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Executive MBA Class of 2017 Handbook

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Mission Statement

The mission of the University of Utah Executive MBA program is to educate high-potential executives in business theory and practice for strategic decision-making in a competitive, global economy. The program values team-based learning, faculty-student interaction, and responsive service to all participants.

Executive MBA Organization

The Executive MBA Office is responsible for the program implementation. The Executive MBA Office maintains student academic files and is responsible for registration and certain academic-related activities.

Accreditation

The University of Utah's Executive MBA Program is internationally accredited by the Association to Advance Collegiate Schools of Business (AACSB), the highest standard of quality acknowledgement for business schools. The AACSB is a general not-for-profit corporation comprised of member organizations and institutions devoted to the promotion and improvement of higher education for business administration and management. The AACSB is recognized by the Council of Postsecondary Accreditation and by the Office of Postsecondary Education, U.S. Department of Education, as the sole accrediting agency for baccalaureate and master's degree programs in business administration.

Those institutions meeting and maintaining the required level of quality for accreditation in professional education for business administration constitute sound choices for both prospective students and those persons responsible for recruiting students with professional preparation in business administration.

Through accreditation, business schools provide stakeholders with the assurance that they:

- Guide educational delivery by a carefully constructed mission
- Select and support students to produce outstanding graduates
- Deliver degree programs with qualified faculty
- Structure learning through relevant curriculum
- Contribute to knowledge through research and scholarship

Executive MBA Program

The Executive MBA program requires a commitment of 21 months. Classes are held on Friday and Saturday every other week. In addition, attendance at two five-day Intensive Weeks and participation in the International Field Study are required. A Master of Business Administration degree is awarded after the successful completion of all course requirements.

Technology

The Executive MBA Program provides technology with IT support to each student for his or her use during the 21-month program. The University of Utah owns the equipment for the duration of the program and ownership is transferred to the student upon graduation. Students receive their Executive MBA equipment and are introduced to the basics of the University of Utah's network, Canvas, and Campus Information System at the Technology Workshop. The workshop is required for all first-year students. IT support is provided for the equipment on class days from 7:00 a.m. to 5:00 pm; if a problem arises during the week, please contact the Executive MBA Office.

Intensive Weeks

The first-year Intensive Week was developed with a number of purposes in mind. Held off campus, it is an opportunity for class members to become familiar with the concentrated nature of the program. The Intensive Week classroom experience allows class members to focus on studies without outside interruptions; at the end of the week, students will have completed two half-courses. In addition to familiarizing students with the classroom format and laying the groundwork for their coursework, this week provides the foundation for the formation of a cohesive group of students who will support each other throughout the program.

The second-year Intensive Week is also held off campus during Summer Semester and provides class members with the opportunity to expand their learning outside of the classroom. Class members will be exposed to different faculty, pedagogy and topics from another University. In addition to strengthening the class culture and extending the network beyond current teams, this week provides a global view and broadens the curriculum through provided modules. The Executive MBA program provides airfare, ground transportation, and a double-occupancy hotel

room. Students selecting single occupancy rooms will be notified of the additional cost.

Teams

The Executive MBA Office places all first-year students into specific teams at the start of the program determined by geographical location, diversity of employment, and educational background. The students are notified of team placement during the first-year Intensive Week. Much of the course work will be completed in the team format. This team structure is meant to provide support for each student throughout the duration of the program. The teams may divide themselves into sub-groups for specific projects. Teams remain intact for the first semester of the program, at which point students have the opportunity to choose new teams or stay with their original placement. Failure to work effectively and supportively in the team environment may be grounds for academic dismissal.

Guest Speaker Luncheons

As time permits, monthly luncheons are scheduled with guest speakers comprised of business leaders from local, regional, and national organizations. Executive MBA alumni are invited to attend, providing even greater networking opportunities. Dress is business casual.

Participant Profile

The Executive Education Office produces a class profile containing a professional picture and short biography of each student. Copies of the Participant Profile are given to speakers and organizations prior to class visits during the International Field Study. Students will be asked to sign a photographic model release form when the photos are taken.

