

Syllabus

Online students rely heavily on written instructions, even more so than students in a face-to-face class. Your students will benefit from well-articulated instructions and expectations. An online course syllabus typically includes these items:

- Contact Information
- Course Description and Learning Outcomes
- Grade Breakdown
- About the Course Instructor
- Materials and Resources
- Course and Department Policies
- University Policies
- Coronavirus Information
- Mental Health Support (optional)
- Territorial Acknowledgement (optional)
- Credits and Copyright

Syllabus: Course Name and Course Code

Contact Information

Background: when considering communication channels, remember the importance of your **social presence** in the course. Your social presence throughout the course is very important to students' learning. Students need to see you as a real person. Connect with your students and enable them to connect with you by doing the following:

- Post a short welcome video in **Announcements** on the course Homepage
- Host virtual office hours using the **Virtual Classroom**
- Post weekly announcements to share what students can expect for the coming week.
- If you have TAs, ask them to introduce themselves to the class.

Purpose: for students to know who to contact, when, and about what.

The green italicized text indicates where you should enter/overwrite information.

Announcements

Your instructor uses the **Announcements** widget on the Course Home page during the term to communicate new or changing information regarding due dates, instructor absence, etc., as needed. You are expected to read the announcements on a regular basis.

To ensure you are viewing the complete list of announcements, you may need to click Show All Announcements.

Discussions

If you choose to create the following discussions, you can provide this information to students:

*“Your instructor has provided a **General Discussion** for class-wide discussions and an **Ask the Instructor** discussion forum. Use the Ask the Instructor Forum when you have a question that may benefit the whole class. Also, check this forum to see if your question has already been answered before reaching out to your instructor.*

*Say hello to the class by posting in the **Introduce Yourself** discussion forum. Discussions can be accessed from the Course Home page by clicking Connect and then Discussions on the course navigation bar.”*

Contact Us

The green italicized text indicates where you should enter/overwrite information.

Who and Why	Contact Details
<p>Instructor and TA</p> <ul style="list-style-type: none">• Course-related questions (e.g., course content, deadlines, assignments, etc.)• Questions of a personal nature	<p>Post your course-related questions to the Ask the Instructor discussion topic*. This allows other students to benefit from your question as well.</p> <p>Questions of a personal nature can be directed to your instructor.</p> <p><i>Instructor: Lynn Gazzola lgazzola@uwaterloo.ca</i></p> <p><i>TA: TBD</i></p> <p><i>Your instructor checks email and the Ask the Instructor discussion topic* frequently and will make every effort to reply to your questions within 24 hours, Monday to Friday. When emailing the instructor, please indicate the course code in the subject line.</i></p>
<p>Technical Support,</p> <ul style="list-style-type: none">• Technical problems with Waterloo LEARN	<p>learnhelp@uwaterloo.ca</p> <p>Include your full name, WatIAM user ID, student number, and course name and number.</p> <p>Technical support is available during regular business hours, Monday to Friday, 8:30 AM to 4:30 PM (Eastern Time).</p> <p>LEARN Help Student Documentation</p>
<p>Student Resources</p>	<p>Student Resources</p> <ul style="list-style-type: none">• Academic advice• Student success• WatCards• Library services and more

Course Description

Entrepreneurship and the Creative Workplace

This course has two distinct but related components. The first explores entrepreneurship as a key input to economic activity. It also reviews numerous perspectives of entrepreneurship and introduces basic tools available for use by the entrepreneur, including the business canvas. The second part of this course explores the relationship between entrepreneurship and strategy. The design of an appropriate strategy and the implementation of this strategy through appropriate controls and structure are considered in the context of the innovative firm.

Learning Outcomes

By the end of this course, students should be able to:

- Identify the characteristics of an entrepreneur and their lifestyle.
- Identify the linkages between entrepreneurship and economic activity.
- Contrast the traditional views of strategy and Blue Ocean strategy.
- Connect the importance of creativity and entrepreneurship.
- Apply the basic tools available for use by an Entrepreneur.
- Integrate strategy design and implementation.

Grade Breakdown

The following table represents the grade breakdown of this course.

