

Oregon State UNIVERSITY

College of Business

MASTER OF BUSINESS ADMINISTRATION

HANDBOOK

2009-10

September 2009

This handbook is not intended to replace, but to supplement the OSU Graduate School Guide to Success at http://oregonstate.edu/dept/grad_school/current/success.html

Oregon State University

College of Business

The five year strategic plan for the College of Business focuses on being a resource for business education and adding value to Oregon's economy. The themes listed below are central to the plan.

- Graduate top-notch business students, well-versed in business technology, sustainability, entrepreneurship and the global economy.
- Partner with other OSU academic units, particularly forging a stronger relationship with our technology-focused peers, to assist the University in transferring knowledge and research to various industries.
- Bolster the financial position of the College through non-state dollars to create new programs.

Vision

The College of Business will be recognized internationally for excellence in innovative business programs and scholarly research. As a valued partner within Oregon State University and among businesses and academic institutions worldwide, the College and its programs will remain essential to the University's success

Mission

The College of Business provides internationally recognized research-based education that prepares profession-ready graduates who will lead in an innovation economy.

The College will accomplish our MISSION and VISION through the following:

- Educational programs that translate theory into practice and emphasize innovation and the entrepreneurial process;
- Distinctive experiential learning opportunities for students;
- Innovative outreach based on well grounded theory and research;
- Internationally-recognized research with practical applicability to business and industry; and
- A global reputation for providing a quality educational experience in a diverse learning community.

Strategic Initiatives

The College of Business is focusing its efforts on entrepreneurship and innovation by providing knowledge and expertise that promote the development of sustainable business practices, new products, processes, and organizational forms.

Innovation is the process of conceiving and implementing something new, whether it is a new product, process, market or technology.

Entrepreneurship is the act of recognizing and connecting innovation with opportunity.

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The Oregon State University MBA Program

PROGRAM MISSION

The College of Business seeks to prepare students to participate in society and the work force as educated individuals who can succeed in a dynamic global economy. The programs of the College are designed to feature high quality, a strong personal concern for students as individuals, and a systems emphasis, consistent with the mission of this University. The policies and processes of the College are designed to recognize that students are our primary stakeholders, followed closely by the employers who will hire them.

The MBA Program is a critical component within the mission of the College of Business. The MBA Program complements and builds on the strengths of other programs at Oregon State University. The MBA Program attracts well-qualified students who seek to develop their individual skills to create, build and manage innovative, socially responsible, and sustainable enterprises in a global business environment. In addition to enhancing the personal development of its students, the MBA Program provides marketable skills that promote employability in today's business environment.

NATURE OF THE PROGRAM

The hallmarks of the OSU MBA program are similar to those you'll find in today's global marketplace. With small classes of dedicated students, the program is committed to fostering a spirit of academic community. The MBA program is an accelerated management program with an experiential component and an emphasis on innovation and entrepreneurship. The program is designed to provide our graduates with the necessary skills to solve complex business problems and to successfully compete in the business marketplace. Foundation courses include such fundamentals as Business Law, Accounting, Finance, and Marketing. Advanced courses explore contemporary business topics in depth, with an emphasis on sustainability, entrepreneurship and innovation in the global economy. Coursework is completed in tandem with the experiential component of the program, the Integrated Business Project (IBP).

With the IBP, student teams are tasked with creating fact-based, research-driven business and commercialization plans for new technologies and companies of their choice. Whether developing an entrepreneurial venture from scratch or providing an established business with new direction and growth potential, students become active in their own education. As the cornerstone of the College of Business MBA, the IBP program has a lasting impact, not only on students, but on commerce and industry in Oregon.

The MBA program is an intensive, fast-paced program designed to guide students through a rigorous foundation and core curriculum, while allowing them to pursue their interests and push their boundaries. Throughout, students learn to build teams, integrate disciplines, work under pressure and multitask. In short, the same skills they will rely on when they leave campus.

MBA LEARNING OUTCOMES

As a result of completing this MBA program, graduates will be able to create, build and manage innovative, socially responsible, and sustainable enterprises in a global business environment. At the end of this program, graduates will be able to:

- develop an investor-ready business plan,
- present a compelling argument for funding,
- formulate strategies to be competitive in an international business environment,
- manage innovative and creative organizations, and
- evaluate the implications of applying concepts of sustainability, ethics and social responsibility to managerial decisions.

ADMINISTRATION

Graduate School

All graduate work at Oregon State University, including the MBA Program, is administered by the Graduate School. Regulations, policies, and procedures governing graduate education are implemented by the Dean of the Graduate School.

Dr. Sally Francis, Dean
[A-300 Kerr Administration Building, 737-4881]

Graduate School website: http://oregonstate.edu/dept/grad_school/

Graduate Council

This University-wide committee formulates the basic policies, procedures, and requirements for all graduate work at OSU. The Council establishes admission standards, basic degree requirements, and general rules; approves all Graduate Faculty members, Graduate Study Programs, and courses; and periodically reviews all existing graduate programs.

