

BABSON COLLEGE

Babson Collaborative for
Entrepreneurship Education

GUIDE FOR NEW INSTITUTIONAL CHAMPIONS

On behalf of the **Babson Academy**, welcome to the **Babson Collaborative** and thank you for taking on the important role of Collaborative Champion! As director of the Collaborative, I am here to assist you as you navigate our many resources and opportunities and help you make new connections within our membership. Please contact me anytime jkendrioski@babson.edu or via WhatsApp at +1.401.256.8405. Sincerely, Jamie Kendrioski

STEP 1: ONBOARDING

1. Schedule Onboarding meeting with the Collaborative director.

I would like to schedule a call with you and your secondary or co-champion in the coming weeks (or at your earliest convenience) to review the basics of Collaborative membership and answer your questions. During this initial call, we can discuss holding a larger meeting with other members of your community. See sample meeting agenda at the end of this document.

2. Choose a Secondary Champion

The secondary champion can be a professor, administrator, assistant, anyone who can help you engage your community in Collaborative program and opportunities, and whom we can contact if unable to reach you. Please send their name, email, and mobile phone number (for WhatsApp) of your secondary champion.

3. Preparing the Announcement

Your institution has already been added to the **Member Listing** on the **Collaborative Member Portal**. I will announce you to our members in the upcoming issue of Fieldnotes (our monthly newsletter), and inform Babson Marketing as they write various stories throughout the year highlighting the Collaborative, and they love to feature new members!

- For this, it would be helpful if you could provide a brief 3-4 sentence summary description of your institution, including references to your entrepreneurship education portfolio/initiatives and anything unique about your school and entrepreneurship program.

STEP 2: JOIN THE COMMUNITY

I have already added you to the Collaborative mailing list to receive our monthly newsletter (called “Fieldnotes”) and news about special events and opportunities. Here are some important next steps:

1. Join our WhatsApp Community

Download WhatsApp (free), then email me your name, institution a mobile phone number (with country code).

2. Create your Profile and Gain Access to the Member Portal

Our primary platform for engagement is the **Collaborative Member Portal**. Some pages are public but access to most of the content requires login credentials. Review the **Guide for Accessing the Collaborative Portal** then **start here**.

4. Explore the Portal

Upon approval of your member profile, you will gain access to the **Member Portal**. Explore these features and more:

- **Events Calendar**: Review all upcoming programs, events and deadlines.
- **Academic Content Library**: Materials such as course syllabi and exercises are available for download.
- **Faculty & Staff Directory**: Search for members with particular interests and expertise.

- **Student Benefits**: Learn about programs and opportunities for students, including the **Global Student Challenge** and the **Student Network (BCSN)**.
- **Fieldnotes**: Read recent issues of our monthly newsletter (called “Fieldnotes”) to catch up on news and events.

STEP 3: ENROLL YOUR COLLEAGUES

There is **no limit** to how many educators at a member institution may access the Collaborative Portal, join the WhatsApp group, and more. I will provide you with materials to share with colleagues, but if you send me their contact information, I can add them to our mailing list and email them directly with instructions to engage with the Collaborative.

STEP 4: GET ENGAGED

Now that you are more familiar with the Collaborative, it is time for you and your colleagues to engage with our community!

- **Get active on WhatsApp**
Ask questions, make requests, share events and respond to other members’ posts.
- **Attend webinars, community conversations**
Recent topics include: creating institutional partnerships, advising on angel investments, launching a family business course
- **Utilize the Academic Content Library**
Download materials such as course syllabi, assignments and class exercises, and share your content with others.
- **Join the Collaborative Research Group**
Research topics include: entrepreneurial ecosystems, open innovation and GEM. **Learn more here.**
- **Invite a Collaborative member to be a guest speaker**
Utilize the **Faculty & Staff Directory** to find a guest lecturer, panelists, competition judge, etc.

INTERESTED IN A CERTAIN TOPIC?

Identify other members with similar interests and/or find related content and Collaborative opportunities.

- Utilize our WhatsApp Community (ask for advice, resources, referrals).
- Search the **Faculty & Staff Directory** (filter by primary discipline, research interests, etc.).
- Search the **Academic Content Library** for members who have authored related teaching materials.
- Search for related **webinar and summit recordings.**
- **Email me** for help

CHAMPION ONBOARDING MEETING

After you have had a chance to explore the **Member Portal** and learn a little more about the Collaborative, the Collaborative director will conduct an onboarding meeting with new champion(s).

ONBOARDING MEETING AGENDA

What follows is a sample agenda for this meeting, but we will prioritize your questions and needs.

- The role of the Collaborative director
- The roles and responsibilities of the Champion(s)
 - Annual invoices
 - Annual check-in meeting
 - Contributions to the Academic Content Library
 - Attendance at the Global Summit
- Ensure compliance with branding guidelines (see below)
- Navigating the Collaborative member portal
- Maximizing your membership
 - Review your goals and objectives for Collaborative membership
 - Review membership benefits, special programs and opportunities, and upcoming deadlines
 - Opportunities for Students:
 - Global Student Challenge
 - Babson Collaborative Student Network (BCSN)
 - MOU to establish a graduate pathway for your community to graduate study at Babson
 - Complimentary seat in the Diana International Research Institute membership organization
 - Engage others at your institution (I will provide a template email and materials to share)
 - Encourage them to join our mailing list and WhatsApp community
 - Encourage those likely to be most engaged to create a profile to access the Member Portal
 - Schedule a Collaborative informational webinar for your colleagues
- Introducing your institution to our Collaborative membership
 - Share articles, research, unique programs via Fieldnotes, WhatsApp; host a webinar or community conversation
- Identify next steps and schedule a follow-up meeting