Spring 2024 MGMT 4306 Franchising Syllabus

Who is responsible for the design & delivery of this course?

Instructor
Bill Conwell

CRN
21709

Office:
CoBA Room 258

Class Location:
CoBA Room 332

Office Hours:
M & W; 9:30 am to 4:30 pm, and by appointment

Class Days:
T & R

Class Hours:
6:00 pm to 7:20 pm
What course is this again?

Catalog:

MGMT 4306: Franchising

Course Description:

Here is what the catalog says: Franchising investigates the advantages and potential risks that must be considered before making an investment in a franchise business. There is particular emphasis on the discovery and evaluation of the franchisor and the feasibility of entrepreneurs converting an existing business into a franchise chain or creating and selling new business concepts.
Course Expectations

I have four values that I hope will make clear the culture and expectations of this class and this course.

• Enlightenment
• Engagement
• Enjoyment
• Excellence

What am I going to learn?

Student Learning Outcomes:

• SLO 1.0 Understand and appreciate the franchising business model, risks, and rewards, what you get, and what you give up from both the franchisor’s and franchisee’s points of view.
• SLO 2.0 Evaluate the franchising model as a growth option for your business.
• SLO 3.0 Assess franchising as a franchisee and be able to distinguish its viability as a business choice
• SLO 4.0 Grasp the importance of process and expertise in making decisions regarding franchising, either as a franchisor or a franchisee.

What textbook(s) will be required? There are two.

Franchise Your Business: The Guide to Employing the Greatest Growth Strategy Ever
Author: Mark Siebert
Edition: Copyright 2016
ISBN: 978-1-59918-581-1
Publisher: Entrepreneur Press

The Franchisee Handbook: Everything You Need to Know About Buying a Franchise
Author: Mark Siebert
Edition: Copyright 2019
Publisher: Entrepreneur Press
How will the course be delivered?

• This course will be accomplished in a face-to-face classroom format.

• This course is designed using a modular format—that is, each day/class session is “packaged” in Blackboard as a single module so that all the materials, lecture notes, submission areas, discussion posts, quizzes/exams are in one area for a given session.

• Blackboard Ultra Course View format will be utilized to share class assignments and submissions as well as assessments (quizzes). Recommended browsers are Google Chrome or Firefox. Any technology related issues or problems should be handled through Student Technology Services at: https://www.utep.edu/technologysupport/ServiceCatalog/Student_Services.html
How will we communicate?

• Here are the ways we can keep the communication channels open:

• Office Hours: I will have office hours for your questions and comments about the course. My office hours are in-person. However, you can request a virtual meeting, and I will send you a Zoom link. Please see the days and times at the top of this syllabus.

• Email: UTEP e-mail is the best way to contact me. I will attempt to respond to your e-mail within 24 hours of receipt. When emailing me, please email from your UTEP student e-mail account, and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name and your university identification number.

• Announcements: Check the Blackboard announcements frequently for updates, deadlines, or other important messages.
TECHNOLOGY REQUIREMENTS

Some course content will be delivered via the Internet through the Blackboard learning management system (LMS). Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Mozilla Firefox and Google Chrome are the most supported browsers for Blackboard; other browsers may cause complications with the LMS. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have or have access to a computer/laptop. You will need to download or update the following software: Microsoft Office, Zoom, Adobe, Flashplayer, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you encounter technical difficulties beyond your scope of troubleshooting, please contact the Help Desk as they are trained specifically in assisting with technological needs of students.
How am I going to learn?

Students are responsible for the text material. Supplemental material to enhance, make relevant, or clarify text material will be provided by the instructor.

Small individual/team exercises may be utilized to help with subject matter understanding as well as application of creative thinking in addressing case-related issues.

Quizzes will be used to monitor student progress as well.

How am I going to be graded?
• **Quizzes**: In-class quizzes on reading material, videos, and class discussion items will be utilized to measure and reinforce understanding of key course concepts and learning objectives.

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**Summary of criterion-based (no curve) grading scheme:** Total Points: 1,000

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<tr>
<th>Quizzes (27 total - lowest 2 scores will be dropped)</th>
<th>1,000 Points</th>
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<tr>
<th>Total Weight</th>
<th>1,000 Points</th>
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**Grading scale based on percentages of criterion-based (no curve) grading scheme:**

- **A**: 90-100%
- **B**: 80-89%
- **C**: 70-79%
- **D**: 60-69%
- **F**: 0-59%

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**Other Important Announcements**
**Disability accommodation.** The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP Center for Accommodations and Support Services.