International Field Study

To further develop their global perspective, Executive MBA students travel abroad at the end of their final semester in the program. Students study issues facing U.S. multinationals, as well as foreign companies in the international marketplace. Special emphasis is placed on the country's culture while students visit business executives, politicians, academicians, and corporations over the course of eight to ten days. The Executive MBA program selects the itinerary based on a variety of factors including academic goals, availability and quality of contacts, current global issues, safety, and logistics. The Executive MBA program provides airfare, ground transportation, and a double-

occupancy hotel room. Students are responsible for their own food and entertainment costs during the trip, with a few meals being sponsored by the program or companies visited. Students selecting single occupancy rooms will be notified of the additional cost.

Graduation

The Executive MBA office will complete an application for graduation for second-year students during the fall semester of the program. Specific graduation information; i.e. cap and gown orders, commencement date and time, and graduation event information is sent from the Executive MBA Office. Diplomas will be mailed to students by the September following commencement.

Graduate business students who have demonstrated scholastic superiority and whose names appear on the spring semester commencement program are considered for nomination to the national honor society listed below. The David Eccles School of Business recognizes its graduate-level scholars (honors are calculated at the end of the fall semester prior to graduation) as follows:

Phi Kappa Phi – a national honorary scholastic society recognizing the top graduates in all fields of study; to qualify a student must be in the top 10 percent of the graduating class.

Administrative Support

The Executive MBA Office is open Monday through Friday, from 8:00 am to 5:00 pm, (except for holidays recognized by the University of Utah) and on Saturday class days.

Executive MBA Communications

The Executive MBA Office communicates logistical reminders and academic messages from professors by e-mail and listserves. The office will also use the University of Utah EMBA Alumni LinkedIn and Facebook Group for communication. Check your e-mail frequently to ensure that you receive all messages and reminders. If a student needs to change an e-mail address, please contact the office by phone, 801-581-5577, or e-mail, emba@utah.edu. Your class listserve e-mail is emba-2017@lists.utah.edu. Please use this e-mail when you wish to contact the entire class.

Student Directory

The Executive MBA Office will provide each student with a directory for their class at the beginning of each academic year. A student who prefers not to have his/her contact information released to other Executive MBA students should inform the office. It is the responsibility of the student to inform the Executive MBA Office of changes in personal contact information or employment.

Parking Permits

The Executive MBA Office will provide each student with an annual University of Utah special parking permit. Your license plate will serve as a virtual permit. You can register two vehicles on your permit, but only one vehicle is allowed on campus at a time. In the event that you drive a rental car or other vehicle not registered on your virtual permit to class, you can update your account at <http://commuterservices.utah.edu/>. The special permit allows an Executive MBA student to park in any campus "A" or "U" lot on Fridays. On Saturdays students can park in any lot except for parking stalls marked "reserved" or "restricted." A Commuter Services map will be provided by the Executive MBA Office at the beginning of the program. Students must adhere to the rules and regulations of the University of Utah Commuter Services Department. The Executive MBA Office does not provide validations for the pay lot for students and is prohibited from paying student parking violations/citations or replacement of special parking permits. Students who receive a ticket may contact Commuter Services at 801-581-6415 or appeals@ucs.utah.edu

Registration

The Executive MBA Office will register each student for every class during the five semesters of the 21-month program. Students are expected to resolve any registration holds (library fines, tuition payments, parking citations, immunization requirements, etc.) at least 30 days prior to the beginning of each semester.

Textbooks/Cases/Reading Materials

The Executive MBA faculty will introduce his/her course to each class approximately two weeks prior to the start of the course. The required textbooks and materials, some in electronic form, will be provided by the Executive MBA Office at that time. Students are responsible for any replacement costs of lost or stolen material. The program provides a two-year electronic subscription to the Wall Street Journal. You will

access the subscription through a link provided on Canvas as you begin your courses.

Catering

Every Executive MBA class day, a continental or hot breakfast with snacks will be served from 7:00-8:00 a.m. Lunch will be provided in the Lund Commons of the C. Roland Christensen Center (CRCC Building) each class day from 12:00 p.m. to 1:00 p.m. A variety of lunch menus are served throughout the program and boxed lunches are available on days when guest speaker luncheons are scheduled. Students may choose to eat lunch at another campus eatery or off campus at their own expense. If a student has any special dietary needs, he/she should contact the Executive MBA Office at the beginning of the program.

