**APPLICATION INSTRUCTIONS**

To ensure that all members are similarly committed and engaged, membership requires an application process. The Babson Collaborative leadership team reviews applications on a quarterly basis. All information submitted as part of the application process is treated confidentially.

**Application Deadlines:** January 20, April 20, July 20, October 20

**Steps to Applying:**

1. Complete the application (below)
2. Complete the Babson Entrepreneurship Education Ecosystem Self-Audit (below)
3. Obtain a letter of support from the President (or equivalent) at your institution (sample below)
4. When ready, upload the completed application package (application, self-audit, support letter) on the [Babson Collaborative Portal](https://www.babsoncollaborative.org/ready-to-join.html).

**What Happens Next?**

Once your application is received you can expect the following:

* The director of the Collaborative will conduct a review of the application with the institutional champion.
* The Babson Collaborative leadership team will review all materials and conduct their own due diligence of the institution. They may require additional information.
* The applying institution will be notified of a decision via email. If accepted, the Babson Collaborative director will schedule a meeting to discuss in detail, the many benefits of membership, the platforms for member engagement and networking, and tips for gaining the highest value from your membership.

If you need assistance, please contact Jamie Kendrioski, director of the Babson Collaborative at [BabsonCollaborative@Babson.edu](mailto:BabsonCollaborative@Babson.edu) or +1.781.239.5506.

For more information about the Babson Collaborative, visit [www.babson.edu/babsoncollaborative](http://www.babson.edu/babsoncollaborative)

**APPLICATION**

Thank you for your interest in the Babson Collaborative for Entrepreneurship Education. Please use this application for consideration of a three-year membership in the Collaborative.

If you need assistance, please contact Jamie Kendrioski, director of the Babson Collaborative at [BabsonCollaborative@Babson.edu](mailto:BabsonCollaborative@Babson.edu) or +1.781.239.5506.

## **Institution**

Tell us more about your institution by answering the following questions.

Name of institution applying for membership:

Address:

Description of institution:

Who are the owners?

In what year was your institution founded (if not included in the description above)?

Does your institution have one campus or multiple campuses? If multiple, how many? (Locations are optional)

Total undergraduate student population (if any, including full-time and part-time students):

Total graduate student population (if any, including full-time and part-time students):

Website link(s) for both the institution and entrepreneurship program (if available):

Why do you want to join the Collaborative?

What are your objectives in the Collaborative?

Describe the human and financial resources available for membership in The Collaborative. (Ex: number of faculty or staff who may participate, grant funding, etc.)

Collaborative members are expected to engage fully with our community, as learners, collaborators and teachers. Members share best practices and advance thought leadership through webinars, summit presentations, member interest groups, contributions to the academic content library, and more. What are some examples of institutional strengths, special programs, unique perspectives that you might want to highlight for our community?

## **Collaborative Champion Information**

The Collaborative Champion is the individual who is critical to build institutional support for the institutional mission in entrepreneurship, secures funding for participation in the Collaborative, and works closely with the Collaborative team. Experience shows the successful Champion has a job which is accountable for the successful development, implementation and sustaining an institution’s mission in entrepreneurship education and is fluent in English. Typically the position held by the Champion is that of Dean, Center Director, or Senior Faculty who all have access to their respective President, Vice Chancellor, or Rector.

Name of Champion:

Title:

Role:

Email:

Phone:

**BABSON ENTREPRENEURSHIP ECOSYSTEM SELF-AUDIT**

The self- audit asks questions related to the most important areas of entrepreneurship education ecosystems. There are no right or wrong answers. Babson uses this information to ensure that there is a fit between your institution and The Collaborative. We seek members that have a desire to increase their capability and capacity in developing entrepreneurship education as well as share their achievements and knowledge with others in the community. Collaborative members share a belief that our institutions acting together will achieve more than each working alone toward its entrepreneurial mission and goals.

### **Self-Audit: Undergraduate Curriculum**

Do you currently offer entrepreneurship courses at the undergraduate level?

1. Yes
2. No

How many courses or modules do you have per year?

Please list the title and enrollment numbers for each course. Note: Babson may ask to see syllabi for these courses.

Where are these courses or modules taught?

1. Inside the business school
2. Outside the business school
3. Both

Please describe in greater detail where the teaching takes place. For example, if in the business school what department is responsible for teaching? If outside the business school, what discipline is entrepreneurship affiliated with (ie engineering, arts and humanities, science)?

Do you offer a major in entrepreneurship?

1. Yes
2. No

Do you offer a concentration in entrepreneurship?

1. Yes
2. No

Do you offer a certificate in entrepreneurship?

1. Yes
2. No

### **Self-Audit: Graduate Curriculum**

Do you currently offer entrepreneurship courses at the graduate level?

1. Yes
2. No

How many said courses or modules per year?

Please list the title and enrollment numbers for each course. Note: Babson may ask to see syllabi for these courses.

Where are these courses or modules taught?

