

2017

Graduate Curricula and Assessment Committee : Documents reviewed AY 2016-17

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Graduate Curriculum Approval Form: New or Changed Concentration

Name of Program: Master of Accountancy (MAcc)
Program CIP or X code: 52.301
Name of Concentration: Data Analytics
Proposed Effective Term: Fall 2017
Faculty Contact: Grover Kearns or POA Director
Email: poa@usfsp.edu
College: Kate Tiedemann College of Business
Dept and Mail Code: KTCOB, POA, 319e

New or Changed Concentration

1. For Review by the USFSP Graduate Council, please complete and submit the following:

- the Graduate Curriculum Approval form (this form)
- New Concentration proposals require:
 - i. a 250-word abstract that briefly explains why the concentration is needed and what the primary goals are. Include
 - ii. the name of the program (major) that will offer it,
 - iii. the requirements,
 - iv. total hours,
 - v. Budget Acct number,
 - vi. Proposed Catalog Copy
- Changed or Terminated Concentration proposals require:
 - i. what the requirements were,
 - ii. what has been changed, and
 - iii. why it is needed
 - iv. the Catalog Copy showing the changes that will be needed if the proposal is approved

2. Complete the form and required information and forward through your internal College Procedures. Once approved by the College submit 1 hard copy and 1 electronic copy of the packet to the Office of Graduate Studies, FTF100 and knudsen@mail.usf.edu. Questions, contact Donna Knudsen at the email listed above or by phone at (727) 873-4450.

3.

APPROVALS	Name	Signature	Action	Date
Dept. Chair, if applicable	Grover Kearns		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments attached	
College Committee Chair	Sharon Segrest		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments attached	
College Dean/ Associate Dean	Sri Sundaram		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments attached	
Concurrence*	Dept: Chair:		<input type="checkbox"/> Not Applicable <input type="checkbox"/> Concur <input type="checkbox"/> Doesn't Concur <input type="checkbox"/> Comments attached	
USF SP Grad Council	Chair or designee		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Tabled <input type="checkbox"/> Comments	
Graduate Studies	Vice Chancellor for Academic Affairs		<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	

USFSP Program of Accountancy
Master of Accountancy with Data Analytics

The demand for data analytic skills by accounting firms is growing yet few students have the requisite education or experience to fill this need. This concentration provides the student with a foundation in data analytics plus the 36 requisite hours for CPA licensure in the state of Florida assuming 24 upper-division hours in the undergraduate accounting degree. The course requirements are shown over three semesters beginning in the summer term. However, the progression can begin at any time and students can attend part-time to complete the degree. Courses do not have to be taken in sequence but may not be available each semester.

COURSE REQUIREMENTS

The following assumes entry during the summer semester. Other ACG or ISM courses associated with data analytics may be used as alternatives with consent of POA director.

Summer Term (6 credit hours)

TAX 5015	Federal Taxation of Business Entities AND
ACG 6496	Computer Forensics and Data Analytics OR
ISM 6136	Project Management OR
ISM 6137	Statistical Data Mining (Tampa Online) OR
ISM 6208	Data Warehousing (Tampa Online)

Fall Term (12 credit hours)

ISM 6217	ERP Systems Analysis
ISM 6930	Predictive Analytics
ISM 6930	Data Visualization
ACG 6936	Accounting Research

Spring Term (12 credit hours)

ACG 6936	Seminar in Accounting
ACG 6686	Fraud Examination
ISM 6930	Fundamentals of Data Management and Analysis

Proposed New Concentration

Master of Accountancy with Data Analytics

Using existing courses we propose a data analytics concentration to the Master of Accountancy (MAcc).

Data Analytics is a fast-growing concentration in the accounting discipline. Firms are seeking accounting students with data analytic education. Auditing now requires skills such as predictive and data analytics to analyze data in full data sets where samples were used in the past. Understanding database theory, data warehouses, big data, and statistical data mining is important to continuous auditing. Data visualization helps accountants to create word maps, infographics and interactive images. AACSB Standard 7 calls for inclusion of data analytics throughout the accounting program. The Program of Accountancy Advisory Board, at a February meeting, agreed that these skills are needed and that a concentration at the master level would be valued in the marketplace. KPMG has sponsored a program for 50 interns to take a program in data analytics to train them for full-time positions. The AICPA is issuing a *Data Analytic Audit Guide* to assist auditors in advanced audit techniques that require data analytic knowledge. An article in the *Journal of Accountancy*, The Next Frontier in Data Analytics (Tschakert et al., August, 2016) explains the importance of data analytics to the accounting profession.

Our proposed concentration is comprised of existing courses from accounting and information systems. The ISM courses do not have prerequisites and would be available to our MAcc majors.

NEW RESOURCES: None required.

NEW COURSES: None. All courses are currently offered. Some ISM courses are using the common number of 6930 but a unique number will be assigned.

GRADUATE CATALOG DESCRIPTION: The attached is what should appear in the catalog and on the POA web page.

