



School of Entrepreneurship

EEE 3023 Entrepreneurial Thinking & Behavior

Spring 2016 Syllabus

Course Number: EEE 3023
Section 503:

Course Time: Online – Weekly Content Preparation & Predominantly Weekly Individual and/or Team Assignments

Classroom: Online/D2L/email/Telephonic

Instructor: Clinical Professor David Thomison

Office: 36' North
36 East Cameron Street
Tulsa, OK 74103

Office Hours: Tuesday/Thursday 12:30 – 3:00 pm: telephonic meeting by scheduled appointment
Wednesday/Friday 9:00 – 11:30 am: telephonic meeting by scheduled appointment

Office Phone: (405) 744-2922 (will be changing during Semester – will notify)

Cell Phone: (918) 231-6574

Office Email: dthomison@okstate.edu

Desire2Learn (D2L): Course Materials Distributed by and & Assignments/Presentations Submitted via D2L

Course Materials: Required Textbook:
Disciplined Entrepreneurship: 24 Steps to a Successful Startup, Wiley, by Bill Aulet.

Optional Textbook: Recommended but not required
The Startup Owner's Manual, K&S Ranch, 2012, by Steve Blank and Bob Dorf.

Optional Websites/Videos:
www.udacity.com *How to build a startup.*
www.theinnographer.com *Business product/service innovation process & tools.*

Course Objective: The course is designed to provide a startup founder, an early stage entrepreneur, or product/service development professional (technical or business) a set of tools to: 1) creatively identify, evaluate & assess innovative business ideas or concepts, 2) interface & interview prospective customers, and 3) sequentially evaluate and advance a business idea or innovation towards full scale commercialization. All taught methodologies or processes strongly utilize the state-of-the-art “customer discovery” principles around iterative search, which heavily relies upon extensive prospective customer input and feedback throughout. By consistently focusing on the customer, the time & capital cost to achieve and validate a startup’s or innovative product’s “Market/Product” fit is mitigated, thereby directly enhancing its ultimate probability of success. Therefore, external interviews will be a critical component throughout the entire course. Fundamentally, students will learn, apply, and practice skills predominantly within an assigned Team format simulating a startup or new product/service launch environment.

Course Description:

In this course, you will learn various state-of-the-art methodologies to approach the identification and evaluation of entrepreneurial startup businesses and/or the commercialization of new innovative products/services within existing businesses, both small & large. Additionally this learning experience will be greatly enhanced by directly applying these learned skills to an actual hands-on startup project. Working in assigned diverse teams of four to six, you will use a variety of structured approaches/processes to identify an innovative business idea or concept with a potential “Market/Product” fit. The primary structured methodologies used within this course include:

- Alex Bruton’s *Innographer* (<http://theinnographer.com>),
- Bill Aulet’s *Disciplined Entrepreneurship* (<http://disciplinedentrepreneurship.com>),
- Steve Blank’s *Startup Owner’s Manual* (http://www.stevenblank.com/startup_index_qty.html), and
- Blended techniques & illustrative examples developed and/or collected by the course Faculty.

Developing a complete understanding of the “Customer Problem/Unique Solution” or “Market/Product Fit” and the corresponding commercial potential requires both primary and secondary research. Primary research, which tends to be original & external, is research that you will directly conduct yourself and within the Team; surveys, interviewing prospective customers, talking with potential strategic partners, and conducting focus groups. This Primary research is the central critical component of the customer discovery/validation process, which precedes the traditional business development phases. Secondary research is research that’s been collected by others, such as industry reports and Census Bureau data, which must be analyzed and evaluated relative to the startup.

Evaluating an innovative business concept requires you to ask & answer tough, yet ironically simple, questions about the nature of the proposed business. Is there a genuine need for your innovative product/service or Business Model? What are its benefits? What customer/market problem does it solve or need does it fill? Is the proposed value proposition that underlies your product or service significant enough to take the product to market? How will the product or service be produced? What type of management team is required? What is the optimum sales process? How will you deliver on your promise? Etc.....