1. Within an MBA program
2. Other Masters
3. Both

Please describe in greater detail where the teaching takes place. For example, if in the business school what department is responsible for teaching? If outside the business school, what discipline is entrepreneurship affiliated with (i.e. engineering, arts and humanities, science):

Do you offer a master’s degree in entrepreneurship?

1. Yes
2. No

Do you offer a graduate concentration in entrepreneurship?

1. Yes
2. No

Do you offer a graduate level certificate in entrepreneurship?

1. Yes
2. No

### **Self-Audit: General Curriculum**

Do you have a required course in entrepreneurship?

1. Yes
2. No

At what level is the course required?

1. Undergraduate
2. Graduate
3. Both

Please describe the required course(s):

### **Self-Audit: Co-Curriculum**

Do you offer any entrepreneurship programming that is non-degree based (e.g. executive education, professional training)?

1. Yes
2. No

Describe your programming that is non-degree based:

Do you have business model, business plan, pitch or other entrepreneurship competitions?

1. Yes
2. No

Describe your competition(s):

Do you have an entrepreneurship club(s) for students?

1. Yes
2. No

Do you offer entrepreneurship networking events, workshops, or other activities for students to learn about entrepreneurship outside the classroom?

1. Yes
2. No

Do you have a student venture fund that allows your institution to give loans to or invest in student ventures?

1. Yes
2. No

Do you have an entrepreneurship center or institute with dedicated staff?

1. Yes
2. No

Do you have an accelerator or incubator for students?

1. Yes
2. No

Which items below do you provide for the students in the accelerator/incubator?

1. Desk space
2. Phone/video conference capabilities
3. Meeting space
4. Funding
5. Mentoring
6. Workshops
7. Networking
8. Prototyping materials and space (e.g. machine shop, commercial kitchen, labs)

### **Self-Audit: Intellectual Vitality**

How many full-time faculty do you have teaching entrepreneurship?

How many full-time faculty do you plan to have teaching entrepreneurship over the next 2 years?

How many part-time faculty do you have teaching entrepreneurship?

How many part-time faculty do you plan to have teaching entrepreneurship over the next 2 years?

Do your faculty publish entrepreneurship research?

1. Yes
2. No

Do your faculty write case studies?

1. Yes
2. No

To what degree are your entrepreneurship faculty (part or full-time) adequately trained to teach entrepreneurship?

1. 5 - Excellent
2. 4 - Very Good
3. 3 - Good
4. 2 - Poor
5. 1 - Very Poor

Please describe how your faculty are trained and developed to teach entrepreneurship?

### **Self-Audit: Stakeholder Support**

To what degree do the following support your institution’s entrepreneurship programming?

Senior Administration

1. 5 - Excellent
2. 4 - Very Good
3. 3 - Good
4. 2 - -Poor
5. 1 - Very Poor

Faculty

1. 5 - Excellent
2. 4 - Very Good
3. 3 - Good
4. 2 - -Poor
5. 1 - Very Poor

Students

1. 5 - Excellent
2. 4 - Very Good
3. 3 - Good
4. 2 - -Poor
5. 1 - Very Poor

Staff

1. 5 - Excellent
2. 4 - Very Good
3. 3 - Good
4. 2 - -Poor
5. 1 - Very Poor

Alumni

1. 5 - Excellent
2. 4 - Very Good
3. 3 - Good
4. 2 - -Poor
5. 1 - Very Poor

Local Business Community

1. 5 - Excellent
2. 4 - Very Good
3. 3 - Good
4. 2 - -Poor
5. 1 - Very Poor

### **Self-Audit: Infrastructure**

Is entrepreneurship a separate discipline or department (e.g. like marketing or finance) at your school?

1. Yes
2. No

Is there a building/space devoted to entrepreneurship programming?

1. Yes
2. No

### **Self-Audit: Mission and Vision**

Is there a stated mission of the institution regarding entrepreneurship?

1. Yes
2. No

What is the stated mission regarding entrepreneurship at your institution?

Please provide a link if this statement or language is online:

What is your institutional vision and commitment to entrepreneurship?

### **Self-Audit: Licenses & Legitimacy**

Who issued the license to operate the institution?

When was the license issued?

Do you award your own academic degrees for your programs?

1. Yes
2. No

Explain what is awarded to program graduates and by whom:

Is the institution accredited?

1. Yes
2. No

List the accrediting bodies and a link to their website(s):

Provide links to any national or international ranking mentions:

**SAMPLE SUPPORT LETTER**

*[on your institutional letterhead]*

[Date]

The Babson Collaborative for Entrepreneurship Education

231 Forest Street

Babson Park, Massachusetts 02457

USA

Attn: Jamie Kendrioski, Director

Re: Application for Membership in the Babson Collaborative for Entrepreneurship Education

To whom it may concern:

I wish to convey my support for [name of institution]’s application to join The Babson Collaborative for Entrepreneurship Education. I share the belief that members of the Collaborative working together will achieve more than working alone towards goals in entrepreneurship education.

Please be assured that our faculty and staff will be actively engaged in the Collaborative and that I pledge the financial support necessary for a successful and fruitful engagement with Babson and Collaborative members.

Sincerely,

[Signature]

[Name and Title]