Program Requirements

Attendance

Attendance to each course session is mandatory, but in the case of unavoidable personal or professional conflicts, students can approach their faculty members to receive permission to miss class. In a 10 week class, students can miss a maximum of 2 sessions. In a 5 week class, students can miss a maximum of 1 session. If a student misses more than this maximum, he or she will be subject to academic penalties up to and including a failing grade for the course. Absences must be approved through the faculty member in advance, when possible, as attendance to some sessions may be mandatory. Distance attendance (via Skype, Google, etc.) is considered an absence.

Grades

Grading provides feedback to students on how well they have mastered the content and learning objectives of a particular course allowing students to capitalize on strengths and work to improve weaknesses through future courses of action. The DESB grading policy is intended to ensure grades offer reliable feedback regarding student performance, and to ensure fairness and consistency across the School. The faculty member is responsible for arriving at a grade for each student that the faculty member believes appropriately reflects the student's mastery of the course material and learning objectives. The faculty member will then consider the class' overall performance in terms of School guidelines. These guidelines are provided to ensure that grading, on average for the School as a whole, is sustained at a reasonable level over time. Each faculty member in the Executive MBA Program

establishes the evaluation criteria and grading scheme for his/her course. The grading criteria will be outlined in the course syllabi. Throughout the program, students must maintain a cumulative “B” average (3.0 grade point) or higher. If a student’s cumulative grade point average falls below 3.0 during any semester, he/she will be placed on academic probation and will have until the end of the following semester to bring the cumulative GPA up to 3.0 to avoid being dismissed from the program. If a student receives an incomplete grade, he/she will have one month to make up the missing work and earn a letter grade or be dropped from the program. Grades of D+ or below are unacceptable. Students that receive one of the aforementioned letter grades will not be allowed to continue in the program or graduate. No student will be allowed to graduate with a GPA below a 3.0.

If students have a concern about their grade in a particular course, they should consider whether it reflects an accurate evaluation of their mastery of the course material and learning objectives, relative to the above descriptors. If they need clarification of the instructor's evaluation, they should meet with the instructor to obtain additional information and feedback

Passports

Passports usually carry a ten-year life. Therefore, students should obtain a passport for the Second Intensive Week and International Field Study as soon as possible. The Executive MBA Office will need a copy of each student’s passport to use for travel arrangements by January 1, 2016. Passports with an expiration date falling less than six months after the end of the Second Intensive Week or International Field Study must be renewed.

Student Expectations

The following expectations are required of all students in the Executive MBA program:

1. Success and enjoyment in the program are directly related to preparation, participation, and cooperation.
2. Everyone is expected to be in class on time.
3. Conducting personal business on school laptops during lectures is very disruptive to the class. Please give the professor your full attention.
4. Accomplish all required work including attending class, participating in class discussions, and turning in assignments consistent with what is expected of a graduate student.

5. Return to class promptly after breaks, as the faculty member has requested.
6. Students should make every effort to be considerate of their fellow students.
7. Be considerate, constructive, and honest when submitting professor evaluations. The Executive MBA Program expects 100% response rate for faculty evaluations.
8. If conflicts arise with classmates, deal directly with the student(s) involved.
9. Please turn cell phones and other personal devices off during class hours.
10. Have fun.

Policies and Standards

Immunizations

The University of Utah's policy regarding immunization affects all matriculated students admitted and enrolled at the University who were born after December 31, 1956. To ensure immunity, the University requires all students to have two measles vaccinations, two mumps vaccinations and one rubella vaccination or two MMR vaccinations.