12/12/2005

ACG 5205	Advanced Accounting OR
ACG 5505	Governmental & NFP Accounting

that focus on learning experiences as well as resulting questions. In other words, where lecture classes emphasize the absorption of information through listening to a professor's lecture, knowledge in a seminar is gained by reading and discussing. Since that means that the success of a seminar depends on the willingness of each seminar member to not only prepare for class but to also *engage* with the other members of the seminar, it is imperative that students read the assigned materials before coming to class and are willing to participate in meaningful discussions of the assigned readings.

All students are expected to read the respective required assignments before coming to class.

COURSE OBJECTIVES:

Skills developed in the course will enable students to act as effective leaders of change brought about through new ventures or through existing for-profit, non-profit, and government institutions.

After having successfully completed *Sustainable Entrepreneurship*, students should be able to:

Identify and explain the three pillars of sustainability (i.e., economic, environmental, and social sustainability);

Identify and evaluate sustainable enterprise, sustainable innovation, and entrepreneurial leadership;

Synthesize knowledge gained from community members and practitioners to identify areas of need and opportunities for sustainable entrepreneurial contribution and existing sustainable successful models;

Develop diagnostic, planning, and evaluation skills as sustainable entrepreneurs and public leaders to address important social and environmental problems;

Increase their ability to inspire others to support their work through persuasive communication and presentation;

Create a comprehensive business plan for exercising entrepreneurial leadership at a sustainable enterprise.

REQUIRED READING MATERIALS:

NOTE: Reading list will periodically be updated to assure current and relevant course coverage.

1. Hargadon, Andrew, *Sustainable Innovation: Build Your Company's Capacity to Change the World*. 2015. Stanford Business Books. ISBN 978-0-8047-9502-9. (\$35.00 on amazon.com)
2. Sharma, Sanjay, *Competing for a Sustainable World: Building Capacity for Sustainable Innovation*. 2014. Greenleaf Publishing. ISBN 978-1-78353-122-6 (\$40.00 on amazon.com)
3. Selected readings, made available through Nelson Poynter Library or online sources, can be downloaded from the respective Modules in CANVAS or purchased at Harvard Business Publishing.



KATE TIEDEMANN
COLLEGE OF BUSINESS

**Sustainable Entrepreneurship—ENT XXXX
Syllabus—Fall 2017**

Instructor:	Dr. Karin Braunsberger	Office Hours:	
Office:	LPH314E	Mondays:	4.45pm to 5.45pm
Office Phone:	727-873-4082	Wednesdays:	4.45pm to 5.45pm
Instructor's Homepage:	http://www.usfsp.edu/ktcob/portfolio-item/karin-braunsberger/		or by appointment
Fax:	727-873-4571		
Email:	braunsbe@mail.usf.edu		
Classroom:	TBA		
Class Time:	Wednesdays from 6:00pm – 8.45pm		

[1] COURSE SPECIFIC SECTION

COURSE PREREQUISITE: none

COURSE DESCRIPTION:

Sustainability is the ability to maintain an identified behavior indefinitely. Whenever we apply this definition to an economy or a business venture, we are concerned with the *three pillars of sustainability*, namely social, environmental, and economic sustainability (aka *people, planet, profits*). These three pillars (i.e., components) tend to overlap and interact.

This course will focus on how to design, grow, and lead sustainable enterprises. Students will learn that economic sustainability is integrally linked to the environmental and social outcomes a business venture achieves. This course is designed to help students recognize that although good financial performance might mean that an organization succeeds in the short-term, it does not necessarily lead to a long-term economic future, nor does it assure positive environmental or social outcomes. Neglecting environmental and social issues has been shown to translate into barriers to long-term survival at both the micro or macro level. Consequently, companies that can successfully manage environmental and social components will also help make themselves economically sustainable.

This course will explore this emerging field through discussions, lectures, videos, guest speakers, and student presentations. Student teams first learn about sustainable entrepreneurship and then formulate and develop their idea for a sustainable enterprise (i.e., an enterprise that creates economic growth, addresses environmental imperatives, and improves social well-being) through a business plan.

NOTE: This course is taught as a seminar. The term “seminar” describes small, focused classes that closely study a topic or series of related topics. Whereas lecture classes generally emphasize “coverage” through lectures accompanied by some reading, seminars place importance on intense reading of articles and books as well as research into primary sources which is then followed by group discussions

DETERMINATION OF FINAL GRADE:

Evaluation Component	Points
Final course grades will be based upon the following:	
<i>Individual Work:</i>	
Ideas for Sustainable Venture	50
Quizzes, Exercises, and Article Discussions	330
Hourly Service Log	10
Citizen Scholar Survey	10
<i>Total Individual Work</i>	400
<i>Group Work:</i>	
Concept Test 1—Customers	75
Concept Test 2—Industry Experts	75
Sustainable Enterprise Business Plan	400
Weekly Team Update Presentations (5 points each)	50
<i>Total Group Work</i>	600
Total	1000

DETERMINATION OF FINAL GRADE:

Course achievement will be recorded to your academic record based on the following grading system:

Points	Grade*		GPA
970-1000	A+		4.00
940-969	A	Excellent performance	4.00
900-939	A-		3.67
870-899	B+		3.33
840-869	B	Good performance	3.00
800-839	B-		2.67
770-799	C+		2.33
740-769	C	Average performance	2.00
700-739	C-		1.67
670-699	D+		1.33
640-669	D	Poor performance	1.00
600-639	D-		0.67
<600	F	Failure	0.00

**No extra points will be awarded in calculating student's final grade. Final grades are not negotiable.*

COURSE DELIVERABLES:

Note: Late assignments will not be accepted and result in a score of zero. This policy is not negotiable.