**UTEP Policy on Academic Integrity:**

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as one's own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit HOOP: Student Conduct and Discipline.

**Copyright Compliance:**

All materials used in this course are protected by copyright law. The course materials are only for the use of students currently enrolled in this course and only for the purpose of this course. They may not be further disseminated.

**Professional Demeanor:**

- This course may require online communication between students as well as between the students and faculty. The expectation is that all parties will interact in a professional manner. If you have questions regarding online interaction in a professional manner, please reference the guidelines at [https://www.utep.edu/extendeduniversity/utepconnect/blog/october-2017/10-rules-of-netiquette-for-students.html](https://www.utep.edu/extendeduniversity/utepconnect/blog/october-2017/10-rules-of-netiquette-for-students.html). The expectation is that you will comply with these guidelines throughout the course – and, hopefully, beyond.

**GUIDANCE ON ARTIFICIAL INTELLIGENCE**

- The use of generative AI tools such as Chat GPT will, more than likely, not be utilized for this course. If, however, there is a circumstance where the student chooses the use of generative AI tools, the following applies.

Students must cite any borrowed content sources to comply with all applicable citation guidelines and copyright law and avoid plagiarism. Instances that violate these guidelines will be referred to the Office of Student Conduct and Conflict Resolution.
Subject to change if/as circumstances dictate.
# Course Outline & Activity Plan:

