

TABLE OF CONTENTS

03	GENERAL JMC INFORMATION
19	ADMINISTRATIVE OPERATIONS
39	IT SUPPORT
45	MARKETING, EVENTS & BRANDING
55	ACADEMIC UPDATES
97	INNOLEVATION® CENTER
105	RETAIL CENTER
109	DEVELOPMENT
115	FACULTY & STAFF DIRECTORY



OUR MISSION



The JMC mission is to inspire innovation, instill compassion and ignite an entrepreneurial mindset in the next generation of leaders.



GENERAL JMC INFORMATION

- 04 JMC Organizational Chart**
- 05 Beginning of Semester Checklist**
- 06 JMC Committees**
- 08 FSU Committees**
- 10 JMC Labs**
- 16 Student Incubator Spaces**

2023 JMC ORGANIZATIONAL CHART

Susan Fiorito
Dean

Faculty

Staff

EIRs & Faculty Associates

Adjuncts

JMC FT Faculty

Ken Baldauf Innovation Hub	Raymond Vickers Criminology
Richard Benham Law	Trip Wyckoff Libraries
Joe Calhoun Social Sciences	TBD Applied Studies
Ali Craig-Rodriguez Nursing	TBD Communication & Information
Molly Hand Arts & Sciences	TBD Education
Darren Hoffman Motion Picture Arts	TBD Engineering
Emily Pritchard Medicine	TBD Fine Arts
Qinchun Rao Health & Human Sciences	TBD Hospitality
Horacio Rousseau Business	TBD Music
Cesar Rodriguez Medicine	TBD Social Work

Kellie Green Bailey
Alex Chamberlin
Blake Geoghagen
William McCarthy
Amy Springsteel

Brian Baber	Trae Hackett	Meredith McQuerry
John Breed	Christie Hand	Lyon Nam
Matthew Carter	Eundeok Kim	Roxanne Parker Internship Coordinator
Ron Frazier	Ann Langston Retail Center Director	Wendy Plant InNOLEvation® Center Director
Bob Garner	Lanny Lewis	Britain Riley EILC & Internship Coordinator
Brenda Garner	Sri Manchiraju	Jessica Ridgway-Clayton Director of Graduate Studies
Shelly Griffin	Thomas McHaffie	Sherry Schofield
Tara Hackett	Mark McNeese	Tommy Stith
	Doug Tatum	

InNOLEvation® Center for Student Engagement

Administration

Academics

Wendy Plant Director of Student Engagement
Kaitlin Simpson Program Manager
Morgan Rodgers Blackstone Launchpad Coordinator

Lisa Lopez-Dapena Admin Operations Manager	Rosie Lopez Technology Manager	Kaylee Gray Marketing Manager	Asleigh Marsh Director of Development
Ryan Jerrolds Administrative Specialist	TBD IT Support Specialist		

Kirsten Frandsen
Asst Director of Academic Programs

Lisha Stafford Mapping Coordinator	Hayley Brown Advisor	Victoria Morrow Graduate programs Coordinator	TBD Advisor
--	--------------------------------	---	-----------------------

BEGINNING OF SEMESTER CHECKLIST

All items should be completed by the end of the first week of class.

Send to Kirsten:

- Course Syllabi (for ALL courses)
- Office Hours
- First Day Attendance
- Outside Activity Form
- AOR Updates
- Course Schedule Updates
- Competition(s) to promote:

Other:

- Publish ALL Canvas course sites
- Update your LinkedIn
- Review your website profile and send any updates to Kaylee

Committees Signed Up For:

1.
2.
3.

Reminders:

- ✓ Check the class schedule and see if you are the last one using tech in a classroom for the day. If so, please power off the AV equipment.
- ✓ Do not leave classroom doors propped open.
- ✓ Urgent WJB/JMB classroom tech problems contact **Rosie at 850-345-3687**
- ✓ Classroom tech problems (*excluding WJB or JMB*) contact:
classroomsupport@fsu.edu or (850) 644-2811
- ✓ Reserve Shaw Conference Room (RSB 224) contact **kfrandsen@fsu.edu**
- ✓ Reserve JMB Event Space (JMB 101) contact: **kgray@jmc.fsu.edu**
- ✓ **Shaw Workroom and Printer:** Do not leave tests on the printer for an extended time. Refill the paper when it is out. For problems, contact **obs@fsu.edu** and **rlopez@jmc.fsu.edu**.

JMC COMMITTEES

Bylaws Committee

In every calendar year ending in 5 or 0, the College Faculty shall be appointed to an Ad Hoc committee to review and update the College Bylaws. Therefore, the bylaws shall cease to apply unless they are recommended for approval again by the Bylaws Committee and are passed by a ballot vote of a simple majority of the voting members of the faculty. These Bylaws must be approved in a secret ballot voting process, and by the Vice President for Faculty Development and Advancement. The College adheres to the scheme of organization and operating procedures as defined by these Bylaws.

Curriculum Committees

Members of these committees will meet 1-3 times per semester as necessary to review new courses, program curriculum, and any other relevant academic program topics.

Faculty Recruiting Committee

Members of this committee will serve on any faculty hiring/interview committees needed throughout the academic year.

JM Micro Grant Committee

Members of this committee meet at least two hours each month to review student applications for a JM Micro Grant. They also review applications in advance of the meetings and determine whether the students should receive any funding, and, if so, the amount (the maximum grant is \$5,000).

Market Wednesday Committee

These faculty members will be responsible for assigning and coordinating the use of two JMC expo tables at FSU's Market Wednesday each week. Students will be able to contact these faculty with questions about Market Wednesday and to request a table.

Newsletter Committee

Members of this committee will work with students to determine, produce, and organize newsletter content for the JMC fall and spring editions.

Peer Teaching Evaluation Committee

Peer Teaching Evaluation Committee members support the Dean's task of annual faculty performance evaluations, providing input, the basis of which derives from attending select faculty classroom sessions, in the form of peer evaluations. (For the purpose of promotion when required) This Committee shall consist of three (3) faculty members with at least one faculty member from each major and at least one member from each track (tenure-track and specialized faculty) represented. The term of the committee members will be for one (1) year. Committee members can be reappointed. The format of peer evaluations shall be based on the evaluation criteria for the JMC.

P&T (not optional)

The Promotion and Tenure Committee shall be composed of all, full-time tenured and tenure-earning faculty members. The Committee Chair will be selected by a majority vote of the committee. This committee shall implement policies and procedures concerning promotion and tenure. Evaluations shall be conducted consistent with the promotion and/or tenure criteria and procedures of Florida State University, and the JMC. Teaching, research, and service will also be evaluated in accordance with the current standards in the profession (see Appendix A of the JMC bylaws) for criteria/procedures for promotion and tenure of tenured/tenure-track faculty)

P/Merit (Specialized Faculty) (not optional)

The Committee shall be composed of all, full-time Specialized II and III faculty members. Specialized faculty can only vote on specialized faculty members' dossiers. The Committee Chair will be selected by a majority vote of the committee. Evaluations shall be conducted consistent with the promotion criteria and procedures of Florida State University, and the JMC. Teaching and service will also be evaluated in accordance with the current standards in the profession (see Appendix B for criteria/procedures for promotion of specialized faculty).

Podcast (Florida State Podcast of Entrepreneurship and Innovation)

Members of this committee will work with students to produce, edit, and promote professional and engaging media that highlights current FSU students and the innovative entrepreneurial endeavors of alumni.

Scholarship Committees

These committees will review all scholarship applications and determine recipients for each scholarship offered through the Jim Moran College. The undergraduate scholarship committee will meet once per year, at the end of the spring semester. The graduate scholarship committee will meet annually in the fall.

Student Board Advisor

These advisors are responsible for attending and overseeing bi-monthly JMC student board meetings. They will be responsible for communicating the goals, proposals, recommendations, etc. of the board to JMC administration and vice versa.

Technology Committee

The Jim Moran College Technology Committee is responsible for considering and recommending appropriate FSU-approved technologies. This committee will be responsible for collaborating, planning, and overseeing technology improvements. The goal of this committee is to offer the best innovative technology services to our college. This committee will also be tasked to work on student technology fee proposals for funding purposes to enhance areas that need maintenance or upgrades.

FSU COMMITTEES

FACULTY SENATE

The Faculty Senate shall be the basic legislative body of the University.

1. It shall formulate measures for the maintenance of a comprehensive educational policy and for the maximum utilization of the intellectual resources of the University.
2. It shall determine and define University-wide policies on academic matters, including Liberal Studies policy, admission, grading standards, and the requirements within which several degrees may be granted.
3. As the elected body of the General Faculty, the Senate may also formulate its opinion upon any subject of interest to the University and adopt resolutions thereon. Resolutions treating those areas of authority legally reserved to the President of the University and the Board of Governors will be advisory.
4. The President of the University shall have the power to veto any action of the Senate. The veto shall be communicated in writing to the Secretary of the Senate and Chairperson of the Steering Committee with reasons therefore within sixty days. By a two-thirds vote the Senate may appeal to the Board of Governors any action so vetoed.
5. Upon the resignation, retirement, or death of the President and upon a request by the Board of Governors, the Faculty Senate will designate individuals to be available for membership on any committee requested by the Board of Governors for the purpose of consultation in the selection of a nominee for President.



GRADUATE POLICY COMMITTEE

The Graduate Policy Committee shall consider University-wide policies relating to graduate education. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences shall have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or their designee, and the Dean of The Graduate School, or their designee, shall be non-voting ex-officio members; and membership shall include two graduate student representatives from different colleges appointed for a one-year term by the President of Student Government.

UNDERGRADUATE POLICY COMMITTEE

3 year terms appointed by the Steering Committee; committee elects Chair
The Undergraduate Policy Committee shall consider University-wide policies on undergraduate academic affairs. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have a representative; the Colleges of Education, Business, and Social Sciences shall have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or their designee, and the Dean of Undergraduate Studies, or their designee, shall be non-voting ex-officio members. The President of Student Government shall appoint an undergraduate student member annually. The Committee shall elect its chairperson annually from the faculty representatives. The Committee will make its recommendations to the Steering Committee which will transmit the recommendations to the Senate for action.

LIBRARY COMMITTEE

The Library Committee shall consider University-wide policies on general library operations. Members of this Committee shall be appointed by the Steering Committee, with the advice and consent of the Senate, for staggered three-year terms. Each college shall have one representative; the Colleges of Education, Business, and Social Sciences and Public Policy shall each have one additional representative; and the College of Arts and Sciences shall have four additional representatives. The Provost and Executive Vice President for Academic Affairs, or their designee, the Vice President for Faculty Development and Advancement, or their designee, the Dean of University Libraries, and the directors of the College of Music Allen Music Library, the College of Law Research Center, the College of Medicine Maguire Medical Library, the Harold Goldstein Library, the Dirac Science Library, and the head of Scholars Commons, shall be non-voting ex-officio members; and membership shall include a graduate student and an undergraduate student from different colleges appointed for a one-year term by the President of Student Government.

GRADUATION REP OR MARSHAL

Faculty representatives march in the academic procession and recession. Their job at the ceremony is to represent their academic unit. They are seated on the arena floor behind the doctoral candidates and major professors. Faculty representatives should arrive no later than a half hour before the ceremony begins. They report to Meeting Room B to be lined up by a Head Marshal for the academic procession. Marshals arrive an hour and 15 minutes before the ceremony begins. They check in at the Information table and receive an orientation on their duties from a Head Marshal. They help students find their seats in the arena prior to the ceremony starting and in general, are present to assist where needed. During the ceremony, marshals help usher the students when it is their turn to get up to walk to the stage. One Marshal for each College is designated as the College's Banner Carrier and leads the students from that College toward the stage. Marshals are expected to remain for the duration of the ceremony and encourage students to remain seated/discourage leaving early which is distracting to other students, guests, and the platform party. They also help keep the center aisle clear as the academic recession is taking place, by keeping students in their rows until the recession has finished.

BODY SCANNING LAB



A multifaceted piece of technology, the 3D body scanner, allows for the collection of over 600 body measurements in seconds. However, the collection of body measurements is only the initial benefit of this technology, as many industries including health, fitness, and retail, are taking advantage of this exciting new technology. For instance, the retail industry is using body scanning in two primary ways: (1) to aid in the product development process and (2) to enhance customer experiences. During product development, retailers use the body scanner to help evaluate the fit of a garment and may use the body scanner to help collect data on a target market to adjust sizing standards to suit the needs of their customers.



Retailers are currently looking for new innovative ways to drive foot traffic to brick-and-mortar locations, one solution is to offer body scanning in-store. Customers can get scanned and their measurements can be used to recommend the correct size and even styles that might be best for their body type. Additionally, retailers can use the body scanner to create avatars to enhance their customer's online shopping experience.

Equipment Available: Size Stream SS20 Body Scanner

Training: Training by a faculty member is required to use this equipment.

Scheduling/Utilizing the Space: This lab is used for research and teaching. The schedule is coordinated by the faculty listed below. Please email these faculty to set up an appointment to use the space.

Contact: Dr. Jessica Ridgway Clayton, Dr. Lyon Nam, or Dr. Meredith McQuerry

Location: RSB 142

DIGITAL TEXTILE PRINTING LAB



New product design and development in the textile and apparel industry is optimized when an innovator utilizes their own unique fabric design creations. Designers who are limited to existing product styles often struggle to create a truly unique garment. Digital textile printing is changing this restriction. Designers are now empowered to take part in the entire product development process, beginning with textile design. Using this technology, students will have the ability to create their own one-of-a-kind artistic fabric design.



Furthermore, the use of a digital textile printer affords students the ability to incorporate technology into the product development process. This not only emulates current trends in the industry but also allows for further exploration of product development. For example, digital textile prints can be engineered to have a continuous printed pattern across seam lines, which allows for greater visual impact and intricacy in patternmaking. This ability to engineer the print across all pattern pieces also provides a reasonably sustainable process of fabric creation. By eliminating having to print large quantities of yardage, fewer resources are wasted in the production process.

Equipment: Muthoh 1938TX Digital Textile Printer, Steam Jet Fabric Finisher, Washer & Dryer.

Training: This equipment requires specialized training and a faculty member's supervision.

Scheduling/Utilizing the Space: This lab is used for research and teaching. The schedule is coordinated by the faculty listed below. Please email these faculty to set up an appointment to use the space.

Contact: Dr. Jessica Ridgway Clayton, Dr. Sherry Schofield, or Dr. Lyon Nam

Location: RSB 132

HISTORIC COSTUME COLLECTION



The Historic Costume and Textiles Collection began in 1952 with a donation from the Choate family of Tallahassee, Florida. Over the years, donations have come from faculty, students, alumni, and other interested parties. Today the Collection contains over 3,000 objects including clothing, textiles, dolls, accessories, implements, and tools associated with the creation of clothing and/or textiles and an assortment of paper products including patterns, period fashion plates, magazines, books, and photographs. The purpose of the Collection is to house significant clothing and textiles of historic and illustrative value that will facilitate the teaching, research, and public relations activities in the College and University.



Training: No training necessary.

Scheduling/Utilizing the Space: Contact Dr. Schofield to schedule a visit.

Contact: Dr. Sherry Schofield

Location: Sandels Building

THE INNOVATION STUDIO



In 2020, the Jim Moran College was granted an FSU Instructional Technology grant to outfit this state-of-the-art omni-channel production studio, complete with full podcasting capability, two computer systems, a DSLR camera, product lightbox, modern multi-use furniture, two 4k video recording cameras, green screens, and sound-dampening and anti-echo systems. This studio provides the students with the opportunity to create product and brand presentations that will utilize storytelling, branding strategies, shop within a shop concepts, pop-up stores, category management and other creative retail merchandising practices that will prepare our students for entering the workforce and creating new ventures in the innovative and ever-changing retail industry.



Equipment: DSLR Camera, Rodecaster Podcast, webcams, lighting, PC/iMAC, etc

Training: Year-round training is available with advanced scheduling. There is a manual/guide located within the Studio.

Scheduling/Utilizing the Space: Reservations are required.

Contacts: Lisa Lopez-Dapena, Ryan Jerrolds, Rosie Lopez or Dr. Mark McNees

Location: WJB 3015A

VISUAL MERCHANDISING LAB



The Retail Merchandising Lab was originally established in 1994 as a state-of-the-art, hands-on learning experience for students entering the retail industry. Retail has been radically transformed by digital commerce. Astonishing technology advances enable retailers to focus on consumer data, demand, and experience. The retail industry will be resetting its consumer shopping model to reflect this, placing greater emphasis on creating engaging and exciting shopping experiences for consumers especially online and through emerging technologies.



Reinventing our lab to include emerging technology and a more digital experience will provide our students with an unmatched level of preparation for entering the retail industry. In addition to the technology enhancements that have been added, we have also reinvented the traditional retail space to include all new updated fixturing. We will continue to provide the students with brick-and-mortar retail visual merchandising skills while layering in the omnichannel visual merchandising experience in our newly renovated Retail Experiences and Innovation Studio ("The Studio").

Equipment Mock store complete with fixtures, clothing, and props

Training: No training required.

Scheduling/Utilizing the Space: This space is used for teaching and research. If you would like a tour of this space, contact one of the following faculty members.

Contact: Roxanne Parker, Christie Hand, or Britain Riley

Location: WJB 3015

THERMANOLE COMFORT LAB®

The ThermaNOLE Comfort Lab®! Home to the only dynamic sweating thermal manikin at a public institution in the world!!

This lab was recently established in 2020 and operates under the direction of Dr. Meredith McQuerry who studies clothing comfort physiology, or how functional apparel impact human performance. The main equipment in this lab is a large environmental chamber that houses ANDI, the only thermal manikin in the world that can sense both heat loss and heat gain through clothing. ANDI sweats, walks, and replicates human physiological responses in real-time including breathing rate, internal body temperature, sweating rate, skin temperature, skin blood flow, and even how comfortable he feels throughout an activity. Whether we want to replicate skiing in Aspen or running a marathon in Arizona, ANDI provides us with the capability to determine how the clothing we wear impacts our ability to perform physical activity.

Dr. McQuerry's primary focus of research is improving the heat stress and mobility of structural firefighter turnout gear. Recent studies completed over the summer include:

1. an externally funded air gap study to determine heat loss in structural turnout suits based on sizing and fit
2. an externally funded study led by a recent graduate student to determine the thermal comfort of racing suits
3. the evaluation of compression girdles in football applications for improved skin blood flow, also externally funded and led by an undergraduate student
4. an evaluation of athleisurewear leggings for yoga and weightlifting applications, recently published by a graduate student
5. and industry testing of active cooling garments.

In addition to research, the lab welcomes industry partners who are interested in having their products tested utilizing state of the art technology not available to them anywhere else on earth. Dr. McQuerry's future plans for this space are to expand the fabric level measurement capabilities as she hopes to acquire a sweating guarded hot plate.

Equipment: a large environmental chamber that houses ANDI, the only thermal manikin in the world that can sense both heat loss and heat gain through clothing.

Training: Only Dr. McQuerry and her lab assistants are authorized to use this space.

Scheduling/Utilizing the Space: This space is only used for teaching and research. If you would like a tour of this space, contact Dr. McQuerry.

Contact: Dr. Meredith McQuerry

Location: WJB



STUDENT INCUBATOR SPACES

The JMC has a few incubator spaces for students. You can find more information about the incubator program on page 100.

All incubator spaces are intended for students. These spaces are not available for faculty & staff to schedule meetings unless they are assisting eligible students with their businesses or have previously set up appointments with the appropriate staff.

BLACKSTONE LAUNCHPAD



Previously known as the Sprout @ Shaw, is now home to the Blackstone LaunchPad (BLP). Students can come in for mentoring and connecting with other students. The BLP Coordinator and student peer mentors will be available to answer questions and provide support. Roundtables and workshops for students will be held regularly in the Blackstone Launchpad.

Equipment: Whiteboards, computer, printer, teleconference technology, Adobe Creative Suite

Scheduling/Access: Students in ALL Incubator Program Tracks (Discovery, Create, Innovate, & Ignite) have access to this space. Students who are not in the Incubator Program are welcome to utilize this space for its resources Monday – Friday from 9am to 6pm.

Contact: Kaitlin Simpson or Morgan Rodgers

Location: RSB 226

THE SPROUT @ SHAW



Previously known as the break room, is now home to the Sprout @ Shaw. All students can use this space to work on assignments, hold group meetings, eat lunch, etc.

Equipment: Whiteboard

Scheduling/Access: All students are welcome to utilize this space Monday – Friday from 8am to 5pm.

Contact: Kaitlin Simpson, Morgan Rodgers, or Kirsten Frandsen

Location: RSB 227

STUDENT INCUBATOR SPACES

THE GREENHOUSE @ JMB



The Greenhouse is our original incubator space and is for students who have graduated from the Create Track in the Incubator Program and are further along in their business. This location has more room for students to work and collaborate. This space is also utilized by JMC graduate students and is home to workshop events, mentor nights, etc.

Equipment: Whiteboards, computer, printer, teleconference technology, Adobe Creative Suite, Ceiling Camera for Pitch Practice, Roku

Scheduling/Access: Students in the Innovate Track, Ignite Track, and graduate students have access to this space 24/7. All students wanting access to this space have to apply to the incubator program if they are not a JMC graduate student.

Contact: Kaitlin Simpson

ADMINISTRATIVE OPERATIONS

- 21 Human Resources**
- 26 Travel**
- 27 Travel Cards (T-Cards)**
- 28 Purchasing and Supplies**
- 29 Course Material Needs & Research Grants**
- 30 JMC & FSU Scholarships**
- 31 Building Needs - Access & Requests**
- 32 Building Needs - Parking**
- 33 Online Course Mentors &
Instructor Credential System**
- 34 Attendance & Leave**
- 36 Document Retention and Disposal**
- 37 Tours, Events, and Alcohol Policy**

OUR TEAM



LISA LOPEZ-DAPENA
Manager of Administrative
Operations
lisa@jmc.fsu.edu
644-3779
JMB 203



RYAN JERROLS
Administrative
Coordinator
rjerrols@jmc.fsu.edu
PHONE
OFFICE

For general inquiries, please contact
the JMC Administrative Team

admin@jmc.fsu.edu

Human Resources

Recruitment Process

STAFF – FACULTY – OPS EXPRESS: FWS & INTERNFSU

Important Information

To comply with University Policies and Procedures, work should not begin until onboarding and all required approvals are complete. Please reach out to JMC Administrative Staff to discuss next steps in the recruitment/hiring process.

Job Offers and Start Dates:

- Job Offers must be submitted 2-3 weeks in advance of the anticipated start date for all appointments.
- If Job Offers are not received two weeks in advance, Human Resources will work with the department to determine an appropriate start date.

Why are 2-3 Weeks Required?

- Sufficient time for candidate steps, including smart onboarding invitation, background check initiation, and document submission.
- Time required to obtain all required approvals for job offer, Employment of Relatives, Outside Employment, and Dual Compensation.
- Time required for completing department onboarding steps, the criminal history background, and submitting all the necessary work authorization and onboarding documents.

Phase 1: Position Review

Creating a Proposed Position: If you wish to create a new position (faculty or staff) please work with JMC Administration to create a position description or assignment of responsibilities.

Position Description (PD): It is important that staff position descriptions (PDs) and faculty Assignments of Responsibility (AORs) accurately reflect the duties and responsibilities of positions.

Both faculty AORs and staff PDs include an estimation of the amount of time employees spend on tasks. Percentages are assigned based on a 40-hour workweek.

Additionally, the following points should be considered during the review process:

- When a PD needs to be updated, the supervisor should work with the JMC Administrative Team to review the changes. When a job is posted, the responsibilities are pulled straight from the PD, which is why an accurate description is important.
- If an update is needed to your AOR, please reach out to Kirsten Frandsen.
- Consider the minimum requirements someone coming into the role would need to succeed.

Phase 2: Advertising & Recruiting

All job openings must be advertised through OMNI HR for a minimum of seven days. This includes OPS faculty, FWS, and OPS hires. All candidates (new hires, rehires, and current employees) are required to complete the Smart Onboarding process.

Creating a Job Opening – Advertising Needs

- Position #
- Title
- Department Contact
- Anticipated Salary Range
- Responsibilities
- Qualifications (Education, Experience/skills, etc.)
- How long will the position be advertised?
- Who should be added as interviewers to the posting?
- Is this position funded by soft money?

Reviewing Applications

After the posting period has lapsed, HR will route/share the applicants who screened through to interviewing committee for review and selection. The department will be advised to keep track of the Applicant Disposition Codes which must be recorded on the records of those not chosen at the end of the process.

Important Reminders

- All applicants for faculty positions are required to submit a Curriculum Vita (CV) with the OMNI application.
- All faculty positions require official transcripts from the candidate's institution.
- At least three signed confidential letters of recommendation must be submitted by the reference writers for review.
- USPS, A&P, & OPS require at least 3 references.

For information related to Faculty Hiring Process, please reach out to the JMC Administrative Team for more information.

Phase 3: Interviews & Selection

Interviews may be conducted at any time after applicants have been Routed, but an offer of employment cannot be made before the closing date of the job opening. A&P positions require a minimum of 2 interviews from the pool of Routed applicants. USPS positions require a minimum of 3 interviews from the pool of Routed applicants. This is in addition to mandatory interviews (such as Veterans' Preference and internals in a Collective Bargaining Unit)

If done effectively, the interview enables the employer to determine if an applicant meets the job requirements. It also helps the employer assess whether an applicant would likely thrive within the environment and work culture. The committee can decide if there should be one or two rounds of interviews, and the interviews can be held over telephone, Zoom, and/or face to face so long as the format is consistent for all candidates.

