

# **IMPLEMENTATION AND RESPONSIBILITIES**

# SCHOOL IMPLEMENTATION PROCESS

## 1. Organize

- \_\_\_\_\_ 1. There is support from administration, faculty, and the school board for the Entrepreneurship Experience program.
- \_\_\_\_\_ 2. An Instructor/Project Coordinator has been designated.
- \_\_\_\_\_ 3. A budget has been designated.
- \_\_\_\_\_ 4. A Steering Committee has been formed or the projects plan of work has been assumed by an existing school committee or community organization.
- \_\_\_\_\_ 5. A timeline has been determined.

## 2. Plan

- \_\_\_\_\_ 1. Seek input from parents, faculty, and administration through surveys and conversations.
- \_\_\_\_\_ 2. Review the State Framework for the Entrepreneurship Experience Capstone to become familiar with program components.
- \_\_\_\_\_ 3. Visit with other schools who have implemented the Entrepreneurship Capstone.
- \_\_\_\_\_ 4. Review and refine the suggested timeline.

## 3. Design

- \_\_\_\_\_ 1. Identify components from the Entrepreneurship Experience Framework to include in the local program plan.
- \_\_\_\_\_ 2. Revise the identified sample forms and documents from the Framework to include in your local program guide.
- \_\_\_\_\_ 3. Decide if the Entrepreneurship Capstone will be a stand-alone program or as an option to replace Senior Experience.
- \_\_\_\_\_ 4. Determine if high school credit will be offered.
- \_\_\_\_\_ 5. Determine if successful completion of the Entrepreneurship Capstone is required for high school graduation.
- \_\_\_\_\_ 7. Determine if the program will have a set time frame – over a semester or a full school year.
- \_\_\_\_\_ 8. Obtain endorsement of your program plan from administrators and staff.
- \_\_\_\_\_ 9. Identify roles and responsibilities for the Steering Committee, Project Coordinator, Faculty Advisor, Business Mentor, and student.
- \_\_\_\_\_ 10. Create action plans, timelines, and calendars to be included in school plan.
- \_\_\_\_\_ 11. Prepare school plan for review, including a draft of the Guide for school administration and students.

## 4. Implement

- \_\_\_\_\_ 1. Communicate the Entrepreneurship Experience program design and plan to staff.
- \_\_\_\_\_ 2. Conduct staff development; include overview of program, specifics, roles and responsibilities, administrative forms and timelines.
- \_\_\_\_\_ 3. Refine program content, if needed, to fit program requirements.
- \_\_\_\_\_ 4. Implement the Entrepreneurship Experience course, if this is part of your program design.
- \_\_\_\_\_ 5. Review progress regularly, adjusting expectations and plans as needed.

## 5. Evaluate

- \_\_\_\_\_ 1. Goals have been identified for the Entrepreneurship Experience program.
- \_\_\_\_\_ 2. Student outcomes have been identified.
- \_\_\_\_\_ 3. Program and students results have been analyzed.
- \_\_\_\_\_ 4. The program has been modified based upon evaluation results.

## **RESPONSIBILITIES AND ROLES**

### **Role of the Student**

It is the student's responsibility to meet all guidelines and timelines for the Entrepreneurship Experience Capstone.

1. Complete requirements of the Entrepreneurship Experience in accordance with the pre-established checklist and timetable.
2. Select an Entrepreneurship Experience Mentor.
3. Maintain copies (paper and electronic) of all work in progress, rough drafts, final draft, etc.
4. Document business selection process with the Faculty Advisor.
5. Submit both a rough draft and final copy of the business plan to the assigned Faculty Advisor and Business/Career Technical Education teacher.
6. Keep a project log or journal.
7. Develop copies of the oral presentation outline for the evaluation panel.
8. Develop a portfolio to display work and provide a record to document project activities.
9. Present and defend the business plan to a panel of judges.
10. Submit a final copy of the business plan to the Instructor, Faculty Advisor and Judging panel.
11. Write and distribute teacher-approved thank you letters to the Mentor and members of the Entrepreneurship Capstone Experience panel.
12. Complete and return an Entrepreneurship Capstone Experience evaluation concerning the experience.

### **Role of the Faculty Advisor**

All professional staff members (teachers, counselors, and administrators) are available as advisors. Advisors should limit their advisees to no more than five to be able to work effectively with each one.

1. Act as a consultant to the student, providing assistance with selection of the business to be used as the basis of study and final approval of the Project scope.
2. Assist and advise the student in the technical portion of the development of the business plan.
3. Serve as the liaison with the student and the Mentor. The Mentor should be contacted during the first week of the Capstone Experience and any other time that may become necessary.
4. Oversee student work in accordance with the Capstone guidelines.
5. Review the rough draft of the business plan and advise the student about needed revisions.
6. Evaluate the final draft of the business plan. Allocate class time to work with students regarding their Entrepreneurship Capstone Experience.
7. Evaluate the product/process according to the Entrepreneurship Experience guidelines.
8. Coach the student in preparation for the oral presentation and verify technical accuracy of the presented materials.
9. Administer an end-of-project student evaluation.
10. Serve as the liaison with the Mentor and Entrepreneurship Experience Steering Committee, providing them with information such as individual student abilities and appropriateness of goals and activities

### **Role of Instructor**

The Business /Career Technical Education Teacher is responsible for monitoring the business plan component of the Experience.