A. INDIVIDUAL ACTIVITIES:***Ideas for Sustainable New Venture***

Each student has to develop an idea for a sustainable new business venture. For this assignment, you will describe a real-world problem, a list of current solutions individuals use to deal with this problem, and what you envision as a better solution. ***Make sure that you diligently research current solutions for***

the problem and also make sure that your solutions are new and unique in a way that is important to your identified customers (i.e., do NOT suggest "me too" products that are already widely available). Be creative and have fun with this. You can offer multiple solutions for the problem.

For the problem-solution pairing your paper should: (a) clearly state the problem you are addressing, (b) ***research and describe current solutions in detail*** and explain what is "wrong" with these solutions, (c) specify your vision of a better solution, and (d) close with a cogent argument about why a particular group of users will see your new solution as the superior one.

Students have to introduce their ideas to the class. Small teams will be formed around these ideas, and teams will work on the business planning process for their chosen idea throughout the semester. Students who are not able to form a team around their ideas must join another team, but have the option to work on their own business ideas as well.

The written assignment (12 CPI Times Roman, single spaced, 1-inch margins, and approximately 1-2 pages in length, not counting the cover page and references) has to be submitted via CANVAS. Late assignments will not be accepted and result in a score of zero. More detailed instructions will be provided at a later point.

Quizzes

Whenever students do not seem to be adequately prepared for class, unannounced pop quizzes will be given. In such instances, quizzes will consist of 5 multiple questions and are worth 10 points each (2 points per question). No make-up quizzes will be allowed.

In-class Exercises and Article Analyses

Students will on the assigned material during class time. You have to be in class and work on the assignment to get credit. No make-up assignments will be allowed.

To be completed for the Bishop Center for Ethical Leadership and Civic Engagement: Hourly Service Log and Citizen Scholar Survey

Students are required to keep a log tracking the number of hours they participate in community service, including both planning for and reflection on this service as well as their direct service hours. Students are also required to complete a Citizen Scholar Course Survey by the last day of class.

GROUP ACTIVITIES:

Notes about Group Work

How team-work skills will be evaluated: To "persuade" each group member to participate in each of the projects, peer evaluations will be considered when giving individual grades. For this purpose, each student is expected to grade each of his or her group members for each of the projects, and submit the evaluation form to CANVAS on the day each project is due. For peer evaluations to count, you will have to submit them on the day the group assignment is due. No exceptions!

Even though the peer evaluations are confidential (meaning that I will not disclose who downgraded whom), you need to be aware that group members who have been downgraded will know that they have been downgraded as soon as grades are posted on CANVAS.

Concept Test 1—Customers

Each team has to develop a written description (i.e., concept) of its chosen sustainable new venture, then develop a concept test that is completed by a minimum of **20 potential customers**, analyze the data, and report the outcome in a short report (12 CPI Times Roman, single spaced, 1-inch margins, and approximately 3-4 pages in length, not counting the cover page and references). Detailed instructions

for this project will be posted to CANVAS. Make sure to have the concept test approved by your instructor BEFORE you ask potential customers to complete it.

Concept Test 2—Industry Experts

Each team has to develop a written description (i.e., concept) of its chosen sustainable new venture, then develop a concept test that that is completed by a minimum of 5 industry experts, analyze the data, and report the outcome in a short report (12 CPI Times Roman, single spaced, 1-inch margins, and approximately 2-3 pages in length, not counting the cover page and references). Detailed instructions for this project will be posted to CANVAS. Make sure to have the concept test approved by your instructor BEFORE you ask industry experts to complete it.

Sustainable Enterprise Business Plan

The central theme for this class is the Sustainable Enterprise Business Plan. Over the course of the semester student teams will work to develop a compelling plan that demonstrates how the sustainable new venture will create profits while helping the community and natural environment in which the venture will operate.

Written Report and Presentation: The Sustainable Enterprise Business Plan is due at the end of the semester. The format for the plan will be posted on CANVAS. In addition to quality of content, I will consider grammar, spelling, and neatness in evaluating the written report. The written project should be typed (using a word processing package), spacing should be 1.5 lines, 12 CPI Times Roman, 1-inch margins, and approximately 20 to 22 pages in length (excluding cover page, table of contents, exhibits, appendices and references). At the end of the semester, student teams will submit electronic files of the final report, their presentation, and their PowerPoint slides via CANVAS.