Activities and Assignments	Weight (%)
<i>Quizzes</i>	<i>20%</i>
<i>Assignments (6)</i>	<i>30%</i>
<i>Discussions</i>	<i>10%</i>
<i>Projects (2 @ 10% each)</i>	<i>20%</i>
<i>Final Assessment</i>	<i>20%</i>

Final Assessment

The Final Assessment will be composed of 2 elements. The creation of a Business Plan and an Operations Plan. Each component will be worth 10%. Further details are available on Learn. Both of these reports are due no later than Wednesday August 12th.

Your Instructor

Please see Learn for a little background information.

Materials and Resources

Textbook(s)

Required

Title: Creativity Inc.

Author: Catmull, Ed

ISBN: 978-0-307-36117-2

Recommended

The Entrepreneur's Toolkit

Author: Michael Goldsby

Available online only.

Other Materials

Any other readings will be posted on Learn.

Resources

[Library COVID-19: Updates on library services and operations.](#)

Course and Department Policies

Course Policies

Course Evaluation

Group Submissions (Various) - Detailed information: Assignments, marking criteria and descriptions follow on Learn

Individual Submissions - Detailed information: Assignments, marking criteria and descriptions follow on Learn

MGMT 220 S220 - Preparation for the next week is clearly stated in the student guide. The workload is not even, so review the full course in advance. Your ability to contribute to the quality of class is enhanced by any preparation done in advance.

The instructor reserves the right to offer bonus marks as determined appropriate. Group mark details are posted in the Lessons section for this course in D2L. The course marks are fixed but some topics may be added or deleted depending on the certain factors. Submissions are due is at the end of the posted due date (11:30 pm). Information contained in the student guide is considered a part of the outline.

Other Notes: Late submissions are subject to a 2% per day (seven-day week) penalty. The responsibility is on the group/individual to submit on D2L before the designated deadline. If the submission is to be electronically filed in an D2L drop box, the time stamp applied to the document will be applied.

Contract: While not a graded submission, the contract is a course requirement. The group contract is enforceable so each member should invest a serious commitment in the content.

Department Policies

Cross-listed course Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science.

University Policies

Purpose: for students to understand the University Policies that pertain to them being a student in the course.

Academic integrity: In order to maintain a culture of academic integrity, members of the University of Waterloo community are expected to promote honesty, trust, fairness, respect and responsibility. [Check the [Office of Academic Integrity](#) for more information.]

Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read [Policy 70, Student Petitions and Grievances, Section 4](#). When in doubt, please be certain to contact the department's administrative assistant who will provide further assistance.

Discipline: A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for his/her actions. [Check the [Office of Academic Integrity](#) for more information.] A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about "rules" for group work/collaboration should seek guidance from the course instructor, academic advisor, or the undergraduate associate dean. For information on categories of offences and types of penalties, students should refer to [Policy 71, Student Discipline](#). For typical penalties, check [Guidelines for the Assessment of Penalties](#).

Appeals: A decision made or penalty imposed under [Policy 70, Student Petitions and Grievances](#) (other than a petition) or [Policy 71, Student Discipline](#) may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to [Policy 72, Student Appeals](#).

Note for students with disabilities: [AccessAbility Services](#), located in Needles Hall, Room 1401, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term.

Turnitin.com: Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin in this course.

It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit alternate assignment.

June 15, 2009 (updated March 2018)

Coronavirus Information

[Coronavirus Information for Students](#)

This resource provides updated information on COVID-19 and guidance for accommodations due to COVID-19.

Mental Health Support (optional)

Purpose: this optional section provides students with the services and contact information for mental health supports

All of us need a support system. We encourage you to seek out mental health supports when they are needed. Please reach out to [Campus Wellness and Counselling Services](#).

We understand that these circumstances can be troubling, and you may need to speak with someone for emotional support. [Good2Talk](#) is a post-secondary student helpline based in Ontario, Canada that is available to all students.

Territorial Acknowledgement (optional)

Purpose: to acknowledge Indigenous peoples' presence and land rights, to recognize that we benefit from the land, to prompt reflection, in the spirit of Truth and Reconciliation.

"We acknowledge that we live and work on the traditional territory of the Attawandaron (Neutral), Anishinaabeg, and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometres on each side of the Grand River."