

EEE 5113
Entrepreneurship & Venture Management
Spring 2016

School of Entrepreneurship
Spears School of Business
Oklahoma State University

I. Instructor

Mr. Kyle Eastham
School of Entrepreneurship

II. Contact Information

Email: kyle.eastham@okstate.edu Phone: (405) 201-1350
Skype: kyle.eastham Website: <http://entrepreneurship.okstate.edu>
Office hours: Tues 1:30 – 3:30 pm; Wed 9-11 am or by appointment

Course Site: Desire2Learn (Online Classroom): <http://oc.okstate.edu>
Distance Learning Support: spearsdistance@okstate.edu
Phone: 405-744-4048

Questions: 2-step process if you have questions. 1) Read over the syllabus. 2) If you still have a question, feel free to contact me. Email is usually the best way to reach me. I'm glad to answer questions or provide clarification. The instructor will respond to student inquiries within 48 hours during Monday-Friday business hours. Students can expect grades for assignments to be posted to the Gradebook in D2L within 10 days of turning in the assignment.

III. Course Prerequisites

Graduate standing at Oklahoma State University

IV. Course Overview

The business world has changed. In this new **age of entrepreneurship**, competitive advantage is defined in terms of speed, innovativeness, adaptability, flexibility, and aggressiveness. In short, advantage comes from being more entrepreneurial than the competitor. Our focus in this course is entrepreneurial management and the nature of the entrepreneurial process.

We will explore how something is created from nothing, examining the cross-pollination between entrepreneurship and marketing, economics, technology, financing, logistics and operations, human resource management, ethics, and other key areas.

Further, this is a course that explores ways of thinking and ways of acting. Accordingly, we shall approach entrepreneurship as a **mindset**, an attitude, a way of managerial thinking.

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V. Course Objectives

This course provides an overview on the principles of entrepreneurship for graduate students. It is designed to introduce students to some of the core concepts and tools used to increase the likelihood of organizational success in launching and running new ventures both in the for-profit and non-profit sectors. Specifically, the course will focus on several learning objectives. Upon completion of the course, you should be able to:

Course Objectives	Program Learning Goals
Recognize entrepreneurial opportunities and a variety of business models	Opportunity Recognition
Research and write a full business plan	Business Planning
Work within a team to develop and present ideas and complete projects in a professional, timely manner	Interpersonal skills, teamwork, and leadership

To help you achieve the above objectives, and hone your entrepreneurial judgment, we will use a combination of approaches: **(1)** class lecture through online videos and Power Point slides on key theoretical concepts, tools, and management approaches to entrepreneurship and their application in organizations; **(2)** class discussion through online discussion boards; and **(3)** writing an entrepreneurial business plan. The more you put into this course, the more you get out of it. Through the discussions and business plan development you will be exposed to a variety of strategic situations, and these situations will allow you to use your knowledge, talents, judgment, and skills.

New business ventures can succeed in a variety of ways and business models. Therefore, unlike some other disciplines, there may be lots of “right answers” to the questions presented. There’s not just one correct way to be a successful entrepreneur!

VI. Texts and Supplemental Materials

- 1) *New Venture Creation*, 9th or 10th Edition, Stephen Spinelli and Robert Adams, McGraw-Hill
- 2) *Disciplined Entrepreneurship*, Bill Aulet, Wiley
- 3) *Nuts and Bolts of Great Business Plans* published by OSU Entrepreneurship Program (provided on D2L)
- 4) D2L Posted Readings

VII. Desire2Learn (D2L)

There is a class website available at <http://oc.okstate.edu>.

Use your okey username and password

Contact the IT Help Desk at (405) 744-4357 for log-in troubleshooting

D2L will be the primary means of communication for this class. You will find the syllabus, announcements, assignments, and other information on the D2L class website.