Weekly Team Update Presentation

At the beginning of (almost) every class, each team will have 3 minutes to present the current state of its sustainable enterprise. This check-in will give your fellow classmates and the instructor a grounding perspective on where your team is headed, and will also give your team the ability to reflect upon the core of your past week's activity and how it impacts your next steps forward. Your presentations should be verbal only (no Power Point presentations) and given by one (1) member of your team (this should rotate each week). You should consistently begin your check-in with an updated elevator pitch (30 seconds), and detail any significant changes, interactions with your community partner (if applicable) and/or members of the community you aim to serve, or challenges that have arisen, in addition to a brief overview of what is to come in the next week. To receive a grade for this assignment, a team member has to be in class during his/her group update.

		Web Info: Sustainable Entrepreneurship Award, Three Environmental Problems Entrepreneurs Can Help Solve
		Review a Sustainable Enterprise:
4	Sep 13	DUE: Sustainable New Venture Idea (submit to CANVAS by 6:00pm)
		Topic 4: Developing a Holistic View of the Triple Bottom Line
		Topic 5: Contemporary Issues in Sustainable Enterprise
		Web Info: Small Business Administration—Do Your Market Research; Qualtrix on Concept Tests
		Review a Sustainable Enterprise
5	Sep 20	Topic 6: Conducting Marketing Research for the Sustainable Enterprise
		Web Info: Ceres—Mobilizing Business Leadership for a Sustainable World;
		Review a Sustainable Enterprise
		Weekly Team Update
6	Sep 27	Topic 7: Creating a Business Plan for the Sustainable Enterprise
		Topic 8: Contemporary Issues in Sustainable Enterprise
		Web Info
		Review a Sustainable Enterprise
		Weekly Team Update
7	Oct 04	Topic 9: Incorporating the Sustainable Enterprise
		Topic 10: Contemporary Issues in Sustainable Enterprise
		Web Info: B-Corporations; Social Purpose and Benefit Corporations in Florida;
		Benefit Corporations
		Review a Sustainable Enterprise
		Weekly Team Update
8	Oct 11	DUE: Concept Test 1—Customers (submit to CANVAS by 6:00pm)
		Topic 11: Marketing for Sustainable Enterprise
		Web Info
		Review a Sustainable Enterprise
		Weekly Team Update
9	Oct 18	Topic 11: Marketing for Sustainable Enterprise—continued
		Web Info
		Review a Sustainable Enterprise
		Weekly Team Update

10	Oct 25	DUE: Concept Test 2—Industry Experts (submit to CANVAS by 6:00pm) Topic 12: Social Media for Sustainable Enterprise Video: Social Media Revolution 2016 ; Social and Digital Media Revolution 2016 Web Info: Who Rules Social Media? ; CraigConnects Review a Sustainable Enterprise: Skoll Entrepreneurs ; Ecofiltro Weekly Team Update
11	Nov 01	Topic 13: Contemporary Issues in Sustainable Enterprise Web Info Review a Sustainable Enterprise: Water for People ; Weekly Team Update
12	Nov 08	Topic 14: Sustainable Revenue Models and Financial Statements Web Info on how to find \$\$\$\$\$: Grant Space ; RSF—Social Finance ; Children’s Board Hillsborough County ; US EPA WasteWise ; crowdfunder ; Green and Social Venture Capital ; Social Venture Funds ; HBR Blog on Social Impact Investing ; Cause Capitalism ; Echoing Green ; Social Innovation Fund ; SE Toolbelt ; GOOD Maker ; SBA.gov Focus on Military Veterans who want to start their own business ; City of St. Pete—Incentives Wizard ; indiegogo ; CrowdRise ; SVN Innovation Rewards ; Demonstrating Value: Tools and Resources ; Giving Challenge Review a Sustainable Enterprise Weekly Team Update
13	Nov 15	Topic 15: Measuring Impact Topic 16: Contemporary Issues in Sustainable Enterprise Web Info: NobleHour ; Social Value UK Review a Sustainable Enterprise Weekly Team Update
14	Nov 22	Workshop Weekly Team Update
15	Nov 29	Presentation of the Sustainable Enterprise Business Plan
16	flexible	(Online) Meeting with instructor to discuss team’s Sustainable Business Plan
Please Note: Last day to drop with a “W” is October 28th, 2017 (no refund and no academic penalty). I reserve the right to make changes to the syllabus as necessary. Remember, it is your responsibility to keep up with any announced changes.		

BUSINESS PROGRAM LEARNING GOALS (SKILL(S) AND PERSPECTIVES ADDRESSED IN THIS COURSE:

Written and Oral Communication	Information Technology Skills	Innovation and Critical Thinking	Ethics and Sustainability	Global and Multicultural Competence
5 (a)	5 (b)	5 (c)	5 (d)	5 (e)

- (a) Students will improve their oral communication skills through required in-class discussions and the final presentation. Students will enhance their written communication skills through the development of the sustainable business plan.
- (b) Students will work on their information technology skills when using library data basis to conduct secondary research for their new business venture and when using survey software to collect primary data.
- (c) Students will develop and refine their innovation and critical thinking skills throughout the semester as they are required to conceive of a new sustainable business venture and evaluate its feasibility.
- (d) Ethical decision-making and sustainable business development will be highlighted throughout the semester.
- (e) Opportunities for global entrepreneurship and multicultural competence will be discussed throughout the semester.