Select first round interviews: The first round of interviews is used to screen applicants based on their general qualifications. These interviews are normally done over Zoom or via telephone and are typically 30 to 45 minutes. This is the hiring committee's chance to learn more about a candidate's experience, education, and work history. Committees can also use this time to clarify information on the resumé, application, and cover letter (if applicable). The chair should work with the committee to determine interview questions and format. There are usually 5 to 10 interview questions asked during this time. Always leave time for the candidate to ask any questions they may have. The interview questions and overall experiences should be the same for each candidate.

Select second round interviews: This is known as the follow up interview phase. This is a chance for the Dean to interview top candidates. These interviews take place face to face (when possible) and typically last for an hour. There are at least 10 interview questions that ask the candidate to pull from their experience. You should leave time for the candidate to ask any questions as well.

Phase 4: The Offer

Per FSU HR - Timely submitted job offers with appropriate anticipated start dates and meeting the payroll deadlines are key components in ensuring employees are appointed and paid timely. Delays in submission or approval of actions and incomplete appointment documentation will delay processing and result in delays in pay and system access.

Request to Hire Needs

- Candidate's Name
- Position #
- Title
- Job Type (A&P/USPS)
- Is the candidate a current State of Florida employee
- # of Applicants
- # of Applicants Interviewed
- Which staff participated in the interview process?
- Did the Department receive three (3) reference checks?

Salary Considerations

Staff

Each job code has a starting salary and four quartiles. If the top candidate is not a current FSU full-time employee, they may be hired in the first quartile with only departmental discussion. To hire a non-full-time employee in the second quartile or higher or a FSU full-time employee for the position, a salary analysis is required. The JMC Administrative Team assists with this process. The central HR Compensation Team tells us what salary range we can hire the employee based on their credentials compared to other employees in the job code. If we hire in the second quartile or above, then the Provost's Office has to approve the salary.

FWS

Federal Work Study employees are students who receive a federal award through the Office of Financial Aid. The student works for our department, but is paid by the award, so it does not affect your departmental budget.

- First, you will need to put together a job posting. Only qualified students with FWS can view these postings. Send the JMC Administrative Team the responsibilities, qualifications, any preferred qualifications, number of hours, schedule, and any other necessary information. The salary is usually minimum wage unless it is a specialized job.
- You can find a FWS student by:
 - Word of mouth. You meet someone who has FWS and you want to hire them (there still needs to be a posting as mentioned above for record purposes, but no one has to apply)
 - Reviewing applicants in the job posting. Go to review applications on this page for how to review applications.

- The supervisor can set up interviews at their convenience. Ensure all candidates are asked the same questions and given the same interview experience. References are not required for FWS.
- Once you have your final candidate, they will need to give you their FWS Authorization Form. They can access it through their financial aid toolkit or by emailing the FWS office. You will need to fill out Supervisor Name, Weekly Hours, Job Title, Job ID (if known), Job Description and Requirements, and then sign. Send to JMC Administrative Team when complete you will be notified when the employee can start.
- There is an award amount on the authorization form; please keep track of the money earned by your student as they work each semester.

OPS Candidates via OPS Express

Each semester the Office of Human Resources creates a non-advertised job opening for the entire university to use called the OPS Express. This process is used when the OPS recruitment has been completed offline and the department has identified an OPS candidate to hire.

Once the requested information has been received JMC Administration will work with the candidate to complete Smart Onboarding and work out a start date.

InternFSU

InternFSU is a program for internships coordinated through the Career Center. The appointment process is the same as OPS Express; however, the records must be linked to the InternFSU Express job opening. Detailed information on the InternFSU selection and hiring process can be found [here](#).

Information Needed for OPS Candidates

1. Title: Business Office Assistant
2. Job Code:
3. Location: Shaw or JMB
4. Name:
5. Phone:
6. Email:
7. ID number:
8. Description of Duties:
9. Funding information:
10. Start Date and End Date
11. Funding Information (if known)

Travel

Contacts: Ryan Jerrolds

preparation and process



1

Every year....

First and foremost, take some time each Fall to be sure that your **Concur Profile** is up to date, and that the Admin team is on your **delegates** list. This is critical to eliminate delays.

2

2-6 months prior to travel...

After identifying a travel opportunity, **estimate potential costs and gather conference details**. Then use this information to **submit a JMC Travel Request Authorization** (aka Travel Auth) Form via the JMC Resources webpage.

3

1-3 months prior...

Once you receive an email from the Administrative team approving your travel, you will need to work in Concur to book your flight, train, rental car, and hotel. You can login to Concur by going to your my.fsu.edu and click the garnet C icon on the left-side of your homepage. **Please do not book any arrangements until speaking with us!**

4

1-2 weeks prior...

Make sure you have the travel reference guide and tax-exempt info (found on the **JMC Resources** page) ready to bring with you. **Add the Admin Team's contact numbers to your phone** and **contact us** with any and all questions!

5

While Traveling...

Make sure all receipts are ITEMIZED. Log arrival and departure times, groups in taxis, conference-included meals, etc, either on individual receipts or in a log. Unfortunately, we are limited to a 15% tip. If you tip over 15%, we will not be able to reimburse you for anything over that cap.

6

After you return

Navigate to the **JMC Resources** page and **submit the Travel Expense Log** to get your reimbursements started. You will need to make sure you have all itemized receipts, arrival and departure times, taxi details, etc. Contact your Admin Team for any questions!

Travel Do's and Dont's

- DO call us if you have any questions.
- DO research flight and hotel options to share with the Admin team.
- DO keep detailed notes on a log or your receipts.
- DO use the FSU Travel Reference Guide (JMC Resources page)
- DO print out your itinerary from Concur OR download the Triplt App
- DO make sure ALL receipts are ITEMIZED and LEGIBLE.
- DO be economical in your travel choices.
- DON'T book flights or trains outside of Concur.
- DON'T bill meals or drinks to your hotel room.
- DON'T submit any Concur requests or reports until we instruct you to do so.
- DON'T make any purchases without prior approval from the Admin team.

T-Cards

If you travel 2 or more times per year, FSU wants you to get a T-card.

- Establishments in Florida must remove tax if you're using a business card and provide proof of tax exemption.
- Reimbursements can take quite a while to go through - sometimes 2 or 3 months.



They have their benefits, but there are more rules. All T-card holders are required to take a short training before they receive their card.

The basics:

- ALWAYS KEEP THE RECEIPT. Always make sure it's itemized and tax-exempt. This includes hotel, tolls, taxis, etc.
- **No food. Ever.**
- We **strongly** suggest putting the t-card down for the hotel room rate and giving a personal card for incidentals.
- Some allowable expenses:
 - lodging
 - baggage fees
 - car rentals, gas for rentals, parking, and taxis
 - conference (and competition) registrations

Purchasing & Supplies

Contacts: Lisa Lopez-Dapena or Ryan Jerrolds



under no circumstances is an employee permitted to make purchases without approval (not just for reimbursement purposes but this pertains to ALL purchases)

Please contact the JMC Administrative Team at admin@jmc.fsu.edu for **supplies, vendor recommendations**, and any **other expenditures** as needed.

Contracts

FSU Faculty and Staff are NOT permitted to sign any document, or agree to any arrangements, on behalf of FSU or the JMC.

We must use the FSU Contracts Module for **any** agreement between JMC/FSU and an external party. This can add significant delays to purchase processing times. Please contact your JMC Administrative Team to assist you in determining if this step is required for your procurement needs.

Florida State Licensee List

If you or your student organization is looking to order custom JMC/FSU swag, you'll need to be sure to use an authorized FSU Licensee. This list can be found on the JMC Resources page.

Nametags & Business Cards

If you need a new/replacement nametag and/or business cards, please contact the JMC Admin Team. The following information will be needed:

- **Name Tag:** provide how you would like your name to read. Note: we do not use titles - names only.
- **Business Cards Details:** Name, Title, Office Phone Number, Office Location, Email, Mobile Number (optional)

Swag Items

Please contact Kaylee Gray to request Swag items, such as JMC-branded koozies, pens, lanyards, stickers, etc.

Course-Related Material Needs

Contacts: Lisa Lopez-Dapena or Kirsten Frandsen

For long-term course material or equipment needs, we may want to consider setting up a "lab fee" to cover those costs.

Lab fees are assessed to all students enrolled in the applicable courses. Fees are based on annual material consumption costs.

Let's say you need fabric, thread, scissors, etc for a required sewing project for CTE 1111, at a total of \$2,725.00 for 50 students. We would then request to add a fee of \$54.50 per student so that we can provide those materials.

For more information on how to set up a lab fee, please contact Lisa and Kirsten.

If you are needing an instructor copy of a textbook, or specific re-usable course materials, please contact Kirsten.

Research Grants & RAMP

Contacts: Lisa Lopez-Dapena or Ryan Jerrolds

Faculty are welcome to seek out and submit proposals for internal and external grants, but before doing so, you MUST contact your JMC Admin team so that we can assist you with the RAMP process, provide salary and tuition waiver details, budget development, understanding indirect costs, etc.

All *external* grants must be routed through RAMP. A pre-award submission and approval from FSU Research Foundation or FSU Sponsored Research is required *before* the proposal is submitted to the sponsor for consideration. Likewise, a post-award submission is required before any action can be taken, such as procurement, hiring, etc.

Throughout the life of your grant, the JMC Admin staff are here to help you with spending reports, reconciliations, hiring, procurement advisement, and more.

FSU & JMC Scholarships

Contacts: Lisa Lopez-Dapena and Kirsten Frandsen

FS4U – Finding Scholarships for You – is Florida State University’s campus-wide and centralized award management system for FSU Foundation scholarships.

HOW STUDENTS APPLY FOR SCHOLARSHIPS FSU.ACADEMICWORKS.COM

01

STEP ONE

STUDENTS WILL NEED TO BE ACTIVE STUDENTS WITH A UNIQUE EMPLID NUMBER AND FSU ID LOGIN. TO ACCESS THE SCHOLARSHIP PORTAL, VISIT THE FS4U WEBSITE.

02

STEP TWO

THE FIRST TIME STUDENTS LOG IN, THEY WILL LAND ON THE “GENERAL APPLICATION”. THE GENERAL APPLICATION SHOULD BE COMPLETED BY EACH STUDENT WHO WISHES TO BE CONSIDERED FOR A FOUNDATION ISSUED SCHOLARSHIP.

03

STEP THREE

ONCE THE GENERAL APPLICATION HAS BEEN COMPLETED, STUDENTS WILL THEN NEED TO COMPLETE THE CONDITIONAL APPLICATION WHICH WILL ASK SPECIFIC QUESTIONS FOR SPECIFIC JMC SCHOLARSHIPS.

04

STEP FOUR

ONCE BOTH GENERAL AND CONDITIONAL APPLICATION ARE COMPLETE, STUDENTS ARE AUTO-MATCHED TO OUR JMC OR OTHER FSU SCHOLARSHIPS.

***NOTE: ALL OF THE JMC SCHOLARSHIPS ARE HIDDEN. STUDENTS DO NOT HAVE ACCESS TO SEE OUR SCHOLARSHIPS - EVERYTHING IS DONE ON THE BACKEND.**

CURRENT UNDERGRADUATE & GRADUATE STUDENTS:
APPLICATIONS ARE AVAILABLE FROM MID-NOVEMBER UNTIL EARLY APRIL FOR THE FOLLOWING ACADEMIC YEAR.

NEW GRADUATE STUDENTS:
APPLICATIONS OPEN MID-AUGUST UNTIL EARLY SEPTEMBER FOR THE CURRENT ACADEMIC YEAR.

Students awarded scholarships will be invited to the annual JMC Fall & Spring Recognition & Networking Receptions

Building Needs Access & Requests

Please contact **Ryan Jerrolds** for all **work orders or issues**:
rjerrolds@jmc.fsu.edu

**Roderick Shaw
Building (RSB) -
Main Campus**

**Sandels Building
(SAN)**

**William Johnston
Building (WJB)**

**Jim Moran Building
(JMB) - Downtown**



644 W. Call Street
Tallahassee, FL 32306-1115
FSU Mail Code: 1115

675 W Call St,
Tallahassee, FL 32306

143 Honors Way
Tallahassee, FL 32306

111 S. Monroe Street
Tallahassee, FL 32301-1486
FSU Mail Code: 1486

JMC faculty and staff have 24/7 access to the Shaw building. All doors remain **unlocked** during standard business hours.

Access to the building is TBD based on the university's decisions. Exterior doors should remain unlocked while classes are in session.

JMC faculty and staff have 24/7 access to 3032 and 3007. Exterior doors remain unlocked while classes are in session.

JMC faculty and staff have 24/7 access to JMB. All exterior doors remain **locked** during standard business hours.

Urgent/Emergency Requests

Please call the FSU Service Center at 850-644-2424.

Please contact the JMC Administrative Team for information related to the following Facilities Requests:

- Cleanup Requests and/or Repairs
- Key Request
- Service Requests
- Surplus Requests
- Special Event Request
- Renovations or add-ons
- Building Access (unlocking buildings)
- Card Swipe access

For one-off access requests for student meetings or other visits outside of business hours, contact admin@jmc.fsu.edu

Building Needs Parking



Shaw Parking

Contacts: Kirsten Frandsen, Lisa Lopez-Dapena or Ryan Jerrolds

We have **two** permit parking spots available on the corner of Dewey and Academic Way, just around the corner from the Shaw building. If available, these can be reserved for guest speakers by contacting **Kirsten Frandsen**. One of the Shaw work-study students will have the passes ready for you and your guest at the front desk.

It is essential that you return the parking pass to the front desk as soon as you are finished using them.

For all other questions or requests related to Shaw parking, see below for contacts.

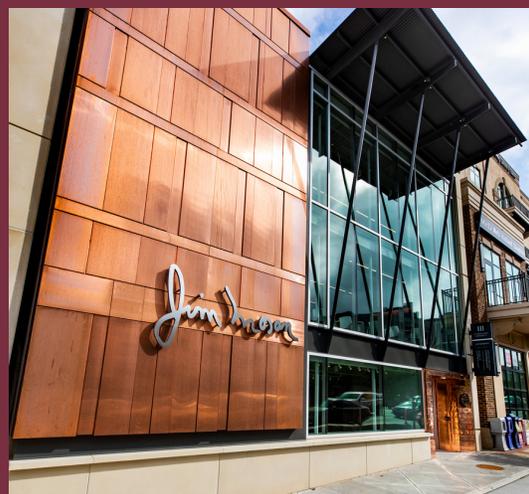
JMB Parking

Contacts: Lisa Lopez-Dapena, Ryan Jerrolds or Kaylee Gray

There are only six (6) parking spaces reserved for JMB. JMC only has three parking spots (24-26) and JMI has the remaining 3 spots (27-29). **Please do not park in one of these spots without prior permission.**

There are meters along Monroe St, both sides of Park Ave, and Calhoun St that can be utilized for quick trips or classes at JMB.

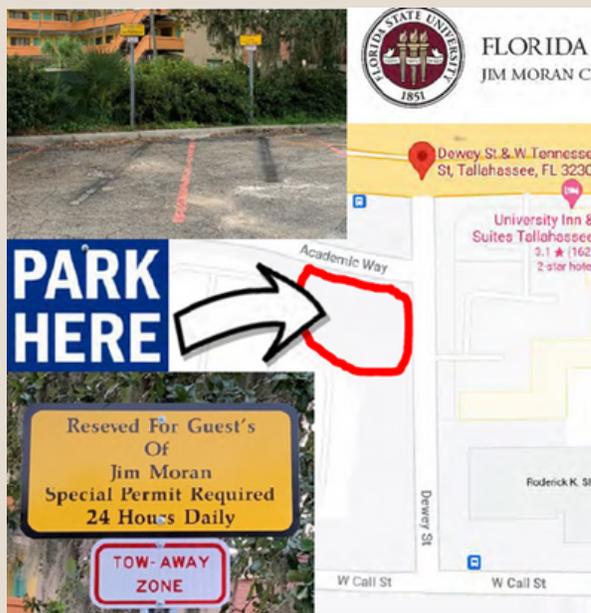
If you plan to be at JMB all day, please park in the Eastside Calhoun Garage and see Lisa, Ryan or Kaylee for validation.



Parking Maps

There are parking maps created for both Shaw and JMB. These are great resources for yourself or guest speakers.

To view or share the parking maps, visit the **JMC Resources page** (linked at the footer of the JMC website) and click the **Events & Marketing Tab**.



JIM MORAN BUILDING

Parking Information

- Parking is by meter or parking garage only. Meters are \$1.00 per hour.
- You can now pay for your meter electronically with the ParkMobile* app!
- *ParkMobile charges a transaction fee
- FSU students have free access to the FSU Seminoles Express. Download the TransLoc app to track and keep up with bus schedules. The Heritage Route stops one block from the JMB Building. FSU Card is required.

CALHOUN PARKING GARAGE

M - F 7am - 8pm
\$1 for each additional hour (max \$7)
No charge after 8pm
Calhoun Street - under the walkover

ONE HOUR PARKING METERS

TWO HOURS PARKING METERS

FOUR HOURS PARKING METERS

JIM MORAN BUILDING

CALHOUN

CHECK OUT THE PARKING MAP!

Online Course Mentors

Contacts: Lisa Lopez-Dapena and Kirsten Frandsen

The JMC appoints mentors to assist faculty in communications, grading, and facilitating course discussions. When a course reaches an enrollment of 60 or more students, one mentor is appointed for 10 hours per week.

How We Assign Mentors

When preparing for the upcoming semester's courses, we review online course enrollments and decide which courses meet the criteria to be awarded an online mentor. Lisa will then send out a list of eligible Mentors for faculty to choose from, based on their education and work experience in conjunction with the course material. Lisa will then notify the selected mentor to confirm they are interested in the position for that semester. If it is a new faculty/mentor pairing, an introduction email will be sent introducing everyone.

After Mentors Are Assigned

Once the mentor is assigned, faculty members are responsible for adding the mentors into their course canvas site, assigning the mentors their job duties/responsibilities and provide them with the grading criteria. At the end of each semester, each faculty will be required to complete an evaluation of their mentor's performance. This will allow us to determine whether or not a mentor should be used in future semesters.

New Mentors

Mentors must have a minimum of a Master's degree in a field relevant to the class they will be mentoring for. We have several successful mentors that have been working with us for many years, so new mentors are not always needed. If this is the case, we will certainly keep a list of people interested in mentoring each semester should the opportunity arise.

****Time is of the essence when starting a new mentor appointment - requests must be made at least 3-4 weeks in advance of the semester start date.****

Instructor Credentialing System (ICS)

Contact: Ryan Jerrolds

FSU has designed the **Instructor Credentials System (ICS)** to collect, approve, and report each instructor's qualifying credentials. This includes academic degrees as well as alternative credentials, such as professional experience, scholarly accomplishments, publications, etc.

Changes or additions to credentials, experience, resumes, etc. should be communicated annually, or more often as needed, so that the JMC staff can ensure your ICS profiles are up-to-date.

Attendance & Leave

Contact: Ryan Jerrolds

9-month faculty earn sick time. If you are sick, you MUST use your sick leave. If you find yourself ill, contact Dean Fiorito and the admin team so that we can show you how to enter your time.

12-month faculty and A&P Employees earn sick and vacation time. If you are sick, you MUST use your sick leave. If you are going to be out-of-office, you MUST use your vacation leave. All leave requests require approval from your supervisor.

Viewing your Time Sheet

USPS employees accrue 4 hours of sick leave and 4 hours of vacation leave each pay period. You are also given an 8-hour personal holiday annually. (Leave for part-time employees accrues at a proportional rate).

A&P employees and 12-month faculty accrue 4 hours of sick leave and 6.769 hours of vacation leave each pay period.

A&P Employees and 12-month Faculty

If you are an A&P Employee or 12-month Faculty, your assigned timesheet will pay you for your regularly scheduled hours. You will only need to report deviations from regular hours such as sick, vacation, etc. Your timesheet defaults to the current week and fills in regularly scheduled hours. If you need to make changes you will need to add a row, choose a Time Reporting Code, and enter a quantity of hours used.

You can view your balances on your myFSU homepage.

The screenshot displays the myFSU homepage for Faculty & Staff. At the top, the myFSU logo and Florida State University name are visible. The user is logged in as Christopher. The main navigation bar includes 'Faculty & Staff' and 'Faculty & Staff Home'. The 'myFSU Links' section contains various service icons. The 'My Employee Snapshot' section features buttons for 'Timesheet', 'Paycheck', and 'Benefits'. A message indicates no leave balances are currently displayed. Below this is the 'FSU Calendar' with a list of events for August. On the right, there is a 'Go Mobile!' banner and a 'My Worklist' section showing no pending items. A profile card for Alexa Hatcher is also present.

You can access your timesheet by clicking the link on your myFSU homepage.

Viewing your Paycheck

From here, you can click on your paycheck date and view your net pay, pay rate, paycheck summary, any vacation or sick hours taken, tax deductions, etc. FSU payroll calendar can be found here.

UPDATING PERSONAL INFORMATION

To change your personal information in OMNI, navigate to:

- > www.my.fsu.edu
- > Human Resources
- > Self-Service
- > Personal Information
- > Personal Information

You will need to set up the Authentication prompt, Duo. You will be taken to a screen in which you can update your address, phone numbers, emergency contacts, email addresses, marital status and other demographic information. Please select "Campus Phone" as your default. Name change requests require approval by HR and backup documentation.

- ▶ Admissions
- ▶ Advising
- ▶ Benefits & Resources
- ▶ Career Development
- ▶ Financials
- ▼ Human Resources
 - Certify Effort
 - Compensation History
 - Direct Deposit
 - Faculty AOR Forms
 - Job Opening
 - Search/Application
 - Office of Human Resources
 - Paycheck
 - Personal Information
 - Promotion & Tenure
 - Request a Role
 - Request Training Enrollment
 - Timesheet
 - W-2 Consent
 - W-2 Form
 - W-4 Information

Document Retention & Disposal Policies

Contact: Ryan Jerrolds

Because FL is a public records state, documents should not be disposed of without going through the official procedures. Before you plan to dispose of any files (including student exams, quizzes, papers, lesson plans, meeting notes, interview notes, payment requests, etc.), please reach out to the admin team.

Helpful links can be found on the JMC Resources page.

A few examples of relevant retention schedules are below.

Disbursements

Disbursement Records

Retention: 5 Fiscal years after transaction completed

Student Exams/Classwork

Examination Materials

Retention: 1 semester after expiration of appeal process

Examination Materials: Graduation/Certification

Retention: 1 anniversary after final class grades posted provided no appeal is pending.

Student Class Work Records

Retention: Retain until obsolete, superseded, or administrative value is lost.

Other

Donation Records

Retention: Permanent

Grant Files

Retention: 5 Fiscal years after completion of grant cycle or project.

Tours

Contact: Kirsten Frandsen or Kaylee Gray

Students and JMC staff are often available to give tours of the Jim Moran Building and other JMC facilities. *Advance notice is required.*

Student-led tours: If you would like to schedule a tour with student tour guides, please contact Kirsten Frandsen.

VIP tours: If you would like to schedule a tour with a VIP, please contact Susan, Kaylee, Lisa, or Kirsten, who will ensure that your guest is accommodated.

Events

Contact: Kaylee Gray

JMB Event Space Rentals

The JMC Admin Team operates the Jim Moran Building Event Space Rental Auxiliary. That is, we bring in revenue by hosting external and FSU-internal events at the JMB. Discounts are offered to JMC or JMI partners, internal FSU departments, and even FSU students.

Any external parties (non-JMC) requesting to use the JMB for any event, will need to complete the **JMB Event Rental Request Form**, located on the JMC Resources webpage.

The event request form covers prices, layouts, capacities, and facilities and as well as IT needs, supplies, food needs, etc.

Events

FSU Alcohol Policy

All events involving alcohol, regardless of the attendee type (students, faculty, staff, guests), will require a licensed bartender to serve and an equal number of non-alcoholic drinks must also be available, in addition to food. **All on-campus events serving alcohol will be required to receive university approval.**

Alcohol cannot be the main point of the event, nor can it serve as a prize or award for participating or other competitions. For example, we cannot invite students to an event on-campus and offer two beer tickets as an incentive for coming.

If you would like to include alcohol in a JMC event, please contact admin@jmc.fsu.edu.

** Events hosted at JMB are not required to receive university approval because the venue is considered off-campus.



IT SUPPORT INFORMATION

- 41 IT Basics: How to get assistance & Submit a Case**
- 42 Important reminders**
- 43 FSU Technology Grants**

OUR TEAM



ROSIE LOPEZ

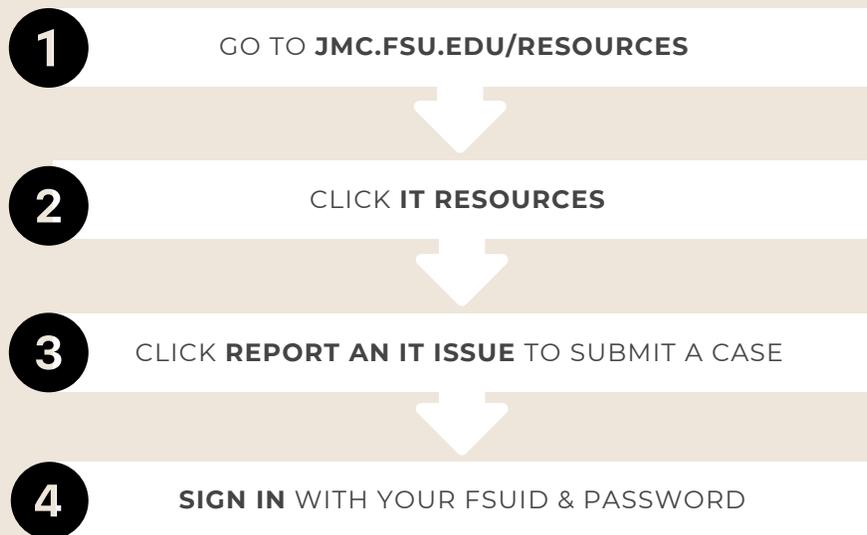
Manager of Information Technology Services
rlopez@jmc.fsu.edu
644-4351
JMB 211

INFORMATION TECHNOLOGY

THE BASICS

The Jim Moran College of Entrepreneurship's Information Technology Staff's primary goal is to understand the goals and objectives of the College and provide exceptional customer service to offer innovative technology solutions to entrepreneurial students, staff, and faculty.