VIII. Evaluation of Student Performance

(a) Class Participation Online	20%
(b) Business Plan	30%
(c) Individual Business Opportunity Paper	5%
(d) Midterm Exam	20%
(e) Final Exam	<u>25%</u>
	100%

Scale: A	100-90
B	90-80
C	80-70
D	70-60
F	< 60

(a) Make Up Policy

Students are expected to take each exam on the date given and submit each assignment in a timely manner. If for any reason a student cannot attend an exam or submit an assignment, he or she must notify the instructor prior to the examination

(b) Class Participation

This is an online course which represents a different kind of learning environment. Students are expected to be involved in all weeks of the course by reading the assigned material, watching the videos each week, going through the Power Point slides and participating in the weekly discussion boards. Students **must** participate, although you have much more flexibility because you can literally participate *any* time in a 24 hour day. A sizeable percentage of the course grade (20%) will be tied directly to your **participation in all active threaded Discussion Boards each week**.

Discussions will center around the reading material and your respective ideas for a new business venture. The issue is the quality of your contribution more than the quantity. Participation/contribution includes asking questions, answering questions, agreeing or disagreeing with points made by the instructor or your peers, insights from your own life experiences that relate to issues we are discussing, and so forth.

In a face-to-face class, you would be expected to participate as we discuss the concepts during class time. The online discussion board is a method to try to replicate that exchange of ideas.

(c) The Business Plan

Each student, individually or within a group (up to 4 people) is required to write a full business plan for an original business idea of your choosing. Lecture material, business plan outlines, and other tools will be provided to you throughout the semester for you to successfully develop your business plan. Your business plan will be written with the quality and detail one would expect as if it were to be submitted to potential investors. We will follow the format outlined in the *Disciplined Entrepreneurship* book. Your plan must be original, logical, integrated, comprehensive, supported by evidence, readable, and defensible.

Your business plans will be due toward the end of the semester; however, draft sections will be submitted to me throughout the semester. (See schedule for due dates.) I will provide feedback for incorporation into your business plan.

Your team (or you individually) will present that concept to the rest of the class in an online discussion for feedback during the semester.

Each team should submit 5 to 7 ideas or concepts to the instructor before selecting your final business concept, which will then become the basis for your business plan. **No bars, restaurants, or businesses targeted to students are acceptable.** (You can be more creative than that.) Each week, the assigned team(s) will submit a write up of their business concept (in the drop-box on D2L) **by 9 PM Sunday evening** (the first day of “your” week) and I will post it to the discussion thread. It will be posted for one week. During that time, **all students** in the class must provide their critique or feedback on each business idea. This input must be thoughtful, identifying what is good or bad about the idea, or asking insightful questions. The goal is not to criticize, but to help improve the idea. ***The presenting team must respond to the posts of other students,*** thereby facilitating the online conversation for that time period.

(d) Individual Business Opportunity Paper

Each student, individually, will identify a business opportunity (different from your team’s business concept) that could potentially be developed into a new venture, and describe it in a written report of 600 to 900 words. That report should include:

- The basic idea behind the opportunity
- What changes or factors have created this opportunity (e.g., social trends, change in technology)
- Why there is a market for this product/service (and who that market is specifically)
- The basic economic model (how it makes money or sustains itself)
- Your suggested approach to developing this opportunity that would make it successful

(e) Midterm & Final Exams

Midterm Exam

The midterm exam will cover the material discussed in class up until the exam date. Since you will have started the business plan, questions from the business plan process are also possible. The exam will most likely be essay, although we reserve the right to change the exam format. The exam is **closed book** and must be returned to the instructor by the specified time and date.

Final Exam

The final exam will cover all material throughout the semester and will concentrate on the application of the material you have learned throughout the course. The exam will most likely be an essay, although we reserve the right to change the exam format.

(f) Internet Netiquette Guidelines

A melding of the words "network" and "etiquette", **netiquette** refers to the manner in which communication is conveyed in an electronic environment.

Here are some guidelines for communication within this course:

- **REFRAIN FROM USING ALL CAPS.** It is considered SHOUTING when communicating online.
- Do not post or forward offensive or racially insensitive jokes or comments.