Definition of Ranking: 1 signifies light treatment and 5 denotes the highest degree of integration

COURSE POLICIES:

Course Philosophy:

My philosophy is that you have to apply yourself to learn the materials covered in any of your classes. There is normally a very strong correlation between amount of diligent effort put forth and successful learning outcomes. To aid this process, students are expected to be prepared for class (that also means that you are expected to come to class) and intelligently participate in discussions.

Civility in the Classroom:

Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. Students are also expected to behave in a mature and professional manner at all times. Further, all pagers, cellular phones, electronic games, radios, tape/CD players or other devices that generate sound **must be turned off** when you enter the classroom. Please be considerate of your fellow classmates.

Methods of Instruction:

Discussions and article summaries, lectures, videos, participation, in-class exercises, quizzes, guest speakers, and projects.

Quality of Work:

1. All outside assignments/exercises must be typed.
2. Spelling and grammatical errors are unacceptable. If your errors get out of hand, your work **WILL BE DOWNGRADED**.
3. All assignments will **ONLY BE ACCEPTED ON THE DAY THEY ARE DUE. NO EXCEPTIONS!!! So, please DO NOT ASK for one.** Further, you have to be **IN CLASS** on the **DUE DATE** to receive credit.
4. All work should look professional. This is a business class with a focus on marketing, appearances are important in the selling process (i.e., you are trying to sell your vision to potential investors, volunteers, politicians, etc.).

Attendance Policy:

Regular and punctual attendance is expected and mandatory at all times. * In case of absence it is your responsibility to get notes, assignments, etc., from another member of the class. Absence is not a legitimate reason for being unaware of announced changes in class activities and dates for assignments.

*Although students are expected to be in class and remain in class throughout a whole class period (i.e., leaving during break is unacceptable and counts as a missed class), I realize that "life happens."



Therefore each student is allowed one undocumented absence throughout the semester. If the student wants to be allowed to make up for in-class discussions/workshops and/or other assignments missed during this one allowable, undocumented absence **it is up to the student to contact the instructor by email** and request instructions on how to complete the discussions/assignments.

*One additional absence during the semester is allowed only if one of the following is presented to the instructor together with a request for instructions on how to complete the discussions/assignments:

1. **Signed** memo from a physician stating the dates you are to be excused from class.
2. **Signed** memo on department letterhead from a USF staff member stating the dates you are to be excused from class.
3. **Signed** memo/letter of a potential employer stating the date and time during which you have been invited for an employment interview.
4. **Signed** memo/letter of a university stating the date and time during which you have been invited for an admittance interview to its graduate program.
5. **Dated** copy of a conference program and proof that you have been invited to participate in a competition or to present your research/project, as well as documentation that you have traveled to the event.
6. **Dated** copy of a funeral program or death certificate for a relative. Obituaries are also acceptable if your name is listed in the obituary as a survivor; otherwise obituaries are **not acceptable**.
7. **Dated** copy of a police report in the case of an automobile accident or other police matter.
8. **Dated** copy of a court summons.

Students will not be allowed to make up for any additional missed classes. Be aware that individual grades assigned for in-class discussions/workshops, in-class quizzes, and team updates comprise a significant part of your final grade.

Office Hours:

Office hours are designated for students who come to class on a regular basis and have questions about the course material and/or need help with assignments.

[2] UNIVERSITY POLICY

HONOR SYSTEM:

Under the USF Honor System, each student is expected to observe complete honesty in all academic matters. Violation of the Honor System will be referred to the Honor Council.

Note: The following are violations of the Honor Code: Copying another student's homework, signing another student's name on the attendance roster, copying another group's disk or written work, using another student's computer disk to print out your assignment, copying another student's file onto your disk, and misrepresenting a reason for a missed assignment/quiz/exam. Punishment for academic dishonesty may result in an automatic "F" or "FF" in the course or action that may result in suspension or expulsion. Visit the following sites for more detailed information: <http://www.usfsp.edu/dos/sc/student-code-of-conduct/>; <http://www.usfsp.edu/catalog-grad/student-conduct.htm>; <http://www.usfsp.edu/catalog-grad/academic-integrity-of-students.htm>.

STUDENTS WITH DISABILITIES:

Please notify your instructor by the second class meeting if you have a learning disability or require special assistance with this course. Confidential personal and learning assistance counseling are made available to students through the Division of Student Affairs. Contact R. Barry McDowell, St. Petersburg Campus: Student Life Center (SLC 1203) (727) 873-4990, (mcdowell@usfsp.edu) for more information. Students who need extended time on exams need to inform the Disabilities Office at least seven (7)

COLLEGE OF BUSINESS

SUPPORTING CRIME VICTIMS AND VIOLENCE AGAINST WOMEN ACT (VAWA): If you are the victim of a crime, USFSP is ready to assist you in the manner that you determine is best for you. Please know that, as a USFSP employee, I am obligated by Federal law to immediately report any incidents of sexual assault, dating and domestic violence, and stalking relayed to me – including the victim's name – to the USFSP Police Department and/or the USFSP Dean of Students. If you desire confidentiality, there are campus and community resources listed below that will respect that decision.

