

ENTR 012: BUILDING AN ENTREPRENEURIAL TEAM

New Course Proposal

Date Submitted: Sun, 22 Sep 2019 15:20:17 GMT

Originator

pstegeman

Justification / Rationale

New Course for the new entrepreneurship program

Effective Term

Fall 2020

Credit Status

Credit - Degree Applicable

Subject

ENTR - Entrepreneurship

Course Number

012

Full Course Title

Building an Entrepreneurial Team

Short Title

ENTRE TEAMS

Discipline

Disciplines List

Business

Small Business Development (Entrepreneurship)

Modality

Face-to-Face

Catalog Description

The composition of the entrepreneurial founding team can be an important indicator of future revenue and project success. This course will provide students with critical insights into the often-overlooked basics of founding-team formation. Why are some motivations of the team more profitable than others? This course covers finding the right hires for your team and common mistakes in hiring key players. At the successful completion of this course, students will be better prepared to position their start-up for success by making evidence-based decisions about founding partners, early hires, first managers and distribution of ownership.

Schedule Description

This course covers building entrepreneurial teams.

Lecture Units

3

Lecture Semester Hours

54

Lab Units

0

In-class Hours

54

Out-of-class Hours

108

Total Course Units

3

Total Semester Hours

162

Required Text and Other Instructional Materials**Resource Type**

Book

Author

CA Chamber of Commerce

Title

2019 HR Quick Guide – Small Business Edition

Year

2019

ISBN #

978-1579977870

Resource Type

Book

Author

Levy, Tim

Title

The Entrepreneurial Handbook

Year

2014

ISBN #

978-1499146226

Resource Type

Book

Author

Christian Harpelund

Title

Onboarding: Getting New Hires Off to a Flying Start (Hardcover)

Year

2019

ISBN #

1787695824

Resource Type

Book (Recommended)

Author

Stan Dublin

Title

How to Hire The Right People

Year

2015

Resource Type

Book

Author

Paul Falcone

Title

96 Great Interview Questions to Ask Before You Hire

Year

2018

ISBN #

978-0814439159

Class Size Maximum

35

Course Content

- A. The importance of the founding team
 - 1. Key management
 - 2. Responsibilities
- B. Strategic resources
 - 1. Advisors
 - 2. Board of Directors
 - 3. Social Networks
 - 4. Professional organizations
 - 5. Internal and external resources
- C. Human resource strategies for start-ups
 - 1. Hiring Strategies
 - 2. The role of early hires
 - 3. Full-time employees
 - 4. Part-time employees
 - 5. Independent contractors
 - 6. Fractional employees
- D. Virtual Team Building
 - 1. Micro team
 - 2. Tasks
 - 3. Mid-level team
 - 4. Jobs
 - 5. High-level team
 - 6. Hiring
 - 7. Master the Art of LinkedIn
- E. Creating a Comprehensive Hiring Strategy
 - 1. Plan development
 - 2. Identify roles and responsibilities of new hires
 - a. Define roles and expectations
 - b. Job description, tasks and functions, and roles and responsibilities
 - c. Skills, capabilities, and capacity

- d. Education and experience
- e. Performance management and indicators
- f. Organizational audit
- g. Organizational chart
- 3. Handover
 - a. Definition of Handover
 - b. Defining roles and responsibilities for Handover
 - c. Current Projects
 - d. Detailing
 - e. Coordination and communication
 - f. Documentation
- 4. Effective interviewing
- F. Agreements and Ownership
 - 1. Founder's agreements
 - 2. Transitioning from entrepreneur to manager
 - 3. Distribution of ownership
 - 4. Dilution of ownership
- G. California and federal employment laws, regulations and court rulings that apply to your small business

Course Objectives

	Objectives
Objective 1	Employ evidence-based decision making regarding funding partners
Objective 2	Establish distribution of ownership
Objective 3	Create criteria for new hires
Objective 4	Establish strategic partnerships

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Demonstrate the understanding of HR and hiring practices for startups.
Outcome 2	Develop a comprehensive hiring strategy for a new business.
Outcome 3	Demonstrate understanding of state and federal employment laws and regulations for small businesses by preparing an employee handbook.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Collaborative/Team	Assignments require teamwork to build on individual assignments and on-going team assignments.
Experiential	Guest speakers will discuss their own experience in starting businesses.
Activity	Students will create business organization models for start-ups.
Supplemental/External Activity	Students will be required to research ideas, opportunities, competitors, operating models outside of class.
Participation	Students will develop and complete presentations and and hiring interviews.
Lecture	Minimal lecture will occur. This will be used just for key information dissemination.
Individualized Study	Students will be testing and researching the validity of business ideas, hiring strategies, operating models, and business models.
Discussion	Class discussion will be used extensively to ensure understanding of the material.
Other (Specify)	Case Studies

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Written homework	Written ideas and opportunities will be required in order to complete other assignments.	Out of Class Only
Self-paced testing, Student preparation	Students must read texts, articles, journals and must watch videos and prepare key learnings prior to class.	Out of Class Only
Student participation/contribution	The majority of class will be discussion and group exercises.	In and Out of Class
Self/peer assessment and portfolio evaluation	Groups will be tasked to review other students' ideas and preparation, and comment on that work.	In and Out of Class
Computational/problem-solving evaluations	Students will be evaluating the validity and appropriateness of HR practices.	In and Out of Class
Group activity participation/observation	Groups will brainstorm, develop ideas, critique ideas, demonstrate understanding of course theory and practices.	In and Out of Class
Presentations/student demonstration observations	Students will prepare and execute mock interviews and personnel exercises.	In Class Only
Portfolios	Students will be demonstrating application of course material by developing a HR handbook for their small business.	In and Out of Class

Assignments
Other In-class Assignments

1. Various individual and group exercises on using real-world business start-up HR issues.
2. Various student presentations demonstrating the ability to succeed in defining and executing HR needs for their small business.
3. Various group exercises and projects management issues, personnel issues, advisor interactions, other HR functions.

Other Out-of-class Assignments

1. Students will read course materials pertaining to distribution of ownership among team members and prepare for classroom discussion.
2. Students will prepare an employee handbook.

Grade Methods

Letter Grade Only

MIS Course Data
CIP Code

52.0201 - Business Administration and Management, General.

TOP Code

050100 - Business and Commerce, General

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Stand-alone

Transfer Status

Not transferable

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded**Attach relevant documents (example: Advisory Committee or Department Minutes)**

Curriculum Alignment Advisory 3-8-19.docx

Entrepreneurship_Jan2019.pdf

Approvals**Curriculum Committee Approval Date**

11/05/2019

Academic Senate Approval Date

11/14/2019

Board of Trustees Approval Date

12/19/2019

Chancellor's Office Approval Date

1/13/2020

Course Control Number

CCC000611826