College of Business

The College is the administrative unit responsible for directing and managing the MBA Program, and is headed by the Dean of the College of Business.

Dr. Ilene Kleinsorge, Dean of Business, Sara Hart Kimball Chair
[Bexell Hall 200A, 737-6024]

College of Business website: <http://www.bus.oregonstate.edu/>

Specific policies, procedures, and requirements for the MBA Program, beyond those administered by the Graduate School, are formulated by the College's Graduate Program Committee, which is composed of three elected Graduate Faculty members, one elected student member, the Associate Deans (ex-officio) and the MBA Program Coordinator (ex-officio). The Associate Deans are responsible for implementing the policies, procedures, and requirements of the MBA Program.

Advising for the MBA Program is provided by the MBA Program Staff, 214 Bexell Hall. The Associate Dean for Academic Programs will be available by appointment (please call 737-3716 to make an appointment).

The MBA Program Staff includes the following people:

James Coakley, Ph.D., Associate Dean for Academic Programs
[Bexell Hall 214, 737-3716, coakley@bus.oregonstate.edu]

Clara Horne, Executive Assistant to the Associate Dean
[Bexell Hall 214, 737-3716, horne@bus.oregonstate.edu]

Kishani Kalupahana, Interim MBA Program Coordinator
[Bexell Hall 214, 737-3716, OSUMBA@bus.oregonstate.edu]

MBA Program web site: <http://www.bus.oregonstate.edu/services/graduate.htm>

Getting Started

WHERE TO FIND INFORMATION

Schedule of Classes

The *Schedule of Classes* is available on the web at <http://catalog.oregonstate.edu>. The most accurate and up-to-date information is on the web.

General Catalog

The *General Catalog* contains course descriptions and other useful information. It is available on the web at <http://catalog.oregonstate.edu>. The most accurate and up-to-date information is on the web.

Graduate Student Information Catalog

The *Graduate Student Information Catalog* (also accessible on the web at <http://catalog.oregonstate.edu>) provides an excellent source of information on Graduate School requirements and regulations.

STUDENT IDENTIFICATION CARDS

Student identification (ID) cards may be obtained at the Identification Card Center located in Kerr Administration. To obtain your ID card, you must be enrolled and show one piece of photo ID. You will need your student ID number for registration, and your student ID card to check out library books and to receive student rates for various activities.

REGISTRATION

Registration activities are conducted via the web. You will access the system to register, adjust, or confirm your schedule. The current *Schedule of Classes* provides specific information regarding procedures, and dates and times during which you may access the system.

PAYING FEES

Registration automatically incurs an obligation to pay fees. All fees [tuition, room and board, etc.] are reported in a monthly statement that is generated **on-line** around the 5th of each month. Unpaid balances as of the 1st of the month are considered past due, and will be assessed interest at the rate of 1% per month. You are financially responsible for all courses for which you register, and are responsible for paying fees by the deadline even if you do not receive a bill. Information regarding your student account may be found at the Business Affairs web site: <http://oregonstate.edu/fa/businessaffairs/studentfinance/>

Scholarships & Financial Assistance

PROGRAM SCHOLARSHIPS

Graduate Assistantships

Graduate assistantships [GA] are scholarships offered to qualified graduate students. GA positions depend upon the need of the College and the availability of financial resources.

Qualifications

To qualify for a GA appointment, the student must:

- currently be a regularly-admitted, degree-seeking candidate in a Graduate Program;
- be enrolled as a graduate student at Oregon State University, completing a minimum of 12 credit hours each term of the assistantship;
- maintain a cumulative GPA of at least 3.00 for **ALL COURSES** taken as a graduate student (this includes all courses listed on the graduate study program and all additional courses taken at OSU even if they are not part of your graduate study program); and
- be making satisfactory progress toward an advanced degree.

Position Specifics

GAs provide service to the College in return for tuition waivers and stipends. This service is related to the College's instructional program. This could include, but is not limited to, the following: teaching a class or recitation section, grading papers, or conducting research in support of a course or discipline. Occasionally, a GA position will be created to support a faculty research program. Whatever the scope of the appointment, the GA is considered a student providing service as part of a learning experience rather than as an employee whose education is secondary.

GA appointments are made on a term-to-term basis and are limited to fall, winter, and spring terms. GA appointments are not available in the College during the summer term. Faculty may extend appointments beyond a single term at their discretion, based on satisfactory performance the first term. GA appointments are limited to one academic year.