<table>
<thead>
<tr>
<th>Session</th>
<th>Chapters Covered</th>
<th>Focus/Assignments/Activities</th>
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<tbody>
<tr>
<td>1 1/16/2024 T</td>
<td><strong>Course Intro</strong></td>
<td><strong>INTRODUCTION TO MGMT 4306</strong>&lt;br&gt;• LO: Students will recognize the parameters &amp; execution of the course and grasp some introductory and overall aspects of franchising.&lt;br&gt;• Read Chapter 1 of “Franchise Your Business” before Session 2</td>
</tr>
<tr>
<td>2 1/18/2024 R</td>
<td><strong>Franchise Your Business</strong>&lt;br&gt;Chapter 1&lt;br&gt;&quot;What is Franchising?&quot;</td>
<td><strong>EXPLORING FRANCHISING</strong>&lt;br&gt;• LO: Students will be able to describe &amp; explain the elements that designate a business as a franchise. SLO 1.0, SLO 4.0&lt;br&gt;• Read Chapter 2 of “Franchise Your Business” before Session 3</td>
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<tr>
<td>3 1/23/2024 T</td>
<td><strong>Franchise Your Business</strong>&lt;br&gt;Chapter 2&lt;br&gt;&quot;Advantages and Disadvantages of Franchising”</td>
<td><strong>EXPLORING FRANCHISING</strong>&lt;br&gt;• LO: Students will be able to identify &amp; summarize the advantages &amp; disadvantages of the franchise business format &amp; why, or why not, it might be a viable business strategy. SLO 1.0, SLO 3.0&lt;br&gt;• Read Chapter 3 of “Franchise Your Business” before Session 4&lt;br&gt;• QUIZ (1 of 27) on Chapters 1 &amp; 2</td>
</tr>
<tr>
<td>4 1/25/2024 R</td>
<td><strong>Franchise Your Business</strong>&lt;br&gt;Chapter 3&lt;br&gt;&quot;Is Your Business Franchisable?“</td>
<td><strong>EXPLORING FRANCHISING</strong>&lt;br&gt;• LO: Students will be able to identify &amp; summarize the criteria a business should meet to be considered for franchising. SLO 1.0, SLO 2.0&lt;br&gt;• LO: Students will demonstrate an understanding of the necessary criteria to evaluate the feasibility of a business as a candidate for franchising. SLO 1.0, SLO 2.0&lt;br&gt;• QUIZ (2 of 27) on Chapter 3&lt;br&gt;• Read Chapter 4 of “Franchise Your Business” before Session 5</td>
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<tr>
<td>5 1/30/2024 T</td>
<td><strong>Franchise Your Business</strong>&lt;br&gt;Chapter 4&lt;br&gt;&quot;Is Franchising Right for You?”</td>
<td><strong>EXPLORING FRANCHISING</strong>&lt;br&gt;• LO: Students will recognize that franchising a business is both a business and a personal decision. SLO 1.0, SLO 4.0&lt;br&gt;• LO: Students will be able to identify key factors that might impact their decision on whether to franchise a business. SLO 1.0, SLO 2.0, SLO 4.0&lt;br&gt;• Read Chapter 5 of “Franchise Your Business” before Session 6&lt;br&gt;• QUIZ (3 of 27) on Chapter 4</td>
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<tr>
<td>Session</td>
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<tr>
<td>6</td>
<td>Franchise Your Business</td>
<td><strong>EXPLORING FRANCHISING</strong></td>
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<td></td>
<td>Chapter 5</td>
<td>• LO: Students will be able to differentiate other types of business models than franchising that facilitate business growth using the resources of others. SLO 1.0, SLO 4.0 <strong>QUIZ (4 of 27) on Chapter 5</strong></td>
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<tr>
<td></td>
<td>“Alternatives to the Franchise Structure”</td>
<td>• Read Chapter 6 of “Franchise Your Business” before Session 7</td>
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<td>7</td>
<td>Franchise Your Business</td>
<td><strong>DEVELOPING YOUR FRANCHISE COMPANY</strong></td>
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<tr>
<td>2/6/2024 T</td>
<td>Chapter 6</td>
<td>• LO: Students will identify &amp; grasp core planning issues and decisions that need to be dealt with in franchising a business. SLO 1.0, SLO 2.0, SLO 4.0</td>
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<td>“Strategy for Growth on Steroids”</td>
<td>• Read Chapter 7 of “Franchise Your Business” before Session 8</td>
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<td>• QUIZ (5 of 27) on Chapter 6</td>
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<tr>
<td>8</td>
<td>Franchise Your Business</td>
<td><strong>DEVELOPING YOUR FRANCHISE COMPANY</strong></td>
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<tr>
<td>2/8/2024 R</td>
<td>Chapter 7</td>
<td>• LO: Students will grasp the need, value, &amp; timing for engaging expert legal resources. SLO 1.0, SLO 4.0</td>
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<td>“Getting Legal”</td>
<td>• LO: Students will be able to discuss &amp; explain the contents and peculiarities of the Franchising Disclosure Document (FDD). SLO 1.0, SLO 4.0</td>
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<td>• QUIZ (6 of 27) on Chapter 7</td>
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<td>• Read Chapter 8 of “Franchise Your Business” before Session 9</td>
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<td>9</td>
<td>Franchise Your Business</td>
<td><strong>DEVELOPING YOUR FRANCHISE COMPANY</strong></td>
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<tr>
<td>2/13/2024 T</td>
<td>Chapter 8</td>
<td>• LO: Students will grasp the importance of quality in protecting and promoting the franchise brand. Students will be able to discuss the 4 pillars of quality control and explain how &amp; where they impact the franchise. SLO 1.0, SLO 2.0, SLO 4.0</td>