Students will be provided a Proof of Immunity form to be completed and returned to the Student Immunization Office, Madsen Health Center, 555 Foothill Blvd, Salt Lake City, UT 84112. Students who arrive on campus inadequately immunized will be given until the second Friday of the first semester to comply with this requirement, or their registration will be placed on hold. For further details we encourage you to contact the University Student Immunization Office at 801-581-6431 or <http://studenthealth.utah.edu/services/immunization-requirement>

Tuition

The Executive MBA tuition is a program-based cost, not billed per credit or per class. The cost of the program covers tuition, fees, laptop and IT support, parking permits (not parking violations), textbooks, instructional materials, catered meals, Intensive Week I and II expenses, as well as transportation and lodging for the International Field Study. The cost of the program is divided into five installments with a \$2,000 non-refundable seat deposit due upon acceptance to the program. The payment schedule for the Class of 2016 is as follows:

Seat Deposit	\$2,000
August 1, 2015	\$13,800
January 1, 2016	\$15,800
May 1, 2016	\$15,800
August 1, 2016	\$15,800
January 1, 2017	<u>\$15,800</u>
Total Program Cost	\$79,000

All deposit and tuition payments are non-refundable. The Executive MBA Office will e-mail tuition invoices to each student. It is the student's responsibility to make the payment on time even if the student expects to receive funding from other sources for all or part of the program fee but will not receive the aid in time to meet the payment schedule. The Executive MBA Program does offer limited merit-based scholarships. Interested students should contact the Executive MBA Office. Federal and state loan programs are also available to participants. Interested students should contact the University of Utah Financial Aid Office at 801-581-6211.

Tuition payments can be made either online at <http://gate.acs.utah.edu> (except Fall 2015 Semester), by mail, or in person. Payment options include credit/debit card, cash, or check. Tuition payments made by check are payable to the University of Utah. **Students should remit payment directly to the Income Accounting Office**, 201 S. 1460 East, Rm. 165, Salt Lake City, UT 84112-9054. Tuition not paid by the due date may result in dismissal from the program.

Withdrawal

The Executive MBA Office automatically registers students for the upcoming semester; therefore, students must notify the office if they are not planning to attend or intend to drop prior to the University's withdrawal deadline. The Executive MBA Office will do the necessary withdrawal paperwork if the student informs the office in time to complete the work. Students will not automatically be dropped from the program, even if they do not pay by the deadline date or do not attend class. Students are responsible for assuring that they are dropped from the program and are financially responsible for all classes in which they are registered.

If a student leaves the program before completion, the laptop and all accessories remain the property of the David Eccles School of Business

and must be returned to Executive Education within one week of the last class attended.

Academic Misconduct

Students must adhere to generally accepted standards of academic honesty, including, but not limited to, refraining from cheating, plagiarizing, research misconduct, misrepresenting one's work, and/or inappropriately collaborating. A student who engages in academic misconduct may be subject to academic sanctions including, but not limited to, a grade reduction, failing grade, probation, suspension or dismissal from the program or the University, or revocation of the student's degree or certificate. A faculty member who discovers or receives a complaint of misconduct relating to an academic activity for which the faculty member is responsible shall take action and impose an appropriate sanction for the misconduct. The faculty member shall give the student written notice of the academic sanction, if any, to be taken and the student's right to appeal the academic sanction to the Academic Appeals Committee for the college offering the course. Such sanctions may include requiring the student to redo an assignment(s) or retake an exam(s), a grade reduction, a failing grade for the exercise, or a failing grade for the course.

(see University of Utah Student Handbook, Code of Student Rights and Responsibilities, Section V: Student Academic Conduct. <http://www.regulations.utah.edu/academics/6-400.html>)

Sexual Harassment/Equal Opportunity

Unwelcome sexual advances, requests for sexual favors, or other sexually degrading verbal or physical conduct constitutes sexual harassment. University policy dictates that all employees and students have the responsibility for assuring that sexual harassment does not take place, and that the working and educational environment of the University is not sexually intimidating, hostile, or offensive to individuals on campus. Anyone who feels there has been a violation of this policy has the right, and is encouraged, to discuss his or her complaint with Krista Pickens, Director of the Office of Equal Opportunity and Affirmative Action, located in the Park Building, Room 135, 801-581-8365.

(see University of Utah Policy 5-107: Sexual Harassment and Consensual Relationships, <http://www.regulations.utah.edu/humanResources/5-107.html>)

The University of Utah is fully committed to a policy of nondiscrimination and equal opportunity in all programs, activities, and

employment without regard to race, color, religion, national origin, gender, sexual orientation, age, status as a handicapped individual, disabled veteran or veteran of the Vietnam era. Evidence of practices that are not consistent with this policy should be reported to the Office of the President of the University, located in the Park Building, Room 203, 801-581-5701.