IF YOU NEED ANY TECH ASSISTANCE, PLEASE FOLLOW THE STEPS BELOW TO SUBMIT A TICKET.



THIS INCLUDES, BUT IS NOT LIMITED TO, ANY ASSISTANCE WITH THE FOLLOWING:

CANVAS & KALTURA	MYFSUVLAB	DISTRIBUTION LISTS
DESKTOP SUPPORT/VPN	ONE DRIVE/OUTLOOK/O365	CALENDARS
PHISHING/CYBER SECURITY	ADOBE CREATIVE CLOUD	IT SUPPLIES (TONER, ETC)
PHONE OR EMAIL ISSUES	ZOOM/TEAMS	JMC CLASSROOM ISSUES
PRINTER/COPIER	GENERAL IT TRAINING	OTHER IT-RELATED ISSUES

CLASSROOM SUPPORT FOR NON-JMC CLASSROOMS

(RSB150, HCB, RBB, RBA, etc.)

1. Go to *jmc.fsu.edu/resources*
2. Click *IT Resources*
3. Click *Report a Classroom Support Issue*
4. IF URGENT, call 644-2811 (classroom support)

INFORMATION TECHNOLOGY

IMPORTANT REMINDERS

- POWER OFF ALL PROJECTORS AT THE END OF THE DAY
(specifically applies to WJB labs - check class schedule to see if you are the last class of the day)
- DO NOT POWER OFF OFFICE WORKSTATIONS
- REBOOT YOUR COMPUTER AT LEAST ONCE EVERY 2 WEEKS
- REPORT ISSUES IMMEDIATELY BY SUBMITTING A TICKET
- USE YOUR RESOURCES - ONEDRIVE, TEAMS, SHAREPOINT, ETC

INFORMATION TECHNOLOGY

SUPPLY REQUESTS

IF YOU NEED ANY TECH SUPPLIES, PLEASE FOLLOW THE STEPS BELOW TO SUBMIT A TICKET.

- 1** GO TO JMC.FSU.EDU/RESOURCES
- 2** CLICK **IT RESOURCES**
- 3** CLICK **REPORT AN IT ISSUE** TO SUBMIT A CASE
- 4** **SIGN IN** WITH YOUR FSUID & PASSWORD

SUPPLY REQUESTS INCLUDE BUT NOT LIMITED TO:

- Printer toner/cartridges
- Computer peripherals (monitors, keyboards, mouse, etc.)
- Computer Accessories

INFORMATION TECHNOLOGY

TECHNOLOGY GRANTS

Each year, the Student Tech Fee funds millions of dollars of instructional technology at FSU. The Tech Fee is distributed among university colleges, central IT organizations, and **instructional technology proposals**. *These proposals give departments an opportunity to secure funding for innovative and critical projects that may not be possible otherwise.*

JMC PAST AWARDS

2018

\$7,667.79

technology for the JMB Incubator

2019

\$40,001

upgraded Retail Experience Lab and creation of "The Studio"

2020

\$41,500

Enhanced tech in the WJB 3032 Office Depot Lab

2020

\$28,350

upgraded body scanning tech

2020

\$17,690.84

Upgraded AV in the JMB Event Space

2021

\$70,361.22

Upgraded Tech in the WJB 3032/3007 Office Depot Complex

2022

\$16,349

Jim Moran Textile Lab

2022

\$19,875

Jim Moran Collaboration Classroom

HOW TO SUBMIT TECH GRANTS

Call for 2023-2024 Project Submissions

The Student Technology Fee Advisory Committee is inviting proposals for projects that will enhance instructional technology. Starting August 1, 2023, proposals may be submitted by academic and non-academic departments, and proposals that were submitted but not funded during previous award cycles may be resubmitted.

**Aug
01**

email Rosie Lopez with a brief description and estimated total of your proposed project

**SEP
06**

The IT Committee will email you to let you know if the JMC will be moving forward with your proposal

**SEP
28**

Create a formal proposal, timeline, and budget. Gather official quotes from vendors

**SEP
29**

Rosie will collaborate with you before this date to review, suggest edits, etc

Final proposals are due to Rosie by September 28!

**OCT
01**

Rosie submits ALL proposals on behalf of the JMC

**DEC
20**

Award notices sent for approved proposals

INFORMATION TECHNOLOGY

IT USER SATISFACTION SURVEY

**JIM MORAN COLLEGE
JIM MORAN INSTITUTE**



MARKETING, EVENTS & BRANDING

- 47** What We Do
- 48** JMF Publicity Policies
- 49** Social Media & Events
- 50** 2023 Events
- 53** 2024 Events

OUR TEAM



KAYLEE GRAY

*Marketing & Communications
Manager*

kgray@jmc.fsu.edu

644-7125

JMB 213

For all marketing and/or social media requests please send an email to ***socialmedia@jmc.fsu.edu***

WHAT WE DO?

(NOT LIMITED TO THE FOLLOWING EXAMPLES)



01

Graphic Design

Flyers, programs, brochures, save the dates, etc.

02

Social Media

All social media requests for all platforms.

03

Digital & Print Communication

Announcements, press releases, newsletters, etc.

04

Events

Marketing, setup and day-of coordination provided for all events.

05

Website

Updates or new additions to the content on the website.

06

Swag

Request new or reorder current Swag items, such as JMC-branded koozies, pens, lanyards, stickers, etc.

Please email socialmedia@jmc.fsu.edu for any marketing requests.

JIM MORAN FOUNDATION PUBLICITY POLICIES

If you have any questions, please contact Kaylee Gray at kgray@jmc.fsu.edu

Advance, written approval from the Donor is required for any public relations piece, social media posting, website, film, press release or any similar type of communication by the Donee institutions relating to, quoting or depicting Jim Moran, in any manner.

In addition, advance written approval from the Donor is required for the use of any image or quote of Jim Moran; or, for any logo or signage for use by the Jim Moran School [now College] of Entrepreneurship and/or the Jim Moran Institute for Global Entrepreneurship.

Advance notice is not required for independent faculty research or for simple references to the School [College] or Institute in catalogs, course descriptions and similar materials.

For any Jim Moran College press releases that mention Jim and Jan Moran and/or The Jim Moran Foundation, The Foundation would appreciate your sending them to us simultaneously in advance so we can coordinate together and respond with written approval.



THE
JIM MORAN FOUNDATION
"THE FUTURE BELONGS TO THOSE WHO PREPARE FOR IT."



FLORIDA STATE UNIVERSITY
JIM MORAN COLLEGE OF ENTREPRENEURSHIP

JIM MORAN COLLEGE

Social Media

FOLLOW US ON ALL SOCIAL MEDIA ACCOUNTS

@JIMMORANCOLLEGE



TAG US IN ANY POSTS RELATED TO THE COLLEGE!

ALL SOCIAL MEDIA REQUESTS NEED TO BE SUBMITTED
VIA EMAIL WITH CONTENT AND PICTURES PROVIDED.

[SOCIALMEDIA@JMC.FSU.EDU](mailto:socialmedia@jmc.fsu.edu)

JIM MORAN COLLEGE

Events

All JMC sponsored events can be found on the website, linked to the FSU Events Calendar.

Any event on campus can be added to the FSU Events main calendar, which will then be linked to our website. Please email **socialmedia@jmc.fsu.edu** to add events to the FSU calendar and schedule a post on our social media platforms.

If you are the lead on any event, please be sure to complete the JMC Event Assessment Form found on the Faculty/Staff Resources page: **jmc.fsu.edu/resources**.

2023 EVENTS

AUG
22

RETAIL ROUNDTABLE

Held in August each year, this program is designed for local retail businesses including "Main Street" retailers as well as Store Managers of the local big box retailers. We include relevant topics and time for the businesses to meet each other as well as discuss internships, job openings, and how JMC and the Retail Center can be of assistance in our local retail community.

Contact: Ann Langston
Location: JMB Event Space
Time: 8:00am to 10:00am

AUG
23

GRADUATE STUDENT ORIENTATION

The Jim Moran College hosts a new graduate student orientation mandatory for all newly admitted graduate students. This will be held the week before classes at the Jim Moran Building in downtown Tallahassee and virtually via Zoom.

Contact: Victoria Morrow
Location: JMB
Time: 9:00am to 11:30am

AUG
28

DONUTS WITH THE DEAN

JMC Dean Susan Fiorito will be in Blackstone Launchpad, RSB 226, on the first day of classes, to meet and greet with students and wish them a great school year.

Contact: Kirsten Frandsen
Location: Blackstone Launchpad, RSB 226
Time: 8:30am to 10:30am

AUG
29

FALL INVOLVEMENT FAIR

The Fall 2023 Involvement Fair allows students to meet with organization leaders and members at a tabling fair at the Union! Students can get excited to find new ways to get involved with student organizations at FSU!

Contact: Kaitlin Simpson or Morgan Rodgers
Location: Student Union
Time: 6:00pm to 9:00pm

AUG
30

AUGUST MENTOR NIGHT

This monthly event is for interested alumni to build a peer mentoring connection with our student entrepreneurs, while also spotlighting what some of our students have been working on, and perhaps asking for guidance when needed. Most importantly we would like to celebrate the illustrious entrepreneurs who have come out of FSU.

Contact: Kaitlin Simpson or Morgan Rodgers
Location: JMB Event Space
Time: 6:00pm to 8:00pm

SEPT
7

FALL INCUBATOR MEETING

Fall incubator meeting for all students participating in the incubator program.

Contact: Kaitlin Simpson
Location: Blackstone Launchpad, 226
Time: 5:00pm to 6:00pm

SEPT
14

VENTURE VALLEY COLLEGIATE CUP

The Collegiate Cup is a Venture Valley college tour where you can come socialize and compete against your fellow students for prizes. Meet fellow entrepreneurs at your school and find out if you can compete against each other on a live leaderboard while sharing snacks and laughs!

Contact: Kaitlin Simpson or Morgan Rodgers
Location: Student Union, 1st Floor
Time: 11:00am to 4:00pm

SEPT
19

STEM CAREER & INTERNSHIP FAIR

Explore full-time and internship opportunities with employers seeking students in the STEM fields, and more. Meet recruiters and connect with nearly 100 employers and explore opportunities in the STEM fields. The event is open to all majors.

Contact: Britain Riley
Location: FAMU/FSU College of Engineering Building A (CE1)
Time: 9:00am to 3:00pm

SEPT
20

JMC FALL RECOGNITION & NETWORKING RECEPTION

During the fall semester, a reception is held that recognizes our scholarship recipients and offers networking opportunities for retail-related business and JMC students. This event is attended by representatives from over 15 companies and allows students to practice their business proficiency and networking skills with company representatives.

*Scheduled the day before the FSU Fall/Spring Career Fairs.

Contact: Ann Langston
Location: FSU Alumni Center Grand Ballroom
Time: 4:30pm to 7:30pm

SEPT
21

SEMINOLE FUTURES ALL MAJORS CAREER & INTERNSHIP FAIR

FSU's largest career and internship fair brings more than 100 different organizations on campus looking to #HireANole. Meet with recruiters from corporate, nonprofit, and government organizations to discuss a broad range of internship and full-time job opportunities. The event is open to students of all majors and class levels. Held at the Civic Center.

Contact: Britain Riley or Roxanne Parker
Location: Donald L. Tucker Civic Center
Time: 9:00am to 4:00pm

2023 EVENTS

SEPT
22

BLACKSTONE LAUNCHPAD IDEATHON CHALLENGE

The Blackstone LaunchPad Ideathon provides students with an opportunity to exercise their creative problem solving skills and win \$100. The Ideathon is part of the FSU Innovation Hub's biweekly Seminole Innovator Lunch Hour and is sponsored by Jim Moran College of Entrepreneurship and Blackstone LaunchPad.

Contact: Morgan Rodgers
Location: Innovation Hub
Time: 12:30pm

SEPT
27

SEPTEMBER MENTOR NIGHT

This monthly event is for interested alumni to build a peer mentoring connection with our student entrepreneurs, while also spotlighting what some of our students have been working on, and perhaps asking for guidance when needed. Most importantly we would like to celebrate the illustrious entrepreneurs who have come out of FSU.

Contact: Kaitlin Simpson or Morgan Rodgers
Location: JMB Event Space
Time: 6:00pm to 8:00pm

SEPT
30

WOMEN IN ENTREPRENEURSHIP DAY (WIE + GIRL SCOUTS)

WIE will partner to host 25 Girl Scouts who are in middle school for a Women in an Entrepreneurship event where the Girl Scouts will rotate to three stations to earn 3/6 Entrepreneurship badges.

Contact: Britain Riley & Shelly Griffin
Location: JMB Event Space
Time: 10:00am to 2:00pm

OCT
6

BLACKSTONE LAUNCHPAD IDEATHON CHALLENGE

The Blackstone LaunchPad Ideathon provides students with an opportunity to exercise their creative problem solving skills and win \$100. The Ideathon is part of the FSU Innovation Hub's biweekly Seminole Innovator Lunch Hour and is sponsored by Jim Moran College of Entrepreneurship and Blackstone LaunchPad.

Contact: Morgan Rodgers
Location: Innovation Hub
Time: 12:30pm

OCT
18

JM SCHOLARS RECEPTION

The Jim Moran Foundation, in partnership with Florida State University (FSU), annually recognizes two Jim Moran Scholars - African-American high school seniors from South Florida and North Florida who are role models and have received admission to FSU with an identified financial barrier. Both Scholars receive a four-year, needs-based scholarship with funding provided through JMI.

Contact: Susan Fiorito
Location: JMB
Time: TBD

OCT
19

WOMEN IN ENTREPRENEURSHIP WEEK PANEL

WIE will join forces with Tallahassee Women Wednesday to host the second annual National Women in Entrepreneurship week moderated panel. The event will host students, alumni, and community women entrepreneurs as panelists and moderators.

Contact: Britain Riley & Shelly Griffin
Location: JMB
Time: TBD

OCT
19

OCTOBER MENTOR NIGHT

This monthly event is for interested alumni to build a peer mentoring connection with our student entrepreneurs, while also spotlighting what some of our students have been working on, and perhaps asking for guidance when needed. Most importantly we would like to celebrate the illustrious entrepreneurs who have come out of FSU.

Contact: Kaitlin Simpson or Morgan Rodgers
Location: JMB Event Space
Time: 6:00pm to 8:00pm

OCT
20

BLACKSTONE LAUNCHPAD IDEATHON CHALLENGE

The Blackstone LaunchPad Ideathon provides students with an opportunity to exercise their creative problem solving skills and win \$100. The Ideathon is part of the FSU Innovation Hub's biweekly Seminole Innovator Lunch Hour and is sponsored by Jim Moran College of Entrepreneurship and Blackstone LaunchPad.

Contact: Morgan Rodgers
Location: Innovation Hub
Time: 12:30pm

OCT
16 -21

FLORIDA STATE UNIVERSITY HOMECOMING WEEK

Friday, October 20th | TBD
Homecoming Parade (no classes after TBD)

Saturday, October 21st | (Time: TBA)
Football game against Duke

Details: homecoming.fsu.edu

2023 EVENTS

NOV
1

FSU WOMEN'S HEALTH DAY

The Blackstone LaunchPad Ideathon provides students with an opportunity to exercise their creative problem solving skills and win \$100. The Ideathon is part of the FSU Innovation Hub's biweekly Seminole Innovator Lunch Hour and is sponsored by Jim Moran College of Entrepreneurship and Blackstone LaunchPad.

Contact: Britain Riley
Time: 10:00am to 4:00pm
Location: Landis Green

NOV
3

BLACKSTONE LAUNCHPAD IDEATHON CHALLENGE

The Blackstone LaunchPad Ideathon provides students with an opportunity to exercise their creative problem solving skills and win \$100. The Ideathon is part of the FSU Innovation Hub's biweekly Seminole Innovator Lunch Hour and is sponsored by Jim Moran College of Entrepreneurship and Blackstone LaunchPad.

Contact: Morgan Rodgers
Location: Innovation Hub
Time: 12:30pm

NOV
3-5

TALLAHASSEE STARTUP WEEK

Tallahassee Startup Week includes various events throughout the week, and the schedule will be posted on the Tallahassee Startup Week website, the JMC website, and social media.

Contact: Kaitlin Simpson

NOV
10

DEAN'S DEVELOPMENT COUNCIL MEETING

Annual fall meeting for the Dean's Development Council highlighting students and faculty and JMC accomplishments.

Contact: Ashleigh Marsh

NOV
15

7 UNDER 30

The annual 7 Under 30 Speaker Series features seven successful FSU alumni entrepreneurs who started businesses before the age of 30. Speakers talk about their experiences in starting and growing a business, and participate in a Q&A session.

Contact: Kaitlin Simpson
Location: JMB
Time: 3:00pm

NOV
17

BLACKSTONE LAUNCHPAD IDEATHON CHALLENGE

The Blackstone LaunchPad Ideathon provides students with an opportunity to exercise their creative problem solving skills and win \$100. The Ideathon is part of the FSU Innovation Hub's biweekly Seminole Innovator Lunch Hour and is sponsored by Jim Moran College of Entrepreneurship and Blackstone LaunchPad.

Contact: Morgan Rodgers
Location: Innovation Hub
Time: 12:30pm

NOV
29

NOVEMBER MENTOR NIGHT

This monthly event is for interested alumni to build a peer mentoring connection with our student entrepreneurs, while also spotlighting what some of our students have been working on, and perhaps asking for guidance when needed. Most importantly we would like to celebrate the illustrious entrepreneurs who have come out of FSU.

Contact: Kaitlin Simpson or Morgan Rodgers
Location: JMB Event Space
Time: 6:00pm to 8:00pm

NOV
2023

FALL ENTREPRENEURSHIP EXPO ON LANDIS GREEN

Jim Moran College of Entrepreneurship students showcase their companies, products and services to the FSU community on Landis Green.

Contact: Kirsten Frandsen
Location: Landis Green
Time: 10:00am to 2:00pm

DEC
1

BLACKSTONE LAUNCHPAD IDEATHON CHALLENGE

The Blackstone LaunchPad Ideathon provides students with an opportunity to exercise their creative problem solving skills and win \$100. The Ideathon is part of the FSU Innovation Hub's biweekly Seminole Innovator Lunch Hour and is sponsored by Jim Moran College of Entrepreneurship and Blackstone LaunchPad.

Contact: Morgan Rodgers
Location: Innovation Hub
Time: 12:30pm

DEC
2023

JMC HOLIDAY PARTY

Annual JMC Holiday Party for JMC faculty, staff, adjuncts, and EIRs. We will be participating in a white elephant gift exchange. Potluck dishes will be arranged and served.

Contact: Kirsten Frandsen
Location: JMB
Time: TBD

2024 EVENTS

JAN
24

JMC SPRING NETWORKING RECEPTION

During the spring semester, a reception is held that offers networking opportunities for retail-related business and JMC students. This event is attended by representatives from over 15 companies allowing students to practice their business proficiency and networking skills with company representatives.

*Scheduled the day before the FSU Fall/Spring Career Fairs.

Contact: Ann Langston
Location: TBD
Time: 4:30pm to 7:30pm

Jan
31

JANUARY MENTOR NIGHT

This monthly event is for interested alumni to build a peer mentoring connection with our student entrepreneurs, while also spotlighting what some of our students have been working on, and perhaps asking for guidance when needed. Most importantly we would like to celebrate the illustrious entrepreneurs who have come out of FSU.

Contact: Kaitlin Simpson or Morgan Rodgers
Location: JMB Event Space
Time: TBD

FEB
28

FEBRUARY MENTOR NIGHT

This monthly event is for interested alumni to build a peer mentoring connection with our student entrepreneurs, while also spotlighting what some of our students have been working on, and perhaps asking for guidance when needed. Most importantly we would like to celebrate the illustrious entrepreneurs who have come out of FSU.

Contact: Kaitlin Simpson or Morgan Rodgers
Location: JMB Event Space
Time: 6:00pm to 8:00pm

MAR
1

INNOLEVATION® CHALLENGE FINALS

The InNOLEvation® Challenge is an annual Business Model Competition with a focus on identifying problems and potential solutions, building effective teams and precisely defining the assumptions of a new venture, testing those assumptions in the field, and then pivoting (changing) based on the lessons learned. or all FSU students with \$10,000 first place prize and five \$4,000 prizes. PLEASE ENCOURAGE STUDENTS TO APPLY!

Contact: Kaitlin Simpson
Location: JMB Event Space
Time: 8:00am to 1:30pm

MAR
2024

SPRING ENTREPRENEURSHIP EXPO ON LANDIS GREEN

Jim Moran College of Entrepreneurship students showcase their companies, products and services to the FSU community on Landis Green.

Contact: Kirsten Frandsen
Location: Landis Green
Time: TBD

APR
18

OPENING NIGHTS/CHAIN OF PARKS PRESENTING ARTIST

Featuring Dean Mitchell is well known for his figurative works, landscapes and still lifes. In addition to watercolors, he is accomplished in other mediums including egg temperas, oils, and pastels. He has been featured in numerous publications including the New York Times, Christian Science Monitor, Artist Magazine, and more. Mitchell's art can be found in corporate and museum collections across the country including Huntsville Museum of Art, The Rockwell Museum, Mississippi Museum of Art, and the Library of Congress just to name a few. He has received numerous accolades including the American Watercolor Society Gold Medal, Allied Artist of American Gold Medal in Watercolor and Oil, and the Thomas Moran Award from the Salmagundi Club in New York.

Contact: Wendy Plant
Location: JMB
Time: 6:30pm

APR
2024

JUNIOR ACHIEVEMENT SHARK BOWL

Junior Achievement Big Bend, Office of Economic Vitality, and Leon County Schools have partnered to provide local high school students with the opportunity to learn about entrepreneurship. JMC is a Sponsor of the event. Leaders from the business community volunteer to provide students with first-hand experiences, helping students create a unique business idea and complete their own business model. JA Be Entrepreneurial is reaching nearly 1,000 area high school students annually. The JA Big Bend Shark Bowl is a Big Bend-wide competition of over 50 students. Eight Finalists - one from each high school group includes one stage presentation as well as the student interactive displays which are the Semi-finalist.

Contact: Wendy Plant
Location: JMB Event Space
Time: TBD

ACADEMIC UPDATES

- 57** *Fall 2023 Schedule*
- 61** *Spring 2024 Draft Schedule*
- 64** *Undergraduate Course Maps*
- 67** *Graduate Course Maps*
- 69** *Important Policies*
- 80** *Holy Days*
- 81** *Fall 2023 Academic Calendar*
- 83** *Fall 2023 Exam Schedule*
- 85** *JMC Undergraduate Report*
- 86** *JMC Graduate Report*
- 87** *JMC Minors*
- 88** *Student Engagement Opportunities*
- 89** *Student Organizations*
- 92** *EILC*
- 93** *International Programs*

OUR TEAM



KIRSTEN FRANSDSEN

First point of contact for all undergraduate-related matters.

*Assistant Director of
Academic Programs*
kfrandsen@jmc.fsu.edu
644-7893
RSB 231



VICTORIA MORROW

First point of contact for all graduate-related matters.

