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### BADM 445.01: Small Business Management & Strategic Planning

Jack W. Reece

*University of Montana - Missoula*

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**FALL 2002**  
**SMALL BUSINESS MANAGEMENT & STRATEGIC PLANNING**  
**BADM 445**

Meetings: First Two Weeks in Assigned Classroom & Time  
8:10 – 9:30 AM GBB 222  
Thereafter Weekly Room 329 GBB  
As Scheduled in Class

**SYLLABUS**

<b>Week</b>	<b>Week Of</b>	<b>Description</b>
1	9/1	Introduction
2	9/8	
3	9/15	Begin Team Meetings
4	9/21	
5	9/29	
6	10/6	
7	10/13	Hand in 7 <sup>th</sup> Week Reports
8	10/20	
9	10/27	
10	11/3	Hand in Complete Outline by Noon November 7
11	11/10	
12	11/17	
13	11/24	Completed Draft Due*
14	12/1	
15	12/8	Finished Manuscript Due
16	12/15	

\*Draft may be missing one or two Sections if in process of completion. These sections should be sketched in to indicate content and structure intended.

## NOTES:

- 1- Following two weeks of formal class meetings the teams will have been assigned and matched with clients. Thereafter meetings will be held weekly with the Instructor.
- 2- The 7<sup>th</sup> week report is a 1-1 ½ page double spaced (12 font) report by each student covering the project, how you expect to proceed and how the text relates to the project. It is graded in four categories: Grammar, Spelling and Syntax; Organization and Completeness; Textual Reference and Integration; and Professionalism (overall tone and approach) This report and the degree to which you practice professionalism, are individual efforts however, the majority of the project is a *team* effort.
- 3- The text (Larson's *The Montana Entrepreneur's Guide*-any edition) is to be read/reviewed by each student independently to understand content and organization for future reference in the course. Initial reading should take approximately two hours of your time.
- 4- Email the instructor with your email address and phone number or other contact information.
- 5- Heavy emphasis is placed on the concept and practice of *professionalism* in this course. The course is conducted with a real business project and, after the first two weeks, in an atmosphere approximating that in which you will be expected to perform after graduation. You will be judged according to how you meet your responsibilities and commitments under these conditions.
- 6- The first two weeks of the course cover vital material on which your performance depends. Notes are suggested and if you miss any of the four sessions you should obtain them from someone who is present.

## GRADING

Grades are a composite of

15% 7<sup>th</sup> Week Report

50% Client Report

35% Professionalism

Peer evaluations are *optional* and treated as confidential. They may be submitted by individuals at any time in the semester.

## CONTACT

[Jack.reece@business.umt.edu](mailto:Jack.reece@business.umt.edu)

Room 329 GBB Ext 6523

Bigfork 406/837-5869