A well-developed startup business or new product/service launch for an existing business is NOT based on guesses, hunches, or what you “think” is a good idea. It’s based on solid research, ideally before you spend large amounts of capital, around a customer discovery/valuation focus. A good analogy is to think of yourself as a lawyer preparing to defend a client in court. You can’t just tell the jury that you “think” your client is innocent or that 25 out of 30 people you surveyed think that acquitting him is a good idea. The jury will want more evidence. So you have to dig it up BEFORE you go to trial. In a similar manner, you have to accumulate sufficient evidence that there will be a healthy demand for your product or service, and that the corresponding proposed new venture is financially feasible BEFORE launching.

Course Objectives and Program Learning Goals:

Preparing to start a new business is an exciting and rigorous undertaking. The objective of this course is to teach methodologies around Customer Discovery/Validation that will improve the probability of launching a successful new startup or product/service for an existing business.

Course Objective	Program Learning Goal
Students should be able to develop the tools to effectively evaluate the market opportunity of a new venture.	<ul style="list-style-type: none"> • Opportunity Recognition

Students should be able to understand all aspects of the business and create a business model for a successful product launch.	<ul style="list-style-type: none"> • Functional Integration • Creative Problem Solving
Students should be able to recognize ways to commercialize a business idea with a minimum amount of resources and in a short time span.	<ul style="list-style-type: none"> • Resource Leveraging
Students should be able to create an effective business model for launching a new venture.	<ul style="list-style-type: none"> • Venture Implementation • Business Modeling
Students should be able to work in teams to devise ideas and solutions to problems.	<ul style="list-style-type: none"> • Teamwork and Leadership
Students should be able to orally present and defend their ideas in a manner that is organized, concise, and effective.	<ul style="list-style-type: none"> • Professional communication

Course Deliverables:

Idea Generation – Each individual student is required to submit 10 innovative business ideas or concepts that the student believes could be potentially commercially viable.

Idea Napkin – Each individual student will submit two completed Idea Napkins.

Big Idea Sketch Pad – Each Team will submit two completed Big Idea Sketch Pads.

Interviews – Each individual student will be required to interview a minimum of 3 external individuals for each of the thirteen interview assignments scheduled throughout the course. Face-to-face is preferred, but not required due to logistical constraints & time limitations. Results of the interviews will be submitted on the provided interview template form AND shared with all Team members. Interviewees should be a mix of potential customers, vendors, industry experts, and others knowledgeable in the applicable field. The interview write-up will include, for each person interviewed, Name, Title, company or status, contact information, and *What We Learned* (a description of the key “takeaways you learned from the interview). It is important to interview a variety of people. Lack of interview diversity will likely contribute to a poor assignment grade.

Team (DE) Presentations – Teams will regularly submit written *Team Presentations* to convey/communicate the current innovation/business evaluation progress and demonstrate application of the relevant various Disciplined Entrepreneurship 24 Steps. This Team Presentation should be in a PowerPoint format, plus any specified or required complimentary written summary via a Word format, and must be submitted to D2L by the team’s designated *Point of Contact* prior to the stated “Due” date. Periodically written Questions may be submitted to the Team by the Faculty/TA. When requested, the Team must address the submitted Questions in writing within three days of the request. This Team response will be incorporated into the respective DE Team Presentation Assignment points. Content should be validated by interviews and related customer discovery.

Final Team Presentation – Each Team will be required to complete a final presentation, using the Disciplined Entrepreneurship format. Detailed information will be provided later during the course regarding the required specifics of the presentation, however it primarily will be an augmentation of all previous Team Presentations. This Final Team Presentation is in lieu of a traditional course Final Exam during scheduled Finals.

Peer Reviews – Each student will turn in a two confidential peer Team student evaluations using a provided template of his/her teammates; one at mid-Semester and one at Semester end.

Tentative Class Schedule with Deliverables:

Below is a *detailed* course outline that provides specified video lecture/reading assignments, both individual & team assignments/deliverables, and overall organization of the course content. Organizationally, the semester long course schedule is organized around the *class "Week" number*. All applicable reading and written assignments will be referenced by this class week number. Ideally reading assignments should be completed *before watching the corresponding video lecture* and any Assignment or Presentation, whether individual or Team, is due *at midnight of the specified "Due" date*. By the very nature of what you are expected to learn, this course will be somewhat fluid, and responsive to the applied learning dynamics throughout. If you have a pressing issue or do not understand specific used business terminology, please ask questions immediately. Do not wait!