Graduate Coordinator
vmorrow@jmc.fsu.edu
644-4353
JMB 204



**JESSICA RIDGWAY
CLAYTON**

Director of Graduate Studies
jridgway@jmc.fsu.edu
644-1754
RSB 238



LISHA STAFFORD

Mapping Coordinator
lstafford@jmc.fsu.edu
644-4352
RSB 220



HAYLEY BROWN

Academic Advisor
hbrown@jmc.fsu.edu
644-7132
RSB 219

FALL 2023 SCHEDULE

Campus	Location	Course	Section	Class Title	Instructor	Facility	Days	Begin Time	End Time
MAIN	MAIN	CTE1401	0001	INTRO TEXTILE SCI	McQuerry	RSB_0150	T R	9:45 AM	11:00 AM
MAIN	MAIN	CTE1401	0002	INTRO TEXTILE SCI	Hackett	RSB_0150	T R	11:35 AM	12:50 PM
MAIN	FLORENCE	CTE1401	0003	INTRO TEXTILE SCI	Menchi		T	9:00 AM	12:00 PM
MAIN	MAIN	CTE2630	0001	THE SOCIAL PSYCHOLOGY OF DRESS	Hand	RSB_0150	M W F	12:00 PM	12:50 PM
MAIN	MAIN	CTE2630	0002	THE SOCIAL PSYCHOLOGY OF DRESS	Hand	RSB_0150	M W F	12:00 PM	12:50 PM
MAIN	MAIN	CTE3055	0001	RETAIL COMPUTER APPLICATIONS	Clayton	WJB_3032	T R	11:35 AM	12:50 PM
MAIN	MAIN	CTE3416	0001	RETAIL TECHNOLOGIES	Clayton	WJB_3007	T R	9:45 AM	11:00 AM
MAIN	MAIN	CTE3431	0001	INTRO TO PRODUCT DEVELOPMENT	Nam	WJB_3007	M W F	12:00 PM	12:50 PM
MAIN	MAIN	CTE3431	0002	INTRO TO PRODUCT DEVELOPMENT	Schofield	WJB_3032	M W F	1:20 PM	2:10 PM
MAIN	FLORENCE	CTE3512	0001	HISTORY OF DRESS	Menchi		W	9:00 AM	12:00 PM
MAIN	MAIN	CTE3806	0001	MERCHANDISING PRINCP	Langston	WJB_G0039	M W F	9:20 AM	10:10 AM
MAIN	MAIN	CTE3806	0002	MERCHANDISING PRINCP	Langston	WJB_G0039	M W F	10:40 AM	11:30 AM
MAIN	MAIN	CTE3808	0001	CONS IN COM MKTPLC	Manchiraju	HCB_0209	T R	8:00 AM	9:15 AM
MAIN	MAIN	CTE3835	0001	MDSE PRES & INV ANAL	Hand	WJB_3007	T R	1:20 PM	2:35 PM
MAIN	ONLINE	CTE3862	0001	RETAIL OPERATIONS	Riley				
PC	ONLINE	CTE3862	0002	RETAIL OPERATIONS	Riley				
MAIN	ONLINE	CTE4470	0001	SUSTAINABILITY & HUMAN RIGHTS	Kim				
MAIN	MAIN	CTE4812	0001	RETAIL BRANDING	Lewis	KRB_0110	T R	1:20 PM	2:35 PM
MAIN	MAIN	CTE4812	0002	RETAIL BRANDING	Lewis	KRB_0110	T R	3:05 PM	4:20 PM
MAIN	MAIN	CTE4822	0001	QUAN MERCH MNGMT	Parker	RSB_0150	M W F	9:20 AM	10:10 AM
MAIN	MAIN	CTE4822	0002	QUAN MERCH MNGMT	Parker	RSB_0150	M W F	10:40 AM	11:30 AM
MAIN	MAIN	CTE4829	0001	GLOBAL SOURCING	Hand	WJB_3032	M W F	9:20 AM	10:10 AM
MAIN	MAIN	CTE4937	0001	SPECIAL TOPICS	Hackett	HCB_0207	T R	1:20 PM	2:35 PM
MAIN	FLORENCE	CTE4937	0002	SPECIAL TOPICS	Mattei		W	4:15 PM	7:15 PM
MAIN	FLORENCE	CTE4937	0003	SPECIAL TOPICS	Mattei		T	4:15 PM	7:15 PM
MAIN	MAIN	CTE4937	0004	SPECIAL TOPICS	Schofield	WJB_3007	T	6:00 PM	9:30 PM
MAIN	MAIN	ENT1021	0001	ENTREPRENEURSHIP COLLOQUIUM	Riley	LSB_0126	W	3:05 PM	4:20 PM
MAIN	ONLINE	ENT1940	0001	INTERNSHIP PREP FOR ENT	Riley		T	9:45 AM	11:00 AM
MAIN	ONLINE	ENT1940	0002	INTERNSHIP PREP FOR ENT	Parker		W	1:20 PM	2:20 PM
PC	ONLINE	ENT1940	0003	INTERNSHIP PREP FOR ENT	Riley		T	8:45 AM	10:00 AM
MAIN	ONLINE	ENT2000	0001	INTRO ENTREPRENEUR	Breed				57

MAIN	MAIN	ENT2000	0002	INTRO ENTREPRENEUR	Griffin	HCB_0310	M W F	9:20 AM	10:10 AM
PC	ONLINE	ENT2000	0003	INTRO ENTREPRENEUR	Breed				
ROP	ONLINE	ENT2000	0004	INTRO ENTREPRENEUR	Breed				
PC	PC	ENT2000	0005	INTRO ENTREPRENEUR	Baber	HOL_B0308	T R	2:45 PM	4:00 PM
MAIN	MAIN	ENT2000	0006	INTRO ENTREPRENEUR	Griffin	HCB_0310	M W F	9:20 AM	10:10 AM
MAIN	MAIN	ENT2802	0001	ENTREPRE & CONTEMPORARY SOC	Frazier	BEL_0023	T R	4:50 PM	6:05 PM
MAIN	MAIN	ENT3002	0001	EXPERIENCES IN ENTREPRENEURSHI	Breed	RSB_0150	T R	8:00 AM	9:15 AM
MAIN	MAIN	ENT3002	0002	EXPERIENCES IN ENTREPRENEURSHI	Breed	HCB_0209	T R	9:45 AM	11:00 AM
MAIN	MAIN	ENT3002	0003	EXPERIENCES IN ENTREPRENEURSHI	Frazier	WJB_G0039	T R	8:00 AM	9:15 AM
PC	PC	ENT3002	0005	EXPERIENCES IN ENTREPRENEURSHI	Baber	HOL_B0308	W	2:00 PM	4:30 PM
MAIN	MAIN	ENT3111	0001	CREATING VALUE	Griffin	HCB_0310	M W F	1:20 PM	2:10 PM
MAIN	MAIN	ENT3111	0002	CREATING VALUE	Lewis	HCB_0310	M W	3:05 PM	4:20 PM
PC	PC	ENT3111	0003	CREATING VALUE	Vadell	HOL_B0208	M W	12:30 PM	1:45 PM
MAIN	ONLINE	ENT3173	0001	FRANCHISING	Garner				
PC	ONLINE	ENT3173	0002	FRANCHISING	Garner				
MAIN	MAIN	ENT3175	0001	INTRO TO AUTO FRANCHISING	Hackett	RSB_0150	M W	3:05 PM	4:20 PM
MAIN	MAIN	ENT3273	0001	FAMILY BUSINESS	Riley	HCB_0310	M W F	10:40 AM	11:30 AM
MAIN	MAIN	ENT3414	0001	MEASURING FINANCIAL SUCCESS	Tatum	WJB_3032	T R	8:00 AM	9:15 AM
MAIN	MAIN	ENT3414	0002	MEASURING FINANCIAL SUCCESS	Tatum	WJB_3032	T R	9:45 AM	11:00 AM
PC	PC	ENT3414	0003	MEASURING FINANCIAL SUCCESS	Herndon	HOL_B0201	T R	2:00 PM	3:15 PM
MAIN	ONLINE	ENT3423	0001	FUNDING SOURCES	Tatum				
PC	ONLINE	ENT3423	0002	FUNDING SOURCES	Tatum				
MAIN	MAIN	ENT3451	0001	ACCOUNTING FOR ENTREPRENEURS	Garner	WJB_3032	M W F	10:40 AM	11:30 AM
MAIN	MAIN	ENT3451	0002	ACCOUNTING FOR ENTREPRENEURS	Garner	WJB_3032	M W F	12:00 PM	12:50 PM
PC	ONLINE	ENT3451	0003	ACCOUNTING FOR ENTREPRENEURS	Garner				
MAIN	MAIN	ENT3451	0004	ACCOUNTING FOR ENTREPRENEURS	Garner	RSB_0150	M W F	1:20 PM	2:10 PM
MAIN	MAIN	ENT3513	0001	MARKET SOLUTIONS	McNees	WJB_G0039	T R	9:45 AM	11:00 AM
MAIN	MAIN	ENT3513	0002	MARKET SOLUTIONS	McNees	WJB_G0039	T R	11:35 AM	12:50 PM
MAIN	MAIN	ENT3515	0001	SOCIAL AND SUSTAINABLE ENTERPR	McNees	WJB_3032	T R	3:05 PM	4:20 PM

MAIN	MAIN	ENT3607	0002	INNOVATION BY DESIGN	Lemus	LSB_0126	T R	9:45 AM	11:00 AM
MAIN	MAIN	ENT3607	0003	INNOVATION BY DESIGN	Baldauf	LSB_0126	T R	11:35 AM	12:50 PM
MAIN	MAIN	ENT3607	0004	INNOVATION BY DESIGN	Dorce	LSB_0126	T R	1:20 PM	2:35 PM
MAIN	MAIN	ENT3607	0005	INNOVATION BY DESIGN	Baldauf	LSB_0126	T R	3:05 PM	4:20 PM
MAIN	ONLINE	ENT3607	0007	INNOVATION BY DESIGN	Baldauf		T R	4:50 PM	6:05 PM
MAIN	MAIN	ENT3607	0008	INNOVATION BY DESIGN	Montez	LSB_0126	T R	6:35 PM	7:50 PM
MAIN	MAIN	ENT3629	0001	ENTREPRENEURIAL TECHNOLOGIES	Frazier	WJB_3032	T R	1:20 PM	2:35 PM
PC	PC	ENT3629	0002	ENTREPRENEURIAL TECHNOLOGIES	Baber	HOL_B0308	T R	4:15 PM	5:30 PM
MAIN	MAIN	ENT3629	0003	ENTREPRENEURIAL TECHNOLOGIES	Frazier	WJB_3032	T R	1:20 PM	2:35 PM
MAIN	ONLINE	ENT4014	0001	NEW VENTURES I	Griffin				
PC	ONLINE	ENT4014	0002	NEW VENTURES I	Griffin				
MAIN	MAIN	ENT4114	0001	BUSINESS PLAN DESIGN	McHaffie	RSB_0150	M W F	8:00 AM	8:50 AM
MAIN	MAIN	ENT4114	0002	BUSINESS PLAN DESIGN	McHaffie	WJB_G0039	M W F	12:00 PM	12:50 PM
MAIN	MAIN	ENT4114	0003	BUSINESS PLAN DESIGN	Griffin	WJB_3032	M W F	8:00 AM	8:50 AM
PC	PC	ENT4114	0004	BUSINESS PLAN DESIGN	Baber	HOL_B0308	W	11:00 AM	1:30 PM
MAIN	MAIN	ENT4122	0001	GO TO MARKET STRATEGIES	Hackett	HCB_0310	M W F	8:00 AM	8:50 AM
MAIN	MAIN	ENT4255	0001	NEGOTIATION IN ENTREPRENEURSHIP	Garner	HCB_0209	T R	11:35 AM	12:50 PM
MAIN	MAIN	ENT4255	0002	NEGOTIATION IN ENTREPRENEURSHIP	Garner	RSB_0150	T R	1:20 PM	2:35 PM
MAIN	MAIN	ENT4255	0003	NEGOTIATION IN ENTREPRENEURSHIP	Garner	RSB_0150	T R	3:05 PM	4:20 PM
MAIN	MAIN	ENT4305	0001	LEGAL & ETHICAL ENVIRONMENTS	Stith	WJB_G0039	M W F	8:00 AM	8:50 AM
MAIN	MAIN	ENT4305	0002	LEGAL & ETHICAL ENVIRONMENTS	Stith	HCB_0310	M W F	12:00 PM	12:50 PM
PC	PC	ENT4305	0003	LEGAL & ETHICAL ENVIRONMENTS	Madewell	HOL_B0308	T R	12:30 PM	1:45 PM
MAIN	ONLINE	ENT4625	0001	MUSIC ENTREPRENEURSHIP	Hoffman				
MAIN	MAIN	ENT4641	0001	STEM ENT RESEARCH METHODS	Carter	WJB_3007	T R	11:30 AM	12:45 PM
MAIN	MAIN	ENT4811	0001	ENTREPRENEURIAL E-COMMERCE	Frazier	HCB_0207	T R	3:05 PM	4:20 PM
MAIN	MAIN	ENT4934	0001	SPEC TOPICS IN ENT	Stith	WJB_3007	M W F	9:20 AM	10:10 AM
MAIN	MAIN	ENT4934	0003	SPEC TOPICS IN ENT	Schlakman	HCB_0212	W	5:30 PM	8:00 PM
MAIN	ONLINE	ENT4943	0001	ENTREPRENEURSHIP INTERNSHIP	Riley				
MAIN	ONLINE	ENT4943	0002	ENTREPRENEURSHIP INTERNSHIP	Parker				
PC	ONLINE	ENT4943	0003	ENTREPRENEURSHIP INTERNSHIP	Riley				

MAIN	MAIN	CTE5445	0001	TEXTILE TECHNOLOGIES	McQuerry		T R	11:35 AM	12:50 PM
MAIN	ONLINE	CTE5471	0001	SUSTAINABILITY & HUMAN RIGHTS	Kim				
MAIN	MAIN	CTE5475	0001	SUSTAINABLE ACCESSORY PRODUCTS	Nam		T R	3:05 PM	4:20 PM
MAIN	MAIN	CTE5890	0001	PERSPECTIVES IN RETAIL ENT	Hackett		M W	3:05 PM	4:20 PM
MAIN	MAIN	CTE5906	0001	DIR INDIV STUDY					
MAIN	MAIN	CTE5935	0001	SPECIAL TOPICS	Schofield		T	6:00 PM	9:30 PM
MAIN	ONLINE	ENT5216	0001	ENTREPRENEURSHIP & LEADERSHIP	Tatum				
MAIN	MAIN	ENT5225	0001	HR MANAGEMENT FOR ENT	Geoghagan	JMB_0201	T R	11:35 AM	12:50 PM
MAIN	MAIN	ENT5608	0001	PRODUCT DESIGN	Lewis	JMB_0201	W	9:00 AM	12:00 PM
MAIN	ONLINE	ENT5634	0001	SYSTEMS THINKING	McNees		W	5:00 PM	8:00 PM
MAIN	MAIN	ENT5936	0001	PRODUCT DEVELOPMENT COLLOQUIUM	Hackett	JMB_0201	M W	3:05 PM	4:20 PM
MAIN	ONLINE	ENT5942	0001	GRADUATE INTERNSHIP	Riley				
MAIN	ONLINE	HMG5930	0001	HOSPITALITY COLLOQUIUM	Piotrowski				
MAIN	ONLINE	HMG5944	0001	GRADUATE INTERNSHIP	Piotrowski				
MAIN	ONLINE	HMG5944	0002	GRADUATE INTERNSHIP	Farr				

SPRING 2024 DRAFT SCHEDULE

Campus	Location	Course Number	Class Section	Class Title	Instructor	Facility	Days	Begin Time	End Time
MAIN	ONLINE	CTE1401	1	Intro to Textiles	Riley				
MAIN	MAIN	CTE3055	1	Retail Computer Applications	Hackett	WJB3032	TR	1:20PM	2:35PM
MAIN	MAIN	CTE3055	2	Retail Computer Applications	Hackett	WJB3032	TR	3:05PM	4:20PM
MAIN	MAIN	CTE3806	1	Intro to Merchandising	Langston	WJB G0039	TR	8:00AM	9:15AM
MAIN	MAIN	CTE3835	1	Visual Merchadising	Riley	WJB3007	TR	9:45AM	11:00AM
MAIN	MAIN	CTE3835	2	Visual Merchadising	Hand	WJB3007	TR	1:20PM	2:35PM
MAIN	MAIN	CTE3862	1	Retail Operations	Langston	WJB G0039	TR	9:45AM	11:00AM
MAIN	MAIN	CTE4443	1	Quality Assurance	Hackett	RSB150	TR	9:45AM	11:00AM
MAIN	MAIN	CTE4443L	1	Quality Assurance Lab	Hackett	SAN301	M	9:00AM	12:00PM
MAIN	MAIN	CTE4443L	2	Quality Assurance Lab	Hackett	SAN301	M	1:00PM	3:00PM
MAIN	MAIN	CTE4443L	3	Quality Assurance Lab	Hackett	SAN301	W	9:00AM	12:00PM
MAIN	MAIN	CTE4443L	4	Quality Assurance Lab	Hackett	SAN301	W	1:00PM	3:00PM
MAIN	ONLINE	CTE4470	1	Sustainability	Kim				
MAIN	MAIN	CTE4605	1	Retail Supply Chain	Hand	RSB150	MWF	10:40AM	11:30AM
MAIN	MAIN	CTE4605	2	Retail Supply Chain	Hand	RSB150	MWF	12:00PM	12:50PM
MAIN	MAIN	CTE4826	1	Retail Buying	Lewis	WJB3032	TR	9:45AM	11:00AM
MAIN	MAIN	CTE4826	2	Retail Buying	Hand	WJB3032	TR	11:35AM	12:50PM
MAIN	MAIN	CTE4868	1	Product Development Capstone	Schofield	WJB3007	MW	3:05PM	4:20PM
MAIN	ONLINE	ENT1942	1	Internship Prep II	Parker				
MAIN	ONLINE	ENT1942	2	Internship Prep II	Riley				
MAIN	MAIN	ENT2000	1	Intro to Entrepreneurship	Griffin	HCB310	MWF	10:40AM	11:30AM
MAIN	MAIN	ENT2000	2	Intro to Entrepreneurship	Garner	HCB310	MWF	1:20PM	2:10PM
MAIN	ONLINE	ENT2000	3	Intro to Entrepreneurship	TBD				
MAIN	MAIN	ENT2624	1	Enough to Be Dangerous	McCarthy	WJB3032	MWF	3:05PM	4:20PM
MAIN	MAIN	ENT2630	1	Survey of STEM		HCB207	TR	4:50PM	6:05PM
MAIN	MAIN	ENT3001	1	Experiences in ENT I	Griffin	RSB150	MW	3:05PM	4:20PM
MAIN	MAIN	ENT3001	2	Experiences in ENT I	Frazier	WJB G0039	MWF	12:00PM	12:50PM
MAIN	MAIN	ENT3001	3	Experiences in ENT I	Breed	RSB150	TR	8:00AM	9:15AM
MAIN	MAIN	ENT3001	4	Experiences in ENT I	Breed	RSB150	TR	3:05PM	4:20PM
MAIN	ONLINE	ENT3173	1	Franchising	Garner				
MAIN	MAIN	ENT3203	1	Managing Growth	Garner	HCB207	TR	1:20PM	2:35PM
MAIN	MAIN	ENT3203	2	Managing Growth	Garner	HCB209	TR	11:35AM	12:50PM
MAIN	ONLINE	ENT3423	1	Funding Sources	Garner				
MAIN	MAIN	ENT3451	1	Accounting for Entrepreneurs	Garner	WJB3032	MWF	10:40AM	11:30AM
MAIN	MAIN	ENT3451	2	Accounting for Entrepreneurs	Garner	WJB3032	MWF	12:00PM	12:50PM

MAIN	MAIN	ENT3513	1	Market Solutions to Social Problems	Carter	HCB310	MWF	12:00PM	12:50PM
MAIN	MAIN	ENT3513	2	Market Solutions to Social Problems	McNees	HCB209	TR	9:45AM	11:00AM
MAIN	MAIN	ENT3513	3	Market Solutions to Social Problems	McNees	RSB150	TR	11:35AM	12:50PM
MAIN	MAIN	ENT3515	1	Social & Sustainable Enterprises	McNees	RSB150	TR	1:20PM	2:35PM
MAIN	MAIN	ENT3605	1	Systems Innovation by Design	Baldauf	LSB112	TR	9:45AM	11:00AM
MAIN	MAIN	ENT3607	1	Innovation by Design	Lemus	LSB126	TR	9:45AM	11:00AM
MAIN	MAIN	ENT3607	2	Innovation by Design	Baldauf	LSB126	TR	11:35AM	12:50PM
MAIN	MAIN	ENT3607	3	Innovation by Design	Dorce	LSB126	TR	1:20PM	2:35PM
MAIN	MAIN	ENT3607	4	Innovation by Design	Adams	LSB126	TR	3:05PM	4:20PM
MAIN	MAIN	ENT3607	5	Innovation by Design		LSB126	TR	4:50PM	6:05PM
MAIN	MAIN	ENT3607	6	Innovation by Design		LSB126	TR	4:50PM	6:05PM
MAIN	MAIN	ENT3607	7	Innovation by Design	Montez	LSB126	TR	6:35PM	7:50PM
MAIN	MAIN	ENT3XXX	1	Intellectual Property	Stith	HCB310	MW	3:05PM	4:20PM
MAIN	ONLINE	ENT4014	1	New Venture Creation	Stith				
MAIN	MAIN	ENT4110	1	Simulation Capstone	Frazier	WJB3032	MWF	9:20AM	10:10AM
MAIN	MAIN	ENT4110	2	Simulation Capstone	Frazier	WJB3032	MWF	1:20PM	2:10PM
MAIN	MAIN	ENT4114	1	Business Plan Design	McHaffie	RSB150	MWF	8:00AM	8:50AM
MAIN	MAIN	ENT4114	2	Business Plan Design	McHaffie	RSB150	MWF	9:20AM	10:10AM
MAIN	MAIN	ENT4122	1	Go To Market Strategies	Hackett	HCB209	TR	8:00AM	9:15AM
MAIN	MAIN	ENT4122	2	Go To Market Strategies	Hackett	KRB110	TR	1:20PM	2:35PM
MAIN	MAIN	ENT4122	3	Go To Market Strategies	Hackett	KRB110	TR	3:05PM	4:20PM
MAIN	MAIN	ENT4127	1	Entrepreneurial Strategy	Geoghagan	WJB G0039	TR	11:35AM	12:50PM
MAIN	MAIN	ENT4153	1	Data Science Entrepreneurship	Greene	WJB3007	TR	11:35AM	12:50PM
MAIN	MAIN	ENT4255	1	Negotiations	Garner	HCB207	TR	3:05PM	4:20PM
MAIN	MAIN	ENT4601	1	Innovation Grand Challenge	Baldauf	LSB112	Friday	1:20PM	3:50PM
MAIN	MAIN	ENT4604	1	Product Development	Griffin	WJB G0039	MWF	8:00AM	8:50AM
MAIN	MAIN	ENT4604	2	Product Development	Lewis	WJB G0039	MWF	9:20AM	10:10AM
MAIN	MAIN	ENT4604	3	Product Development	Griffin	RSB150	MWF	1:20PM	2:10PM
MAIN	MAIN	ENT4604	4	Product Development	Lewis	WJB G0039	MWF	10:40AM	11:30AM
MAIN	MAIN	ENT4602	1	STEM Product Development	Carter	WJB3007	MWF	1:20PM	2:10PM
MAIN	MAIN	ENT4811	1	E-Commerce	Nam	HCB310	MWF	9:20AM	10:10AM
MAIN	ONLINE	ENT4934	1	Opportunities in Athletic Entrepreneurship	Stith				
MAIN	ONLINE	ENT4943	1	Internship	Parker				
MAIN	ONLINE	ENT4943	2	Internship	Riley				

MAIN	MAIN	IDS2128	1	ENT & Contemporary Society	McHaffie	DEVINNEY	MWF	12:00PM	12:50PM
MAIN	MAIN	IDS2128	2	ENT & Contemporary Society	McHaffie	DEVINNEY	MWF	1:20PM	2:10PM
MAIN	MAIN	ENT5246	1	Promotional Pricing	Lewis	JMB205	MW	12:30PM	1:45PM
MAIN	MAIN	ENT5312	1	IP Strategies	Stith	JMB205	TR	1:20PM	2:35PM
MAIN	MAIN	ENT5417	1	Accounting & Finance	Tatum	JMB205	TR	8:00AM	9:15AM
MAIN	ONLINE	ENT5417	2	Accounting & Finance	Dogru				
MAIN	ONLINE	ENT5417	3	Accounting & Finance	Tatum				
MAIN	MAIN	ENT5606	1	PD Analytics	Frazier	JMB205	TR	9:45AM	11:00AM
MAIN	ONLINE	ENT5942		Graduate Internship	Riley				
MAIN	ONLINE	HMG5229	1	Hospitality Management Ethics	McGinley				
MAIN	ONLINE	HMG5258	1	Innovative Practices in Lodging Management	Hanks				
MAIN	ONLINE	CTE5911	1	Research Methods	Manchiraju		TR	11:35AM	12:50PM
MAIN	ONLINE	COA5400	1	Consumer Behavior	Manchiraju		TR	1:20PM	2:35PM
MAIN	ONLINE	ENT5805	1	Leveraging Technologies	Nam		MW	6:00PM	7:15PM
MAIN	MAIN	ENT5609	1	Prototyping		JMB205	MW	9:45AM	11:00AM
MAIN	MAIN	CTE5444	1	Quality Assurance	McQuerry	SAN301	TR	9:45AM	11:00AM
MAIN	ONLINE	CTE5471	1	Sustainability & Human Rights	Kim				
MAIN	MAIN	CTE5815	1	Retail Technologies	Ridgway	WJB3007	W	9:30AM	12:00PM
MAIN	MAIN	CTE5125	1	Design Thinking	Schofield	WJB3007	M	9:30AM	12:00PM

Commercial Entrepreneurship

2023 - 2024

JMC Core
Major Courses

Prior to Starting:

All pre-reqs, ENT2000, lower-division courses

Junior Fall (Term 5)

ENT3111: Creating Value through Customer Acquisition

CHOOSE: ENT3629, ENT4811, CTE3055

ENT3451: Entrepreneur's Guide to Accounting

ENT4255: Negotiations

ENT1940: Internship Prep

Junior Spring (Term 6)

ENT4122: Go To Market Strategy

ENT3513 - Market Solutions to Social Problems

ENT3001: Experiences in Entrepreneurship I

ENT4604: New Product Development

JM Elective

ENT1942: Internship Prep

Summer

ENT4943: Internship

Senior Fall (Term 7)

ENT4305: Legal Environments

ENT3414: Measuring Financial Success

ENT3002: Experiences in Entrepreneurship II

ENT4114: Business Plan Design

Senior Spring (Term 8)

ENT4110: Entrepreneurship Capstone

ECO3041: Personal Finance

ENT3203: Managing Growth

JM Elective

Retail Entrepreneurship Map

2023-2024

Possible concentrations include: Retail Merchandising, Product Development,
Digital Retail Technology

Fall 1

Intro to Merchandising – CTE3806
Retail Math – CTE4822
Intro to Textiles – CTE1401
Consumers in the Marketplace – CTE3808
Market Solutions to Social Problems – ENT3513
Internship Prep – ENT1940