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- Be careful with humor and sarcasm.
- Don't respond to personal attacks: Contact the instructor for action and referral.
- Always add in the subject line a concise statement describing the email or discussion post.
- Respect others' opinions. If you disagree with what another has said, post your thoughts in an objective, respectful manner. Do not make remarks that can be taken personally.
- Reflect upon the text you have entered before posting.
- Keep the discussion within the scope of the course material.
- Communication should be grammatically correct. Adhere to correct sentence structure, grammar, and spelling conventions. Proofread for errors before posting a message.
- Before you respond to a threaded message, read all the messages related to that message that have been previously posted.
- Send out an email to a group using the blind carbon copy field – BCC does not allow your recipients to view who was sent the email.

IX. Team assignments & grading

Assignments in this course may involve working within a team. Virtually no one creates a successful venture by themselves. They rely on co-founders, investors, advisors, vendors, and employees. So, part of this course provides practice in working with people and managing projects (which involves communication, delegation, motivation, deadlines, etc.)

Your team will get a grade on team projects. Team participation will be measured by using a peer-ranking tool in which you'll be asked to rank your teammates' contributions. This ranking could very well affect your grade (up or down). If a teammate chooses not to participate, other members of the team must notify me so we can determine how to move forward. If, after I communicate with the non-participating student, he/she still fails to contribute to the team, that student will receive no higher than a grade of "D" on that project or assignment.

X. Teaching/Learning Style

The course will involve a discussion format with extensive electronic interaction between students and the instructor. The teaching style will mix core content with practical applications. Students will be challenged to grasp a concept or idea, relate it to other concepts, and then apply it in real-world entrepreneurial contexts.

XI. University Policies

Drop Policy

See the most recent OSU catalog at:

<https://registrar.okstate.edu/Academic-Calendar>

Academic Integrity

The University has a strict policy on academic honesty. You are expected to abide by the procedures set forth in the document in all matters pertaining to this course. For more information, please go to:

<http://academicintegrity.okstate.edu/>

Special Accommodations for Students

Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact the instructor as soon as possible, so we can discuss accommodations

necessary to ensure full participation and facilitate your educational opportunity. For more information about OSU Student Disability Services, please go to: <http://sds.okstate.edu/>

University Syllabus Attachment

Oklahoma State provides many helpful resources for students. You can learn more by reading the Spring 2016 syllabus attachment.

XII. Other Interesting/Helpful Resources

(see also the EEE Program website at <http://entrepreneurship.okstate.edu/>):

a. Journals and Websites

Inc. Magazine	Entrepreneur Magazine
Fast Company Magazine	Journal of Developmental Entrepreneurship
www.entrepreneurmag.com	Entrepreneurship Theory and Practice
http://startup.wsj.com	Journal of Small Business Management
http://stvp.stanford.edu/	

b. Some Selected Books

<i>The Four Routes to Entrepreneurial Success</i>	<i>The Maverick Mindset</i>
<i>Successful Strategies Entrepreneurs Use...</i>	<i>Crossing the Chasm</i>
<i>Innovation that Fits</i>	<i>The Marketing Imagination</i>
<i>Only the Paranoid Survive</i>	<i>Mavericks at Work</i>
<i>Intrapreneuring</i>	<i>Entrepreneurship as Strategy</i>
<i>Maverick</i>	<i>A Whack on the Side of the Head</i>
<i>Inside Corporate Innovation</i>	<i>Cracking Creativity</i>
<i>Creativity at Work</i>	<i>The "E" Myth Revisited</i>
<i>Future Perfect</i>	<i>Imaginization</i>
<i>Entrepreneuring in Established Companies</i>	<i>The Icarus Paradox</i>
<i>Angel Investing</i>	<i>Will It Fly?</i>
<i>Good to Great</i>	<i>Attracting Capital from Angels</i>
<i>Radical Marketing</i>	<i>The Profit Zone</i>
<i>Bankable Business Plans</i>	<i>Purple Cow</i>
<i>Radical Innovation</i>	<i>Outrageous Marketing</i>
<i>The \$100 Startup</i>	<i>EntreLeadership</i>
<i>Structuring Venture Capital, Private Equity and Entrepreneurial Transactions</i>	

XIII. Course Schedule and Assignments (Note: We may move at a faster or slower pace depending on student comprehension and interest levels in particular topics).