GAs are typically appointed on a .25 FTE basis. This appointment requires 130 hours of work during the contract period (usually an academic term). GAs at other FTE levels are expected to provide proportional levels of service. GAs must register for *and* complete a minimum of 12 credit hours each term during the assistantship. Assistants on .15 to .29 FTE may register for a maximum of 15 credits. The stipend for a GA includes tuition remission and salary.

Specific qualifications, services to be performed, work schedule and performance requirements/review of the GA will be established and maintained by the faculty or department sponsor. The supervising faculty member will provide the student with a written job description prior to hiring the student.

Application Procedure

Once a faculty member has selected a student for a GA position, the student must go to the Associate Dean for Faculty to complete necessary approval paperwork, and to the Director of Budgets for necessary payroll paperwork. If a student is an existing GA and is being rehired for the next term, the student should go directly to the Director of Budgets to complete the necessary payroll paperwork.

Maureen Leary Brown MBA Endowed Scholarship

Dr. Daniel J. Brown established this scholarship for the MBA Program in the College of Business in memory of his late wife, Maureen Leary Brown, OSU MBA Class of 1980. This scholarship is intended to attract and benefit worthy students who are enrolled in the MBA Program at OSU. The scholarship is awarded prior to the beginning of the MBA Program in fall term of each year.

Minimum Qualifications

- The student must have applied for, been accepted as a regular student in, and notified the Program of intent to enroll in, the College of Business MBA Program.
- The student must be a U.S. Citizen.
- The student must have demonstrated scholastic ability by having achieved an undergraduate GPA of at least 3.25 [on a 4.0 scale].
- First preference is to females.

From those students who meet the minimum qualifications, the College of Business Graduate Scholarship Committee shall select a worthy student who appears to have the ability to succeed in the MBA Program and who shows promise in her chosen career. Among students with high demonstrated ability, financial need may be considered in granting the scholarship.

UNIVERSITY SCHOLARSHIPS

Although many scholarships are awarded in advance, you may qualify for academic or need-based scholarships. The *General Catalog*, the *Graduate Catalog*, and the University website (<http://www.oregonstate.edu/>) contain information on scholarships that are available through the University.

FINANCIAL ASSISTANCE

Student Loans

Financial aid programs administered by OSU generally require advance application. If you have questions about these programs, contact the Financial Aid Office, Kerr Administration Building, A-218, 737-2241.

Part-Time Work

Many faculty members hire grading assistants. If you have done well in a particular course or area of study or have relevant experience, you may wish to contact the instructor to see if he or she is in need of a grading assistant. There are also part-time jobs available elsewhere on and off campus. The Barometer and the Corvallis Gazette-Times classified ads are good sources of information on part-time positions. In addition, Career Services lists on and off campus job openings on line via the Beaver Recruiting service. You can register for Beaver Recruiting at <http://oregonstate.edu/career/students> to access job listings, post your resume and sign up for email notices when new jobs are listed. Career Services is located in Kerr Administration Building B008 [737-4085].

Guide to Success

Your Step-By-Step Guide to Progressing Through Your MBA Degree

| When To Do It | What To Do |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Before starting each term | Advising by MBA Program Staff; registration. |
| First or Second term | Your major professor will be selected for you – it is usually the Chair of the Graduate Program Committee (GPC). If you decide to pursue a Graduate Minor in addition to the MBA, then you should select your minor professor (most MBA students do not take a minor) |
| Before completing 18 credits of graduate coursework | File Program of Study with the Graduate School. The MBA Program Staff will contact you by email prior to or during the term you are registered to complete your 18 th credit hour. We will provide a template which includes the required classes in the MBA Program. These forms will be filled out with the exception of the electives for your submission to the Graduate School. |
| About 5 weeks BEFORE the final exam | File Diploma Application with Graduate School. |
| To take your final exam you will need to: | <ul style="list-style-type: none"> • Have both a cumulative and program GPA of 3.0 or better. • Register for or complete all courses on program of study, including removal of incomplete grades (except for research/project in lieu of thesis). • If necessary, submit Change of Program Form. • Complete all departmental requirements. • Remove or make arrangements to remove all program deficiencies. • Schedule thesis defense and final oral exam. These normally occur in the 5th and 6th weeks of spring term. |
| Final Oral Exam | Take Final Oral Exam. |

Information for graduate students is provided online by the Graduate School at:
http://oregonstate.edu/dept/grad_school/current/success.html

Moving Through the Program

PROGRAM DESIGN

The MBA Program consists of 45-credits of advanced management graduate coursework. The fast-track program is designed to be completed within 9-months (three academic terms - fall, winter and spring) by students with undergraduate degrees in business and/or students who have completed the prerequisite knowledge coursework.

Students who have completed an undergraduate degree in a non-business field will be required to complete certain prerequisite, or Foundation Knowledge, courses prior to enrolling in the MBA courses. These courses can be taken as part of the MBA Program, which will increase the number of credits required, or completed as part of the student's undergraduate or post-baccalaureate coursework prior to entering the MBA Program.