CELL PHONES/PAGERS: If you bring a cell phone, pager or any other communication device to class, please be sure to turn it off and do not use it in the classroom. These devices are not to be used during an exam.

S/U GRADES: This course CANNOT be taken on an S/U basis.

All scheduled classes will be held in an alternate room in the case of a bomb scare, fire alarm or other disruption. Students will gather outside of the classroom building at a designated area in the parking lot so that an alternative room may be announced.

BOMB THREAT OR OTHER DISRUPTION:

In the event of an emergency, it may be necessary for USFSP to suspend normal operations. During this time, USFSP may opt to continue delivery of instruction through methods that include but are not limited to: CANVAS, Illuminate, Skype, and email messaging and/or an alternate schedule. It is the responsibility of the student to monitor the CANVAS site for each class for course specific communication, and the main USFSP, College, and department websites, emails, and Mobil messages for important general information.

EMERGENCY PREPAREDNESS:

No "W" grades can be obtained after the official drop or withdrawal date (October 29th, 2016). All students enrolled as of October 29th, 2016, will receive the letter grade they have earned by the end of the semester.

WITHDRAWAL:

An "I" grade may be given to a graduate student only when a small portion of the student's work (normally 30% or less) is incomplete due to circumstances beyond the control of the student and only when a student is otherwise earning a passing grade. "I" grades are to be used only in emergency situations and cannot be used as a means of avoiding a poor grade. Normally these are only for medical emergencies and require a signed letter from a medical professional that the student was prevented from attending class. The student must petition the professor before the week of final exams for a grade of "I" to be given.

INCOMPLETE GRADES:

Students who wish to audiotape lectures can do so with direct permission from the professor, but tapes and lectures may not be sold. No videos or photos can be taken in the classroom!

COPYRIGHTS:

Students who anticipate the necessity of being absent from class due to the observance of a major religious holiday must provide notice of the date(s) to the instructor, in writing, by the second class meeting.

RELIGIOUS OBSERVANCE:

school days (Monday-Friday) in advance of the scheduled exam, so that the Disabilities Office has adequate time to inform me.

Confidential Resources	Non-Confidential Resources
USFSP Victim Advocacy Services Available: 24hrs/7days Tel: 727-698-2079	USFSP Police Department Tel: 727-873-4140
USFSP Wellness Center (SLC 2000) M/T/W/F: 8am – 5pm Thurs: 9:30am – 5pm Tel: 727-873-4422	Dean of Students & Director of Residence Life & Housing: Dr. Jacob Diaz RHO 100 Tel: 727-873-4823 deanofstudents@usfsp.edu
Rape Crisis Center of Pinellas County Tel: 727-530-7273 PEMHS: 727-541-4628	Pinellas County Sheriff Tel: 727-582-6200 or 911
	St. Petersburg Police Department Tel: 727-893-7780 or 911

If you are not sure what to do, you are strongly encouraged to contact the USFSP Victim Advocate to confidentially explore your options including: Injunctions and Protective Orders on campus; Changes in Accommodations, Living Arrangements, Class Schedules, and Transportation; Assistance with Academic Issues – missed classes, late assignments, etc.

Proposal: USFSP Certificate Program in Sustainable Entrepreneurship

Track 3—Sustainable Entrepreneurship/Sustainable Energy

Need to take all three courses

SUBJECT COURSE #	TITLE	CR	REQUIRE D	ELECTIVE	Available Online	Offered in Fall (F), Spring (S), Summer (Su)	Host Institution / College
ENT6930	Sustainable Entrepreneurship	3	yes		yes	S, F	USFSP/KTCOB
IDS6208	Renewable Power Portfolio	3	yes		yes	S	PCGS
IDS6907	Renewable Transportation Fuels	3	yes		yes	F	PCGS

Track 4—Sustainable Entrepreneurship/Sustainable Tourism

Need to take ENT6930—Sustainable Entrepreneurship

Need to take one of the following two: IDS6237 Ecotourism and Sustainable Tourism Management; IDS6236 Sustainable Tourism

Development: Principles and Practices

Select one of the remaining two courses

SUBJECT COURSE #	TITLE	CR	REQUIRE D	ELECTIVE	Available Online	Offered in Fall (F), Spring (S), Summer (Su)	Host Institution / College
ENT6930	Sustainable Entrepreneurship	3	yes		yes	F, S	USFSP/KTCOB
IDS6237	Ecotourism and Sustainable Tourism Management	3	see above	see above	yes	S	PCGS
IDS6236	Sustainable Tourism Development: Principles and Practices	3	see above	see above	yes	F	PCGS
IDS6938	Climate Change Adaptation and Mitigation	3	no	yes	yes	F, S	PCGS

Proposal: USFSP Certificate Program in Sustainable Entrepreneurship

Track 1—Sustainable Entrepreneurship/The Sustainable Enterprise
Need to take ENT6930—Sustainable Entrepreneurship, and select two of the elective courses

