**MEMBERSHIP 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:** April 1, July 1, November 1

**Steps to Applying:**

1. Complete the Application and the Entrepreneurship Education Ecosystem Self-Audit (below).
2. Obtain a letter of support from the President (or equivalent) at your institution demonstrating institutional commitment at the highest level (sample below).
3. 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 Babson Collaborative leadership team and a committee of senior entrepreneurship faculty and administrators at Babson will review all materials and conduct their own due diligence of the applying institution. The committee may require additional information.
* The applying institution will be notified of a decision via email. If accepted, the director of The Babson Collaborative will schedule an onboarding meeting to discuss in detail, the many benefits of membership, the platforms for member engagement and networking, and tips for maximizing the value of 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)

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**MEMBERSHIP APPLICATION**

Please complete this application for consideration of an initial three-year membership in The Babson Collaborative for Entrepreneurship Education.

**1. Name of institution applying for membership:**

**2. Address of institution:**

**3. Description of institution (2-3 paragraphs):**

**4. Concise 1-2 sentence description of your institution, to be added to our member directory, if admitted:**

**5. Who are the owners?**

**6. In what year was your institution founded?**

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

**8. Total undergraduate student population** (if any, including full-time and part-time students at all campuses):

**9. Total graduate student population** (if any, including full-time and part-time students at all campuses):

**10. What percentage of courses across your institution are taught in English?**

**11. Website link(s) for both the institution and, if applicable for the entrepreneurship program:**

**12. Why do you want to be a member of The Babson Collaborative?**

**13. What are your objectives for membership in The Babson Collaborative?**

Please describe what you hope to accomplish through membership.

**14. Describe the human resources available for membership in The Babson Collaborative.**

How many faculty and staff will participate right away, and how many do you plan to engage over time? Name the faculty/staff who are most likely to be the most active with our Collaborative membership? Keep in mind that Babson Collaborative activities, materials and communications are all in English.

**15. Describe the financial resources available for membership in The Babson Collaborative.**

What grant(s) and/or other funding is available for annual membership dues, travel to the annual summit, etc.?

**16. What are examples of institutional strengths, special programs, unique perspectives that you might want to share with the Collaborative community?** Collaborative members are expected to engage fully as learners, collaborators and teachers via webinars, community conversations, summit presentations, etc.

**17. What is your institutional mission, vision and commitment to entrepreneurship education?** Please address the curriculum, co-curriculum, faculty and research.

**18. Please provide a link if this statement or language about your commitment to entrepreneurship education is online:**

**19. Who issued the license to operate the institution, and when was the license issued?**

**20. Do you award your own academic degrees for your programs?**

1. Yes
2. No

**21. Explain what is awarded to program graduates and by whom:**

**22. Is your institution accredited?**

1. Yes
2. No

**23. List the accrediting bodies and link to their website(s):**

**24. Provide links to any national or international ranking mentions:**

### **INSTITUTIONAL CHAMPION INFORMATION**

The institutional champion plays a critical role in maximizing the value of membership in The Babson Collaborative. They secure funding for participation in the Collaborative, enroll and encourage other colleagues to engage with the Collaborative, and serve as the primary contact for the Collaborative leadership team. Experience shows the successful Champion has a job which is accountable for the successful development, implementation and sustaining of an institution's entrepreneurship education mission, and is fluent in English. Typically, the Champion is a dean, center director, or senior faculty who has access to their respective president, vice chancellor, or rector. Schools are strongly encouraged to name a Secondary Champion. This can be anyone in any role who can help the Primary Champion engage your community in Collaborative programs and opportunities, and whom we can include in Champion communications.

## **25. Provide the following information about your Institutional Champion(s)**

**PRIMARY CHAMPION**

**Name of PRIMARY Champion(s):**

**Title/Role:**

**Describe this person’s primary work responsibilities:**

**Email:**

**Phone:**

**Mailing address of the Champion:**

**SECONDARY OR CO-CHAMPION (OPTIONAL)**

You can name a secondary or co-champion later if you wish.

**Name of SECONDARY or CO- Champion(s):**

**Title/Role:**

**Describe this person’s primary work responsibilities:**

**Email:**

**Phone:**

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**BABSON COLLEGE ENTREPRENEURSHIP ECOSYSTEM SELF-AUDIT**

The self-audit asks questions related to the most important areas of an entrepreneurship education ecosystem. There are no right or wrong answers. Babson uses this information to ensure that there is a fit between your institution and The Babson 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**

**1. Do you currently offer entrepreneurship courses at the undergraduate level?**

1. Yes
2. No

**If yes, how many undergraduate entrepreneurship courses or modules do you offer per year?**

**2. Please list the title and enrollment numbers for each course.**

Note: we are asking for courses that are specifically about entrepreneurship, and other courses that have SIGNIFICANT entrepreneurship content. Babson may ask to see syllabi for these courses.