The MBA Program curriculum is based on three levels of coursework that provide a classical, broad-based, general business management education.

This curriculum is...

- Built on a core of Foundation Knowledge courses, which are
- Extended with Advanced Management courses,
- Culminating in the Integrated Business Project [IBP], a capstone business experience.

PREREQUISITES FOR THE MBA PROGRAM

Foundation Knowledge Courses comprise the essential components of the knowledge background considered necessary to succeed in subsequent graduate-level courses. This coursework includes business fundamentals such as Accounting, Business Law, Finance, Marketing, Organizational Behavior, and Operations Management. The foundation knowledge courses may be completed on-line, completed on-campus as undergraduate coursework, or completed in an intensive series of courses offered in the summer.

MBA PROGRAM COURSEWORK

Advanced Management courses focus on practical applications of current business knowledge toward solving particular technical problems in the major functional areas of business, and explore contemporary business topics with an emphasis on entrepreneurship, innovation, and sustainability. This coursework is completed in tandem with the IBP.

The cornerstone of the program is the Integrated Business Project (IBP), which requires student teams to complete a business or commercialization plan as a means of charting and managing the growth of a business. These fact-based, research-driven plans cover a wide spectrum of business ventures, ranging from starting a new entrepreneurial venture from scratch to providing an established business with new direction and potential for growth.

Students may also select one Elective course within their program. A student may take a Contemporary Business Topics course, take a graduate-level course within another department, complete a graduate-level internship or special projects course, or select from a variety of "slash" courses – courses made up of both undergraduate and graduate students. Slash courses are available in many different areas to enhance the student's knowledge of management, finance, or marketing.

TRANSFER CREDITS

Students may transfer up to 15 credit hours into the Program. Courses to be transferred must be: [1] graduate level; [2] taken after the completion of a four-year baccalaureate degree [or equivalent]; [3] appropriate to the MBA Program; [4] from an AACSB accredited institution; and [5] with grades of 3.00 or better. Approval from the Associate Dean of Academic Programs is necessary before a transfer course may be substituted into the Program. The Graduate School has additional, clarifying requirements, including the restriction that no transfer credit will be granted for courses used in another master's degree.

MINOR

MBA students may choose to minor in an academic area outside of the College of Business. A formal minor program consists of a *minimum* of 15 hours of coursework. Minor requirements are established by the department offering the minor. Students electing a minor field must complete the requirements of both the major and minor departments. Credit hours earned in a minor program do not substitute for required hours in the MBA Program.

CLASS SCHEDULING

Courses in the MBA Program are scheduled from noon-3:00 pm and 6:00-9:00 pm on Monday, Tuesday, Wednesday and Thursday. Friday is reserved for team meetings and selected seminars. The term-by-term schedule for courses in the MBA Program is as follows. Note that these courses are only offered in the terms indicated.

| | Monday (last yr in MBA) | Monday | Tuesday (last yr in MBA) | Wednesday | Thursday |
|---------------|--------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------|
| Fall | BA 560 (3)* Venture Planning (BA 340 & 390) | BA 528 (3) Financial & Cost Analysis (BA 213) | BA 569 (3)* Advanced Strategic Management | BA 590 (3) Building Customer Relationships (BA 390) | BA 555 (3) Practical Business Analysis (BA 357) |
| | Monday | Tuesday | Wednesday (last yr in MBA) | Thursday | Friday (last yr in MBA) |
| Winter | BA 540 (3) Corporate Finance (BA 340) | BA 561 (3) Supply Chain Management (BA 555) | BA 562 (3)* Managing Projects (BA 357) | BA 531 (3) Managing E- Business Law (BA 230) | BA 567 (3)* Colloquium |
| | Monday | Tuesday | Wednesday | Friday (last yr in MBA) | Varies |
| Spring | BA 543 (3) Financial Markets and Institutions | BA 572 (3) Advanced Information Systems | BA 550 (3) Organization Management (BA 352) | BA 568 (3)* Integrated Business Project | Elective |

GRADUATE STUDENT REGISTRATION

Continuous Enrollment Requirement and Minimum Registration

Unless on approved Leave of Absence, all graduate students must register continuously for a minimum of three graduate credits, excluding summer session, until their degree or certificate is granted or until their status as a credential-seeking graduate student is terminated. The complete Continuous Enrollment Policy may be viewed at the following URL:

<http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804>. To apply for an approved Leave of Absence, use the Intent to Resume Graduate Status form (which can be found at the Continuous Enrollment Policy web page).

Full-time Registration

The full-time course load for a graduate student, including coursework and thesis credits, ranges from 9-16 credits per term.

All Graduate Assistants must register for and complete a minimum of 12 credits during each term of the 9-month academic year. If a GA position is held during the summer, a minimum of 9 credits must be completed.