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<td></td>
<td>“Controlling Quality”</td>
<td>• Read Chapter 9 of “Franchise Your Business” before Session 10</td>
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<td>• QUIZ (7 of 27) on Chapter 8</td>
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<tr>
<td>10</td>
<td>Franchise Your Business</td>
<td><strong>DEVELOPING YOUR FRANCHISE COMPANY</strong></td>
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<tr>
<td>2/15/2024 R</td>
<td>Chapter 9</td>
<td>• LO: Students will recognize the key components and their role in establishing an effective marketing message for a franchise business. SLO 1.0, SLO 2.0</td>
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<td>“Franchise Marketing – Your Unique Message”</td>
<td>• LO: Students will appraise and critique sample franchise business marketing messages. SLO 1.0, SLO 2.0</td>
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<td>• Read Chapters 10 &amp; 11 of “Franchise Your Business” before Session 12 (I know it’s a lot, but you’ve got the weekend.)</td>
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<td>• QUIZ (8 of 27) on Chapter 9</td>
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<tr>
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| 11 2/20/2024 T | Franchise Your Business  
Chapter 10 “Franchise Lead Generation”  
Chapter 11 “Selling Franchises” | **BUILDING YOUR FRANCHISE EMPIRE**  
- LO: Students will grasp the importance of having a strategic approach to generating franchise leads as well as the options and methodologies utilized in the effective pursuit of those leads. SLO 1.0, SLO 2.0, SLO 4.0  
- LO: Students will recognize the key activities & techniques to establish a successful franchise sales process. SLO 4.0 LO:  
- Students will develop guidelines, profiles, & dialogue to support a franchise sales process. SLO 2.0, SLO 4.0 **QUIZ**  
- (9 of 27) on Chapters 10 & 11  
- Read Chapters 12, 13, & 14 of “Franchise Your Business” before Session 9 (Hey, it’s fewer pages than Ch.’s 10 & 11) |
| 12 2/22/2024 R | Franchise Your Business  
Chapter 12 “The Franchisee-Franchisor Relationship”  
Chapter 13 “Putting It All Together”  
Chapter 14 “Taking The Leap” | **BUILDING YOUR FRANCHISE EMPIRE**  
- LO: Understanding the contradictory and complementary roles of the franchisor and franchisee relationship and managing it to the benefit of both parties. SLO 1.0, SLO 2.0, SLO 4.0  
- LO: Students will recognize the several considerations required when starting a new franchise program. SLO 1.0, SLO 2.0  
- Read the Introduction of “The Franchisee Handbook” before Session 13  
- **QUIZ** (10 of 27) on Chapters 12, 13, & 14 |
| 13 2/27/2024 T | The Franchisee Handbook  
Introduction |  
- LO: Students will shift their focus from considering franchising as a business model to grow their business to the option of becoming a franchisee to start their own business. SLO 1.0, SLO 3.0, SLO 4.0  
- Read Chapter 1 of “The Franchisee Handbook” before Session 14  
- Assignment: Choose a partner. Discuss with your partner and decide; “Based on the first 6 weeks of course material and the content of the assigned video for this session, would the two of you rather be a franchisor or a franchisee, and why or why not?” Be ready to share in Session 14 |
| 14 2/29/2024 R | The Franchisee Handbook  
Chapter 1 “The Franchise Myth” |  
- LO: Students will compare the franchising business from the point of view of the franchisor and franchisee. SLO 1.0, SLO 2.0, SLO 3.0, SLO 4.0  
- LO: Separating the franchising myth and reality. SLO 1.0, SLO 3.0  
- **QUIZ** (12 of 27) on Chapter 1  
- Read Chapter 2 of “The Franchisee Handbook” before Session 15 |
<table>
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<th>Session</th>
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| 15 3/5/2024 T | The Franchisee Handbook | • **LO**: Students will grasp the fact that you, not the franchisor, are ultimately critical to your franchising success. SLO 1.0, SLO 3.0  
• **QUIZ (13 of 27)** on Chapter 2  
• Read Chapter 3 of “The Franchisee Handbook” before Session 16  
• **Assignment**: Visit the links in Blackboard to “Take 5 Oil Change Franchise Information” and “Is A Marijuana Dispensary Franchise Right for You?” and be prepared to discuss in Session 16 what you believe to be the primary risks of opening each. |
| 16 3/7/2024 R | The Franchisee Handbook | • **LO**: Students will be able to describe and discuss the various types and aspects of risk to be considered when deciding to pursue a franchising business. SLO 1.0, SLO 3.0, SLO 4.0  
• **LO**: The necessity and consideration of a risk assessment is a key element when choosing a franchise. SLO 1.0, SLO 3.0, SLO 4.0  
• **QUIZ (14 of 27)** on Chapter 3  
• Read Chapter 4, pages 51 to 62, of “The Franchisee Handbook” before Session 17 |
| Spring Break, 3/11 to 3/15 | |  |
| 17 3/19/2024 T | The Franchisee Handbook | • **LO**: Students will grasp the aspects, necessity, resources, & methodologies to consider when developing a good strategy to narrow franchise possibilities to the right one for you. SLO 3.0, SLO 4.0  
• **QUIZ (15 of 27)** on Chapter 4, pages 51 to 62  
• Read Chapter 4, pages 62 to 73, of “The Franchisee Handbook” before Session 18 |
| 18 3/21/2024 R | The Franchisee Handbook | • **LO**: Students will grasp the aspects, necessity, resources, & methodologies to consider when developing a good strategy to narrow franchise possibilities to the right one for you. SLO 3.0, SLO 4.0  