Week	Date	Content Focus	Lecture Topics/Content Objectives	Reading/Video Assignments	Assignments		
					Task	Due	Points
1	11-Jan	Couse Introduction: Entrpreneurial Innovation & Business Startup Steps	Course Overview: Introduction to "Idea Modeling" & "Disciplined Entrepreneurship" Process	Watch All Week 1 Lecture Videos & Study Slides/ www.theinnographer.com	Complete Student Information/Contact Sheet	15-Jan	N/A
		Innovation: A blend of "Organized Brainstorming" & Customer Discovery/Awareness Matched to Competencies	Idea Napkin/Idea Concept Categorization & Interview Techniques		Individually Submit 10 Innovative Startup Concepts and Complete Idea Napkin for "Top Two" (see 2 - Assignment)	22-Jan	25
2	18-Jan	Diverse Teams Formed/Innovative Ideas Explored	Idea Modeling/Detailed Developmental Innovation Process: Competency & Market Driven Approach / Interview Techniques	Watch All Week 2 Lecture Videos & Study Slides/ www.theinnographer.com	3 Interviews related to individual Top 2 Ideas	22-Jan	15
		Innovative Opportunity Design	Accessing Idea Feasibility		Team Selects "TOP TWO" Innovation Product or Service Startup Ideas AND Completes "Big Idea Sketch Pad" for Each / 3 Interviews per Team Member on Either of the TOP TWO Team Selected Ideas	29-Jan	25 / 15
3	25-Jan	Innovation Evaluation - Market/Product Fit AND Communicating It	Customer Value Proposition & Pitching Your Innovative "Idea"	Watch All Week 3 Lecture Videos & Study Slides	Select & Write-up ONE INNOVATIVE Team Startup & Prepare Innovation Presentation / 3 Interview per Team Member on TOP TEAM Idea	5-Feb	25 / 15
4	1-Feb	The Startup Steps/Process	Sequential Disciplined Focus to an Otherwise Chaotic Set of Activities	Read Disciplined Entrepreneurship (DE): Introduction & Six Themes (pg. 1-14) and Chapters 1, 2 & 3/Watch all Week 4 Vides & Study Slides	End User Profile & Beachhead Market Identified for Team Idea and Team Presentation / 3 Interviews per Team Member on Team Idea	12-Feb	20 / 15
		A "Startup" Design Starts with the CUSTOMER	Segment the Market around Customers/Select an Entry Point/Profile targeted Customers				
5	8-Feb	Customer "Drill Down" - Know YOUR CUSTOMER	Quantify the Total Addressable Market & Identify the EXACT Customer	Disciplined Entrepreneurship (DE): Chapters 4 & 5	Compute Total Addressable Market & Develop Your Customer Persona and Team Presentation / 3 Interviews per Team Member	19-Feb	20 / 15
6	15-Feb	Understanding the "Unit Value Proposition"	Know BOTH the Business Value AND the Customer Value - "A win/win"	Disciplined Entrepreneurship (DE): Chapters 6, 7 & 8	Qualitatively & Quantitatively Identify "Value Proposition" and Team Presentation / 3 Interviews per Team Member	26-Feb	20 / 15