International Student Registration

A minimum of 9 credits per term is required of most international students to satisfy Visa requirements. For specific details, international students should contact the Office of International Education in 444 MU East.

FILING YOUR GRADUATE STUDY PROGRAM

The Graduate School requires all OSU graduate students to file a Graduate Study Program with the Graduate School before completing 18 hours of graduate credit. The Graduate Study Program is a formal report of the courses the candidate plans to complete to fulfill the requirements of the MBA degree. A candidate who does not file a Graduate Study Program within the specified deadline will not be allowed to register for the next term.

The Graduate Study Program is a contract between the student and the Graduate School. Once the Graduate Study Program is established, changes can be made by petition only. Graduate Study Program and Petition forms are available from the MBA Program Staff. Petitions for change to the Graduate Study Program must be submitted no later than the beginning of the last term in the Program.

MBA students will normally complete their initial Graduate Study Programs in winter term each year. The MBA Program Staff will contact you regarding the schedule for completing the program.

SLASH COURSES

The College of Business offers what are known as "slash" courses with course numbers that are displayed as 4XX/5XX. The intent of these courses is to offer a broad array of subject matter that may be of particular interest to students. Enrollment in these courses can consist of upper division undergraduate students and graduate students. Graduate students enrolled in slash courses are required to complete additional course requirements.

MBA students may choose to enroll in these "slash" courses as the required elective in the spring, or in addition to the 45-credits required to earn the MBA. Such classes may give MBA students more in-depth coverage of certain business disciplines. These classes will not substitute for the required MBA courses, and cannot be taken if they were taken at the 400-level prior to enrolling in the MBA Program. The courses will count in the overall MBA GPA and will appear on the student's transcript. Consult the *General Catalog* for a listing of slash courses. Since not all slash courses listed are offered each term, consult the *Schedule of Classes* for term offerings.

FINAL EXAMINATION

A Final Examination is required of all candidates for the MBA. The purposes of the Final Examination are to: [1] fulfill Graduate School requirements for a final examination in an advanced degree program, [2]

demonstrate a candidate's professional competence in the disciplines represented by the MBA curriculum, and [3] to provide a challenging integrative learning experience.

Before sitting for the Final Examination, a candidate must meet the following conditions:

- have an approved Graduate Study Program [including any changes] on file with the Graduate School;
- have successfully completed or be currently registered in all courses on the Graduate Study Program;
- have a current minimum GPA of 3.0 for all courses taken as a graduate student and for all courses on the Graduate Study Program (the Graduate Study Program may include courses taken prior to obtaining graduate student status); and
- have all incomplete grades officially removed and on record at the Registrar's Office.

The Final Examination is in oral format, and will be held in conjunction with the defense of the Integrated Business Project. Following the final presentation of the IBP business plan by the team members, each member of the team will meet individually with a faculty committee for the Final Examination. The Final Examination is intended to test the candidate's ability to interpret material in the MBA curriculum, with an emphasis on work presented in the IBP business plan. The candidate should be fully prepared to answer questions that relate to all coursework – to go beyond descriptive responses – to engage in critical analysis and synthesis.

At the conclusion of the Final Examination, the committee will meet privately to vote and to forward a completed examination card to the Associate Dean for Academic Programs. Should a candidate not pass his or her Final Examination, the final examination may be deferred at the request of the candidate's committee. The deferred exam is generally completed within two weeks of the first examination. If a student fails the deferred exam (or was not allowed a deferral at the request of the Committee), a minimum waiting period of three months is required before a student can test again. The waiting period is to allow the candidate to complete any remedial actions recommended by the committee and to prepare for a successful examination.

The IBP presentation and oral examination are generally held on the same day. In the rare case that a student presenting the IBP is not completing his/her coursework during spring term, the oral examination portion of the exam will be delayed until the graduating term.

GRADUATION

To be recommended for the MBA degree, a candidate must:

- have a cumulative GPA of 3.00 for all courses taken as a graduate student;
- have a cumulative GPA of 3.00 for all courses listed on the Graduate Study Program, and have completed those courses;
- pass the final examination; and
- file a diploma application with the Graduate School.

Academic Policies

SATISFACTORY PROGRESS REQUIREMENTS

An important goal of the MBA program is that all students admitted to the program successfully complete it. The following policies are designed to establish an acceptable standard of academic performance for students in the MBA program and to identify intervention steps for students who encounter academic difficulty.

Students must make satisfactory progress toward graduation in order to remain in good standing in the MBA program. There are three provisions associated with satisfactory progress:

1. a student must maintain a minimum cumulative GPA of 3.00 for all courses taken as a graduate student and for courses listed on the Graduate Study Program, and
2. a student may not accumulate more than 9 credit hours of less than “B-” for all MBA courses taken, and
3. a student must earn a grade of “C” or better for all courses listed on the Graduate Study Program (grades of “C-” and below are not accepted in the MBA Program).

