focus on evaluating new venture opportunities, the second on team formation in a new venture, and the third on capital-raising, valuation, and deal structuring issues for new ventures.

Mentors will be selected by faculty affiliated with the Program, in consultation with local business leaders. In general, mentors will have the following characteristics:

- At least ten years of full-time startup experience
- Founded, individually or as part of a team, one or more companies
- Participated in at least one liquidity event for a firm they founded, e.g. IPO, trade sale, or MBO
- Current firm has at least 20 full-time employees
- Current firm must have at least doubled revenues over the past four years
- Willingness to dedicate one day/week for 15 weeks to mentoring an Entrepreneurship Fellow
- Demonstrated capacity and passion for mentoring the next generation of entrepreneurs

Students and mentors will report their progress to Program faculty three times during the course.

A sample syllabus is included as part of the Practicum 1 (Entrepreneurial Opportunities and Market) syllabus attached to this proposal.

Set forth the rationale for this proposal

The proposed new course in Entrepreneurship Mentorship supports the launch of the proposed Entrepreneurship Fellows Program. Specifically, mentorship by expert entrepreneurs is one of the foundations—along with rigorous, research-based admissions and tutorial pedagogy—of the proposed Program. Experiential learning of the type proposed for this course has been identified as important for improving both the rigor and relevance of entrepreneurship education.

What makes this course different is the highly selective criteria by which mentors are selected, as well as the careful monitoring of student progress by Program faculty.



DOCUMENT P: COURSE DEFINITION

See Course and Program Development Policy and Procedures (<http://www.ubalt.edu/template.cfm?page=257>) for instructions.

1. DATE PREPARED

9/24/12

2. PREPARED BY

Dr. David Lingelbach, Assistant Professor

3. DEPARTMENT/DIVISION

Marketing & Entrepreneurship

4. COURSE NUMBER(S) with SUBJECT CODE(S)

ENTR 390

5. COURSE TITLE

Entrepreneurship Mentorship

6. CREDIT HOURS

1 hour, taken three times

7. CATALOG DESCRIPTION

Linked to the first three practica in the Entrepreneurship Fellows Program. Consists of approximately 4 hours per week of mentorship with a local expert entrepreneur.

8. PREREQUISITES

Status as an Entrepreneurship Fellow.

9. COURSE PURPOSE (how the course is to be used in the curriculum; e.g., required for the major, elective, etc.)

Part of the first three practica of the Entrepreneurship Fellows Program. Provides experiential learning in various aspects of new venture creation.

10. GENERAL EDUCATION AREA (if applicable; e.g., social sciences, humanities, mathematics, etc.)

Not applicable.

11. COURSE TYPE/COMPONENT (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial or workshop; this must match PeopleSoft 9.0 coding, so check with your dean's office if you are unsure of the correct entry)

Practicum.

Summer 2010

Practicum.

12. FACULTY QUALIFIED TO TEACH COURSE

Existing full-time MSB faculty.

13. CONTENT OUTLINE

Students will take this course three times during the Program. During the first course, students will evaluate new venture opportunities. During the second course, they will analyze aspects of new venture team formation. During the third course, students will address capital-raising, valuation, and deal structuring in a new venture.

14. LEARNING GOALS

Please see sample syllabus for cognitive objectives.

15. ASSESSMENT STRATEGIES

Mentor reports at weeks 4,8, and 12 of the course.

16. SUGGESTED TEXT(S) and MATERIALS (e.g. textbooks, equipment, software, etc., that students must purchase)

To be determined by mentor in consultation with instructor.

17. SPECIAL GRADING OPTIONS (if applicable)

Not applicable.

18. SUGGESTED CLASS SIZE

5-10. Each student will be paired with one mentor.