KEY: NVC = *New Venture Creation* textbook Aulet = *Disciplined Entrepreneurship*

Nuts and Bolts of Great Business Plans will be provided on D2L

Week 1 Jan 11-15	Topics: Introduction; Defining Entrepreneurship; What is Entrepreneurial Thinking? Entrepreneurship in Any Context;
	Reading Material: ⇒ NVC Text, Chapters 2 & 9
	Assignments: ⇒ Personal introduction on D2L. ⇒ Brainstorm ideas for business concept. ⇒ Begin forming business teams (or solo team)
Week 2 Jan 18-22	Topics: Who is the Entrepreneur?; The Different Types of Entrepreneurs; Nature versus Nurture-Why Entrepreneurs are not Born;
	Reading Material: ⇒ NVC Text, Chapter 3 ⇒ Aulet, Steps 0-2
	Assignments: ⇒ Decide on business teams (or solo).
Week 3 Jan 25-29	Topics: How Opportunity Differs from Business Concept; Discovery vs. Search; Opportunity Assessment; Factors Undermining an Opportunity; The Business Concept;
	Reading Material: ⇒ NVC Text, Chapter 5 ⇒ Aulet, Steps 3-4
	Assignments: ⇒ <i>Business concept, company name, to be submitted by Jan 20th at 12 noon CST</i>
Week 4 Feb 1-5	Topics: Understanding More about the Market; Market Definition; Segmenting and Targeting;
	Reading Material: ⇒ NVC Text, Chapter 8 ⇒ The “Nuts and Bolts of Great Business Plans” ⇒ Aulet, Steps 5-7

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<p>Week 5 Feb 8-12</p>	<p>Topics: From Product to Business Concept (the Value Proposition); From Business Concept to Business Model to Business Plan; Components of a Complete Business Model; How to Put Together a Great Business Plan</p> <p>Reading Material: ⇒ Aulet, Steps 8-9 ⇒ IceDelights case</p> <p>Assignments: ⇒ Draft of business plan, Steps 1-7, due Sat, Feb 13, 8:00 pm ⇒ Read IceDelights case & discuss on D2L</p>
<p>Week 6 Feb 15-19</p>	<p>Topics: The Economics of the Business; Your Economic or Profit Model; Getting to Breakeven; Multiple Revenue Drivers; Volume and Capacity; Venture Types; What it Takes to Actually Start a Venture;</p> <p>Reading Material: ⇒ NVC Chapter 11 ⇒ Aulet, Steps 10-11</p>
<p>Week 7 Feb 22-26</p>	<p>Topics: What About the Investment Model (Income, Growth, or Speculative)?; Ways of Extracting Returns from the Venture; The Concept of Risk; Risk and Return; A Look at Resources and Resource Acquisition Strategies</p> <p>Reading Material: ⇒ NVC Text, Chapter 13 ⇒ Aulet, Steps 12-14</p>
<p>Week 8 Feb 29 – Mar 4</p> <p>(MID-TERM)</p>	<p>Topics: Putting Together Pro-Forma Financial Statements; Understanding the Basics of How Ventures Get Financed</p> <p>Reading Materials: ⇒ NVC, Chapter 14 ⇒ Template for financials, Leeds model, in D2L Course Documents ⇒ Aulet, Step 15</p> <p>Assignments: ⇒ Mid-Term Exam (TBA)</p>
<p>Week 9 Mar 7-11</p>	<p>Topics: More on Venture Financing; Valuation and Its Role; Structuring the Deal, IPOs; Intellectual Property</p> <p>Reading Materials: ⇒ NVC Text, Chapters 15 & 16 ⇒ Aulet, Steps 16-17</p> <p>Assignments: Draft of business plan, Steps 8-15, due Sat, Mar 12, 8:00 pm</p>