Week	Date	Content Focus	Lecture Topics/Content Objectives	Reading/Video Assignments (before class)	Assignments			
					Task	Due	Points	
7	22-Feb	Uniqueness/Differentiation from the Customer Perspective	Competitive Differentiation & Superior Customer Value	Disciplined Entrepreneurship (DE): Chapters 9, 10 & 11	Mid-term Team Peer Review Evaluations / Identify Business Core & "Next 10 Customers" and Complete Team Presentation / 3 Interviews per Team Member	4-Mar	50 / 20 / 15	
8	29-Feb	"Get Inside" the Customer Procurement Process	Selling to a Customer & the "Surrounding Noise"	Disciplined Entrepreneurship (DE): Chapters 12 & 13	Map Your Customer Acquisition Process and Team Presentation / 3 Interviews per Team Member	11-Mar	20 / 15	
9	7-Mar	Business "Infrastructure" to Serve Customers	Designing the Business Model & Pricing Strategy	Disciplined Entrepreneurship (DE): Chapters 14, 15 & 16	Develop the "Business Model" & Pricing Strategy and Team Presentation / 3 Interview per Team Member	25-Mar	20 / 15	
N/A	14-Mar	Spring Break					N/A	N/A
10	21-Mar	Customer Long-term Value and Customer Cost of Acquisition	One-time/Recurring Customer Value and Initial Cost to Acquire	Disciplined Entrepreneurship (DE): Chapters 17, 18 & 19	Project Cost to Acquire YOUR CUSTOMER PERSONA and Team Presentation / 3 Interview per Team Member	1-Apr	20 / 15	
11	28-Mar	Hypothesis, Test & Pivot	Not ALL Assumptions are EQUAL: Prioritize & Evaluate to Lower Overall Startup Risk	Disciplined Entrepreneurship (DE): Chapters 20 & 21	"Key" Identified/Tested Business Assumptions and Team Presentation / 3 Interviews per Team Member	8-Apr	20 / 15	
12	4-Apr	Customer Purchases: The Ultimate Validation	Leverage a Minimal Viable Product (MVP) to Confirm Market/Product Fit	Disciplined Entrepreneurship (DE): Chapters 22 & 23	Conceptually Design an MVP & Detailed First Customer Sale and Team Presentation / 3 Interviews per Team Member	15-Apr	20 / 15	
13	11-Apr	Time to Build the Business Infrastructure	Launch the Business Leveraging All Traditional Business Skills	Disciplined Entrepreneurship (DE): Chapter 24	Prepare to "Grow" and Team Presentation / 3 Interviews per Team Member	22-Apr	20 / 20	
14	18-Apr	Course Content Review	Exam	None	Online Exam (Complete within 4/20 to 4/22 range)	20-Apr	125	
15	25-Apr	Team Presentation Work	Team Draft Presentation / Q&A Feedback	None	Final Team Peer Review Evaluations	2-May	100	
16	2-May	Comprehensive Team Presentation	Team Course Presentation: PowerPoint & Written Summary	None	Team Course Presentation: PowerPoint & Written Summary	5-May	200	

*Footnote: All Assignments due by Midnight of stated "DUE" date, unless noted on individual Assignment. All Team Assignments points are identified in **bold**. Late submissions will be accepted for ONLY one week after "Due" date but will be subject to a 50% penalty.*

Grading Scale:

The following scale will be used to determine your final grade:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F Below 60%

Grading Guidelines:

The below table summarizes the grading by category, which includes BOTH individual and Team assignments. Given the course builds on previous material, ALL Assignments/Presentations submitted AFTER the specified "Due" date/time will be subject to a 50% reduction AND only be accepted for one week, except for the Final Presentation which is for 24 hours, after the "Due" date. All student team members will receive the *same Team grade or points* for each of the Team Innovation assignments (2), all DE Team Assignments/Presentations (10), and the Team Final Presentation (1). All individual student related assignments and/or performance will be *individually evaluated & graded* based upon each student's submission or performance. Individual related assignments or work includes one Innovation assignment (1), all interviews (13), peer team reviews (2), Final Presentation critiques (1), Attendance/Participation, and Exam (1). Any student that *does NOT* timely submit a Peer Review on a fellow Team member will lose 10 points for each such instance.

	Point	Percentage
Innovation Assignments – Total	75	7.5%
10 DE TEAM Assignments @ 20 each	200	20.0%
13 Interviews (Individual)	200	20.0%
1 Exam	125	12.5%
Mid-Term Team Peer Review	50	5.0%
Final Team Peer Review	100	10.0%
Final Presentation	200	20.0%
Participation	50	5.0%

Instructor Response:

The instructor will respond to student inquiries within 48 hours during Monday-Friday business hours. Students will expect grades for assignments to be posted to the Gradebook in Desire2Learn within one week of turning in the assignment.

