

**Application Instruction Sheet**

To ensure that all members are similarly committed and engaged, there are multiple steps required to become a Collaborative member, which involve an investment of both time and money.  Membership requires an application and is subject to a due diligence process.  It is not assumed that an institution will be accepted by simply paying the fees.  Requirements for the three year Collaborative membership include:

* Complete an application**. This form is found below.**
* Provide a letter of support from the President (or equivalent) of the applying institution. **Sample letter found below.**
* **When completed, either upload the application and support letter on the Collaborative portal at** [**www.babsoncollaborative.org**](http://www.babsoncollaborative.org) **or email to** **tsimon@babson.edu****.**

The Babson Collaborative leadership team will review all materials on a quarterly basis and conduct their own due diligence of the applicant.  The information that is submitted as part of the application process is treated confidentially.



**Application**

Thank you for your interest in the Babson Collaborative for Entrepreneurship Education. Please use this application for consideration for a three year membership in The Collaborative. Upon submission of application form, you will receive an admissions decisions within three weeks.

If you need assistance, please contact Tom Simon.

For more information about The Collaborative, visit [www.babson.edu/babsoncollaborative](file:///C%3A%5CUsers%5Ctsimon%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CZ7CX9GD1%5Cwww.babson.edu%5Cbabsoncollaborative)

## 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?

Please provide the 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.)

## Entrepreneurship Ecosystem

What is the current state of development of entrepreneurship at your institution?

1. Start up
2. Growing
3. Mature

What is your vision and commitment to entrepreneurship?

## 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:

Email:

Phone:

Role:

## Self-Audit

The Babson Collaborative 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 that Babson may ask to see your syllabi for these course.

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 that Babson may ask to see your syllabi for these course:

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:

### Self-Audit: Co-Curricular

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, or other entrepreneurship competitions?

1. Yes
2. No

Describe your competitions:

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 you 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 courses?

### Self-Audit: Stakeholder Support

To what degree do the following support your 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

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 provided online:

### 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:

Please note that as a conditions of membership, members must remain active in The Collaborative. Babson reserves the right to terminate membership for inactivity at any time.

**SAMPLE SUPPORT LETTER**

(Applying Institution Letterhead)

(Date)

The Babson Collaborative for Entrepreneurship Education

231 Forest Street, BEE S114

Babson Park, Massachusetts 02457

USA

Attn: Thomas J. Simon

RE: Membership Application The Babson Collaborative

To whom it may concern:

I wish to convey my support for (name of institution)’s bid 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 and Title)