Memo

**To: VEI Employees Global Financial Management 7611**

**From: Mr. Wright**

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**Date: January 20, 2015**

**Re: Expectations and Requirements for Virtual Enterprises International (VEI)**

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Congratulations! Welcome to VEI Orientation. I am glad that you are a part of the Virtual Enterprises International Program. Sterling Heights, along with Warren Consolidated Schools is one of the first in Macomb County to offer this virtual program at the high school level. There are multiple new firms that will be entering the program. This is a unique opportunity for you! Thanks for being here today for our Orientation!

**What is the Virtual Enterprises International?**

The Virtual Enterprise (VE) is a simulated business environment. The Virtual Enterprises International is a prime example of 21st century, student – driven learning. It is an opportunity to learn business functions by performing specific tasks, not just paper and pencil assessments.

The VEI employees (i.e., you, the students) will be involved in actual "on-the-job" work experiences, including purchasing, sales, marketing, accounting, personnel, etc. The only difference between the VE and an actual business is that no material goods are produced or legal tender exchanged. The VE will generate the documents and information needed to do business with other VE’s in New York City, other States and abroad.

You will work in one or more of the departments in the VE organization. In your department, you will be expected to work individually and as a member of a team to fulfill the responsibilities and tasks associated with your department. You will develop initiative, creativity, and responsibility, enhance your oral and written communication skills, and improve your ability to work on a team.

**What is the goal of the VE experience?**

The VE experience will weave together several academic disciplines and occupational subjects. The instructional model is thematic, meaning that business flow and student inquiry will drive the instruction flow of class.

By working in the VE, you will better understand how your learning has application and relevance to real life. The goal is to create a learning environment that, through a series of activities, integrates school and work to enhance learning. In effect, the VE will drive the learning, the applications, and the educational experiences and opportunities. Through your experiences in the VE, you will come to see that there exists an important connection between all disciplines and that what you learn is relevant to your future.

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| **Week** | **Segment** | **Concept** | **Assessments** | **Chapters** |
| 1 | 05  HR & Personnel | Reintroduce  To VEI | Expectations  Statewide Business Plan Comp | 9 |
| 2 | 05  HR & Personnel | Training & Development | Scholarships & College Research | 10-11 |
| 3 | 09 Business Mgt & Leadership | Goal Setting  Implementation | Corporate Investiture  Walsh College Comp | 12 – 13 |
| 4 | 09 Business Mgt & Leadership | Corporate Roles Defined | Unit Assessment | 14 – 15 |
| 5 | 09 Business Mgt & Leadership | Results & Corrective Action | Corporate Plans  Walsh Presentation | 9 – 15 |
| 6 | 07 Finance & Economics | Profits & Loss | Company Payroll / Profits / Loss  Income Statement | 7 |
| 7 | 07 Finance & Economics | Payroll | Balance Sheet  Individual Income Taxes | 7 |
| 8 | 07 Finance & Economics | Subsidies | Financial Aid Forms  Corporate Tax Forms | 7 |
| 9 | 01 International Business | Emerging Markets | Trade Alliances & Opportunities | Augment |
| 10 | 01 International Business | Developing Markets | Unit Assessment | Augment |
| 11 | 06 & 10  Operations & Quality Mgt | Metrics | Customer Opinion Surveys | Augment |
| 12 | 06 & 10  Operations & Quality Mgt | Metrics | Create Customer Opinion Surveys | Augment |
| 13 | 06 & 10  Operations & Quality Mgt | Evaluation | Production Management | Augment |
| 14 | 06 & 10  Operations & Quality Mgt | Evaluation | Production Management | Augment |
| 15 | 11 Project Mgt | Introduction | Scheduling  MSGCU Contest |  |
| 16 | 11 Project Mgt | Implementation | Presentation #1  Overall Concept |  |
| 17 | 11 Project Mgt | Implementation | Presentation #2  Cost Analysis |  |
| 18 | 11 Project Mgt | Implementation | Develop Finished Product |  |
| 19 | 11 Project Mgt | Conclusion | Presentation #3  Technological Advance |  |
| 20 | Overflow | Prepare for Finals | Finals |  |

**What kind of activities will I be involved in?**

The following is a partial list of tasks you will be asked to accomplish during your year in VEI:

• Establishing the firm’s name, goals, objectives, organization, and product line.

• Writing the business plan.

• Setting annual goals and objectives.

• Handling business correspondence, and processing outgoing and incoming mail.

• Establishing efficiency of departmental work flow (filing, correspondence, etc.).

• Using office technologies and associated business computer software applications.

• Developing documents including directories, advertising, and financial reports.

• Preparing and delivering presentations (sales, meetings, progress, etc.).