1. Instruct the student in the proper form and process of business plan development.
2. Collect and evaluate all documentation pertaining to the Entrepreneurship Experience.
3. Review the rough draft of the business plan and advise the student as to where revisions may be needed.
4. Evaluate the final draft of the business plan.
5. Discuss with the Faculty Advisor the content of the business plan and integrate evaluations of form and content into the final Entrepreneurship Experience grade.
6. Coach the student on appropriate methods of giving an oral presentation.
7. Conduct a post presentation discussion/evaluation with the student for the purpose of Project improvement.

### **Role of Entrepreneurship Experience Mentor**

The role of the Entrepreneurship Experience Mentor is essential to the success of the Entrepreneurship Experience. Each student should have a Mentor who has expertise/experience with the selected business.

1. Assist and advise the student in technical aspects of business plan development and process.
2. Serve as a resource to the student in all stages of the business plan development.
3. Allocate time and make arrangements to work with student on the written business plan.
4. Sign and return the Mentor Agreement Form.
5. Provide accurate and honest verification of the student's work
6. Document the hours spent with the student working on the Entrepreneurship Experience.
7. Additional assistance could be provided by:
  - a. providing input and suggested resources for all aspects of the business plan development.
  - b. evaluating the business plan
  - c. advising the student in planning the oral presentation, and
  - d. attending the oral presentation.

### **Role of the Entrepreneurship Experience Steering Committee**

The Steering Committee provides overall direction for the Program. Committee members should include representation from the following: administrators, teachers, parents, students, and business/community members. The functions of this committee could be incorporated into an existing school or community committee.

1. Agree to meet on a quarterly basis.
2. Create an action plan for implementing the program.
3. Prepare an Implementation Guide specific to the school.
4. Determine timelines for all components of the Capstone Experience.
5. Approval of all business selections to be used as the basis of the student's business plan.
6. Responsible for all administrative duties to include program implementation and policies.

### **Role of Entrepreneurship Experience Coordinator**

Schools should have one person designated as the Coordinator. This could be a paid position with release time provided. Specific duties are as follows:

1. Serve as the Chair of the Entrepreneurship Experience Steering Committee.
2. Prepare a yearly calendar with timelines for the program.
3. Organize the panel of judges for student presentations.
4. Coordinate assignments of students with Faculty Advisors.

## FACULTY ADVISOR GUIDELINES AND CONFIRMATION FORM

Faculty Advisors are assigned to each student to provide support and guidance throughout the Entrepreneurship Experience project period. It is recommended that no Faculty Advisor have responsibility for more than five students. Even though a student may have a mentor or outside consultant who has specific expertise in a particular business, a Faculty Advisor is recommended. The responsibilities of the Faculty Advisor should include, but are not limited to:

1. Assisting/advising the student with selection of the business to be used as the basis of the business plan.
2. Working with the Business/CTE teacher on progress checks and documentation.
3. Meeting with the student for periodic progress checks during the scheduled Entrepreneurship Experience time.
4. Advising the student during the presentation of the business plan.
5. Providing the student (s) with feedback.
6. Keeping a log of time spent advising student in this process.
7. Reporting to the Steering Committee or Business/CTE teacher any student who is not meeting timelines or requirements.
8. Reviewing the completed business plan and evaluation form before submission to the Committee.

STUDENT NAME: \_\_\_\_\_

FACULTY ADVISOR NAME: \_\_\_\_\_

BUSINESS PLAN TOPIC: \_\_\_\_\_

I understand my responsibilities as an Entrepreneurship Experience Faculty Advisor and will oversee the above student's progress during this Capstone Experience.

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Signature of Faculty Advisor

Date

## **ROLE OF STEERING COMMITTEE**

The Steering Committee is essential to the existence and success of the Entrepreneurship Experience Capstone. Without the contribution of parents, teachers, and business community members, administering such an undertaking would be impossible. The Entrepreneurship Experience Committee may be a sub-committee of an existing school or community organization. Committees' duties include:

### **1. Reviewing the Entrepreneurship Experience proposals**

In this capacity, the Committee determines whether the proposal meets the criteria and follows the guidelines of Entrepreneurship Experience Capstone. Each member reads the proposals individually. The committee then meets as a group to discuss their impressions of the proposals. At this meeting each project proposal is either accepted as submitted, returned with suggested revisions, or rejected outright.

The revisions suggested by the committee are designed to bring the Entrepreneurship Experience into compliance with project criteria and guidelines, to give the project clearer focus or better structure, to increase the accountability of the student, to protect the student applicant, and to improve the quality of the Capstone Experience.

### **2. Evaluating the Entrepreneurship Experience**

The Committee will evaluate the success or failure of the assigned projects. This review includes reading the journal, the final evaluation, the mentor's evaluation, and the faculty advisor's comments, as well as reviewing any other materials promised as part of the Capstone Experience. The Committee has the right to require the make-up of missing hours, the addition of material to the journal, the revision of final evaluations, or any other revision deemed necessary by the subcommittee to consider the Entrepreneurship Experience as completed.