Spring Break Mar 13-19	Keep your eyes open for business opportunities! 
Week 10 Mar 21-25	Topics: The Marketing Mix; Organizing the Selling Model; Guerrilla Thinking and the Promotional Mix; How to Set Prices in New Ventures; Reading Materials: ⇒ Aulet, Steps 18-19
Week 11 Mar 28-Apr 1	Topics: Operations and the New Venture; Designing Your Operating Model; Bottlenecks and How to Manage Them; Outsourcing Options; Reading Materials: ⇒ NVC Text, Chapter 17 ⇒ Aulet, Steps 20-22 Assignments: Individual Business Opportunity paper due Fri, Apr 1 by 12 noon, CST

Week 12 Apr 4-8	Topics: Innovation, Technology Life Cycles; Disruptive verses Sustaining Technology; Reading Materials: ⇒ Aulet, Steps 23-24 Assignments: Calyx & Corolla case discussion on D2L
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Week 13 Apr 11-15	Topics: What's Different about Family Businesses; The Challenges of Succession; Why Many Ventures Do Not Grow; Legal Issues Reading Materials: ⇒ NVC Text, Chapter 18
Week 14 Apr 18-22	Topics: Ethics and the Entrepreneur; The Unique Ethical Challenges in Entrepreneurial Ventures; What Does Your Ethical Compass Look Like? Why the Entrepreneur's Exit Strategy Matters; Types of Exit Strategies Reading Materials: NVC Text, Chapters 10 & 19 Assignments: ⇒ Wrapping up business plans ⇒ Final Business Plan Due on Sunday, Apr 24 by 8:00 pm Central time.
Week 15 Apr 25-29	Topics: Final Exam Prep
Week 16 May 2-6	Finals Week ⇒ Final Exam (TBA) <i>Imagine > Believe > Create</i>
REST OF LIFE	Think Entrepreneurially!



OKLAHOMA STATE UNIVERSITY

SYLLABUS ATTACHMENT

Spring 2016

<http://academicaffairs.okstate.edu/>

***YOUR SUCCESS AS A STUDENT IS OUR TOP PRIORITY.
THIS INFORMATION IS PROVIDED TO ANSWER QUESTIONS MOST OFTEN ASKED BY STUDENTS.***

IMPORTANT DATES

Last day to add a class (without instructor permission)	1/19/2016
Last day to drop a course with no grade and 100% refund	1/19/2016
Last day to add a class (requires instructor & advisor permission)	1/22/2016
Last day to drop a course or withdraw from the University with an automatic "W" and receive a partial refund (requires advisor signature)	1/22/2016
Last day to post 6 week grades	2/23/2016
Last day to file diploma application (for name to appear in Fall Commencement program)	4/1/2016
Last day to drop a class or withdraw from the University with an automatic "W"	4/8/2016
Last day to withdraw from all OSU classes with an assigned grade of "W" or "F"	4/22/2016
Pre-Finals week	4/25-4/29/2016
Final examinations	5/2-5/6/2016

Note: Outreach, Internet, and short courses have unique drop/add and refund deadlines; lookup the specific deadlines for these courses on the Short, Internet and Outreach Class Schedules page of the Registrar's website <http://registrar.okstate.edu/SIO-Schedule>.

Spring Semester Holidays

University Holiday	1/18/2016
Students' Spring Break	3/14-3/18/2016

DROPPING A COURSE AND WITHDRAWING FROM THE UNIVERSITY, students often confuse these terms.

Dropping a Course (or courses) may occur during the first twelve weeks of the semester. This means, however, that you are still enrolled in at least one other OSU course. Exceptions to the deadlines above may only be considered by petition due to documented extraordinary circumstances and committee approval. The Retroactive Drop/Withdraw Petition and the Petition for a Refund of Tuition and Fees forms are available on the Registrar's website <http://registrar.okstate.edu/Forms>.

Withdrawing from the university means dropping *all* courses and you *are no longer enrolled for the current semester*. This may occur until the Friday before pre-finals week. The withdrawal process is initiated with your academic advisor. For additional information and dates, go to: [HTTP://ACADEMICAFFAIRS.OKSTATE.EDU/CONTENT/ADDING-DROPPING-AND-WITHDRAWING-COURSES](http://ACADEMICAFFAIRS.OKSTATE.EDU/CONTENT/ADDING-DROPPING-AND-WITHDRAWING-COURSES)

ALERTS AND RESCHEDULING

If the OSU campus officially closes due to inclement weather or other emergencies, alerts are provided to local news media and posted on the OSU website. Missed exams, classes, or assignments may be rescheduled at times outside the normal meeting schedule. If valid, documented circumstances prohibit students from attending the rescheduled classes, instructors should provide reasonable alternative means for makeup.