A student who fails to make satisfactory progress toward graduation will either be placed on probation or dismissed from the program.

Probation. A student who is in good standing relative to provision [2] above, but who is six or fewer grade points deficient from a cumulative GPA of 3.00 automatically will be placed on academic probation. A student on probation will be allowed to continue in the program; however, the student must meet with an MBA Program Academic Advisor prior to enrolling in a subsequent term’s courses.

Dismissal. A student who: [a] fails to meet provision [2] above; or [b] is in good standing relative to provisions [2] and [3] above but seven or more grade points deficient from a cumulative GPA of 3.00, will automatically be dismissed from the program. A candidate may appeal the dismissal to the Graduate Program Committee. This appeal must be made in writing and must be submitted to the Associate Dean within seven days of the notice of dismissal.

Students must also comply, in all respects, with the Student Conduct Regulations [OAR 576, Sec. 15]. Violation of these requirements will result in sanctions, including permanent suspension from the University.

DIVERSITY

As an academic institution, we are dedicated to establishing a learning environment that promotes diversity in all aspects, including race, culture, experience, gender, sexual orientation, and physical ability. Discrimination and/or harassment will not be tolerated within the College of Business. In most cases, discrimination and/or harassment violates Federal and State laws and/or University Policies and Regulations. Intentional discrimination and/or harassment will be referred to the Affirmative Action Office and dealt with in accordance with the appropriate rules and regulations.

Unintentional discrimination and/or harassment is just as damaging to the offended party. But, it usually results from people not understanding the impact of their remarks or actions on others, or insensitivity to the feelings of others. We must all strive to work together to create a positive learning environment. This means that each individual should be sensitive to the feelings of others, and tolerant of the remarks and actions of others. If you find the remarks and actions of another individual to be offensive, please bring it to their attention. If you believe those remarks and actions constitute intentional discrimination and/or harassment, please bring it to the attention of your instructor or the Associate Dean for Academic and Student Services.

* A grade point deficiency is determined by multiplying the number of credits in a graded course by 3.00 and then subtracting the number of credits multiplied by the number of grade points earned. For example, if a candidate received a grade of “C” in a three-credit course, the grade point deficiency would be calculated as: [3 credits] x [3.00] - [3 credits] x [2.00] = 3 grade points deficient.

ACADEMIC HONESTY

Instructors within the College of Business take the issue of academic honesty very seriously. Academic dishonesty refers to work or material that is presented as one's own work when, in fact, it is work produced by others or in collaboration with others. Academic dishonesty also includes the act of permitting others to use your work or assisting others to present your work as their own without proper acknowledgment. The University policies regarding academic dishonesty are stated in the *Schedule of Classes*, Academic Regulation AR 15, and may also be found at the Office of Student Conduct web site (<http://oregonstate.edu/admin/stucon/achon.htm>).

Probable Cause

- Instructors may suspect academic dishonesty when work is submitted that is close in content or presentation to that of another student, or to an unquoted source.
- Instructors may suspect a student of cheating if the person is unable to explain the thought processes, techniques, or principles used to prepare the work in question.
- Instructors may suspect that a student has failed to adequately complete a collaborative assignment in cases where observation or questioning leads the instructor to believe that the student has not completed an equitable portion of the burden in some assignment requiring collaboration.

Penalty for Academic Dishonesty

In cases of academic dishonesty, a lower grade, including an "F", can be awarded on either the course or the course assignment. The incident will be reported to the Office of Student Conduct, and the student may be dismissed from the MBA Program. If a student wishes to appeal any of these actions, the student must submit a written request for review. The appeal will be reviewed by the Associate Dean for Academic and Student Services. If the appeal is denied, the student can make further appeal in keeping with University policy.

Examples of Academic Dishonesty

Although it is sometimes difficult to identify cases of dishonesty, examples of some clear instances of dishonesty are provided below.

Dishonesty has occurred

- When a student turns in the work of another student or person and represents it as his or her own work.
- When a student knowingly permits another student to turn in his or her work.
- When a student deliberately transforms borrowed sections of another's work, either something published in a book or periodical, or another student's paper, in order to disguise its origin.
- When several students collaborate on a project and fail to inform the instructor of their collaboration.
- When a student steals or obtains examination materials or answer keys from the instructor's files.

Dishonesty has not occurred

- When students have permission to collaborate on a project and list all collaborators.
- When students receive advice from instructors, teaching assistants or staff members involved in the course.
- When students share knowledge about library resources or other specific information that makes research easier.
- When students engage in general discussion of the nature of an assignment, the requirements for an assignment, or general implementation strategies.
- When students compare independent solutions to an assignment in order to better understand the nature of the assignment.
- When students quote the written work of others and cite the source on assignments.