Spring 1

Entrepreneur's Guide to Accounting - ENT3451
Computer Applications – CTE3055
Choose 2: CTE3835, CTE4826, CTE4443
Internship Prep II - ENT1942

Summer 1

Internship – ENT4943

Fall 2

Go to Market Strategies – ENT4122
JM Elective
Choose 2: CTE4812, CTE3416, CTE4829
Product Development Process – CTE3431

Spring 2

Personal Finance – ECO3041
Choose 2: CTE4605, ENT4811, CTE4470,
CTE4868
Business Plan Design – ENT4114

Merchandising

CTE3835 - Visual Merchandising
CTE4826 - Retail Buying
CTE4812 - Retail Branding
CTE4605 - Supply Chain

Product Development

CTE4443 - Quality Assurance
CTE4829 - Global Sourcing
CTE4470 - Sustainability
CTE4868 - PD Capstone

Digital Technology

CTE3416 - Retail Technologies
ENT4811 - E-commerce
New Course
New Course

STEM Entrepreneurship

2023 - 2024

JMC Core
Major Courses

Prior to Starting:

All pre-reqs, ENT2000, lower-division courses

Junior Fall (Term 5)

ENT3629: Entrepreneurial Technologies **ENT3451:**
Entrepreneur's Guide to Accounting **Minor Course**
Minor Course
ENT1940: Internship Prep

Junior Spring (Term 6)

ENT4122: Go To Market Strategies **ECO3041:**
Personal Finance
ENT1942: Internship Prep: Next Level **ENT4153 –**
Data Science Entrepreneurship **ENT3001:**
Experiences in Entrepreneurship I **Minor Course**

Summer

ENT4943: Internship

Senior Fall (Term 7)

ENT4641: STEM Research Methods
Minor Course
ENT3002: Experiences in Entrepreneurship II
ENT3414: Measuring Financial Success **ENT4114:**
Business Plan Design

Senior Spring (Term 8)

Minor Course
ENT3513: Market Solutions to Social Problems
ENT4127: Entrepreneurial Strategy **ENT4602:** STEM
Product Development
JM Elective

TEXTILES AND APPAREL ENTREPRENEURSHIP PROGRAM OF STUDY

CORE MS-RE CLASS

ELECTIVE CLASSES (need 4 electives total)

Full-Time Schedule

Fall	Spring	Summer
ENT5216 Foundations of Entrepreneurship and Leadership	CTE5444 Quality Assurance Assessment <i>(prerequisite: CTE5445)</i>	Remaining elective classes (need 4 total)
CTE5445 Advancements in Textile Technology <i>(prerequisite: CTE1401)</i>	CTE5911 Research Analysis in Clothing and Textiles	
CTE5890 Perspectives in Retail Entrepreneurship	CTE5815 Retail Technologies <i>(prerequisite: CTE3055 & CTE5445)</i>	
Elective classes (need 4 total)	Elective classes (need 4 total)	

Part-Time Schedule

Fall	Spring	Summer
CTE5445 Advancements in Textile Technology <i>(prerequisite: CTE1401)</i>	CTE5815 Retail Technologies <i>(prerequisite: CTE3055 & CTE5445)</i>	1 elective class (4 total)
CTE5890 Perspectives in Retail Entrepreneurship	CTE5444 Quality Assurance Assessment <i>(prerequisite: CTE5445)</i>	1 elective class (4 total)
2nd Fall	2nd Spring	
ENT5216 Foundations of Entrepreneurship and Leadership	CTE 5911 Research Analysis in Clothing and Textiles	
1 elective class (4 total)	1 elective class (4 total)	

MSE PRODUCT DEVELOPMENT PROGRAM OF STUDY

CORE MSE CLASS

REQUIRED SSE CLASS

Full-Time Schedule

Fall	Spring	Summer
ENT5216 Foundations in Entrepreneurship and Leadership	ENT5417 Accounting and Finance for Entrepreneurs	ENT5128 Strategy Formulation
ENT5936 Product Development Colloquium	ENT5609 Prototyping	ENT5942 Graduate Internship OR elective
ENT5225 Human Resource Management for Entrepreneurs	ENT5606 Product Development Analytics	
ENT5608 Product Design	ENT5246 Promotional and Pricing Implementation	

Part-Time Schedule

Fall	Spring	Summer
ENT5936 Product Development Colloquium	ENT5417 Accounting and Finance for Entrepreneurs	ENT5128 Strategy Formulation
ENT5608 Product Design	ENT5609 Prototyping (or 2 nd spring)	ENT5942 Graduate Internship OR elective (1 st or 2 nd summer)
2nd Fall	2nd Spring	2nd Summer
ENT5216 Foundations in Entrepreneurship and Leadership	ENT5606 Product Development Analytics	ENT5942 Graduate Internship OR elective (1 st or 2 nd summer)
ENT5225 Human Resource Management for Entrepreneurs	ENT5246 Promotional and Pricing Implementation	

MSE HOSPITALITY ENTREPRENEURSHIP PROGRAM OF STUDY

CORE MSE CLASS

REQUIRED SSE CLASS

Part-Time Schedule

Fall	Spring	Summer
ENT5216 Foundations of Entrepreneurship and Leadership	ENT5417 Accounting and Finance for Entrepreneurs	ENT5128 Strategy Formulation
HMG5930 Hospitality Colloquium	HMG5229 Management Ethics	HMG5501 Marketing Strategy
2nd Fall	2nd Spring	
HMG5697 Legal Environment of Hospitality & Tourism Operations	HMG5258 Innovative Practices in Lodging Management	
1 elective class	1 elective class	

Full-Time Schedule

Fall	Spring	Summer
ENT5216 Foundations of Entrepreneurship and Leadership	ENT5417 Accounting and Finance for Entrepreneurs	ENT5128 Strategy Formulation
HMG5930 Hospitality Colloquium	HMG5229 Management Ethics	HMG5501 Marketing Strategy
HMG5697 Legal Environment of Hospitality & Tourism Operations	HMG5258 Innovative Practices in Lodging Management	Optional: 1 elective class (need 2 total)
Optional: 1 elective class (need 2 total)	Optional: 1 elective class (need 2 total)	

MSE SOCIAL AND SUSTAINABLE ENTERPRISES PROGRAM OF STUDY

CORE MSE CLASS

REQUIRED SSE CLASS

Part-Time Schedule

Fall	Spring	Summer
ENT5216 Foundations of Entrepreneurship and Leadership	ENT5417 Accounting and Finance for Entrepreneurs	ENT5128 Strategy Formulation
ENT5634 Systems Thinking: Solving Wicked Problems	ENT5805 Leveraging Technology to Achieve Social and Sustainability Goals	ENT5516 Measuring ESG Impact
2nd Fall	2nd Spring	
ENT5806 Sustainable Value Chains in a Net Zero Carbon World	1 elective class	
1 elective class	1 elective class	

Full-Time Schedule

Fall	Spring	Summer
ENT5216 Foundations of Entrepreneurship and Leadership	ENT5417 Accounting and Finance for Entrepreneurs	ENT5128 Strategy Formulation
ENT5634 Systems Thinking: Solving Wicked Problems	ENT5805 Leveraging Technology to Achieve Social and Sustainability Goals	ENT5516 Measuring ESG Impact
ENT5806 Sustainable Value Chains in a Net Zero Carbon World	Elective (any semester – 3 total)	Elective (any semester – 3 total)
Elective (any semester – 3 total)		

2023-2024 IMPORTANT POLICIES



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

MEMORANDUM

To: Members of the Faculty and All Instructors

From: Janet Kistner

A handwritten signature in black ink, appearing to read "Janet Kistner".

Vice President for Faculty Development and Advancement

Date: 2023-2024 Academic Year

Subject: Important Policies

As the new academic year begins, I want to direct your attention to several important academic and general policies and procedures that govern your teaching, research, and service activities.

The following websites contain additional important information:

- [Office of Faculty Development and Advancement](#)
- [Faculty Handbook](#)
- [Florida State University General Bulletin 2023-2024 and Graduate Bulletin 2023-2024](#)
- [FSU Policies](#)
- [Office of Research](#)
- [The FSU Board of Trustees - Florida State University and The United Faculty of Florida Collective Bargaining Agreement](#)
- [FSU Academic Calendar](#)
- [Faculty Portal](#) (single point of access for computer applications)
- [Classroom Support \(force.com\)](#)
- [Help Navigating Student Information System](#)
- [FSU's international travel polices for Faculty/Staff and Students](#)
- [FSU Visiting Scholar/Researcher policy](#)

Special Notes:

The [Faculty Expertise and Advancement System \(FEAS+\)](#) is used by faculty to manage their CV information and track their ongoing professional development. It is also used by some units to present evidence of accomplishments for annual evaluations and was consulted extensively in creating Instructor Credentials System profiles, in preparation for SACSCOC reporting. It is more important than ever for each faculty member to keep their FEAS CV updated at least once a year, because the Office of Faculty Development and Advancement has designed a specially formatted Post-Tenure Review Report within [FEAS+](#) that compiles the faculty member's accomplishments (CV, AOR, and Teaching Summary) for the five-year period covered by their Post-Tenure Review.

Are you ready for the pervasive use of AI by students? The Office of Faculty Development and Advancement has kept abreast of recent technological advances and the challenges they pose for instructors. The Academic Honor Policy is written in a way that enables instructors to resolve allegations involving misuse of any type of technology. See: <https://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy> for resources.

Now that initial reports have been made to our SACSCOC reviewers, we will use the Instructor Credentials System for ongoing monitoring of faculty and adjunct instructor credentials. Please remember to create instructor profiles for all new instructors and to supplement credentials for any faculty who are teaching in a new academic area not covered by their existing profile. Designations of program coordinators for undergraduate and graduate programs should be updated (added to the new faculty member and deleted from the existing) when a new faculty member takes on the program coordinator role for a degree or a certificate.

General University Policies

1. Outside Employment/Conflict of Interest

(<http://fda.fsu.edu/Faculty-Employment/Appointments> and FSU BOT-UFF Collective Bargaining Agreement)

Florida State University encourages faculty and staff members to undertake outside activities that will increase the employee's professional reputation and service to the community, subject to certain conditions. If an outside activity is undertaken, the faculty/staff member must take reasonable precautions to ensure that the outside employer or other recipient of services understands that they are engaging in such outside activity as a private citizen and not as an employee, agent, or spokesperson of the University. A faculty member must not engage in any outside activity that creates a conflict of interest or interferes with the full performance of their academic responsibilities in the classroom or in other assigned responsibilities.

Faculty members who plan to engage in outside activity must report that activity.

At the beginning of each academic year, faculty members shall review Article 19.4, FSU BOT-UFF Collective Bargaining Agreement, and report any outside activity through the Conflict Administration and Management System (CAMS) system.

Information regarding conflict of interest is available on the [FDA website](#) year-round.

2. Dual Compensation (<http://fda.fsu.edu/Faculty-Employment/Appointments/Dual-Compensation>)

Dual compensation is defined as compensation from the University for any duties (including work activities previously designated as overload) in excess of a full appointment (1.0 FTE). Dual compensation appointments within the University shall be offered equitably and as appropriate to qualified faculty members in sufficient time to allow voluntary acceptance or rejection. Such employment must meet all of the following conditions:

- Duties and responsibilities of an overload appointment shall be compensated through OPS, not Salary.
- No faculty member shall be required to accept a dual compensation appointment. Dual compensation appointments shall be offered to qualified faculty members before anyone who is not a faculty member.
- Approval by the Dean or Director of both the primary and secondary employing unit is required. Approval must be requested and granted prior to the dual

compensation appointment and/or the performance of any work with the secondary employer;

- Does not interfere with the regular work of the faculty member for the primary department;
- Does not result in any conflict of interest between the two activities.

The following circumstances do not qualify as a dual compensation:

- When there is no other active appointment during the period of the dual-compensation appointment.
 - Additional duties assigned in the same department. These may be handled through a temporary salary increase. (See Additional/One-Time Pay Form.)
- A one-time pay when no other new appointment is needed.

This procedure shall not be used to avoid the payment of over-time as required by the Fair Labor Standards Act. Also note that requests for dual compensation that bring a faculty member's total FTE above 1.25 require additional justification. Requests for overloads that require excessive time commitments will not be approved.

3. Sex Discrimination and Sexual Misconduct Policy

(<https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU%20Policy%202-2.pdf>) The University's comprehensive *Sex Discrimination and Sexual Misconduct Policy* (see FSU Policy 2-2) at <http://policies.fsu.edu> is based on the idea that all forms of sex and/or gender- based discrimination and sexual misconduct violate the University's values and moral standards, which recognize the dignity and worth of each person. The Policy defines sexual harassment and misconduct; informs members of the community regarding expected standards of conduct; differentiates between "Responsible Employees" (including faculty members), who must report alleged violations, and "Confidential University Representatives," who can discuss related concerns with students on a confidential basis; describes reporting and investigatory mechanisms to resolve alleged violations of the Policy; provides information about rights for complainants and respondents; and outlines resources for those affected by sexual harassment and misconduct.

The University's Title IX Statement (see <https://knowmore.fsu.edu/title-ix/title-ix-signed-statement/>) serves as a quick-reference to important information and resources contained in the *Sex Discrimination and Sexual Misconduct Policy*.

4. Alcohol and other Illicit Drug Policy

(https://healthycampus.fsu.edu/sites/g/files/upcbnu1016/files/FSUAlcoholPolicy_Updated_11-7-2016.pdf)
(<https://regulations.fsu.edu/sites/g/files/imported/storage/original/application/28a5fd5ff4a343f6892e274231df858c.pdf>)

The provisions in the two sites identified above constitute the alcohol and illicit drug policy of Florida State University. The policy (see FSU Alcohol Policy, Regulation 6.012) delineates where and under what circumstances alcohol is permitted on campus. Please note that specific approval from the appropriate administrative designee is required to serve alcohol in areas that are not designated for special events by the University.

For faculty events, the designee is the Vice President for Faculty Development and Advancement; for student groups, the designee is the Vice President for Student Affairs; and for all other groups, the designee is the University Relations Office.

The policy also includes a clear statement of the standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs and alcohol on Florida State University's property as part of its activities; a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; a description of the legal sanctions under local, state, and federal law; a description of applicable counseling, treatment, and rehabilitation/re-entry programs; and a clear statement of the disciplinary sanctions the institution will impose on students and employees.

5. Faculty Member Seeking Advanced Degree at Florida State University

No tenure-track faculty member is permitted to work toward an advanced degree at the University. This policy applies to the ranks of assistant professor, associate professor, and professor. Exceptions are made when the faculty member already holds a terminal degree in their field and wants to pursue another Ph.D. in a different field or pursue a less advanced degree than the degree the faculty member holds (e.g., a faculty member holding a Ph.D. may pursue a Master's).

6. Faculty Absences

A faculty member who is absent because of illness or for other legitimate reasons should notify the department chair/director or academic dean as soon as possible in order to make arrangements for the meeting of classes and the performance of other scheduled activities. Sick leave should be taken for any illness-related absences.

7. International Policies

The [FSU Global website](#) provides information on the various internationalization efforts at FSU, both on-campus and abroad. The sections with the FSU policies and procedures relating to [visiting scholars/researchers](#), [international travel by faculty/staff](#), and [international travel by students](#), and other international activities are particularly important to review since many updates have occurred.

Teaching Policies

1. Required Minimal Canvas Usage

All instructors teaching through any means (face-to-face, online, remotely, hybrid) are required to use a university approved Learning Management System (LMS) for the following purposes: (1) distributing and storing the student course syllabus along with any syllabus updates, and (2) posting final course grades. All grades must only be maintained in a way that ensures FERPA compliance. (Note: Final grades may be submitted via a FERPA-compliant university-approved LMS and approved through Grade Roster in [my.fsu.edu](#) or entered manually via Grade Roster in [my.fsu.edu](#).) Please note that individual departments, schools, and colleges may require use of other features of any university-approved, FERPA-compliant reporting tool for which the university has a contract. The only exceptions are courses set up as individual academic experiences such as internships, directed independent study (DIS), supervised research, supervised teaching, preliminary examinations, and thesis or dissertation credits.

Instructors are also strongly encouraged to use Canvas for posting announcements, using the calendar for informing students of deadlines for submitting work, providing access to course materials, and scheduling meetings. Doing so will also allow for uniformity across students' course loads and facilitate the process of making up of course work missed because of illness and other excused absences. Using the FSU Emergency Module in Canvas can make course delivery more resilient in emergencies of all kinds. Contact the [Office of Distance Learning Canvas Support Center](#) for technical assistance or training on the use of Canvas.

2. Course Syllabus (<http://facsenate.fsu.edu/Curriculum-Resources>)

University and Faculty Senate policy requires that a course syllabus be made available to each student at the beginning of the semester that includes the following items. The syllabus for each course must be made available on Canvas. This will ensure that all students have access to the course syllabus (and any updates to it). (See: [How do I add a syllabus to my site](#) for instructions.) Once the course has begun, instructors should not make changes to the syllabus that will substantially affect the implementation of the instructor's grading (evaluation) statement. Such changes could lead to grade appeals by students. Items to be included:

- written Student Learning Outcomes;
 - an evaluation (grading) statement that indicates what procedures will be used to evaluate students and should make it possible to discern the approximate weight of each grade component;
- an Americans with Disabilities Act (ADA) statement (sample statement at <http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language>;
- a statement regarding academic integrity (see language required by Faculty Senate at <http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language>) and the Academic Honor Policy at <http://fda.fsu.edu/Academics/Academic-Honor-Policy> in Appendix A of the *Faculty Handbook*); and
- the class attendance policy, if applicable (see language required by Faculty Senate at <http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language> and Teaching Policies Item #3). Note that religious holy day observance requests must be accommodated in accordance with the Religious Holy Days (See Teaching Policies Items #4 and #15 below for special notes regarding Fall 2023).
- It is recommended that instructors include a statement of their policy and/or expectations regarding classroom conduct and missed work.
- It is recommended that instructors include a statement regarding the availability of tutoring on campus (sample at <http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language>).
- Instructors should include information regarding whether HonorLock will be used for proctoring of examinations.

The university's Honorlock contract runs through the last week of Fall classes and is available for use in distance learning courses and those in which it is the most effective option (see [March announcement](#)). Honorlock will not be available for Fall final exams. Please include information in the syllabus regarding any remote-proctoring option being used in the course.

3. First-Day Non-Attendance Policy

University-wide policy requires all students to attend the first class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. In order to enforce this policy, instructors are required to take attendance

during the first class meeting and either record attendance using the first-day attendance tool or report absences to the appropriate person in their department/school or college. For further information, consult the *FSU General Bulletin*.

Please note that some colleges and special programs have more stringent requirements for class attendance. First-day attendance should be taken with the Attendance Roster Tool on the [myFSU portal](#) (under Teaching).

In addition, all instructors are strongly encouraged to incorporate an assignment that requires students to verify their home address in Campus Solutions, to ensure that it correctly reflects the physical address where they will live. This activity could be incorporated as part of the attendance verification activity or in conjunction with the use of one or more of the emergency management modules in Canvas.

4. Class Attendance

Each instructor decides what effect unexcused absences will have on grades and will explain class attendance and grading policies in writing at the beginning of each semester. Instructors must accommodate absences due to illness, deaths in the family and other crises, call to active military duty or jury duty, religious holy days, and official University activities and must do so in a way that does not arbitrarily penalize students who have a valid excuse (See Teaching Policies Item #15 for more information about religious holy days). This means that students with valid excuses must be given the opportunity to make up all work missed and earn the corresponding grade, and that students are responsible for making up all work that is missed. Official University activities include official events at which the student is representing the University, such as athletic competitions and academic activities sponsored by a student's academic department or college.

Registered Student Organization (RSO) and Greek Life activities are not considered official university activities. The current list of Registered Student Organizations can be found at: <https://nolecentral.dsa.fsu.edu/organizations>. Consideration should also be given to students whose dependent children experience serious illness. All students are expected to abide by each instructor's class attendance policy. Students must also provide advance notice of absences (when possible) as well as relevant documentation regarding absences to the instructor as soon as possible following the illness or event that led to an absence.

Communicable Diseases Note: Because students who test positive for COVID-19 and other communicable diseases such as the flu may be required to self-isolate, please be flexible in accepting documentation, in order to encourage students who are ill or infectious to stay home. Students who are self-isolating but who are not experiencing significant symptoms may be expected to keep up with course activities as long as the necessary material is available to them and the work can be done in a remote setting.

University Health Services (UHS) Note: Instructors may accept certification-of-visit

documentation from UHS or other medical provider if the student was treated for an illness. UHS will not issue certification-of-visit documentation for students who did not seek treatment at the facility during their illness; therefore, please do not require students to obtain documentation of illness from UHS if they were not treated there. Please encourage students to notify the instructor if they are ill prior to missing class or assignment deadlines.

5. Student Enrollment

Unless a student is approved through official channels to audit a course (see “Auditor Seating Privileges” in the [General Bulletin](#)), all students must be registered in order to attend classes.

Instructors should ensure that all students in their courses are registered properly to attend class and to access university resources such as Canvas.

6. Instructor-Authored Textbooks

When a textbook (written by the instructor of the course, by a relative of the instructor, or by a team of authors that includes the instructor) is required for a course and the author/instructor anticipates receiving textbook royalties of more than \$500 in one year from students enrolled in their course, it is considered a conflict of interest (Section 112.313, Florida Statutes). The author/instructor must request permission (to use their textbook under these circumstances) from the President in writing, through the Vice President for Faculty Development and Advancement, prior to the use of the textbook.

The request must include:

- A statement that royalties from required textbook purchased by students in the course at FSU are anticipated to exceed \$500 in one year;
- An estimate of how many students per year will enroll in the course where the textbook is required; and
- Justification of the unique suitability of the textbook for use in the course.

If the expected annual royalty income is \$500 or less, no request is required.

7. Textbook and Instructional Material Adoption

The Florida Legislature requires state universities to:

- Post on their websites a list of textbooks and instructional materials required or recommended for each course section not less than 45 days prior to the first day of class for each term; and
- Include as part of the list the titles, all authors listed, publishers, edition numbers, copyright dates, published dates, and other information necessary to identify the specific textbook/instructional materials required or recommended for the course.
- Post on website syllabi for courses designated as general education per section 10007.25(3), Florida Statutes 45 days prior to the first day of class for each term.
- Compliance with the state law is reported to both the FSU Board of Trustees and the Florida Board of Governors.

Florida State University is committed to improving education access and affordability through innovative approaches intended to reduce textbook and instructive material costs for students. For more information, see [Regulation FSU-5.098, Textbook Adoption and Affordability](#).

8. Americans with Disabilities Act and the Office of Accessibility Services

Each faculty member and teaching assistant has the responsibility to comply with the Americans with Disabilities Act (ADA). The Office of Accessibility Services provides letters authorizing specific accommodations for individual students; secure, reduced-distraction testing sites; and other services to students as well as consultation to instructors. Information regarding ADA requirements may be found at <https://dsst.fsu.edu/oas>. See [sample ADA statement](#) that must

be included in each course syllabus.

9. Academic Honor Policy (<http://fda.fsu.edu/Academics/Academic-Honor-Policy>)

The University has an Academic Honor Policy that calls for the coordinated efforts of faculty members and students to uphold academic integrity and combat academic dishonesty. The motto of the Honor Policy Committee is “Embrace Responsible Freedom...Learn with Integrity.” A copy of the policy, which was revised substantially in Summer 2022, and all necessary forms can be found on the [Office of Faculty Development and Advancement website](#).

Faculty members should remind students at the beginning of the term that they are bound by the Academic Honor Policy in all of their academic work. Also, faculty members must include a statement in each course syllabus referring students to the Academic Honor Policy and defining their expectations about two specific areas of the policy: whether group work and multiple submissions are permitted.

The Academic Honor Policy applies to all Distance Learning, International, and other off-campus programs. See sample Academic Honor Policy statement at <http://facsenate.fsu.edu/Curriculum-Resources/Syllabus-Language> that must be included in each course syllabus.

10. Posting of Student Grades

To protect private student data and ensure compliance with the Family Educational Rights and Privacy Act (FERPA), all grades must be posted using Canvas or another FERPA-compliant tool for which the university has a contract. Final grades may be submitted via Canvas or entered manually via the grade submission tool in my.fsu.edu. Contact the [Office of Distance Learning](#) if you need [technical assistance](#) or [training](#) on the [use of Canvas for grades](#) or if you wish to request approval to use some other FERPA-compliant reporting tool for which FSU has a contract.

11. Incomplete Grade Policy:

(https://registrar.fsu.edu/bulletin/undergraduate/information/academic_regulations/)

“Incomplete” (“I”) grades should be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond their control. “Incompletes” should not be granted in order to allow students to do extra coursework in an effort to increase their grades.

Even when a student can document exceptional circumstances, the authority for determining whether to grant an “Incomplete” rests solely with the instructor, or a Graduate Teaching Assistant’s faculty supervisor. (One exception to this guideline occurs when an “Incomplete” is applied as a result of allegations of academic dishonesty that have not been resolved by the end of a semester.)

Instructors must assign both a timeframe for resolution and a default grade when granting an “Incomplete.” For more information, please consult the Undergraduate or Graduate Bulletin (https://registrar.fsu.edu/records/grade_services/).