SUBJECT COURSE #	TITLE	CR	REQUIRE D	ELECTIVE	Available Online	Offered in Fall (F), Spring (S), Summer (Su)	Host Institution / College
ENT6930	Sustainable Entrepreneurship	3	yes		yes	F, S	USFSP/KTCOB
ENT6508	Social Entrepreneurship in Emerging Markets	3	no	yes	prep meetings are available on line; field trip requires travel to Guatemala	S	USFSP/KTCOB
MAN6766	Leadership & Corporate Accountability	3	no	yes	yes	F, S, SU	USFSP/KTCOB
MAN6068	Social Issues in Management	3	no	yes	no	S	USFSP/KTCOB
IDS6235	Economics and Finance for Sustainability	3	no	yes	yes	F, S	Patel College for Global Sustainability (PCGS)

Track 2—Sustainable Entrepreneurship/Climate Change and Sustainability
Need to take all three courses

SUBJECT COURSE #	TITLE	CR	REQUIRE D	ELECTIVE	Available Online	Offered in Fall (F), Spring (S), Summer (Su)	Host Institution / College
ENT6930	Sustainable Entrepreneurship	3	yes		yes	F, S	USFSP/KTCOB
IDS6938	Climate Change Adaptation and Mitigation	3	yes		yes	F, S	PCGS
IDS6208	Renewable Power Portfolio	3	yes		yes	S	PCGS

Proposal: USFSP Certificate Program in Sustainable Entrepreneurship

Track 5—Sustainable Entrepreneurship/Water Quality							
Need to take ENT6930—Sustainable Entrepreneurship and select two of the elective courses							
SUBJECT COURSE #	TITLE	CR	REQUIRE D	ELECTIVE	Available Online	Offered in Fall (F), Spring (S), Summer (Su)	Host Institution / College
ENT6930	Sustainable Entrepreneurship	3	yes		yes	F, S	USFSP/KTCOB
GEO6286	Advances in Water Resources	3	no	yes	Hybrid with four field meetings on Saturdays in different parts of Florida	Every other S, beginning S 2018	USFSP/CAS
EVR6876	Wetlands, People and Public Policy	3	no	yes	no (currently only in-class, but as hybrid starting in Fall 2019)	Every other F, beginning Fall 2017	USFSP/CAS
EVR6216	Water Quality Policy and Management	3	no	yes	no (currently only in class, but maybe offered as hybrid starting Fall 2018)	Every other F, beginning F 2018	USFSP/CAS
EVR6934	Florida Springs	3	no	yes	no (currently only in class, but maybe offered as hybrid starting Summer 2018)	Su	USFSP/CAS
IDS6938	Water Resources Planning	3	no	yes	yes	S	PCGS



Graduate Certificate Proposal Form

Graduate Certificate Title Sustainable Entrepreneurship

Certificate Contact Person Karin Braunsberger Phone 3-4082 Email braunsbe@mail.usf.edu

College: BP Dept. _____ Mail Code LPH
314E

Admission Requirements:

Bachelor's Degree (required) Master's Degree GRE: _____ TOEFL: _____
 Other: See proposed catalog copy

Academic Requirements:

Total Credit Hours Required: 9
 I acknowledge that University policy allows a maximum of 12 certificate credits to apply to a graduate degree (please initial here)
 Implementation Date: Fall 2017
 Expected Enrollment: 20/year
 Time limits for completion: 3 years
 What programs (existing or proposed) is this Certificate linked to: USFSP MBA, Patel Institute, USFSP

Florida Studies

Attach the following Information:

- o List of required courses and faculty – (prefix number, title, credit hours, faculty member)
 Note: if any are to be offered in non-traditional format, (time, place, delivery, mechanism). Also specify whether any of these courses apply to any other graduate certificate.
- o Justification
- o Attach a brief justification – no more than 1 page
- o Proposed Catalog copy

Funding:

Start-up Cost: \$ _____ (request only; approval of Certificate Proposal does not guarantee funding)
 What additional resources (financial, faculty/staff, equipment, etc.), if any, will this Certificate need (attach separate page if necessary). _____

Marketing/Outreach:

Who is your target audience and how would we reach them? Current USFSP MBA, Patel Institute & Florida Studies Students as well as FL Residents seeking online program in Sustainable Entrepreneurship.

Submit the signed original and 8 copies of the complete packet to the USF St. Petersburg Office of Graduate Studies. For questions, contact Donna Knudsen at knudsen@stpt.usf.edu or 727-553-4450.

APPROVALS	Name	Signature	Action	Date
Dept. Chair (if applicable)			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments Attached	
Chair, College Curriculum Committee			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments Attached	
Chair, College Council			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments Attached	
College Dean/Associate Dean			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Comments Attached	
Concurrence*	Dept: Chair:		<input type="checkbox"/> Not Applicable <input type="checkbox"/> Concurs <input type="checkbox"/> Does Not Concur <input type="checkbox"/> Comments Attached	
Graduate Council Chair or Designee			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove <input type="checkbox"/> Tabled <input type="checkbox"/> Comments	
USF St. Petersburg Graduate Studies			<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	



MBA GMAT/GRE Waiver Request Guidelines

Read first before submitting waiver request

A valid GMAT or GRE score report is required to complete an admissions application to the MBA at USFSP's Kate Tiedemann College of Business. At the college's discretion, this requirement may be waived when deemed warranted by the admissions committee. When considering a waiver request, the admissions committee seeks evidence that a candidate's academic records and professional work experience demonstrate a high level of quantitative and analytical skill and ability necessary for academic success in the MBA program.