EXPECTATIONS OF PROFESSIONAL CONDUCT

Professional Classroom Conduct

The MBA is a professional program. Your classroom experiences will be enhanced by guest lectures provided by professionals from industry. Your educational experience extends beyond the classroom with the IBP, and will require interactions with outside individuals (mentors, consultants, sponsors, etc). There are also numerous opportunities for you to interact and network with business professionals who visit OSU as part of the Visiting Weatherford Fellows program (<https://www.bus.oregonstate.edu/aepfellows/home.aspx>). Your conduct during these interactions with outside professionals reflects not only on you, but on all other candidates within the MBA program.

Our expectations of professional conduct are intended to create a positive learning environment and to practice behavior that is expected in the professional workplace. Students will avoid disruptive and discourteous behavior such as coming to class late, interfering with another student's right to hear an instructor or speaker, reading newspapers in class, monopolizing class time, or any other activity that creates an impediment to a professional classroom environment.

MBA Student Code of Conduct and Ethics

We, the students of the Master of Business Administration program at Oregon State University, are a proud community of long tradition and honor. We pledge to conduct ourselves with honor, integrity and dignity, both during our studies in this MBA program and in our subsequent leadership roles as alumni.

We put forward and stand by the following codes of conduct and ethics in the interest both of being part of a stronger collegiate community and a stronger professional community after we graduate.

Article One – Expectations of Academic Honesty

As MBA students, we are fully committed to the specific policies and broader concepts of academic honesty held at Oregon State University and throughout academia. Our work, whether done individually or through group activities, must not be accomplished through dishonest means. These include, but are not limited to: plagiarism, willful misrepresentation of sources, and unethical assistance or input from unapproved parties.

Students who commit such infractions rob themselves, and past, present and future MBA classes, of the honor and integrity that we all demand. Other students or faculty who learn of these infractions are expected and encouraged to notify the appropriate professor immediately. As MBA students, we support those who fulfill their duty by alerting faculty to any incidence of academic dishonesty.

Any student accused of academic dishonesty is assumed innocent until proven guilty. The student should be afforded full due process, including the right to confront his/her accuser at the appropriate academic hearing.

Article Two – Expectations of Personal Conduct

No student, faculty member or staff member who is associated with this MBA program shall treat another with intentional disrespect. Our MBA community should be a safe haven for its students. We will not tolerate harassment, discrimination, or incivility of any sort. We compete with each other by fulfilling and exceeding course requirements, not by attacking one another personally.

As MBA students, we expect high standards of personal conduct from all of us. We expect these same high standards from MBA faculty and staff in their relations with MBA students and colleagues, both in the classroom and in any other arena where authority is used or present.

Article Three – Expectations of Academic Quality

We as MBA students are quantitatively judged by grades and minimum GPA requirements. We expect each member of the MBA program to push himself or herself, to consistently demonstrate their personal best throughout their MBA experience, and to take the personal initiative to show comprehensive improvement by graduation.

We as a community will be judged by the performances of past graduates: strong MBA graduates will make our OSU MBA brand a respected and valuable one for years to come. Unprepared MBA graduates hurt the very fabric of everything our program has been building on since its inception in 1965.

Article Four – Expectations after Graduation

While our MBA academic journey ends at graduation, our bond as OSU MBA alumni lasts all the days of our lives. We pledge to continue to support the OSU MBA program by staying connected, supporting future classes and visiting campus whenever possible to share our experiences and to inspire future graduates.

GRIEVANCE PROCEDURES FOR GRADUATE STUDENTS AT OREGON STATE UNIVERSITY

Detailed grievance procedures are available from the Graduate School. These can be obtained in person at the Graduate School Office in Kerr Administration Building A300, or via the web at the Graduate School's home page: http://oregonstate.edu/dept/grad_school/current/grievance.html

Resources, Facilities, and Services

MBA Association [MBAA]

Membership in the MBAA consists of all regular graduate students admitted to the MBA Program. The MBAA serves to link MBA students with peers, faculty, and the business community by expanding educational opportunities through professional activities; facilitating interaction with faculty; promoting contacts with business leaders; and providing recreation and a social community.

COMPUTER LAB AND OTHER COMPUTING FACILITIES

The Bexell Computing Resources Lab is located in Bexell Hall 116. It contains three labs with 130 computers for use by students in the College of Business and the University. Hours are posted in the hallway outside the labs. The lab phone number is 737-3327.

Bexell Hall is wireless. To find instructions on how to connect to OSU's wireless network, go to: <http://oregonstate.edu/resnet/guides/wireless.php>.

Computing resources are also available in the Valley Library and the Milne Computer Center.

VALLEY LIBRARY

The Valley Library is open for Business! Here are some of the services and amenities the OSU Libraries offer.