Student Behavior

To promote personal development, protect the University community, and maintain order and stability on campus, students who engage in any of the following acts of behavioral misconduct may be subject to behavioral sanctions: physical or verbal assault, sexual harassment, hazing, threats, intimidation, coercion or any other behavior which threatens or endangers the health or safety of any member of the University community or any other person while on University premises, at University activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance.

(see University of Utah Student Handbook, Code of Student Rights and Responsibilities, Section III: Student Behavior. <http://www.regulations.utah.edu/academics/6-400.html>)

Student Services

An Executive MBA student may obtain a University of Utah student ID card (UCard) which entitles him/her to privileges on and off campus. The UCard Office is located in the Student Union Building, 200 S. Central Campus Drive, Room 225. UCard Office hours are Monday through Thursday from 8:00 a.m. to 6:00 p.m. and Friday from 8:00 a.m. to 5:00 p.m. The University provides the first UCard free of charge to all students; a replacement card costs \$10. First year students are eligible to obtain an UCard after August 12, 2015. For more information, visit <http://www.ucard.utah.edu>

Faculty

The faculty members selected for the Executive MBA Program are active in their specific areas through consulting activities, service as directors of various corporate and governmental boards, or involvement in research that expands the existing body of knowledge, and may change from time to time. Faculty members are wholly committed to excellence in the classroom. Executive MBA faculty for the Class of 2017 includes:

Robert Allen, Ph.D. (801-581-7208) actrda@eccles.utah.edu
Abe Bakhsheshy, Ph.D. (801-585-9408) mgtab@eccles.utah.edu
Jay Barney, Ph.D. (801-585-7333) jay.barney@eccles.utah.edu
Calvin Boardman, Ph.D. (801-581-5403) fincmb@eccles.utah.edu
Jack Brittain, Ph.D. (801-587-3836) jack.brittain@eccles.utah.edu
Brian Cadman, Ph.D. (801-585-9517) brian.cadman@eccles.utah.edu
Steve Carson, Ph.D. (801-587-7967) steve.carson@eccles.utah.edu
Jeff Coles, Ph.D. (801-587-9093) jeff.coles@eccles.utah.edu
Tina Diekmann, Ph.D. (801-581-8524) mgtkd@eccles.utah.edu
William Hesterly, Ph.D. (801-581-6378) mgtwh@business.utah.edu
Karl Lins, Ph.D. (801-585-3171) finkvl@eccles.utah.edu
Gerardo Okhuysen, Ph.D. (801-585-1765) mgtgo@eccles.utah.edu
Teresa Pavia, Ph.D. (801-581-8696) mkttp@eccles.utah.edu
Luis Rayo, Ph.D. (801-585-1538) luis.rayo@eccles.utah.edu
Glen Schmidt, Ph.D. (801-585-3160) glen.schmidt@eccles.utah.edu
Brad Vierig, CPA (801-581-5577) execbv@eccles.utah.edu
Don Wardell, Ph.D. (801-581-8774) mgtgdgw@eccles.utah.edu
Todd Zenger, Ph.D. (801-585-3981) zenger@eccles.utah.edu

Faculty Evaluations

After each course, all students are required to complete an online course evaluation. Please remember to fill out these evaluations as they are important to help the professors and the Executive MBA Office continue to improve. Students are asked to rate the content of the course as well as the professor on a scale of 1 to 6, and provide written comments. These evaluations remain anonymous and are distributed to the professor, his or her department chairperson, and the Executive MBA Office. The Program takes these evaluations very seriously and requests that you are honest and specific with comments to help improve the curriculum.

Curriculum

The Executive MBA students complete the program as a unified cohort, taking the same courses throughout the 21 months. The curriculum is built around the most recent developments in management, marketing, production operations, statistics, accounting, and finance. A strong conceptual framework is developed in each of the subject areas. Topics that stress decision making, policy setting, strategy identification and concept, and theory applications reinforce this framework. The courses are arranged in a specific order designed to optimize the learning process.

EXECUTIVE MBA PROGRAM SCHEDULE