**3. Do you have a required course in entrepreneurship for all undergraduate students?**

1. Yes
2. No

**If yes, please describe the required course(s):**

**4. Where are entrepreneurship courses or modules taught?**

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

**Please describe in 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 (e.g. engineering, arts and humanities, science)?

**5. Do you offer any of the following in the undergraduate curriculum (select all that apply):**

\_\_ Major in entrepreneurship

\_\_ Minor in entrepreneurship

\_\_ Concentration in entrepreneurship

\_\_ Undergraduate level certificate in entrepreneurship?

### **SELF-AUDIT: GRADUATE CURRICULUM**

**6. Do you currently offer entrepreneurship courses at the graduate level?**

1. Yes
2. No

**If yes, how many graduate entrepreneurship courses or modules do you offer per year?**

**7. Please list the title and enrollment numbers for each graduate course.**

Note: we are asking for courses that are specifically about entrepreneurship and other courses that have SIGNIFICANT entrepreneurship content. Babson may ask to see syllabi for these courses.

**8. Do you have a required course in entrepreneurship for all graduate students?**

1. Yes
2. No

**If yes, please describe the required course(s):**

**9. Where are graduate entrepreneurship courses or modules taught?**

1. Within an MBA program
2. Within other Master’s program(s)
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 (e.g. engineering, arts and humanities, science):

**10. Do you offer any of the following in the graduate curriculum (select all that apply):**

\_\_ Graduate degree in entrepreneurship

\_\_ Graduate concentration in entrepreneurship

\_\_ Graduate level certificate in entrepreneurship?

### **SELF AUDIT: CO-CURRICULUM**

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

1. Yes
2. No

**Describe your programming that is non-degree based:**

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

1. Yes
2. No

**Describe your competition(s):**

**13. Do you offer any of the following in your co-curriculum (select all that apply):**

\_\_ Academic department/division for entrepreneurship

\_\_ Entrepreneurship center/institute

\_\_ Incubator/Accelerator for enrolled students

\_\_ Incubator/Accelerator for community members outside the university

\_\_ Makers’ space or design lab

\_\_ Entrepreneurship club for students

\_\_ Entrepreneurship networking events, workshops, or other activities for students to learn about entrepreneurship outside the classroom

\_\_ Student venture fund that allows your institution to give loans to or invest in student ventures

\_\_ Other

If you selected *Other*, please elaborate:

### **SELF-AUDIT: INTELLECTUAL VITALITY**

**14. How many full-time faculty teach entrepreneurship?**

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

**16. How many part-time faculty teach entrepreneurship?**

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

**18. Do your faculty publish research in:**

\_\_ Entrepreneurship

\_\_ Other areas/disciplines

\_\_ Our faculty do not publish research

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

5 - Excellent

4 - Very Good

3 - Good

2 - Poor

1 - Very Poor

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

### **SELF-AUDIT: STAKEHOLDER SUPPORT**

**20. How would you describe the level of support you receive from the broader university community (faculty, staff, senior administration, students, alumni, local community) for your entrepreneurship programming?**

5 - Excellent

4 - Very Good

3 - Good

2 - Poor

1 - Very Poor

**Please elaborate on your score.**

### **FINAL QUESTION AND ACKNOWLEDGEMENT**

Thank you for completing this application and self-audit.

**21. Is there any information that you want to share with the application review committee that you have not been able to provide thus far in the application?**

Please keep in mind that all Babson Collaborative-related activities, materials and communications across all of our Collaborative member institutions are in English. Please let us know if this is a concern.

**22.**

**Check this box to acknowledge that the proposed Champion(s) and all faculty and staff whom you expect to engage with The Babson Collaborative community have fluency in English.**

**SAMPLE SUPPORT LETTER**

*[on your institutional letterhead- signed by the president or other senior institutional leader]*

[Date]

Jamie Kendrioski, Director

The Babson Collaborative for Entrepreneurship Education

231 Forest Street

Babson Park, Massachusetts 02457

USA

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 Babson 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 other Collaborative members.

Sincerely,

[Signature]

[Name and Title]