**Spring 2019 Updated Course Outline – ENT 496**

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|  **Week** | **Date** |  **Meeting Topic(s)** | **Assignment Due** |
| 1 | 1/22 | Introduction/What is Small Business Consulting? | Student Information Sheet and Project Request Due by ***1/22 - 11:59*** PM to Bb |
| 1/24 | What does a Small Business Consulting Project look like? |  |
| 2 | 1/29 | Conducting Business and Industry Research |  |
| 1/31 | Team Meetings – Class Mtg. | Submit Industry Briefing Paper to Bb by ***2/3 - 11:59 PM*** on Bb |
| 3 | 2/5 | **Client Meetings** |  |
| 2/7 | **Client Meetings** | **Team Progress Report 1**, Time Sheet, and Peer Evaluation due to Bb by ***2/10 - 11:59 PM*** |
| 4 | 2/12 | Team Meetings – Dr. Peake |  |
| 2/14 | Team Meetings – Dr. Peake | Submit **LOE Draft** to Bb by ***2/17 – 11:59 PM*** |
| 5 | 2/19 | Team Meetings – Class Mtg. |  |
| 2/21 | **Client Meetings** | Complete **Journal Assignment 1** by ***2/24 - 11:59 PM*** on Bb |
| 6 | 2/26 | **Client Meetings** | **Deliver Final Letter of Engagement to Client** |
| 2/28 | Team Meetings – Class Mtg. | Return Signed Final **Letter of Engagement** and Project Outline to Dr. Peake by ***3/3 at 11:59 PM (upload to Bb)*** |
| 7 | 3/5 | **SPRING BREAK** |
| 3/7 |
| 8 | 3/12 | Team Meetings – Class Mtg. |  |
| 3/14 | Team Meetings – Class Mtg. | Submit **Team Progress Report 2**, Time Sheet, and Peer Evaluation to Bb by ***3/17 - 11:59 PM*** |
| 9 | 3/19 | Team Meetings – Dr. Peake |  |
| 3/21 | Team Meetings – Dr. Peake | **Submit Report DRAFT #1 Hard Copy and Peer Evaluation by 3/21 by 4:00 PM** |
| 10 | 3/26 | **Client Meetings** |  |
| 3/28 | **Client Meetings** |  |
| 11 | 4/2 | Team Meetings – Dr. Peake**Ms. Gish Visit** |  |
| 4/4 | Team Meetings – Dr. Peake | Complete **Journal Assignment 2** by ***4/7 – 11:59 PM***Submit **Team Progress Report 3**, Time Sheet, and Peer Evaluation to Bb by ***4/7 – 11:59 PM*** |
| 12 | 4/9 | Team Meetings – Class Meeting | **SUBMIT REPORT DRAFT #2 Hard Copy 4/9 – 4:00 PM** |
| 4/11 | Team Meetings – Dr. Peake |  |
| 13 | 4/16 | **Client Meetings** |  |
| 4/18 | **Client Meetings** |  |
| 14 | 4/23 | **PRACTICE PRESENTATIONS** | **ATTENDANCE REQUIRED** |
| 4/25 | **PRACTICE PRESENTATIONS**  | **ATTENDANCE REQUIRED** |
| 15 | 4/30 | **PRESENTATIONS TO CLIENTS** **FINAL REPORT Hard Copy (DUE 4/30), Peer Evaluations (DUE 5/2), and Completed Activity Logs (DUE 5/2) due at the beginning of class** |
| 5/2 |
| 16 | 5/7 | **Journal Assignment 3 Due to Bb by 5/5 by 11:59 PM** |