19. LAB FEES (if applicable)

Not applicable

SAMPLE ENTR 390 SYLLABUS

University of Baltimore
Merrick School of Business
Entrepreneurship Fellows Program

ENTR 390—Entrepreneurship Mentorship
Time and Place: TBD

Instructor

Dr. David Lingelbach
Assistant Professor of Entrepreneurship
Marketing and Entrepreneurship Department
Office: BC 513
Telephone: 410-837-5298
Mobile: 301-250-5245 (emergencies only)
Email: dlingelbach@ubalt.edu
Office Hours: By appointment only

Course Description

This 3 credit course consists of three 1 credit mentorships linked to Practica 1-3 of the Entrepreneurship Fellows Program. Each 1 credit mentorship will consist of approximately 4 hours/week of onsite mentorship by a local expert entrepreneur. The first mentorship—linked to the Entrepreneurial Opportunities and Markets practicum—will focus on evaluating new venture opportunities. The second mentorship—linked to the Human Capital in a New Venture practicum—will focus on the team formation aspects of new venture creation. The third mentorship—linked to the Economics of New Venture Financing—will address capital-raising, valuation, and deal structuring aspects of new venture formation.

Welcome to the Entrepreneurship Mentorship!

A few words on practical matters are in order from the start. I know how frustrating it is when you try to talk to or **email** (best option) a faculty member and cannot reach us in a timely fashion. Hence, here is my promise to you. I will respond within several hours of any phone or email request, even when I am away. Please do not call me after 9:00pm Eastern time as I retire early in the evening.

You will also need to be in regular contact with your mentor in order for this course to work successfully. Please arrange to share contact details with him/her during the first week of the course. In addition, you should agree a regular weekly time and place to meet. Thursdays and Fridays are suggested as the most feasible days on which to meet with your mentor.

As **teacher**, I have the following **responsibilities**:

1. Ensure that your mentor is prepared for each meeting.
2. Design the mentorship so you can accomplish my cognitive objectives listed in the syllabus.
3. Consider that it is not always your fault if you do not understand the material.

4. Create a mutually respectful mentorship environment.
5. Recognize that sometimes your mentor or I may grade a submission incorrectly and not get defensive when you politely question my grading.

As **students**, you have the following **responsibilities**:

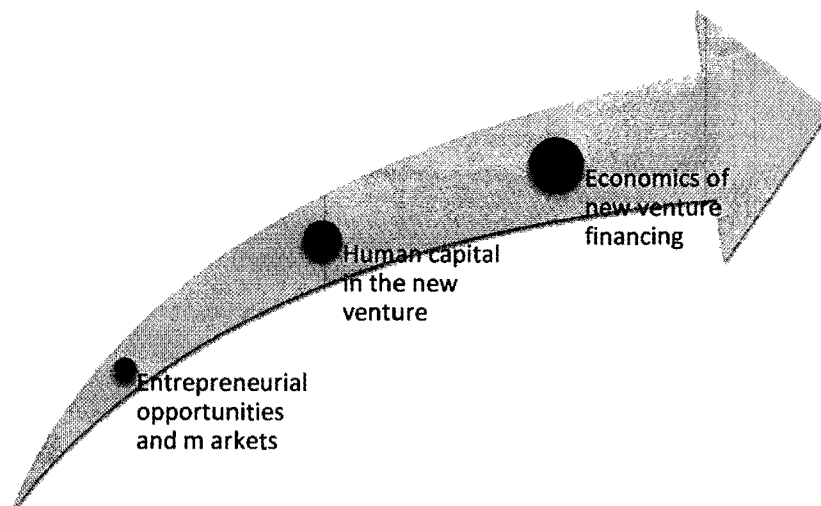
1. Come prepared to every mentorship meeting by reviewing previous notes and doing assignments. Complete all work on time with proper thought.
2. Ensure that the instructor is regularly updated on the mentorship.
3. Consider that it is not always my fault if you do not understand the material.
4. Treat your mentor, classmates and me with respect.
5. Ask questions when you do not understand. Asking questions is a sign of maturity, not ignorance.
6. Understand that your mentor and I are not trying to “nit-pick” when I grade your assignments. However, the study of new venture creation requires articulate communication of ideas.

Welcome to my class. I look forward to our time together.

Course Overview (unofficial)

Mentorships are at the heart of the Entrepreneurship Fellows Program. Working alongside an expert entrepreneur in his/her work environment, students will test and apply ideas learned in your tutorials against the messy reality of new venture creation. Students will also discuss their new venture concepts with their mentors, refine their assumptions based on these conversations, and bring what they have learned back to the tutorial. This iterative learning process will serve to strengthen students' understanding of new venture creation, increasing the chances that the new venture they launch by the end of the program will be viable and successful.