Multiple factors are considered in the review of a waiver request. Elements that are considered include academic (specifically quantitative) undergraduate coursework and grades, previous/current work experience, and professional certifications. **No GMAT/GRE waiver is automatic and an approved waiver request does not guarantee admission to the program.**

The GMAT/GRE exam may be waived for applicants who meet the following minimum criteria:

- *Hold an undergraduate degree from a regionally accredited institution; and*
- *Have earned an upper division undergraduate grade point average of 3.0 or better;*

Additionally, applicants must meet at least one of the following criteria:

- *Have a minimum 5 years of managerial experience (subject to verification); or*
- *Have earned another post graduate degree (e.g. Master's, J.D., M.D. PhD); or*
- *Hold an active professional license or certificate of significant merit (details of pre-approved licenses and certifications are in the attached waiver request form)*

***USF system business major bachelor's degree graduates with upper division GPAs of 3.75 or higher are eligible for a GMAT/GRE waiver even if not all criteria listed above is met.**

Applicants seeking a GMAT/GRE waiver should complete the attached Waiver Request Form and submit it with their online admissions application or directly to the USFSP Office of Graduate Studies at 140 7th Ave S, PNM 100 St. Petersburg, FL 33701. Alternatively, completed waiver requests may be scanned and emailed to applygrad@usfsp.edu. **IMPORTANT: Waiver Request Forms will only be considered if an active admissions application is already on file.**

- **Globalization and Growth**
- **International Management**
- **MAN 6766 Leadership and Corporate Accountability**
- **MAN 6244 Organizational Behavior**
- **ENT 6508 Social Entrepreneurship I**
- **ENG 6509 Social Entrepreneurship II (Prerequisite: Social Entrepreneurship I)**

Professional Experience

Applicants requesting a waiver of the GMAT/GRE requirement on the basis of professional experience are expected to have extensive work experience demonstrating upward mobility with a minimum of five (5) years in a management role. Such experience should include, but is not limited to staff and budget management. Please provide reference contact information for verification purposes.

1.) Please provide a detailed summary of your managerial experience. Please list by company/organization in chronological order.

2.) Please provide a detailed list of any major professional accomplishments.

3.) Please detail any budgetary responsibilities that you have.

4.) Please detail any projects or positions that you directly supervise.

FOR ADMISSIONS COMMITTEE USE ONLY:

Signature:

Date:

Approved/Denied



FOR ADMISSIONS COMMITTEE USE ONLY:

Signature:

Date:

Approved/Denied

APPROVALS

Position	Name	Signature	Date
Department Chair			
College Committee Chair			
College Dean or Assoc. Dean			
Graduate Council Chair			
Graduate Studies	Donna Knudsen		

Revised 09/14/2015

Graduate Certificate In Leadership Management

Certificate Admission Deadlines:

Fall:	July 1 for best consideration
Spring:	October 15 for best consideration
Minimum Total Hours:	9

Program Level: Graduate Certificate

Contact Information

Director: Mr. Eric Douthirt
douthirt@usfsp.edu
727-873-4MBA

Program Information:

The graduate certificate program in Leadership Management offers experience in business applications for students who do not wish to be formally admitted into the MBA program or who are in other graduate degree programs but seek the benefits that such business applications offer. In order to be admitted to this certificate program, students not currently enrolled in a USF St. Petersburg graduate program must have a minimum GPA of 3.0 in their last 60 semester credit hours from an accredited college or university. Students currently enrolled in other graduate programs at USF St. Petersburg are automatically eligible for the certificate program upon the approval of their graduate advisor.

Admission Information

Must meet University requirements (see section of this catalog entitled *Graduate Admissions*) as well as requirements listed below.

Program Admission Requirements

A baccalaureate degree from a regionally accredited institution.

Minimum cumulative GPA of 3.0 or better on all work while working toward completion of a baccalaureate degree or a 3.0 on all course work while registered as an upper-division (upper 60 hours) as a baccalaureate student.

Successful completion of the MBA Management Essentials online course.

Certificate Program Requirements

An overall GPA of at least 3.00 in the 3 courses

A minimum grade of C+ or better in each course

Completion of the program within three years of initial semester of enrollment

Certificate students may transfer a maximum of two certificate courses into the MBA program, with the condition that the student has earned a minimum grade of B in both courses.

Required Courses:

After successfully completing the MBA Management Essentials online course, students have their choice of completing any (3) 6000 level courses offered at USFSP with a GEB or MAN prefix at the discretion of the program director.

Current active eligible for credit in the LMC:

- GEB 6265 Advanced Facilitation
- GEB 6255 Advanced Negotiation
- GEB 6118 Business Enterprise Competing in Emerging Markets
- Developing Leadership Skills
- Global Business Environment