12. Grade Appeals System (<http://fda.fsu.edu/Academic-Resources/Academic-Integrity-and-Grievances/Grade-Appeals-System>)

The purpose of the grade appeals system is to afford an opportunity for an undergraduate or graduate student to appeal a final course grade under certain circumstances. Faculty judgment of students' academic performance is inherent in the grading process and hence should not be overturned except when the student can show that the grade awarded represents a gross violation of the instructor's own specified evaluation (grading) statement and therefore was awarded in an arbitrary, capricious, or discriminatory manner. The evaluation (grading) statement utilized during the grade appeals process is the one contained in the instructor's syllabus at the beginning of the semester. This system does not apply to preliminary or comprehensive exams or to thesis or dissertation defenses; when necessary, these issues are reviewed by the Student Academic Relations Committee via the Office of the Vice President for Faculty Development and Advancement.

The entire policy, which was revised in 2020 to exclude between-semester breaks from timelines and to update and clarify procedures, is found in the *Academic Regulations and Procedures* section of the *Florida State University General Bulletin* and on the [Office of Faculty Development and Advancement website](#).

13. Undergraduate Final Examinations

[Florida State University General Bulletin](#) and [Exam Schedule](#)

The Undergraduate Final Examination Policy provides:

- Final examinations in undergraduate courses are discretionary within any given department. If a department chooses to give a final exam, the exam schedule must be followed as published. All students, including graduating seniors and graduate students enrolled in an undergraduate course having a final examination, are required to take the examination.
- Unless an exam is given during the final examination period, no test may be given during the last week of classes.
- Examinations for courses being delivered remotely may be offered outside of the scheduled class time, provided they fall within the final examination period and do not conflict with other scheduled exams. For example, a course meeting at 10:00 am on Tuesday may offer an exam that is delivered asynchronously and can be accessed during the full day (or over the course of multiple days during the final exam week).
- The scheduling of a face-to-face or synchronous remote final examination at any time other than the regularly scheduled final examination period is prohibited by University policy. The final exam schedule is found in the [Registration Guide](#).

Classes meeting every day at the same hour and classes meeting for more than one time period will hold examinations according to the time and day of the first scheduled class meeting of the week. For example, a class meeting at 8:00 a.m. on Tuesday and at 9:30 a.m. on Thursday will hold its examination at the exam time scheduled for Tuesday 8:00 a.m. classes.

Exceptions to the Examination Policy for an Individual Undergraduate Student:

Approval by the academic dean of the college in which the course is taught is required for any change in examination time for an individual undergraduate student. The student must first receive written permission from the instructor, if the instructor is willing to give a make-up examination at a specified time within the exam week. The student must then petition the dean of the instructor's college, giving the reason for the requested exception, and including the instructor's written permission. The dean will then notify the instructor in writing if approval is

granted. Make-up examinations are permitted for an undergraduate student when justified by illness, conflicting examinations, three or more examinations in a 24-hour period, or for certain emergencies. Arrangements must be made prior to the scheduled exam (except in cases in which prior notification is impossible).

In case of conflicting examinations, group examinations take precedence over examinations scheduled by class meeting time and higher-enrollment classes take precedence over lower-enrollment classes. In the case of conflicts that cannot otherwise be resolved, the course meeting earlier (by day or time) takes precedence over a course meeting later.

It is the student's responsibility to identify such conflicts as early as possible and to notify all instructors in advance so that accommodations may be made.

Exceptions to the Examination Policy for an Entire Undergraduate Class:

No instructor of an undergraduate course may give a final examination during the separate examination period at a time other than that which appears online at <http://registrar.fsu.edu/>, unless the instructor has obtained prior approval from the Undergraduate Policy Committee. This approval must be requested via email to Dr. Daniel Mears (dmears@fsu.edu), Chair of the Undergraduate Policy Committee at least three (3) weeks prior to the scheduled final examination. To re-schedule a final examination without prior approval places the instructor in jeopardy of administrative reprimand by their dean and the Provost and Executive Vice President for Academic Affairs.

Graduate Final Exams

If a final exam is given in a graduate course, the exam should be scheduled during the established final exam schedule unless clear arrangements are made with the students and the Registrar's Office.

Examination Papers

University policy requires that examination papers of students be kept in the faculty member's files for one year after the examination is given. Faculty members leaving the University before the completion of the year must leave the examination papers in the departmental files.

14. Course Evaluations

The student survey (Student Perception of Courses and Instructors or SPCI) is one among several components of teaching evaluation. Faculty Senate policy requires that all instructors (faculty, adjuncts, and graduate assistants) administer official course evaluations in all graduate courses with enrollments of five or more students, and in all undergraduate courses with ten or more students during the academic year (fall and spring semesters). In courses with lower enrollments than those designated, administration of official course evaluations is not recommended due to concerns over the anonymity and representativeness of responses. In Fall 2022, all student course evaluations will be administered online. **In addition, instructors may not administer official course evaluations during final exam week.**

15. Religious Holy Days (<http://fda.fsu.edu/Academic-Resources/Academic-Policies>)

The policy is intended to delineate what rights must be granted to students who wish to observe a religious holy day. Because instructors have the authority to set overall attendance policy, they may choose to grant additional flexibility to students. **Instructors should avoid scheduling important academic assessments during holy days typically observed by students.**

- Each student shall, upon notifying their instructor as soon as possible upon receipt of the course syllabus, but no later than two weeks before the religious holy day observance, be excused from class to observe a religious holy day of their faith.
- Two links will be helpful to instructors as they respond to students requesting absences:
<https://interfaithcouncil.fsu.edu/> and <http://www.interfaith-calendar.org/>.
- While the student will be held responsible for the material covered in his or her absence, each student shall be permitted a reasonable amount of time to make up the work missed.
- Instructors and University administrators shall in no way arbitrarily penalize students who are absent from academic or social activities because of religious holy day observance.

A Florida State University faculty member who wishes to observe a religious holy day shall notify the department chair, school director, or academic dean as soon as possible in order that arrangements may be made for the meeting of classes and the performance of other scheduled activities.

16. Office Hours

Every member of the faculty must post and honor specific office hours each session in which they conduct classes. Instructors should notify students of scheduled office hours. While University policy does not set a minimum number of hours per week, standard practice has established that there be at least one hour per week for a minimum classroom teaching load. More information on using Zoom for office hours can be found in the [FSU Canvas Support Center](#).

17. Copyright/Fair Use

There is an educational “fair use” exemption to the copyright law for classroom use of excerpts of copyrighted materials. These excerpts must be brief and are limited to one chapter, an article from a periodical or newspaper, a short story or essay, or a chart, cartoon, diagram, picture or the like. Moreover, the material may only be used for a single class and may not be developed into a permanent classroom document. An exception would be when a copyright release is obtained from the copyright holder. So-called course packs compiled by legitimate commercial print shops usually have been through this copyright release process. Further information concerning copyright and fair use may be found in the [Faculty Handbook](#) (page 109) and at [Home - Copyright Resources - Research Guides at The Florida State University \(fsu.edu\)](#)

Research Policies

[The Office of Research](#) provides information on research compliance policies and procedures as well as current research funding, training, and workshop opportunities that will assist you with your scholarly research and creative activities. Please pay special attention to the policy on Misconduct in Research, Creative Activity and Scholarship ([FSU Policy 7A-2](#)).

Conclusion

If you have any questions, please do not hesitate to contact the [Office of Faculty Development and Advancement](#) for information about a wide range of issues relevant to faculty members and other instructors.



FLORIDA STATE UNIVERSITY
OFFICE OF FACULTY DEVELOPMENT AND ADVANCEMENT

MEMORANDUM

To: Members of the Faculty and All Instructors

From: Janet Kistner

Vice President for Faculty Development and Advancement

Date: August 3, 2023

Subject: Policy on Observance of Religious Holy Days

Per Section 1006.53, Florida Statutes, Florida State University policy on observance of religious holy days provides that reasonable accommodations will be provided to students who request to be excused from class to observe a religious holy day of their faith. Students will make the request in writing to their instructor, preferably upon receipt of the course syllabus but not later than two weeks before the holy day observance. Note that such an accommodation may not be possible when the religious holy day conflicts with group work or experiential learning projects that cannot reasonably be rescheduled; therefore, students should avoid potential conflicts when scheduling courses or joining particular student groups. While excused students will be held responsible for the material covered in their absence, they shall be permitted a reasonable amount of time to make up the work missed. Instructors and University administrators shall not penalize students who are absent from academic activities because of excused religious holy day observance. This policy applies to all Florida State University instructional sites, regardless of location or mode of delivery.

Instructors may find information provided in these two links to be helpful when responding to student requests concerning holy day observation: <https://interfaithcouncil.fsu.edu/> and <http://www.interfaith-calendar.org/>. Students who allege that this policy has been improperly applied in specific instances may have their grievances addressed through the general academic appeals process (<http://registrar.fsu.edu/bulletin/undergraduate/information/integrity/>) (<https://registrar.fsu.edu/bulletin/graduate/information/integrity/>). In this process, the student provides a complaint first to the instructor, then to the department chair, and finally to the academic dean appropriate to the course involved, stopping at the level at which the complaint is resolved. If no resolution is reached, the student brings the complaint to the attention of the Office of Faculty Development and Advancement for either resolution or referral to the Student Academic Relations Committee of the Faculty Senate. This committee has the authority to recommend to the Provost that corrective action be taken when justified. Consult the 'Grievance Procedure' section of the *Undergraduate Bulletin* and the *Graduate Bulletin* for a complete description of the general academic appeals process.

Policy on Observance of Religious Holy Days
August 3, 2023

Florida State University policy also provides that "a faculty member who wishes to observe a religious holy day shall notify the department chair or academic dean as soon as possible in order that arrangements may be made for the meeting of classes and the performance of other scheduled activities."

cc: Provost James Clark

Vice Presidents

Dr. Kimberly Barber, Registrar

Ms. Bridgett Birmingham, Faculty Senate President

Ms. Renisha Gibbs, Associate Vice President

FALL 2023 ACADEMIC CALENDAR

Note: Dates and times listed below are subject to change. For the most up-to-date information please refer to http://registrar.fsu.edu/registration_guide/fall/academic_calendar

Aug. 26–31, 2023	Drop/Add. (Includes College of Law.) Begins 12:01 a.m. on Aug. 26 and ends at 11:59 p.m. on Aug. 31.
Aug. 27, 2023	New Student Convocation, Panama City Campus, Holley Academic Center, (Time TBD).
Aug. 28, 2023	Classes Begin. Last day to file for a change in residency status.
Aug. 28–31, 2023	Late Registration (\$100.00 late registration fee).
Aug. 30, 2023	New Student Convocation, FSU main campus.
Aug. 31, 2023	Fourth Day of Classes. Last day to drop/add and have fees adjusted. Students are liable for all fees for classes remaining on their schedules at 11:59 p.m. Last day to cancel enrollment and have fees removed. Last day to add a class without academic dean's permission.
Sept. 1, 2023	Fifth Day of Classes. Last day to request VA deferment from VA representative at the Student Veterans Center. Last day to submit department waivers or billings.
Sept. 4, 2023	Labor Day—No Classes.
Sept. 4–Sept. 15, 2023	Fall 2023 Graduation Application Period. Apply online at https://my.fsu.edu .
Sept. 15, 2023	Last day to apply for Fall 2023 Graduation. Apply online at https://my.fsu.edu . Last day to request change to or cancellation of Fall-Only or Annual Student Health Insurance. Open enrollment for Fall-Only and Annual Health Insurance ends.
Sept. 18, 2023	Non-payment-of-tuition schedule cancellations processed for students without a tuition deferment.
Oct. 2, 2023	Spring 2024 Registration Guide available. Spring 2024 course listings available on Course Lookup system. Open enrollment for Spring Health Insurance begins.
Oct. 6–8, 2023	Family Weekend.

Oct. 13, 2023	End of the Seventh Week of the Term.Last day to submit form requesting S/U grading or to change S/U option back to a regular grade.Last day to reduce course load without the permission of academic dean. Dean's permission required to drop below 12 credit hours.Last day to drop a course without receiving a grade.Last day to withdraw from school without receiving a grade.Last day to petition to reinstate class schedule cancelled for nonpayment of tuition.Last day for doctoral students to take and pass their preliminary examination to add or convert dissertation hours for the current semester.
Oct. 16, 2023	Registration for Spring 2024 Begins.Non-payment-of-tuition schedule cancellations processed for students who had deferments that expired.
Oct. 20–22, 2023	Homecoming—No Classes after 1:00 p.m.
Nov. 10, 2023	Veterans' Day Observed—No Classes.
Nov. 13, 2023	Last day to submit master's thesis for pre-defense format review.
Nov. 17, 2023	End of the Twelfth Week of the Term.Deadline for late drop with dean's permission.
Nov. 22–26, 2023	Thanksgiving Day Holiday—No Classes.
Dec. 8, 2023	Last Day of Classes.Last day to petition academic dean for a reduction in course load.Last day to officially withdraw from the University.Last day to apply for AA Degree at the Office of Undergraduate Studies, UCA 3400.Veteran's Deferments expire. Full tuition payment must be received to avoid a late payment fee.
Dec. 11–15, 2023	Final Exam Week.
Dec. 15, 2023	Fall Term Ends.Last day to submit extensions for incomplete (I) grades by 4:00 p.m.Last day to turn in ServScript hours online.Last day for thesis, dissertation, and treatise students to receive Official Final Clearance in the Manuscript Clearance Portal.Commencement (Doctoral), 9:00 a.m.Commencement (Bachelor, Master, Specialist), 2:00 p.m.Commencement (Bachelor, Master, Specialist), 7:00 p.m.
Dec. 16, 2023	Diplomas dated this date.Residence Halls close at noon.
Dec. 19, 2023	Online Grades due by 4:00 p.m.
Dec. 20, 2023	Grades available Online.

FALL 2023 EXAM SCHEDULE & POLICIES

Monday	Tuesday	Wednesday	Thursday	Friday
December 11	December 12	December 13	December 14	December 15

Monday/Wednesday/Friday Classes

Standard Class Time		Exam Day	Time
Main Campus	Engineering Campus		
8:00 a.m.	*	Wednesday	7:30 a.m. – 9:30 a.m.
9:20 a.m.	*	Monday	7:30 a.m. – 9:30 a.m.
10:40 a.m.	*	Thursday	10:00 a.m. – 12:00 noon
12:00 noon	*	Tuesday	10:00 a.m. – 12:00 noon
1:20 p.m.	*	Wednesday	12:30 p.m. – 2:30 p.m.
3:05 p.m.	*	Thursday	3:00 p.m. – 5:00 p.m.
4:50 p.m.	*	Monday	5:30 p.m. – 7:30 p.m.
6:35 p.m.	*	Tuesday	8:00 p.m. – 10:00 p.m.
8:20 p.m.	*	Wednesday	8:00 p.m. – 10:00 p.m.

Tuesday/Thursday Classes

Standard Class Time		Exam Day	Time
Main Campus	Engineering Campus		
8:00 a.m.	*	Thursday	7:30 a.m. – 9:30 a.m.
9:45 a.m.	*	Tuesday	7:30 a.m.– 9:30 a.m.
11:35 a.m.	*	Monday	10:00 a.m. – 12:00 noon
1:20 p.m.	*	Thursday	12:30 p.m. – 2:30 p.m.
3:05 p.m.	*	Tuesday	5:30 p.m. – 7:30 p.m.
4:50 p.m.	*	Wednesday	5:30 p.m. – 7:30 p.m.
6:35 p.m.	*	Thursday	5:30 p.m. – 7:30 p.m.
8:20 p.m.	*	Monday	8:00 –10:00 p.m.

Make-Up Examinations:

The possibility of a conflict between final exam times exists, particularly for classes that meet in the evening or only once each week. It is the student's responsibility to identify if a conflict exists and immediately make special arrangements with the instructor to take the exam at an alternate time during the University's official final exam period. Make-up exams may be scheduled at any time during final exams week, between Monday at 7 a.m. and Friday at 5 p.m.

University Final Examination Policy

Scheduling a final examination or a test in lieu of a final exam at any time other than the regularly scheduled final exam period is a violation of University policy.

Unless an exam is given during the final examination period, no test may be given during the last week of classes.

Exceptions to the Examination Policy for an Individual Undergraduate Student

Approval by the Academic Dean of the college in which the class is taught is required for an individual undergraduate student seeking an exception to the examination policy. The student must first receive written permission from the instructor if he/she is willing to give a rescheduled final exam at a specified time within the exam week. The student must then petition the dean, giving the reason for the requested exception, and supported by the instructor's written permission. The dean will then notify the instructor in writing if the approval is granted.

Rescheduled final examinations are permitted for an undergraduate student when justified by illness, official documented accommodations on record with the Student Disability Resource Center, conflicting examinations, three or more examinations within a twenty-four-hour period, or certain emergencies. Arrangements should be made prior to the scheduled exam. If a student misses the scheduled final examination and does not have approval in advance for a rescheduled exam within the final exam week, it is up to the instructor to decide if a make-up examination will be allowed. No special dean's office permission is required.

In case of conflicting examinations, block examinations take precedence over examinations scheduled by class meeting time and higher enrollment classes take precedence over lower enrollment classes. In the case of conflicts that cannot be otherwise resolved, the class meeting earlier by day and time takes precedence over a class meeting later.

Exceptions to the Examination Policy for an Undergraduate Class

No instructor of an undergraduate class may give a final examination at a time other than that which appears on the web site of the Office of the University Registrar unless they are utilizing the University Assessment Center. Instructors who do not utilize the assessment center and need to deviate from the published exam schedule must obtain prior approval from the Undergraduate Policy Committee. Such approval must be requested, in writing, at least three weeks prior to the scheduled final exam. To reschedule a final examination without such approval places the instructor in jeopardy of administrative reprimand by his/her dean and the Vice-President for Academic Affairs.

Undergraduate Distance Learning Exams

If the instructor of an online class requires a final exam, the instructor shall have the prerogative to set the window during which a final exam is administered provided that the window is within the University's official final exam period. A final exam window must be disclosed in the class syllabus. Rescheduled final examinations are permitted for an undergraduate student when justified by illness, official documented accommodations on record with the Student Disability Resource Center, conflicting examinations, three or more examinations in a twenty-four-hour period, or for certain emergencies. It is the student's responsibility to identify if a conflict exists and to immediately make arrangements with the instructor to take the exam at an alternate time during the University's official final exam period. If a student has such conflicts, the final exams of the student's non-online classes shall have priority and the time of the online exam will be the first exam subject to adjustment. If such agreement cannot be achieved between the student and the instructor, then the academic deans of the units housing the various classes will consult to achieve agreement.

This explanation is intended only to clarify the existing University exam policy for online classes and all provisions of the University exam policy that do not conflict with what is stated above remain in effect.

2022-2023 JMC UNDERGRADUATE REPORT

Newly Admitted Students

Total: 185

Commerical	Retail
118	56
STEM	
11	

JMC Graduates Each Semester

	FALL 2022 (18)	SPRING 2023 (143)	SUMMER 2023 (14)
Commerical	7	77 (6 PC STUDENTS)	5
Retail	11	56	8
STEM	0	10	1

Not Formally Admitted (NFA) Students

Fall 2023 Total: 133

Commerical	Retail
92	32
(6 PC STUDENTS) STEM	
9	

JMC Minors Completed 2022-2023

	FALL 2022 (227)	SPRING 2023 (204)	SUMMER 2023 (81)
Art	11	10	6
Commercial	105	91	36
Hospitality	30	25	8
Retail	24	24	4
Social	35	34	13
STEM	7	6	0
Textiles	15	14	11

JMC Classes/Sections Offered 2022-2023

	Main	PC
Fall 22	160	17
Spring 23	162	20
Sum 23	79	10

Students at Summer Orientation

Total: 82

2022-2023 JMC GRADUATE REPORT

Incoming Fall 2023 Cohort

Total: 32

Social & Sustainable
7

Hospitality
13

Product Development
6

Textiles & Apparel
6

Currently Enrolled Students (Continuing)

Social & Sustainable
10

Hospitality
12

Product Development
5

Textiles & Apparel
1

Total Projected Fall 2023 Enrollments

Social & Sustainable
17

Hospitality
25

Product Development
11

Textiles & Apparel
7

MASTER'S DEGREE IN ENTREPRENEURSHIP

Our mission is to inspire innovation, instill compassion, and ignite an entrepreneurial mindset in the next generation of leaders.

IN-PERSON PROGRAMS

Product Development

The Product Development program prepares students who seek to work in any company, private or public, advancing their knowledge and skills in product design and development, with hands-on experience in innovation and commercialization.

Textiles & Apparel Entrepreneurship

The Textiles and Apparel Entrepreneurship program allow students to learn innovative approaches to textile testing and analysis, manufacturing, distribution, and product design and development while exploring new technologies to gain a better understanding of the advancements in the current textile and apparel industry.

ONLINE PROGRAMS

Social & Sustainable Enterprises

The online Social and Sustainable Enterprises major prepares students to create and manage sustainable companies that meet the needs of the present without compromising the future determined by its Environmental, Social, and Corporate Governance (ESG) which refers to the three central factors in measuring the sustainability and societal impact of a business

Hospitality Entrepreneurship

The online hospitality entrepreneurship major is a collaborative program with the Dedman College of Hospitality at FSU. This program focuses on entrepreneurial endeavors in hospitality – opening, building, or innovating new hospitality enterprises.

NEW PROGRAMS

Creative Arts Entrepreneurship

The interdisciplinary MS in Creative Arts Entrepreneurship will offer students a major in which to develop entrepreneurial skills that complement their specific area of professional artistic practice. It is designed for those who already possess professional experience and a solid foundation in the disciplines of motion picture arts, music, visual & performing arts and/or creative writing.

Combined Pathways

The combined pathway program will allow 12 hours of graduate-level courses (5000+) to be counted towards one of the four different undergraduate degrees at JMC or DCH and one of the four graduate majors in the Entrepreneurship MS degree program.

Graduate Certificate in Entrepreneurship

Students from all academic disciplines will be encouraged to pursue this graduate certificate so they may expand their knowledge in their chosen field by tying it to an entrepreneurial career, thus enabling students to pursue their passion and at the same time create a successful entrepreneurial venture around that chosen field.

Learn more: jmc.fsu.edu/grad



Learn More



look forward to a brighter future with a **MINOR IN ENTREPRENEURSHIP**

A minor in entrepreneurship is a 12 credit-hour program designed to provide exposure to entrepreneurship to a broad group of students. Specifically, it affords the opportunity for students in all majors to learn how to start and build a successful business in various industries. To learn more visit: jimmorancollege.fsu.edu/minors.



ART
ENTREPRENEURSHIP



AUTOMOTIVE FRANCHISING
ENTREPRENEURSHIP



COMMERCIAL
ENTREPRENEURSHIP



COMPUTATIONAL SCIENCE
ENTREPRENEURSHIP



HOSPITALITY
ENTREPRENEURSHIP



LINGUISTICS
ENTREPRENEURSHIP



RETAIL OPERATIONS



SOCIAL
ENTREPRENEURSHIP



STEM
ENTREPRENEURSHIP



TEXTILES & APPAREL
ENTREPRENEURSHIP

JIM MORAN COLLEGE OF ENTREPRENEURSHIP STUDENT OPPORTUNITIES

If you have questions about getting involved or learning more about the opportunities listed below, send us an email at info@jimmorancollege.fsu.edu.

ENGAGEMENT OPPORTUNITIES

JMC AMBASSADORS

This group of students will be asked to help with various JMC events and tours throughout the year, representing the JMC.

Faculty Contact: Kirsten Frandsen

JMC STUDENT BOARD

The JMC Student Board consists of juniors and seniors from each major and meets once per month. Their focus is to communicate goals, ideas, and concerns to their peers and JMC faculty and staff regarding events, academics, and the JMC as a whole.

Faculty Contact: Kirsten Frandsen & John Breed

FLORIDA STATE PODCAST OF ENTREPRENEURSHIP AND INNOVATION (FSPEI) "JMC PODCAST"

Florida State Podcast of Entrepreneurship and Innovation (FSPEI) is a student-run podcast that highlights FSU's entrepreneurs and innovators. Getting involved with FSPEI will give students the opportunity to use skills they are learning in class in a real-world project that hundreds of people listen to throughout the season. FSPEI needs hosts, editors, marketers, directors, and more.

Faculty Contact: Mark McNeas

MARKET WEDNESDAYS

The JMC will have two tables available for student use at Market Wednesday each week. In order to claim a table to display/sell your goods or services, please submit a request via this [link](#). Decisions will be sent out Thursday each week.

Faculty Contact: Kirsten Frandsen

GREENHOUSE INCUBATOR

The Greenhouse Incubator is a place to develop and support Florida State students interested in starting or growing a business. Services are provided at no charge to students, and they include assisting new student business owners in developing a working business model, establishing their companies, and progressing to the point of independent operations. Benefits to enterprising students include:

- Access to two professional co-working spaces
- Access to a professional mailing address
- Connections to mentors from faculty and the business community
- Guidance in solving the problems every newly launched venture faces

Faculty Contact: Wendy Plant & Kaitlin Simpson

STUDENT ORGANIZATIONS

AATCC

The purpose of the AATCC (American Association of Textile Chemists and Colorists) Club is to promote the understanding of textiles and the textile related industries. When possible, the club goes on field trips to local retailers, has guest speakers at general body meetings, and members can aid in the planning of an on-campus fashion show each semester.

Faculty Contact: Dr. Meredith McQuerry

BRAG

BRAGfsu is an organization that serves as a liaison between Black Retail Action Group, USA and college students in the Tallahassee area. BRAG encourages the participation of minority college students in Retail and provides students with professional development, leadership skills, and networking opportunities.

Faculty Contact: Christie Hand & Tara Hackett

CEO

The Collegiate Entrepreneurs Organization actively promotes its mission to inform, support, and inspire college students to seek opportunity through enterprise creation. Our expansive but inclusive network of entrepreneurs gives students the right connections needed to turn their ideas into reality. We dedicate our time to making sure our members are inspired to take calculated risks and given the resources they need to succeed as entrepreneurs and/or leaders in life.