## CHOOSING A MENTOR

An Entrepreneurship Experience Mentor is someone who has experience in and an understanding of your selected business and will take a sincere interest in guiding you to successful completion of your Capstone project.

What does the Mentor do?

- Provides expertise in the business plan development
- Gives suggestions and advice
- Supports your efforts
- Gives you feedback

What do you need to do before choosing a Mentor?

- Clearly define the business you will use as the basis of your Capstone Experience.
- Be specific about what you expect from your Mentor, including time commitments
- Be able to show how the mentorship will benefit the Mentor

How do you choose a Mentor?

- Brainstorm possible experts within your chosen field of study
- Talk to parents, friends, and teachers about possibilities
- Look for someone who has the expertise and is interested in mentoring you through completion of your business plan.

Once you have a Mentor - what should happen?

- Determine how often you will meet with your Mentor
- Decide what areas of the Capstone Experience the Mentor will assist with (i.e. project details, review speech)
  - Ask the Mentor to be part of the Review/Judging panel.

## ROLE OF THE MENTOR

**The information below may be used as a guide when talking with a potential Mentor. Be sure the prospective Mentor reads the finished written proposal and understands the commitment before signing the proposal.**

The role of the Entrepreneurship Experience Mentor is essential to the success of the Entrepreneurship Experience Capstone at \_\_\_\_\_ High School. As part of the professional business community, Entrepreneurship Experience Mentors play an active part in the students' learning experience.

**As an Entrepreneurship Experience Mentor, you will be asked to accept the following responsibilities:**

1. To help the student organize his/her research and business selection and then indicate approval by signing the appropriate statement at the bottom of the proposal form.
2. To supervise the student as he/she follows through on his/her Capstone Experience proposal.
3. To sign time sheets to indicate that he/she has completed the required hours.
4. To complete an evaluation form at the close of the Entrepreneurship Experience.

**Following is additional information that may be useful:**

1. The Entrepreneurship Experience Capstone begins on \_\_\_\_\_ and continues through \_\_\_\_\_. Students are to work with you for a minimum of fifteen contact hours.
2. Each student will also be assigned a Faculty Advisor who acts as a consultant for the student when researching and writing the business plan. Because the Faculty Advisor may or may not have expertise in the selected business, your assistance is especially important to the student. The Advisor will further act as a liaison between the Entrepreneurship Experience Mentor and the school. Your contacts with the school can be made through this person or the Entrepreneurship Experience Coordinator listed on the following page.
3. The student is bound by a set of guidelines that he/she should share with you. Failure of the student to comply with these guidelines could jeopardize graduation.
4. The student will keep a journal and write a final evaluation of his/her Capstone Experience. These are not to be done during his/her meetings with you.
5. In a pre-Entrepreneurship Experience conference with the student, please establish a mutual understanding of what will be expected during the Capstone project period.

We have asked each student to discuss with the Entrepreneurship Experience Mentor the rationale and guidelines, as well as the aims and objectives of the Entrepreneurship Experience Capstone as it operates at \_\_\_\_\_ High School. If the student has not done so, please ask him/her to clarify these items for you.



# MENTOR AGREEMENT

**Student Name:** \_\_\_\_\_

**Business Selection:** \_\_\_\_\_

In order for students to complete an Entrepreneurship Experience, the student must work with a Mentor who has expertise in the selected business. The Mentor must be willing to verify the student's efforts and time spent. A student should spend at least 15 hours with the Mentor. If you are willing to serve as this student's Mentor, please complete the form below.

Neither the School District nor the training station employer shall discriminate against any student or employee on the basis of race, color, national origin, marital status, or handicap in employment practices or on-the-job experiences.

I agree to serve as a Mentor for the above named student for the Entrepreneurship Experience during the 20\_\_\_\_ - 20\_\_\_\_ school year.

**Mentor Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Relationship to Student** \_\_\_\_\_

\_\_\_\_\_  
**Entrepreneurship Experience Coordinator Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_  
**Student Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_  
**Parent Signature** \_\_\_\_\_ **Date**

\_\_\_\_\_  
**Entrepreneurship Experience Mentor Signature** \_\_\_\_\_ **Date**

## ENTREPRENEURSHIP EXPERIENCE MENTOR VERIFICATION

Student Name: \_\_\_\_\_

Entrepreneurship Experience: \_\_\_\_\_

As an Entrepreneurship Experience Mentor, you have been chosen to verify this student's efforts on the project. Since most of the time spent on the project component of the assignment has been out of class, verification of the student's efforts is necessary. Please answer the following questions to help us evaluate/document the 15 hours required in the mentoring process. This form pertains specifically to the development of the business plan.

1. Please verify that you spent at least 15 hours mentoring the student on this project.

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Comments:

2. Have you seen/discussed this project at different stages of completion, not just the final component ?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

Comments:

3. What specific problems did this student encounter and overcome?

4. What successes have you seen this student achieve?

Signature \_\_\_\_\_ Date \_\_\_\_\_

***We appreciate your support and contribution to the student.***