- Comfortable and inviting study spaces
- Wireless access and Ethernet ports for authorized laptop users
- Library laptops available for check-out and use within the Valley Library
- Group study and research study rooms
 - Over 130 "Information Commons" computer workstations for research and writing
 - Reference librarians and staff assist library users with research
 - Online access to research databases, e-journals and e-books
 - Over 1.5 million volumes, over 13,000 serial titles
 - Excellent Interlibrary Loan services
 - Agreements with libraries in Oregon and Washington give OSU students access to the holdings of 26 academic libraries
 - Library services for extended campus students
 - Java II coffee shop

The Business Librarian is available to assist OSU students, faculty, and staff doing business research. Reference librarians offer individual research consultation, course-specific classes on library resources, and handle information requests and specialized questions. Please contact the business librarian with any questions about business information or the OSU Libraries.

Valley Library contact information

Web page: <http://osulibrary.oregonstate.edu/>
Research Guide for Business: <http://osulibrary.oregonstate.edu/research/srg/busi.html>
Laurie Bridges, - Business Librarian..... 737-8821
Laurie.bridges@oregonstate.edu
Reference Desk..... 737-7295
Circulation Desk.....737-2538
Hours..... 737-3432

LEARNING CENTERS

Two special learning centers are available to all students on campus. These are the Center for Writing and Learning [CWL] and the Math Sciences Learning Center [MSLC]. The CWL provides students with assistance in developing their writing, reading, and study skills. The MSLC is available to help students with math and statistics-related questions. Additional information about the learning centers is available in the *General Catalog*.

Center for Writing and Learning [Waldo 125B, 737-2930]
Math Sciences Learning Center [Kidder 108, 737-4946]

SERVICES FOR INTERNATIONAL STUDENTS

The Office of International Education [OIE] provides a wide range of programs and services for the international students and scholars on the OSU campus. The OIE staff offers an orientation program for new students; liaison with the University, community, and international sponsoring offices; advises on immigration and other governmental regulations, medical insurance coverage, and cultural and personal matters; and helps with financial certifications for the transfer of funds from other countries. In addition, the OIE conducts workshops of interest for international students on such issues as practical training, and provides leadership for a wide variety of cross-cultural activities to enrich the experience of international students on campus and in the community.

Office of International Education [Snell Hall, Room 444, 737-3006]

SERVICES FOR STUDENTS WITH DISABILITIES

Disabled students should register with the OSU Office of Students with Disabilities [SSD]. This office can provide services to students with visual, aural, or mobility-related impairments. Some of the resources available to disabled students include: readers, note takers, sign language interpreters, tutors, and counselors. Special orientations to campus are available to new students.

Other services provided for students with disabilities include special parking, special equipment that can be checked-out by disabled students, and information about other programs on campus that provide support services for students with disabilities, such as the Educational Opportunities Special Services Project. It should be specifically noted that no special consideration may be given to students relative to disabilities unless the student has registered with SSD and specific instructions regarding special consideration have been forwarded to faculty.

Tracy Bentley-Townlin
Director, Services for Students with Disabilities
[Kerr Administration Building, A-200, 737-3669]

DIXON RECREATION CENTER

This sports facility is available to OSU students. Aerobics classes, basketball, racquetball, and handball courts are available. Equipment available includes, weight training equipment, exercise bikes, rowing machines, and stair masters. Students must present their OSU I.D. card to use the facilities. Current hours are posted at the Center.

STUDENT HEALTH CENTER

The Student Health Center is available for students who have paid fees for the current term. The Center has a full staff of doctors, nurses, and support staff to handle most health care needs that arise. There is also a pharmacy, sports medicine clinic, and physical therapy unit. Students will be required to show their student I.D. at each visit. To reach the center by phone call, 737-WELL.

CAREER SERVICES

The College of Business is continually expanding its role in helping our graduates make the connections to assist them in becoming employed upon graduation. The College supports its own WEB site of job openings for graduate and undergraduate students. These may change daily so should be checked often for updates. For more information, go to: <http://www.bus.oregonstate.edu/services/> and click on Career Planning.

To increase the likelihood of job placement upon graduation, MBA students should begin their job search activities early in the program, perhaps as early as the first term. Recruiters frequently visit campus during the fall and winter terms. It will be to your advantage to have your resume and other materials ready during fall term; updates can be made during the course of the Program. You should take advantage of all placement opportunities offered by OSU Career Services and the MBA Program, including career fairs, forums, individual company recruitment meetings, etc.

OSU Career Services is available to help you prepare for job search activities. The Center will help you prepare resumes, conduct mock interviews, and arrange interviews with the recruiters. Contact Career Services directly [Kerr Administration Building, B-008, 737-4085, or <http://www.oregonstate.edu/career>] for information concerning the various services offered. In addition, the MBA Program Staff makes available any employment notifications and opportunities as they are available [largely through e-mail notification].