Course Participation:

Given the course "Experiential Learning" structure, TIMELY team collaboration and teamwork is an important component of the course. As a result, Team participation is critical despite the online delivery format. Additionally to the quantity, proactive and periodic participation is vital for collaboration to be effective. DO NOT wait until the last evening before a Team Presentation Assignment is due. A "Chat" space will be set up for each Team within D2L and will be periodically monitored by course faculty and/or TA for timeliness, quantity, and quality. However, given the flexibility of communication alternatives, such as conference calls, group emails, etc., it is NOT necessary to limit Team communications to just this "Chat" feature. Hopefully, the "Chat" feature can be used effectively to quickly distribute Team critique, feedback, and evaluation to finalize or 'polish off' Team Presentation Assignments. The course structure is intended to provide learning experiences from each other and the opportunity to build teamwork skills. Given the flexibility attributable to

the online delivery, there is no excuse for lack of participation. Participation (while not limited) includes asking questions, answering questions, agreeing or disagreeing with points made by the instructor and/or your peers, providing insights regarding the assignments, volunteering to complete a few incremental key interviews that provide more insights, bringing personal experiences into the Team, completing and/or submitting the Team Presentation, etc.

Exam Procedure/Logistics:

Relative to scheduling and logistical challenges, the good news is there is only one Exam for the course. The one Exam, which is comprehensive, for this course will be online on D2L and is to be administered at a testing center during the designated time frame noted in the Syllabus. Follow the instructions below, to complete the appropriate form, this lets the Distance Learning Office know where you are testing and where to send you exam instructions. Well prior to this Exam, go to <http://spears.okstate.edu/distance/forms/> and complete a form:

- If you plan to test at either the OSU-Tulsa, OSU-OKC or OSU-Stillwater Testing Centers, complete **only** one form; the Student Information Form. <https://spears.okstate.edu/distance/forms/studentform/>
- If you are testing at a location other than an OSU campus as mentioned above, please complete both forms, Student Information Form where you will select 'other', and Proctor Agreement Form: <http://spears.okstate.edu/distance/files/proctoragreementform-tc2015.pdf>

The OSU-Stillwater campus has two testing facilities: Wes Watkins Center and University Assessment and Testing. The Wes Watkins Center phone number is 405.744.6390; the University Assessment & Testing Office phone number is, and 405.744.6687, and you must call to make an appointment a couple of days prior to exam date period. The OSU-Tulsa Testing Center can be contacted at 918.594.8232. For OSU-OKC call 405.945.8648. All three testing centers charge a testing fee. For more information about the testing and proctoring procedure, visit <http://spears.okstate.edu/distance/guide/procedures/>, or call the Spears School of Business Distance Learning office at 405.744.4048. There is a suggested list of testing centers: <http://spears.okstate.edu/distance/guide/centers/>. This is just a suggested list as there may be a college or testing center in your area that we don't have listed.

For any more convenient geographic coverage options, ProctorU which is a third party “online” testing service may be used for this class Exam in addition to going to a testing center. ProctorU is a live online proctoring service that allows exam takers to complete their exams at home while still ensuring the integrity of the exam. Using almost any webcam and computer, you can take exams at home, at work, or anywhere you have internet access. To watch a How It Works video follow this link: <http://www.proctoru.com/howitworks.php>. To check that your computer and internet connection meets all of the technical requirements follow this link: <http://www.proctoru.com/tech.php>. To select ProctorU as your Proctor this semester please complete a Student Information Form: <https://spears.okstate.edu/distance/forms/studentform/>.

Academic Integrity:

Oklahoma State University is committed to the maintenance of 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 will result in sanctions in accord with Oklahoma State University policy. Complete details are available at academicintegrity.okstate.edu.

Syllabus Changes:

Instructor reserves the right to make changes to the syllabus should a need evolve. Students will be informed of any changes to the syllabus and a new copy will be posted on D2L.



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, unauthorized advance access to examinations, altering or destroying the work of others, and altering academic records) will result in an official academic sanction. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript, and being suspended from the University. You have the right to appeal the charge.



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

Monday-Thursday

Friday

Saturday

Saturday and Sunday

*For holiday and intersession hours, check

<http://www.library.okstate.edu/services/hours.htm>

www.library.okstate.edu

Text 405-592-4128

7:00 a.m. – 2:00 a.m.

7:00 a.m. – 10:00 p.m.

9:00 a.m. – 10:00 p.m.

9:00 a.m. – 2:00 a.m.

*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://1is2many.okstate.edu/>.