• **Assignment**: Look over the Buffalo Wild Wings FDD in Blackboard before Session 19. We will be referencing it over the next few class sessions.  
• **QUIZ (16 of 27)** on Chapter 4, pages 62 to 73  
• Read Chapter 5, pages 75 to 88, of “The Franchisee Handbook” before Session 19 |
<table>
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<th>Session</th>
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| 19 3/26/2024 T | The Franchisee Handbook | • LO: How to interpret the information provided by franchisors of interest and use it to narrow your list of potential opportunities. SLO 3.0, SLO 4.0  
• LO: Students will be able to summarize the purpose and content of the Financial Disclosure Document (FDD) and its usefulness in the evaluation of a potential franchise. SLO 3.0, SLO 4.0  
• QUIZ (17 of 27) on Chapter 5, pages 75 to 88  
• Read Chapter 5, pages 88 to 96, of “The Franchisee Handbook” before Session 20  
• Assignment: Read Sections 2, 3, 4, & 5 of the Buffalo Wild Wings FDD as if you were considering it as a potential franchise business before Session 20 – Look for 3 things that catch your attention. |
| 20 3/28/2024 R | The Franchisee Handbook | • LO: Students will be able to recognize how to utilize the FDD in a more detailed analysis of what considerations should be addressed when evaluating a potential franchise investment. SLO 3.0, SLO 4.0  
• QUIZ (18 of 27) on Chapter 5, pages 88 to 96  
• Read Chapter 5, pages 96 to 105, of “The Franchisee Handbook” before Session 21  
• Read Section 7 of the Buffalo Wild Wings FDD as if you were considering it as a potential franchise business before Session 21. |
| 21 4/2/2024 T | The Franchisee Handbook | • LO: Students will be able to recognize how to utilize the FDD in a more detailed analysis of what considerations should be addressed when evaluating a potential franchise investment. SLO 3.0, SLO 4.0  
• QUIZ (19 of 27) on Chapter 5, pages 96 to 105.  
• Read Chapter 5, pages 105 to 113, of “The Franchisee Handbook” before Session 22. |
| 22 4/4/2024 R | The Franchisee Handbook | • LO: How to interpret the information provided by franchisors of interest and use it to narrow your list of potential opportunities. SLO 3.0, SLO 4.0  
• QUIZ (20 of 27) on Chapter 5, pages 105 to 113.  
• Read Chapter 6, pages 115 to 128, of “The Franchisee Handbook” before Session 23. |
| 23 4/9/2024 T | The Franchisee Handbook | • LO: Students will be able to grasp the need & approach to developing a strategy that will provide maximum value when having a first meeting with a potential franchisor organization. SLO 3.0, SLO 4.0  
• QUIZ (21 of 27) on Chapter 6, pages 115 to 128.  
• Read Chapter 6, pages 128 to 139, of “The Franchisee Handbook” before Session 24. |
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<th>Session</th>
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| 24      | The Franchisee Handbook                              | • LO: Students will be able to grasp the need & approach to developing a strategy that will provide maximum value when having a first meeting with a potential franchisor organization. SLO 3.0, SLO 4.0  
• QUIZ (22 of 27) on Chapter 6, pages 128 to 139. Read Chapter 7, pages 141 to 162, of "The Franchisee Handbook" before Session 25. |
| 25      | The Franchisee Handbook                              | • LO: Students will be able to recognize the limitations encountered in trying to establish potential earnings from a franchise as well as identify possible means & methods to develop credible estimates. SLO 1.0, SLO 3.0, SLO 4.0 QUIZ  
• (23 of 27) on Chapter 7, pages 141 to 162. Read Chapter 7, pages 162 to 178, of "The Franchisee Handbook" before Session 26. |
| 26      | The Franchisee Handbook                              | • LO: Ways and means to evaluate and estimate your potential financial performance from a franchise opportunity that you are considering. SLO 1.0, SLO 3.0, SLO 4.0 QUIZ  
• (24 of XX) on Chapter 7, pages 162 to 178  
• Read Chapter 8, pages 179 to 185, of "The Franchisee Handbook" before Session 27 |
| 27      | The Franchisee Handbook                              | • LO: Awareness of the factors to consider and the approach to take in determining the potential ROI on a franchise business you are considering to see if it is right for you. SLO 1.0, SLO 3.0, SLO 4.0  
• QUIZ (25 of 27) on Chapter 8, pages 179 to 185  
• Read Chapter 8, pages 185 to 192, of "The Franchisee Handbook" before Session 28 |
| 28      | The Franchisee Handbook                              | • LO: Awareness of the factors to consider and the approach to take in determining the potential ROI on a franchise business you are considering to see if it is right for you. SLO 1.0, SLO 3.0, SLO 4.0  
• QUIZ (26 of 27) on Chapter 8, pages 185 to 192. Read Chapter 9 of "The Franchisee Handbook" before Session 29. |
| 29      | The Franchisee Handbook                              | • LO: An understanding and appreciation of the initial steps that you will need to address once you have signed on to a franchise business opportunity. SLO 1.0, SLO 3.0, SLO 4.0  
• QUIZ (27 of 27) on Chapter 9 |
| 30      | Franchise Your Business                              | • LO: Students will analyze the franchising business model from both the franchisor and franchisee perspective. SLO 1.0, SLO 3.0, SLO 4.0 |
|         | Final Exercise                                       |                             |