Faculty Contact: Wendy Plant

CMA

The Collegiate Merchandising Association is a registered student organization at the Florida State University open to all majors. CMA helps students prepare for a successful transition into a career in retailing through presentations, activities and guest speakers. The Collegiate Merchandising Association is affiliated with Clutch Magazine - the university's oldest fashion publication.

Faculty Contact: Ann Langston

DWF

Since Diverse World Fashion's first publication in 2012, one of the main focuses of DWF Magazine has continued to be highlighting the diversity of our student-body on campus by embracing how different cultures embody fashion trends and movements. By creating a space for students of all majors to gain hands-on experience working in various roles within a fashion publication, DWF presents the opportunity to thrive in a creative, fashion-forward, and team-focused environment.

Faculty Contact:

ENACTUS

This international, nonprofit organization works with leaders in business and higher education to mobilize university students to make a difference in their communities while developing skills to become socially responsible business leaders.

Faculty Contact: Sam Stanley

SAM

The Society for Advancement of Management is over 100 years old and focuses on community service. Each year SAM club members attend the national conference, in which the team competes in a case competition and for various other awards.

Faculty Contact: Bob Garner & Ron Frazier

STITCH, FASHION DESIGN CLUB

Stitch is focused on the creative aspects of fashion and fashion design. The club gives students an opportunity to work on creative projects, such as fashion and fashion design, in a professional and collaborative environment. It runs as a brand through photo shoots, video shoots, fashion shows, merchandising, social events, and advertising

Faculty Contact: Dr. Sherry Schofield

TAMID

The TAMID Group on college campuses in the US and around the world trains students and alumni to consult and advise Israeli companies. It is a student-led initiative that pioneers the next generation of American commitment to Israel by connecting students at top universities with the Israeli economy.

Faculty Contact: Ron Frazier

WOMEN IN ENTREPRENEURSHIP

The Jim Moran College (JMC), Women in Entrepreneurship (WIE) mission is to Inspire, Instill & Ignite Women Entrepreneurs throughout the FSU Community and beyond. The WIE Initiative aims to offer collaborative programming, networking, support, and promotion of FSU students, alumnae, faculty & community partners pursuing entrepreneurial endeavors. While the initiative is focused on female entrepreneurs' unique needs, we strive to value & respect the role of our counterparts, with a goal of parity in the entrepreneurial community.

Faculty Contact: Britain Riley & Shelly Griffin

WOMEN IN CONSULTING (WIC)

The mission of WIC is to empower and encourage Florida State University students to learn more about consulting and set themselves up for a successful career in consulting. WIC aims to offer a collaborative environment centered around educating and informing FSU students about what consulting is, how to break into the industry, and how to stand out in interviews. While WIC is focused on female consultants' unique needs, we strive to value & respect the role of our counterparts, with a goal of parity in the consulting community. WIC aims to offer interactive case-prepping workshops, resume/cover letter workshops, presentations, and accomplished female consultant guest speakers in meetings. WIC aims to offer collaborative programming, networking events, resources, support, and promotion to Florida State University students, alumnae, faculty, and community partners pursuing a career in consulting. All activities and functions of Women in Consulting shall be legal under the university, local, state, and federal laws.

Faculty Contact: Jeff Whalen & Britain Riley

**TO STAY UP TO DATE ON EVENTS, COMPETITIONS, AND OPPORTUNITIES
WITHIN THE JIM MORAN COLLEGE (JMC), BE SURE TO FOLLOW US ON
SOCIAL MEDIA OR CHECK OUT OUR WEBSITE!**

Entrepreneurship and Innovation Learning Community (EILC)

WHAT IS A LIVING-LEARNING COMMUNITY (LLC)?

- A small group of students with common interests assigned to their own reserved section of a residence hall
- Designed to immerse first-year students in entrepreneurship and innovation at FSU and expose them to all of the exciting things happening around campus and in Tallahassee.
- Speakers, coursework, field trips and an Entrepreneurship and Innovation Colloquium encourage students to explore their own interests and ideas, look for ways to solve problems and develop a project based on these interests.
- The Entrepreneurship and Innovation Learning Community (EILC) gives students the perfect place to study, work, and live together and creates an energetic environment for idea generation, brainstorming and product development.
- Students in the EILC will take a Fall and Spring Colloquium for one credit hour each semester and one three-credit-hour liberal studies course each semester.
- The EILC Colloquium course is held in the nearby Innovation Hub, an innovative and collaborative environment.



How to Apply

- Visit jimmorancollege.fsu.edu for more information
- Submit your Fall-Spring Housing Contract at housing.fsu.edu as soon as you're admitted to FSU
- Submit your EILC application at housing.fsu.edu/applyLLC

SCHOLARSHIPS AVAILABLE!

JMC International Programs

MADE IN ITALY: FASHION AND SUSTAINABILITY

FLORENCE, ITALY, SUMMER PROGRAM



Undergraduate 2-3 credit hours

CTE 4937 Environmental Protection and Social Responsibility

ENT 4934 Special Topics: Made in Italy: Heritage and Innovation

Graduate 1-6 credit hours

CTE 5935 Environmental Protection and Social Responsibility

From its awe-inspiring architecture to its historic contributions to international art, design, and fashion, Florence provides the ideal living-learning experience. Students will discover the influence of heritage and innovation on entrepreneurship, fashion, health, and wellness. Italy continues to be one of the healthiest countries in the world. Students will explore the importance of environmental protection and social responsibility in developing products for global markets. Fast fashion, driven by globalization, has negatively impacted our environment. Students will explore new and positive ways the fashion industry can contribute to our well-being through sustainable, ethical, intelligent, healing, and inclusive clothing. Trips to Prato and Milan provide exposure to different Italian entrepreneurial landscapes.

EXPLORING HOSPITALITY AND ENTREPRENEURSHIP IN FLORENCE

FLORENCE, ITALY, SPRING BREAK PROGRAM



Graduate Course: 1 credit hour

*ENT 5952 Discovering the Global Influence of
Entrepreneurship & Hospitality*

Graduate students in this program will explore the hospitality industry in Florence from the perspective of entrepreneurs. Students will have some coursework before and after going abroad for this one-credit hour course and will travel to Florence with their professor and peers during spring break. Visits are planned to hotels, B&B's, and restaurants which allow students to gain a behind-the-scenes view into the day-to-day work life of professionals in the industry. Students will gain a cross-cultural perspective as they compare these establishments to those of the US. Experiential learning at the FSU Florence culinary lab, conversations with international experts, and excursions to a vineyard and organic farm-to-table restaurant will bring coursework to life.

SUPPLY CHAIN IN PANAMA

PANAMA CITY, REPUBLIC OF PANAMA FALL BREAK



Graduate Course: 1 credit hour

*ENT 5952 Discovering the Global Influence of
Entrepreneurship & Hospitality*

The Panama Canal is an integral part of one of the largest supply chain routes in the world, making FSU Panama the perfect setting for students interested in this area of study. During this week-long fall program, students will travel to Panama with their professor and peers to learn about logistics, sourcing, quality control, transportation, and more through conversations with industry leaders. Students learn about the various links of the supply chain through class excursions such as a trip on the Panama Canal Train and port visits.

INNOLEVATION® CENTER
FOR STUDENT
ENGAGEMENT

- 99** *Blackstone LaunchPad*
- 100** *Incubator Program*
- 102** *Jim Moran Micro Grants*
- 103** *StartupTree*

OUR TEAM



WENDY PLANT

*Director, InNOLEvation®
Center for Student Engagement*
wplant@jmc.fsu.edu
645-2711
JMB 212



KAITLIN SIMPSON

*Program Manager, InNOLEvation®
Center for Student Engagement*
ksimpson@jmc.fsu.edu
644-1691
RSB 232



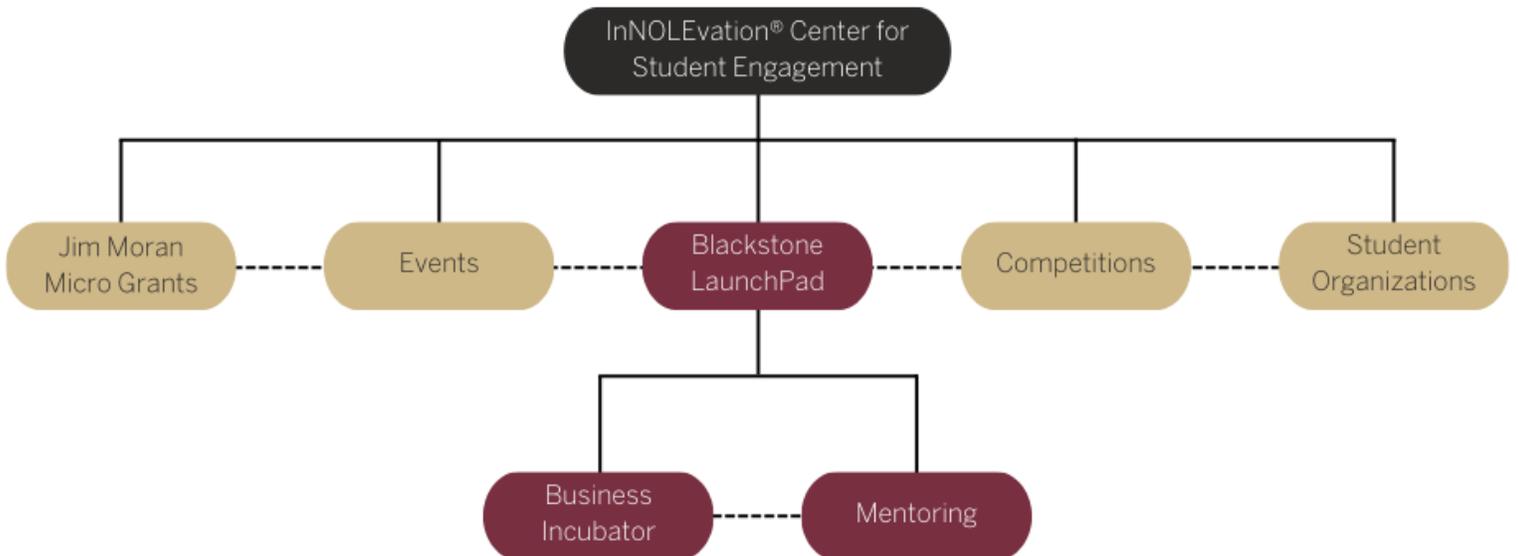
MORGAN RODGERS

*Program Coordinator,
Blackstone LaunchPad*
mrodgers@jmc.fsu.edu
644-1771
RSB 226



The Blackstone LaunchPad in the InNOLEvation® Center for Student Engagement provides all FSU students with entrepreneurial opportunities to develop and showcase business ventures. The resources provided include the Blackstone LaunchPad, Incubator Program, Jim Moran Micro Grants, Workshops, Competitions, and Mentoring. All information can be found on the InNOLEvation® Center for Student Engagement website as well as our StartupTree platform*.

In 2022 the JMC received a three-year (with the option to continue) \$300,000 grant from the Blackstone Charitable Foundation to create a Blackstone LaunchPad program. The Blackstone LaunchPad is located in room 226 at the Roderick K. Shaw Building. The program’s goal is to make entrepreneurship and entrepreneurial skills accessible and relevant for all college students to help them build thriving companies and careers. Under the InNOLEvation® Center for Student Engagement, the Blackstone LaunchPad is comprised of the Incubator Program and Mentoring, while also hosting relevant events and competitions that align with the programs goals.



*Please see page 103 for more information on StartupTree

InNOLEvation[®] Center for Student Engagement *Incubator Program*

OVERVIEW

The Incubator is a place to develop and support Florida State students interested in starting or growing a business. The goal is to create a comfortable learning environment where the classroom education of Florida State's student entrepreneurs translates into real-life experiences.

The Incubator consists of 4 tracks: Discovery, Create, Innovate, & Ignite.

DISCOVERY TRACK

- For students who are interested in entrepreneurship and starting a business, but don't know where to start and want to learn more
- Offerings: workshops and one-on-one meetings

CREATE TRACK

- For students who have a business idea and may have started working on it, but need a better understanding of the ins and outs of creating a business
- This track will meet regularly, as a cohort, over two semesters with set meeting topics and group activities
 - The first meeting will be held on the Thursday of the second week of the Fall semester
- Students will graduate from this track to the Innovate Track

INNOVATE TRACK

- For students who have completed the business model canvas and need assistance on topics more specific to their business
- Individual participants will meet monthly with Student Engagement staff to go over goals and milestones
- Students will graduate from this track to the Ignite Track

IGNITE TRACK

- For students who have an established business and need co-working space
- Students will need to submit a monthly report to continue their participation in this track
- Students can stay in this track until they graduate from FSU

Application Process

01 Applications

There will be one application available on our website at all times.



Additional questions will be added to our current application to assist us in deciding what track is best suited for the applicant. *(Students do not choose their own track).*

02 Deadlines

The deadline to apply for the Create Track will be the beginning of the second week of each Fall semester.



Verbiage regarding the application process and the tracks will be added to the website so that potential applicants understand the deadline is only in place for the Create Track if they think they're most likely suited for that track.

All other tracks will have rolling admissions

EMAIL: KSIMPSON@JMC.FSU.EDU

OVERVIEW

JIM MORAN MICRO GRANTS

Student businesses can be awarded up to \$5,000

Available to current undergraduate or graduate students from any discipline across FSU

The business must have FSU students total at least 51% ownership

Funding is awarded as a one-time opportunity

Funding can be for the growth/improvement of an existing business OR to validate a new business concept

In order to receive funding, the business must be a legal entity and have a business bank account setup

Recipients have up to 1 year after they graduate to use their funding

Applications are due 10 days before each committee meeting

Committee meeting dates occur in the Fall and Spring only and are posted when the class schedules have been finalized for the upcoming semesters

Fall 2023 Jim Moran Micro Grant Deadlines & Meeting Dates

Application Links	Application Deadlines	Emails Sent to Applicants	Committee Meetings
<u>September 2023 Application</u>	Tuesday, 9/19/23 11:59pm, EST	Friday, 9/22/23 By 5:00pm, EST	Tuesday, 9/26/23 10:30am - 12:30pm, EST
<u>October 2023 Application</u>	Tuesday, 10/17/23 11:59pm, EST	Friday, 10/20/23 By 5:00pm, EST	Tuesday, 10/24/23 10:30am - 12:30pm, EST
<u>November 2023 Application</u>	Tuesday, 11/14/23 11:59pm, EST	Monday, 11/20/23 By 5:00pm, EST	Tuesday, 11/28/23 10:30am - 12:30pm, EST

STARTUPTREE PLATFORM



StartupTree is an all-in-one solution for mentoring, competitions, events, opportunities, and reporting. We are using this platform as part of the new Blackstone LaunchPad Program initiative.

Features

- Community
 - For students, faculty, staff, alumni, and mentors
- Mentoring
 - JMC and SE students can connect with outside mentors as well as faculty
- Competitions
 - All competitions will be hosted through this platform
- Events
 - All events will be hosted or linked through this platform
- Opportunities
 - Incubator, micro-grants, etc.

Who Needs to Onboard

- Faculty
- Academic staff
- JMC students
- Mentors

The Bottom Line

Adding all of our students, faculty, competitions, events, and opportunities to this platform will help us track every little detail for reporting.

- This is important for Blackstone LaunchPad, Princeton Review, FSU reports, and continuous improvement.

RETAIL CENTER INFORMATION

107 *National Retail Federation (NRF)*

108 *Fashion Scholarship Fund (FSF)*

OUR TEAM



ANN LANGSTON

Director, FSU Retail Center

alangston@jmc.fsu.edu

644-3236

WJB 3031



ADAM HALL

Senior Intern, Retail Center

ajh21l@fsu.edu

WJB 3031



AUDREY GILFILLAN

Junior Intern, Retail Center

alg21e@fsu.edu

WJB 3031

The FSU Retail Center seeks to create a partnership between the academic and retailing communities that will enhance the business skills of students through professional development opportunities.

STUDENT OPPORTUNITIES

The Florida State University Retail Center is a member of the National Retail Federation Foundation and the Fashion Scholarship Fund. The Retail Center provides students with the opportunity to participate in case studies that models real world scenarios in the retail industry.



NATIONAL RETAIL FEDERATION (NRF) STUDENT ASSOCIATION - FSU MEMBER SCHOOL

The NRF Student Association provides talented students interested in retail careers with unique educational and scholarship programs, networking opportunities, and access to the latest industry news and research. Students can join for free using this link: <https://nrf.com/user/join>.

Through the NRF Student Association, students can explore diverse career paths within the retail industry and receive exclusive educational and employment opportunities. Membership benefits include:

- Discounted attendance at the NRF Foundation Student Program in January in NYC.
- Networking opportunities –members can join the exclusive NRFSA LinkedIn group.
- Recognition –affiliation with the world’s largest retail trade association.
- Industry News –access to news, research, and resources designed for the retail industry.
- Scholarships and Competitions –eligible for NRF Competitions and Scholarships:
 - **The NRF Student Ambassador** program provides the opportunity for one student to serve as campus representative for a calendar year. This Ambassador will serve as the liaison between the NRF Foundation and FSU..
 - **The University Team Challenge** consists of teams of three to four students where students take on a real-world case study for the opportunity to win scholarship prizes. *Learn more about the University Team Challenge here:* <https://nrffoundation.org/campus/scholarships/university-challenge>
 - **The Next Generation Scholarship** is for future retail industry leaders to showcase their talents in the field of retail. This is an individual competition. *Learn more about the Next Generation Scholarship here:* <https://nrffoundation.org/campus/scholarships/next-generation>
 - **The Rising Star Scholarship** was created to teach younger students about the variety of career opportunities available in the retail industry, and to encourage them to attend the NRF Foundation Student Program early in their academic careers. *Learn more about the Rising Star Scholarship here:* <https://nrffoundation.org/campus/scholarships/rising-stars>



FASHION SCHOLARSHIP FUND (FSF)- FSU MEMBER SCHOOL

The Fashion Scholarship Fund is the oldest and foremost fashion-oriented education and workforce development nonprofit in the U.S. The FSF works directly with the country's most talented young students from diverse backgrounds and awards over \$1 million each year in scholarships.

The annual FSF Case Study Scholarship is an in-depth student challenge that focuses on real issues facing the fashion industry today. Students choose from one of the following business case study topics: Merchandising, Design and Product Development, Marketing, or Business Strategy. Students have an opportunity to win anywhere from \$7,500 to \$25,000 in scholarships and attend the FSF Gala in New York City in the spring.

Requirements:

- Overall GPA of 3.2 or greater (copy of transcripts is required)
- You must be a full-time sophomore, junior, or senior. Seniors graduating in December are NOT eligible to compete.
- This year's case study is due by 11:59 AM EST on Monday, October 16, 2023

Students may use this link to complete their Applicant Profile (intent to compete):

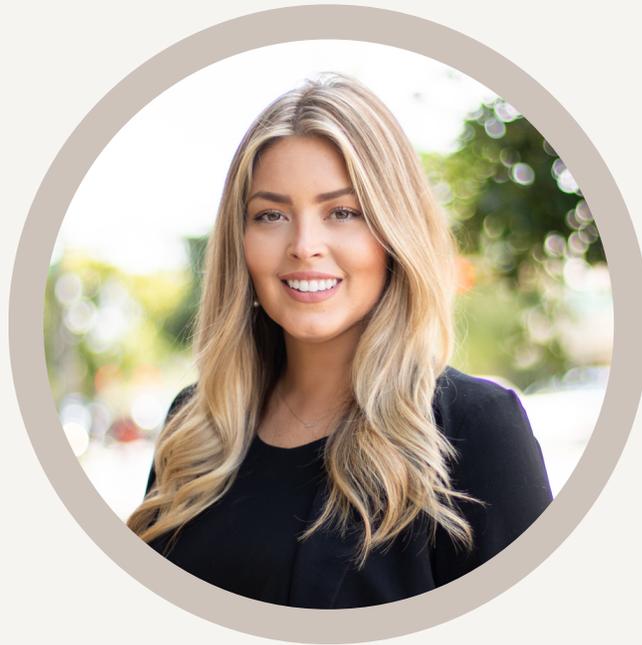
https://webportalapp.com/sp/24_fashionscholarshipfund

Please contact Ann Langston at alangston@fsu.edu for copies of the case studies and any additional information.

DEVELOPMENT INFORMATION

- 111** *JMC Featured Fundraisers*
- 112** *Annual Campaigns*
- 113** *JMC Dean's Development Council*

OUR TEAM



ASHLEIGH MARSH

Director of Development
amarsh@foundations.fsu.edu
850-404-3433
JMB 204

JMC FEATURED FUNDS

Jim Moran College of Entrepreneurship (F08224)

This fund supports the overall enhancement of the college and the Jim Moran Institute for Global Entrepreneurship.

Center for Retail Entrepreneurship (F03030)

JMC Student Engagement (F08313)

Your gift will support student engagement opportunities within the college.

JMC Dean General Use Fund (F08907)

Your gift will support overall enhancement and well-being of the college.



KNOW OF A POTENTIAL DONOR?

If you know of anyone who would like to support the Jim Moran College of Entrepreneurship, please reach out to Ashleigh to learn how you can help!

Call or Text: (850) 404-3433

Email: amarsh@foundation.fsu.edu

ANNUAL FUNDRAISING CAMPAIGNS

Giving Tuesday
November 28, 2023



#GIVINGTUESDAY
FLORIDA STATE UNIVERSITY

13th Annual Great Give
March 2024



JMC DEAN'S DEVELOPMENT COUNCIL FY2023



Chair: Frank Vicino,
President at F. Vicino Drywall, Inc.

NEW MEMBERS:

Mario Fernandez, Owner, Growler Country

William Mauldin, VP, US Auto Logistics

REMAINING BOARD MEMBERS:

Gary Brand, President at Brand Ferland
Advisors

Brad Buckenheimer, CEO of Rise and
Grind Hospitality Group (Canopy Road)

Jeremy Carter, Co-Founder and
Winemaker, Tarpon Cellars

Nan Hillis, Former Executive Banker, Former FSU Foundation Board of Trustees

John Luckett, COO, The Kessler Collection

Tom Petrillo, Principal/CEO, The Salon People

Adam Rosenthal, Associate, Entertainment, Sports & Media at Latham &
Watkins

Jeff Rosenthal, Former President & CEO, Hibbett Sports

Sandy Soto, Former Teaching Faculty at Jim Moran College of
Entrepreneurship

JIM MORAN FOUNDATION REPRESENTATIVES

Tom Blanton, Founding Director & Ast. Treasurer, The Jim Moran Foundation, Inc.

Dr. Melvin Stith, Dean Emeritus FSU, Founding Member, The Jim Moran Foundation, Inc.