• Developing and maintaining a World Wide Web home page for the VEI Communications with customers, suppliers and business partners, via telephone, fax and e-mail.

• Purchasing and selling, invoicing, crediting, etc.

• Performing firm and individual accounting and record keeping.

• Researching investment products and processing purchase and sales of financial products.

• Preparing tax returns and going through an audit review for compliance with the IRS.

• Providing in-house employee training.

• Conducting single and multiple department meetings, preparation of minutes and follow-up.

• Conducting research to solve simulated business problem-solving scenarios.

• Preparing the annual report.

**How will I be evaluated as a VEI employee?**

This class will follow the WCS Grading Policy determined for each quarter;

**75% assessment 25% homework / participation**

**Assessments** will include tests, presentations, projects, and creation of original works

**Homework** will include individual assignments along with collaborative assignments

Due to the dynamic nature of this program, missed work is very difficult to resubmit. Unexcused absences must be called in to the attendance line as soon as possible. If you are aware of specific absences that are upcoming, (doctor appointments, school sanctioned events, etc) please let Mr Wright know so that appropriate makeup work can be assigned

**DEPARTMENT WORK**

This includes work that you produce within your Department per quarter. This might include, but is not limited to business correspondence, reports, charts, tables, brochures, databases, web pages, etc. These documents will become part of your VEI Portfolio.

**WEEKLY LOG**

The ability to plan, reflect, and assess your performance in VEI is critical to your success. You will be required to set quarterly goals, prepare monthly task calendars and monitor weekly progress.

**PURCHASES**

As an employee in VEI, you are expected to purchase from other VEI firms. A Monthly Purchase Report must be completed and copies of all relevant documents (invoice, bank statement account summary, order confirmation) must be submitted.

**MEETINGS**

Meetings are crucial to the efficient and productive operation of a VEI firm. Professional business attire, active participation, and advanced preparation are required at meetings.

**PROFESSIONAL LEARNING**

This includes the development of your department trainings, facilitation of the training to the rest of the company, assessment provided during a training sessions, and continuing education activities. Topics will be assigned.

**PRE-POST & QUARTER TESTS**

The pre test will take place during the first month and the post test will take place during May. At the end of each quarter a test will be given. Review materials will be provided.

**ATTENDANCE**

Excessive tardies and absences may result in missed deadlines and negatively impact the quality of your work (i.e. purchase report, weekly logs, evaluations, professional learning, meetings, etc.) and lower your grade. You will be “clocking in”. You will not be paid on the days you are absent.

**EMPLOYEE (Performance) EVALUATION**

At the end of each quarter your evaluation is based upon your performance and self-assessment.

**PORTFOLIO**

The portfolio will be developed throughout the year and assessed at the end of each quarter. There are several parts/requirements in the portfolio.

**How do I make-up work if I have been absent?**

It is your responsibility to talk with your Departmental Chief to determine what tasks need to be completed.

**What are the company policies for technology use, dress code, performance, and unethical behavior (i.e. plagiarism)?**

The company policies are outlined in the VEI employee handbook. After reading the policies, you will sign the document and it will be stored in your personnel file. Violation of these policies will be handled by the CEO and the company facilitator. Violations may jeopardize your credit and future with the firm.

*As an employee, you are expected to:*

* Conduct yourself professionally.
* Be on time to work each day.
* Have a positive attitude.
* Follow all company policies.
* Treat each other with respect.
* Be prepared for work each day by bringing the proper materials such as pen, pencil, documents, and binder.
* Participate in company/department tasks.
* Turn in products on time.
* Fundraise.
* Prep for Trade Fairs.
* Volunteer for extra work! ☺

*In return, you can expect:*

* Real-world experience that will help in college and beyond.
* RESPECT!
* A well-focused firm with clear objectives and long-range plans developed by you.
* Daily tasks to be well planned, interesting, relevant and challenging.
* Products, tests and quizzes to be graded and returned in a timely manner.
* FUN while learning!

Nondiscrimination Statement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, the Elliott-Larsen Civil Rights Act of 1977, and the Genetic Information Nondiscrimination Act of 2008, it is the policy of the Warren Consolidated Schools that no person shall, on the basis of race, color, national origin, sex, (including sexual orientation or transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, “Protected Classes”) be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or in employment. Inquiries should be addressed to the Chief Human Resources Officer, 31300 Anita, Warren, Michigan 48093, (586) 825-2400, ext 63110.

Please sign the bottom and include your email address so Mr Wright can contact you regarding pertinent class information

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| (Student ) | Email address |
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| (Parents / Guardians | Email address |

**“You have to have your heart in the business and the business in your heart”**

**Thomas J. Watson**