Since each 1 credit mentorship is linked to one of the Program's first three practica, the course is organized around three modules:



Course Schedule

To be determined in consultation with instructor, mentor, and Fellow. In general, mentorships will take place on Thursdays and Fridays.

Required Readings

To be determined by mentor in consultation with the instructor.

Grading

Mentor reports	Mentors, instructor, and Fellows will meet F2F to discuss progress and resolve any issues These meetings will take place during a regularly scheduled tutorial	100%	Weeks 4, 8, and 12 of each mentorship

The grading scale is as follows:

Grade	Number of points	Grade	Number of points
A	94-100	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	Below 60

PLEASE READ MY POLICIES AND PROCEDURES:

1. **I do not accept late homework and I suspect that your mentor doesn't either.** It is not fair to those that handed the assignment in on time.
2. Although I do not expect either cheating or plagiarism in my class, the penalty is an **F for the course**. In the context of this course, cheating occurs when you obtain help from faculty or students outside your team on assignments (for team assignments), or when you obtain help from anyone else (for individual assignments). You will be allowed to conduct market research with unaffiliated parties in the context of preparing the feasibility study. Plagiarism occurs when you copy large sections of an author's material without referencing it. If in doubt, please contact me.

Please ensure that you uphold high ethical standards at your mentor's workplace. If you have any questions or concerns, please contact me.

3. Although your mentor and I will try to maintain the class schedule and objectives, I may need to make adjustments. Your first objective in each mentorship is to establish a regular meeting time and a list of objectives that you and your mentor wish to accomplish together.
4. You may call me on my mobile or email me for help from 9:00am to 9:00pm any day except Sunday.
5. I do not give additional projects to increase your grade.
6. I base each of the assignments on the cognitive objectives listed in this syllabus. If you and your team can master these objectives, you will do well. If you cannot master the objectives, please do not contact me and ask me to give you "the answer." I cannot do this for three reasons. First, that would be unfair to the other students. Second, you must master the objectives, not merely memorize my answers. Third, in many cases there are many plausible "answers."

However, I can provide help in the following manner. I can respond to your answer to a particular objective and indicate if you are correct or incorrect. I can also indicate where you went wrong in your analysis. You can email me as many times as you wish with possible answers.

7. If you have to travel, still do the assignments even if you cannot work with your teammates. Be sure to email your work to your team so they have your input to the assignment. **This is particularly important toward the end of the course, when major team assignments are due.**
8. Do not miss class. Getting a team member's notes, tape, or video is a very poor second choice.

9. Meetings with the instructor are by appointment only. Please email me at dlingelbach@ubalt.edu to arrange an appointment.
10. The university-issued email address will be the one used for correspondence. Students are expected to check it regularly.
11. The Merrick School of Business is strongly committed to the improvement of student learning through the assessment of our undergraduate and graduate degree programs. As part of this process, rubrics have been developed to provide students with qualitative guidance about what level of performance meets, exceeds or falls below expectations for specific skills and learning objectives. Students are encouraged to review the rubrics located on the Merrick School website (www.ubalt.edu/merrickassessment) to understand expectations for effective communication, analytical and problem solving skills, ethical reasoning, and other skills necessary in business. In addition to these rubrics, others may be provided if needed.
12. Any student who feels the need for academic support should contact the Achievement and Learning Center (ALC). Among others, ALC provides tutoring, individual writing consultations, workshops in writing and public speaking, and peer advising. They can be found in AC 116 or reached at 410-837-5383.
13. If you have a disability that may affect your work in this class and for which you may require accommodations, please let the Disability Support Services (DSS) Office know immediately so that your learning needs may be appropriately met. All accommodations MUST be approved through the DSS Office. Accommodations are NOT retroactive; therefore planning for accommodations as early as possible is necessary. Please stop by (AC 139) or call 410-837-4775 to schedule an appointment with a disability specialist.

Course's Cognitive Objectives

Please see the objectives for each practica for the cognitive objective