*JMC FACULTY &
STAFF*
DIRECTORY

JMC DIRECTORY

On Campus Address:

Shaw Building (RSB)
644 West Call Street
Tallahassee, FL 32306-1115

Downtown Address:

Jim Moran Building
111 South Monroe Street
Tallahassee, FL 32301-1486

Faculty	E-Mail:	Phone:	Office:
Baber, Brian	bbaber@jmc.fsu.edu	(850) 770-2218	Office B119 (PC)
Breed, John	jbreed@jmc.fsu.edu	(850) 645-0905	RSB 140
Carter, Matt	mcarter@jmc.fsu.edu	(917) 554-4043	RSB 155
Clayton, Jessica Ridgway	jridgway@jmc.fsu.edu	(850) 644-1754	RSB 238
Fiorito, Susan	sfiorito@jmc.fsu.edu	(850) 644-7856	RSB 233, JMB 206
Frazier, Ron	rfrazier@jmc.fsu.edu	(850) 556-1897	RSB 216
Garner, Bob	bgarner@jmc.fsu.edu	(850) 591-4778	RSB 217
Garner, Brenda	bkgarner@jmc.fsu.edu	(850) 591-8164	RSB 153
Griffin, Shelly	sagriffin@jmc.fsu.edu	(850) 644-7147	RSB 143
Hackett, Tara	tjhackett@jmc.fsu.edu	(850) 644-7152	RSB 146
Hackett, Trae	traehackett@fsu.edu	(813) 415-7562	
Hand, Christie	chand@jmc.fsu.edu	(850) 644-6893	RSB 139
Kim, Eundeok	ekim@jmc.fsu.edu	(850) 644-2789	JMB 202
Langston, Ann	alangston@jmc.fsu.edu	(850) 644-3236	RSB 235
Lewis, Lanny	llewis@jmc.fsu.edu	(850) 566-9799	RSB 234
Manchiraju, Sri	smanchiraju@jmc.fsu.edu	(850) 644-1479	RSB 237
McHaffie, Tom	tmchaffie@jmc.fsu.edu	(850) 933-8125	RSB 216
McNees, Mark	mmcnees@jmc.fsu.edu	(850) 973-7687	RSB 216
McQuerry, Meredith	mmcquerry@jmc.fsu.edu	(850) 644-6838	RSB 236
Nam, Lyon	cnam@jmc.fsu.edu	(850) 645-7176	RSB138
Parker, Roxanne	rparker@jmc.fsu.edu	(850) 644-5578	RSB 137
Plant, Wendy	wplant@jmc.fsu.edu	(850) 645-2711	JMB 212
Riley, Britain	briley@jmc.fsu.edu	(850) 644-5876	RSB145
Schofield, Sherry	sschofield2@jmc.fsu.edu	(850) 644-2172	SAN 304
Stith, Tommy	mtstith@fsu.edu	(315) 430-9939	RSB 141
Tatum, Doug	dtatum@jmc.fsu.edu	(770) 331-1341	RSB 216
EIRs/Faculty Associates	E-Mail:	Phone:	College/ Program
Baldauf, Ken	ken@innovation.fsu.edu	(850) 645-8649	Innovation Hub
Benham, Richard	rbenham@law.fsu.edu	(850) 644-6075	Law
Calhoun, Joe	jcalhoun@fsu.edu	(850) 644-7723	Economics
Craig-Rodriguez, Ali	acraigrodriguez@fsu.edu	(941) 587-3192	Nursing
Hand, Molly	mhand@fsu.edu		Arts & Sciences
Hoffman, Darren	dphoffman@fsu.edu	(850) 443-3981	Motion Picture Arts
Pritchard, Emily	epritchard@fsu.edu		Medicine
Rao, Qinchun	qrhao@fsu.edu	(850) 644-1829	Human Sciences
Rousseau, Horacio	hrousseau@fsu.edu		Business
Rodriguez, Cesar	carodriguez@fsu.edu	(650) 387-3741	Medicine
Vickers, Vic	rvickers@fsu.edu	(850) 645-0766	Crimonolgy
Wyckoff, Trip	twyckoff@fsu.edu	(850) 645-1475	Libraries

Adjuncts			
Bailey Greene, Kelly	k.greene@fsu.edu	(850) 644-1331	WES 313
Chamberlin, Alexandra	alexandra.chamberlin@gmail.com	(367) 774-3662	
Geoghagan, Blake	bgeoghagan@jmc.fsu.edu	(704) 905-1013	
McCarthy, William	wwm18@fsu.edu	(813) 610-5882	
Springsteel, Amy	aspringsteel@fsu.edu	(646) 221-6501	
Staff			
	E-Mail:	Phone:	Office:
Brown, Hayley	hbrown@jmc.fsu.edu	(850) 644-7132	RSB 219
Frandsen, Kirsten	kfrandsen@jmc.fsu.edu	(850) 644-7893	RSB 231
Gray, Kaylee	kgray@jmc.fsu.edu	(850) 644-7125	JMB 213
Jerrolds, Ryan	rjerrolds@jmc.fsu.edu	(850) 645-0885	RSB 154
Lopez-Dapena, Lisa	lisa@jmc.fsu.edu	(850) 644-3779	JMB 203
Lopez, Rosie	rlopez@jmc.fsu.edu	(850) 644-4351	JMB 211
Marsh, Ashleigh Dellinger	amarsh@foundation.fsu.edu	(850) 404-3433	JMB 205
Morrow, Victoria	vmorrow@jmc.fsu.edu	(850) 644-4353	JMB 204
Rodgers, Morgan	mrodgers@jmc.fsu.edu	(850) 645-1771	RSB 226
Simpson, Kaitlin	ksimpson@jmc.fsu.edu	(850) 644-1691	RSB 232
Stafford, Lisha	lstafford@jmc.fsu.edu	(850) 644-4352	RSB 220
General			
	E-Mail:	Phone:	Location
Front Desk	info@jmc.fsu.edu	(850) 644-7158	RSB115C
FSU Service Center		(850) 644-2424	
Printer Help	obs@fsu.edu	(850) 644-7777	RSB 218
General Advising	advising@jmc.fsu.edu		
Classroom Support	classroomsupport@fsu.edu	(850) 644-2811	
FSU Police Department		(850) 644-1234	
Conference Room		(850) 645-6462	RSB 224
Incidents or Concerning Behavior	report.fsu.edu		
JMC Admissions	admissions@jmc.fsu.edu	(850) 644-7158	
JMC Social Media	socialmedia@jmc.fsu.edu		

JMC 2019-2024 STRATEGIC GOALS

GOAL I CULTIVATE

Grow entrepreneurship course enrollments, new academic programs, and interdisciplinary relations.

GOAL II INNOVATE

Provide new hand-on approaches to entrepreneurial learning & innovation via competitions, events, and community relations.

GOAL III COLLABORATE

Engage with alumni and industry partners to increase beneficial opportunities.

GOAL IV INCUBATE

Create an environment that allows students to start, scale, and succeed in their business ventures.

GOAL V ELEVATE

Develop strong metrics and branding to increase our efforts and recognition within the global entrepreneurship community.

**DELETED PAGES
OR
FUTURE PAGES**

Scholarships and Competitions

The Next Generation Scholarship

This is the highest honor that the NRF Foundation can bestow upon a student. Applicants submit an essay, personal brand video, one letter of recommendation, resume, headshot, and school transcripts. 25 semifinalists are chosen to complete a case study created in collaboration with a specific retailer. Five students will then be selected to compete in final round interviews. Top recipient receives \$25,000 tuition scholarship, and four finalists receive \$10,000. All semifinalists will the opportunity to attend the NRF Student Program in NYC. The competition is open from January until May of each year.

Requirements are:

- Sophomores or juniors who will be enrolled full time
- Must have a 3.0 or above GPA
- Must have prior or current retail work experience

The Student Challenge Competition

This is a business competition for teams of two to four undergraduates. This year's teams will collaborate to convince the DICK'S Sporting Goods leadership team on how their market proposal presents the best growth opportunity for Public Lands. Three teams will advance and present their pitches live to a panel of retail judges in NYC while attending the NRF Student Program with a chance to win up to \$7,000!

Requirements are:

- Must be a sophomore or junior not graduating before January 2023
- Must have a 3.0 or above GPA

The NRF Foundation Student Ambassador program

Each NRF University Member selects one student to serve as their campus representative throughout a calendar year. The Ambassador will serve as the liaison between the NRF Foundation and their school. This student should be ambitious, resourceful, and highly motivated, capable of leading the NRF Student Association on campus. Faculty advisors must select this student by the third week of January each year.

The NRF Foundation Rising Star Scholarship

This scholarship helps freshmen and sophomores attend the NRF Foundation Student Program to explore the variety of opportunities in the industry early in their academic careers. Faculty advisors must submit their nominees by the end of November each year.

Virtual Networking Sessions

Date: Held throughout the fall and spring semesters

About: The Retail Center hosts virtual networking sessions in partnership with the retailers. Each retailer decides what they want to highlight about their company's culture and intern/job opportunities. Students have a chance to network and meet with the retailers in small groups over Zoom. Retailers are provided with the resumes of the students that attend their session.

Contact: Ann Langston, alangston@fsu.edu

STEME LAB



To increase the culture and awareness of STEM Entrepreneurship (STEME) through the creation of a headquarters on the main campus that serves all of the FSU community including students, faculty, and staff. The STEME Lab will provide resources, expertise, and other assets specifically tailored to the unique needs of practicing STEME.



Equipment Multiple virtual and augmented reality headsets (will be more in the future but currently have two Oculus Quest2 headsets and one Microsoft HoloLens), two computers, mechatronic prototyping component bench (stocked as needed but containing all necessary basic inventory like soldering iron, breadboards, array of electrical parts, actuators, various sensors, etc.), whiteboards, 3D printer.

Training: 30min initial basic training required (administered by STEME Lab director or director designee), equipment specific training (time requirement varies by equipment, administered through online platform), all training will be signed up for using the STEME Lab website.

Scheduling/Utilizing the Space: Utilization of the STEME Lab will be managed using the STEME Lab website and will be given on a first come first served rotating basis unless otherwise determined by STEME Lab director).

Faculty Contact: Dr. Jeff Whalen

CAREER CENTER STATS



39%
increase in
Career Portfolio
users



167%
increase
in Career Fair
attendance

CAREER ADVISING VISITS

UNDERGRADUATE			
Major*	2021-22	2020-21	2019-20
Commercial Entrepreneurship	168	181	226
Retail Entrepreneurship	93	155	169
Retail, Merchandising, and Product Development*	0	0	3
STEM Entrepreneurship	19	0	0
Social Entrepreneurship	4	10	26

*Some majors currently may not be offered by the College or were renamed/merged to another major.

GRADUATE			
Major	2021-22	2020-21	2019-20
Textiles and Apparel Entrepreneurship	3	1	1
Product Development	12	0	0

CAREER FAIR ATTENDANCE

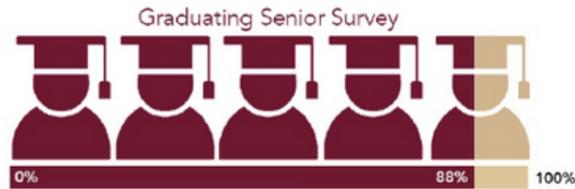
UNDERGRADUATE			
Major	2021-22	2020-21	2019-20
Commercial Entrepreneurship	317	107	175
Retail Entrepreneurship	175	104	338
Retail, Merchandising, and Product Development*	0	0	2
Social Entrepreneurship	1	7	28
Textiles and Apparel Entrepreneurship	0	0	4
STEM Entrepreneurship	33	-	-

GRADUATE			
Major	2021-22	2020-21	2019-20
Hospitality Entrepreneurship (online)	0	0	0
Product Development Entrepreneurship	0	1	0
Textiles and Apparel Entrepreneurship	0	3	0

Graduating Senior Survey (GSS)

Summer 2020, Fall 2020, Spring 2021, six-month follow-up, and additional knowledge collection via LinkedIn and National Student Clearinghouse

Source: FSU Office of Institutional Research



88% of graduates who applied for employment received job offers

Graduates & Response Rates		
	N	%
Total Graduates N = 8,593		
Total GSS Respondents	7,934	92.3%
Total Graduates with Knowledge Rate	8,218	95.6%
Jim Moran College of Entrepreneurship Graduates	228	2.7%
Jim Moran College of Entrepreneurship Respondents	212	93.0%
Jim Moran College of Entrepreneurship Graduates with Knowledge Rates	219	96.1%

Primary Plan													
College/Major N = 219	Employment		Continuing Education		Military Service		Starting or Raising a Family		Taking Time Off		Volunteering		Total N
	N	%	N	%	N	%	N	%	N	%	N	%	
Jim Moran College of Entrepreneurship	167	76.3%	45	20.5%	-	-	1	0.5%	6	2.7%	-	-	219
Commercial Entrepreneurship	45	71.4%	17	27.0%	-	-	-	-	1	1.6%	-	-	63
Retail Entrepreneurship	114	80.3%	23	16.2%	-	-	1	0.7%	4	2.8%	-	-	142
Social Entrepreneurship	8	57.1%	5	35.7%	-	-	-	-	1	7.1%	-	-	14

College/Major N = 219	Employment Outcomes N = 167						Education Outcomes N = 45					
	Applied for Employment		Job Offers		Employed		Applied for Continuing Education		Offered		Admitted	
	N	%	N	%	N	%	N	%	N	%	N	%
Jim Moran College of Entrepreneurship	159	95.2%	140	88.1%	138	86.8%	39	86.7%	36	92.3%	36	92.3%
Commercial Entrepreneurship	44	97.8%	39	88.6%	38	86.4%	15	88.2%	14	93.3%	14	93.3%
Retail Entrepreneurship	108	94.7%	96	88.9%	95	88.0%	19	82.6%	17	89.5%	17	89.5%
Social Entrepreneurship	7	87.5%	5	71.4%	5	71.4%	5	100.0%	5	100.0%	5	100.0%

Salary Information					
Major	N	Median	Mean	Low	High
Jim Moran College of Entrepreneurship	76	\$45,000	\$44,001	\$10,000	\$120,000
Commercial Entrepreneurship	16	\$47,500	\$50,022	\$12,345	\$100,000
Retail Entrepreneurship	58	\$43,250	\$42,357	\$10,000	\$120,000
Social Entrepreneurship	2	\$43,500	\$43,500	\$30,000	\$57,000

Sample employers from 97 unique employers listed

Amazon
 Apple
 Dell Technologies
 HSN - Home Shopping Network
 Margaritaville Hollywood Beach Resort
 Microsoft Corporation
 Self-Employed
 The RealReal

Sample Job Titles from a list of 100 unique job titles

Brand Ambassador
 Event Marketing Specialist
 Fashion & Beauty Assistant
 Ladies Contemporary Business Manager
 Marketing & Merchandising Coordinator
 Merchandise Planning Specialist
 Product Development Manager
 Social Media Manager

On-Campus Recruiting – Interviews Conducted

	2021-22 (UG & G)	2020-21 (UG & G)	2019-20 (UG & G)
Total Unique Interviews	20	3	164

UNDERGRADUATE			
Major	2021-22	2020-21	2019-20
Commercial Entrepreneurship	11	3	64
Retail Entrepreneurship	8	1	95
Retail, Merchandising, and Product Development*	0	0	0
Social Entrepreneurship	1	0	5

*College of Human Sciences former major

Experiential Learning Opportunity Engagements – Internships, Co-ops, Fellowships, etc.

	2021-22 (UG & G)	2020-21 (UG & G)	2019-20 (UG & G)
Total Unique Experiential Learning Engagements	217	149	296

UNDERGRADUATE						
Major	2021-22		2020-21		2019-20	
	Academic	ERP	Academic	ERP	Academic	ERP
Commercial Entrepreneurship	94	11	61	2	92	4
Retail Entrepreneurship	101	4	77	0	169	7
Retail, Merchandising, and Product Development**	0	0	0	0	0	0
Social Entrepreneurship	2	1	4	0	17	5
Entrepreneurship*	0	0	0	0	0	0

Myrna Hoover, Career Center Director

Jim Moran College Liaisons:

Shereada Harrell, Program Director, Employer Relations, 850-644-9771 shereada.harrell@fsu.edu
 Lauren Spaunburgh, Assistant Director, Employer Relations, 850-644-2529, lspaunburgh@fsu.edu

FACULTY RESEARCH

*2021-2022 new faculty
research updates*



JESSICA RIDGWAY CLAYTON

Hendrickse, J., Clayton, R. B., Ray, E. C., **Ridgway, J. L.**, & Secharan, R. (2021). Experimental effects of viewing thin and plus-size models in objectifying and empowering contexts on Instagram. *Health Communication*, 36(11), 1417–1425. <https://doi.org/10.1080/10410236.2020.1761077>

Ridgway, J. L. (2021). *Color Hearing: Brahms' Lullaby* [Juried Exhibition]. Virtual Conference: International Textile and Apparel Association.

Ridgway, J. L. (2021). *A Better Dress: Ideal Illusion* [Juried Exhibition]. Virtual Conference: International Textile and Apparel Association.

Patent

Ridgway, J. L. 2021. Clip System for Nursing Bra. TH 930603-8060. Filed October 27, 2021. Provisional Patent.



EUNDEK KIM

Kim, E. (2021). The contribution of social enterprises to advancing the UN Sustainable Development Goals. *The 2021 Proceedings of The International Conference on Sustainable Development*. Sustainable Development Solutions Network at Columbia University.

Kim, E., & Fairley, A.* (2021). The impacts of social and environmental sustainability practices of European social enterprises in the fashion industry in tackling global social problems: *A multi-case study*. *Proceedings of the 2021 International Society for Quality-of-Life Studies Virtual Conference*. International Society for Quality-of-Life Studies.

Andrew Fairley was my 2020-2021 UROP (Undergraduate Research Opportunity Program) student.



MEREDITH MCQUERRY

Jo, J.*, Sokolowski, S., **McQuerry, M.**, Griffin, L. & Park, H. (2022). Firefighters' feet: differences by sex and weight-bearing. *Applied Ergonomics*, 102, DOI: 10.1016/j.apergo.2022.103753 (Impact: 4.17)

McQuerry, M. & Easter, E. (2022). Wildland firefighting personal protective clothing cleaning practices in the United States. *Fire Technology*, 58(3), 1667-1688, DOI: 10.1007/s10694-021-01212-z (Impact 2.239)

Morrissey, M., Casa, D., Brewer, G., Adams, W., Hosokawa, Y., Benjamin, C., Grundstein, A., Hostler, D., McDermott, B., **McQuerry, M.**, Stearns, R., Filep, E., DeGroot, D., Fulcher, J., Flouris, A., Jacklitsch, B., Jardine, J., Lopez, R., McCarthy, R., Pitisladis, Y., Pryor, R., Schlader, Z., Smith, C., Smith, D., Spector, J., Vanos, J., Williams, W.J., Vargas, N., & Yeargin, S. (2021). Heat safety in the workplace: modified delphi consensus to establish strategies and resources at the organizational level to protect U.S. workers. *GeoHealth*, 5(8), 1-32, DOI: 10.1029/2021GH000443 (Impact: 4.53)

McQuerry, M., Easter, E., & Cao, A. (2021). Disposable versus reusable medical gowns: a performance comparison. *American Journal of Infection Control*, 49(5), 563-570, DOI: 10.1016/j.ajic.2020.10.013 (Impact 2.294)

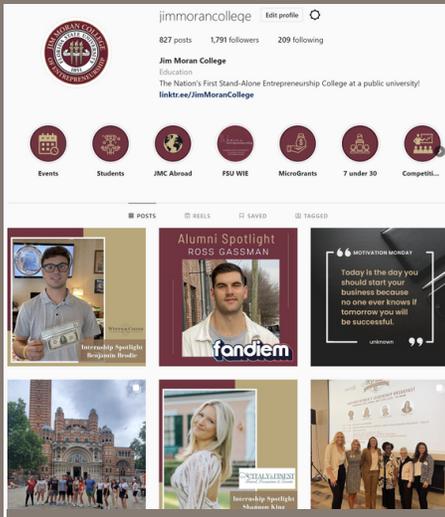
Riedy, R. & **McQuerry, M.** (2021). Serviceability assessment of a printed finish on t-shirts. *AATCC Journal of Research*, 8(2), 48-53, DOI: 10.14504/ajr.8.2.6 (Impact: 1.127)

McQuerry, M. & Nixon, V.* (2021). Thermal comfort and performance evaluation of high-end versus popular dupe athleticwear leggings. *Journal of Textile Science and Fashion Technology*, 9(1), 1-7, DOI: 10.33552/JTSFT.2021.09.000703 (Impact: 0.549)



FLORIDA STATE UNIVERSITY
JIM MORAN COLLEGE OF ENTREPRENEURSHIP

Marketing & Branding Requests



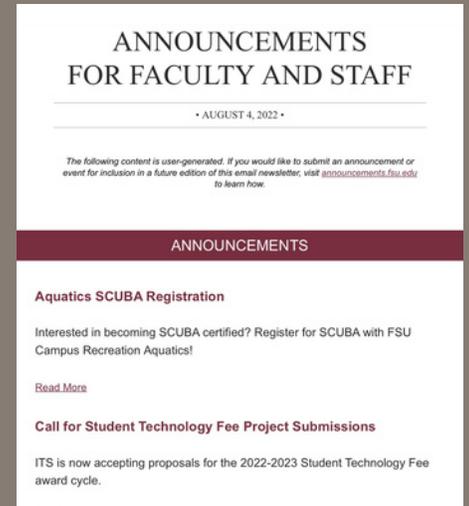
SOCIAL MEDIA

All social media requests for all platforms.



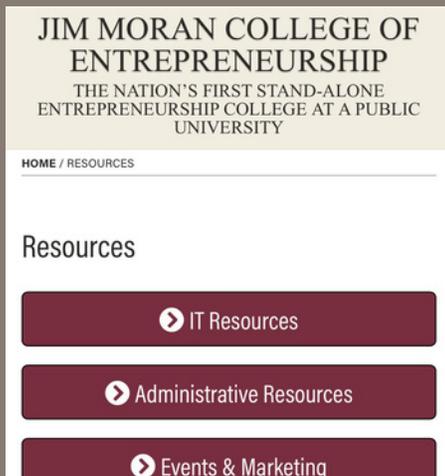
GRAPHIC DESIGN

Flyers, programs, brochures, save the dates, etc.



ANNOUNCEMENTS

The university-wide email announcements for faculty and staff and students.



WEBSITE

Updates or additions to the college website.



DIGITAL & PRINT COMMUNICATION

Announcements, press releases, news, etc.



EVENTS

Marketing and coordination provided for all events

Please email socialmedia@jmc.fsu.edu for any marketing requests.

LINKEDIN® FOR JIM MORAN COLLEGE OF ENTREPRENEURSHIP



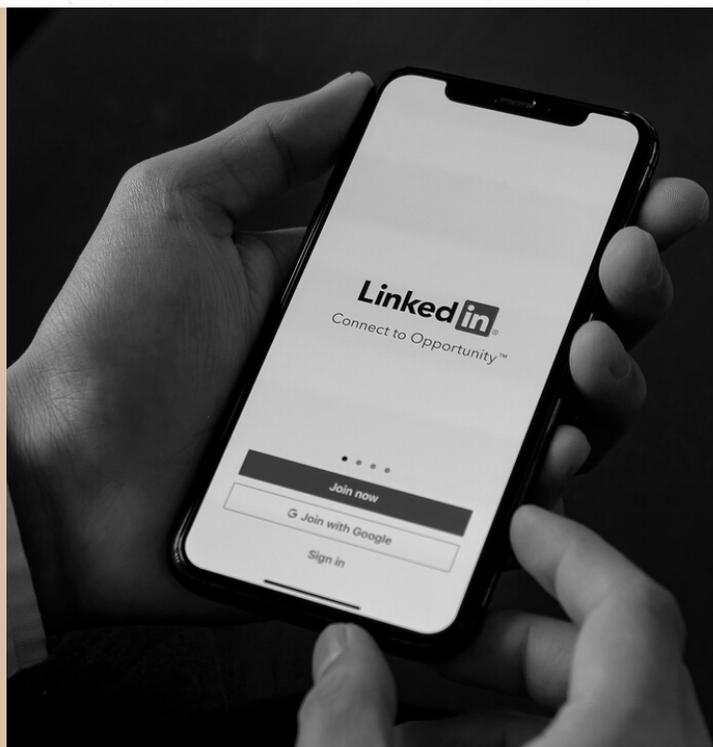
All JMC Faculty, Staff, and EIRs should have a LinkedIn Profile page. Your LinkedIn profile will be linked to their JMC Profile on the JMC website - in the near future.

Create/Update your LinkedIn® Profile

Step 1: Go to www.linkedin.com

Step 2: Follow the sign-up instructions to create a new profile

Step 3: Follow the below to create a standout profile



Task #	Task Name	Description of Requirement
1	Photo	Included a professional headshot (We will take updated photos Friday of the retreat)
2	Write a Headline	Created a unique headline
3	Professional Summary	Included a concise paragraph akin to a cover letter
4	Experience	Included at minimum your current role with JMC please link to Florida State University- Jim Moran College of Entrepreneurship
5	Education	-List any completed degrees -Utilize the correct University/College name – link to the College/University - If currently pursuing a degree, please list the correct University/College -Connect with Alumni Networks on LinkedIn for all Alma Maters *If any specializations, minors, honors, study abroad, awards, etc. include those as well.
6	Create a unique URL	Has created a unique, professional URL
7	Get Connected	Make sure to join the JMC Networking Group Florida State University – Jim Moran College of Entrepreneurship Alumni & Networking
8	Stay Updated	Make sure to follow Florida State University and Florida State University - Jim Moran College of Entrepreneurship Pages *We also suggest following your alma mater, previous companies, and/or areas of interest

PRINCETON REVIEW

TOP 50 ENTREPRENEURSHIP: UGRAD

Our best undergraduate entrepreneurship programs list is based on institutional survey data, including academic offerings, experiential learning opportunities, and career outcomes, among other factors.

★19★

OVERALL

FOR BEST UNDERGRADUATE
ENTREPRENEURSHIP
PROGRAM!

#1 in FLORIDA
#2 in SOUTHEAST
#11 in PUBLIC INSTITUTIONS

#2

ACADEMICS

This section looks at majors/minors offered and ENT classes offered at JMC and FSU.

#28

STUDENTS AND FACULTY

This section looks at enrollment data for minors and majors, and also non-majors enrolling in ENT classes. It looks at Faculty teaching ENT classes across the institution and departments represented. Also includes data from Faculty PR.

#10

OUTSIDE THE CLASSROOM

This section captures data regarding mentors who have worked with our students, and information regarding Competitions hosted by FSU/JMC within specific categories and External Competition Students Competed in, along with JMC Scholarship data.

61%

companies founded in
last 5 years by our
graduates of
undergraduate degree(s),
major(s) or minor(s) that
are still in business

LAST
5
YEARS

213

total number of
companies started by
2017-2022 graduates of
our undergraduate
degree(s), major(s), or
minor(s)

Alumni Ventures



currently this section falls under students, but starting 2023 it will be its own portion. Here we report on companies started by any graduates of our program and of FSU who have interacted with our student engagement center.

HOW CAN YOU HELP?

- Do you know about a student business?
- Do you know about an alumni business?
- **Faculty PR survey information:**
 - Service on a BOD/Advisor for a Commerical/Social Venture
 - Service on a BOD/Advisor to an organization that supports Commerical/Social Venture
 - Opened or own your own business?
 - Host a competition?
 - Hear about a competition on campus?

**Please be sure to
complete the Faculty
Princeton Review
survey information
each year when Britain
contacts you!**

GRADUATE ADMISSIONS AT A GLANCE - FALL 2022

MS-RE, TEXTILES & APPAREL ENTREPRENEURSHIP

Admitted: 20

Committed: 8

MSE, PRODUCT DEVELOPMENT

Admitted: 20

Committed: 12

MSE, SOCIAL & SUSTAINABLE ENTERPRISES

Admitted: 19

Committed: 17

MSE, HOSPITALITY ENTREPRENEURSHIP

Admitted: 20

Committed: 16

Applications Open: August 1

Early Decisions: March 1

Applications Close: July 1

Apply Today: admissions.fsu.edu/gradapp

Learn More: jmc.fsu.edu/grad

GRE test requirements are waived until Fall 2026 admissions!

Graduate