SEEK ANSWERS TO YOUR QUESTIONS

The OSU faculty and staff want you to be successful in your educational pursuits. If you have questions or concerns, seek help EARLY. We are here to assist you.

ACADEMIC INTEGRITY

101 Whitehurst, 405-744-5627

<http://academicintegrity.okstate.edu>

OSU is committed to maintaining the highest standards of integrity and ethical conduct. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, altering or destroying the work of others, and altering academic records) will result in an official disciplinary action including the following: examination or course, receiving a notation of a being suspended from the University. You have



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COPYRIGHT & FAIR USE POLICY OF COURSE MATERIALS

Course materials may not be published, leased, sold to others, or used for any purpose other than appropriate OSU-related individual or group study without the written permission of the faculty member in charge of the course and other copyright holders. This paragraph grants you a limited license giving you access to materials for this course, including PowerPoint slides, audio/video recordings, written, or other materials, for appropriate OSU-related educational use only. Lectures should not be recorded without permission from the faculty member and must not be further disseminated or shared.

CLASS ATTENDANCE

Class attendance is a critical component of learning; therefore, you are expected to attend and participate fully in all scheduled class meetings. Many instructors consider attendance so essential that your grade may be affected by your absence. *SOME DEPARTMENTS AND PROFESSORS HAVE MANDATORY ATTENDANCE POLICIES*. If no written attendance policy is provided before the last day to add a class without instructor permission, no penalty may be assessed for class absences although you may not be permitted to make up certain in-class activities. If you are required to participate in official university-sponsored activities or military training, you should receive an excused absence unless the written course attendance policy indicates otherwise. If you will be absent from class for sponsored activities, you must provide prior notification of the planned absence to the instructor. You may be required to submit assignments or take examinations before the planned absence.

PRE-FINALS WEEK POLICY

Final examinations are scheduled at the end of each semester and are preceded by pre-finals week, which begins seven days prior to the first day of finals. During pre-finals week, all normal class activities will continue; however, no assignment, test, or examination accounting for more than 5% of the course grade may be given; and no activity or field trip may be scheduled that conflicts with another class. This excludes makeup and laboratory examinations, out-of-class assignments (or projects) made prior to pre-finals week and independent study courses.

No student or campus organization may hold meetings, banquets, receptions, or may sponsor or participate in any activity, program, or related function that requires student participation. For additional information, contact the Office of Academic Affairs, 405-744-5627, 101 Whitehurst.

FINAL EXAM OVERLOAD POLICY

In the event you have three or more final exams scheduled for a single day, you are entitled to arrange with the instructor of the highest numbered course (4 digit course number) or two highest, if you have four finals on one day, to re-schedule that examination(s) at a time and place of mutual convenience during final exam week. If the final exam overload includes a common final exam, the common final exam is excluded from rescheduling unless multiple common exams are scheduled at the same time. You should submit this request in writing, with a copy of your class schedule, at least two weeks prior to the beginning of final exam week. The instructor has one week prior to the beginning of final exam week to arrange a mutually convenient time and place for administration of the final exam. After one week, if an agreement cannot be reached, take the request to the department head.

INFORMATION TECHNOLOGY

Student Email - OSU uses your OKSTATE.EDU email address as a primary form of communication. Students are expected to check their OSU email on a frequent and consistent basis to remain informed of their official university business. If you do not use the OSU email system you must redirect your okstate.edu email using the Orange-Key System (www.okey.okstate.edu). Failure to maintain an accurate email address may result in missed or lost university communications. For email assistance contact the IT Helpdesk at 405-744-HELP (4357).

Computer Labs - A complete description of computer labs and hours of operations are available at their website: <https://it.sharepoint.okstate.edu/TechnologySupport/DeskSide/default.aspx>. Lab information is also available by calling the Information Technology Help Desk, 405-744-HELP (4357).

EDMON LOW LIBRARY HOURS

405-744-9775 or 405-744-9741

www.library.okstate.edu

Text 405-592-4128

Monday-Thursday

7:00 a.m. – 2:00 a.m.

Friday

7:00 a.m. – 10:00 p.m.

Saturday

9:00 a.m. – 10:00 p.m.

Saturday and Sunday

9:00 a.m. – 2:00 a.m.

*For holiday and intersession hours, check <http://www.library.okstate.edu/services/hours.htm>

*Contact the following for information on hours of operation:

Architecture Library

405-744-6047

Curriculum Materials Library

405-744-6310

Veterinary Medicine Library

405-744-6655

GENERAL EXPECTATIONS OF STUDENTS

By enrolling at Oklahoma State University, you accept responsibility for complying with all University policies and contracts, and for local, state and federal laws on- or off-campus that relate to the University's mission. **The Student Rights and Responsibilities Governing Student Behavior** document explains the standards of behavior expected of you, processes in place for enforcing the rules, and the University's response to violations <http://studentconduct.okstate.edu/>

In general, the University expects you to respect the rights of others and authorities, represent yourself truthfully and accurately at all times, respect private and public property, and take responsibility for your own actions and the actions of your guests. Call 405-744-5470 for more information.

WHERE TO GO FOR HELP

Instructor - If you have questions regarding your class, talk to your instructor. Faculty members usually include their office hours and/or phone number in the class syllabus. If you cannot locate this information, set a time to meet with your instructor by speaking with him/her prior to or immediately following your class session or check with the departmental office on when the instructor may be available.

Academic Advisor - All students will benefit by conferring with an advisor on a regular basis. If you do not know your advisor, or are unhappy with your advisor, talk to the Student Academic Services Director for your college.

Academic911.okstate.edu - Your online resource for academic and personal success, sponsored by Student Affairs.

Mathematics Learning Success Center

5th Floor, Edmon Low Library/405-744-5818 <http://www.math.okstate.edu/>

Tutors are available to answer questions for classes ranging from Beginning Algebra through Calculus II. Tutoring for Differential Equations and Linear Algebra is offered at specific times.

Writing Center

440 Student Union/405-744-6671 <http://osuwritingcenter.okstate.edu>

The Writing Center helps writers throughout the composing process; you should plan to visit early and often throughout the semester, not just the day before an assignment is due. Tutors will work with you to improve your brainstorming, organizational, and composing techniques.

Learning & Student Success Opportunity (LASSO) Tutoring Center

021 Classroom Building/405-744-3309 <https://lasso.okstate.edu/>

LASSO offers free individual tutoring for a variety of courses.

University Counseling Services

320 Student Union/405-744-5472 or 405-744-7007 <http://ucs.okstate.edu/>

Professional counselors offer confidential personal and/or career counseling.

Office of Student Disability Services (SDS)

315 Student Union/405-744-7116 <http://sds.okstate.edu/>

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of SDS. Please advise the instructor of your disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty has an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations.

Office of Equal Opportunity 408 Whitehurst/405-744-9153

OSU is committed to maintaining a learning environment that is free from discriminatory conduct based on race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. OSU does not discriminate on the basis of sex in its educational programs and activities. Examples of sexual misconduct and/or sex discrimination include: sexual violence, sexual harassment, sexual assault, domestic and intimate partner violence, stalking, or gender-based discrimination. OSU encourages any student who thinks that he or she may have been a victim of sexual misconduct or sexual discrimination to immediately report the incident to the Title IX Coordinator (405-744-9153) or Deputy Title IX Coordinator (405-744-5470). Students may also report incidents of sexual misconduct or sex discrimination to a faculty or staff member, who is then required by federal law (Title IX) to notify the Title IX or Deputy Title IX Coordinator. If a reporting student would like to keep the details confidential, the student may speak with staff in the Student Counseling Center (405-744-5472) or the University's Victim Advocate (Suzanne Burks: 405-744-5458). For more information regarding Title IX violations, go to: <https://Iis2many.okstate.edu/>