MBA STUDENT HANDBOOK 2018-19

Career Track MBA

(208) 426 - 3116

https://cobeboisestate.edu

Micron Business and Economics Building

graduatebusiness@boisestate.edu
The College of Business and Economics is dedicated to helping you succeed as you pursue your graduate degree at Boise State. This handbook is designed to help you navigate through the MBA program and find answers to common questions.

All students are expected to know and understand the expectations of academic and professional behavior, policy requirements and procedures to become successful graduates. If you have questions or concerns, please see Appendix A for program contact information.

We wish you well as you learn, contribute, and innovate in your studies and beyond.

Disclaimer: This Handbook is meant to assist Master of Business Administration (MBA) students by summarizing policies and procedures from Boise State departments. At times, it refers to various websites where further information can be found. These links were active at the time this Handbook was produced, but may have changed since. This Handbook is not a substitute for, and does not supersede, other university policies. Indeed, this Handbook cannot cover all the applicable information that is available. Students are still subject to all policies and procedures as set forth in the Graduate Catalog; the Policy Manual; the Student Handbook; the Student Code of Conduct; the policies of the Graduate College, the College of Business and Economics (COBE), and any other applicable policies (collectively “the Policies”). To the extent that the information contained in this Handbook conflicts with the Policies, the Policies take precedence. This Handbook does not constitute a contract between any student and the university.

This Handbook is current as of May 2018 and will be updated prior to the start of each fall semester.
# Table of Contents

COBE Career Track MBA Program Mission and Values ....................... 3

Student Resources ........................................................................ 4

Program Information and Logistics ............................................. 5 - 10

  - Attendance
  - Advising and Course Planning
  - Building Information
  - Calendars and Schedules
  - Graduation/Commencement
  - Expectations of MBA Students
  - Parking
  - Full-time Student Status
  - Photos and Video Recording
  - Safety and Harassment
  - Technology Usage
  - Textbooks
  - Tuition, Financial Aid and Scholarships

MBA Academic Information ......................................................... 11 – 19

  - Career Track MBA Academic Requirements
    - Course Requirements
    - Career Track MBA Internship Requirement/Process
    - Grades
    - Transfer Credits
    - New Student Orientation
    - Graduation
  - Program Learning Outcomes and Assessment
    - Learning Goals and Objectives
    - Assessment and Program Improvement
  - Registration and Withdrawals
  - Incompletes
  - Leave of Absence

Appendix:

  A. Career Track MBA Program Faculty & Staff
  B. Example Application for Admission to Candidacy (AAC)
  C. COBE Graduate Student Policy #1005 — MBA Student Expectations Policy
  D. COBE Graduate Student Policy #1010 - Dismissal and Appeal Policy
  E. COBE Graduate Student Policy #1015 – MBA Cohort Progression Policy
Mission:

The Boise State Career Track MBA program prepares students for strategic business leadership and collaborative decision-making.

Our academic philosophy is that the highest long-term value of an organization is created through people-centered business practices. An integrated, relevant, and practical curriculum equips graduates with the knowledge and skills to positively impact organizations and communities.

Our graduates become effective leaders who are equipped to design, communicate, and implement customer-focused solutions. Boise State Career Track MBA students embrace change and lead with the highest ethics.

Values:

- **Collaboration:** Boise State Career Track MBA students support each other. Our community encourages students to test new skills, learn from mistakes, and contribute new perspectives for the benefit of all.

- **Adaptability:** In an uncertain and evolving global economy, strong leaders embrace change. We value flexibility, continuous improvement, and resiliency.

- **Integrity:** Boise State Career Track MBA students, graduates, faculty and staff never compromise on ethics or honesty. Doing the right thing leads to the highest long-term value for individuals and organizations.

- **Relevance:** We believe that business is a profession – not a science. For students and employers, value comes with the integration of both knowledge and practice. Our teaching emphasizes practical application to prepare students for real-world leadership.

- **Respect:** In every interaction, students, graduates, faculty and staff show consideration for others and seek insight through differing viewpoints. We show respect for each other and the learning process through preparation and engagement.

In addition to the mission and values above, we are committed to supporting and demonstrating Boise State University’s Statement of Shared Values and the College of Business and Economics’ Dream, Values, and Goals.
## Campus Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact Information</th>
<th>Contact for</th>
</tr>
</thead>
</table>
| **Career Track MBA Program**       | Micron Business and Economics Building, 4th fl.  
(208) 426-3116  
graduatebusiness@boisestate.edu | General program inquiries, advising, program feedback. |
| **Info Desk**                      | Student Union Building, 1st Floor  
(208) 426-4636  
info@boisestate.edu | Student ID Cards, policies on student tickets, student discounts, bus passes, general questions |
| **Help Desk** (Technology Support) | Various locations  
(208) 426-4357  
helpdesk@boisestate.edu | Password reset, software purchases, logging into Boise State systems, technology support. |
| **Financial Aid & Scholarships**   | Administration Building Rm 113  
(208) 426-1664  
financialaid@boisestate.edu | Submitting the FAFSA, requesting loans, accepting and receiving aid |
| **Student Financial Services**     | Administration Building Rm 110  
(208) 426-2134  
sfinfo@boisestate.edu | Explaining tuition charges, pay bills, receive refunds. |
| **Registrar’s Office**             | Administration Building Rm 110  
(208) 426-4249  
regmail@boisestate.edu | Registering for classes, dropping classes, transcripts, residency |
| **Graduate College**               | Riverfront Hall, Rm. 307  
(208) 426-3903  
gradcoll@boisestate.edu | Graduate student policies and procedures, Graduate Student Association |
| **Parking and Transportation Services** | Student Union Building, Transit Center  
(208) 426-7275  
parkingquestions@boisestate.edu | Purchasing parking permits, lock-out assistance |
| **Campus Security**                | 2245 University Dr.  
(208) 426-6911  
Dial 911 in case of emergency | Security issues, register for BroncoAlert, security escorts |
| **Educational Access Center**      | Lincoln Garage, 1st Floor  
(208) 426-1583  
eacinfo@boisestate.edu | Academic accommodations for students with disabilities |
| **Veteran’s Services Center**      | Lincoln Garage, 1st Floor  
(208) 426-3744  
veteranservices@boisestate.edu | Veteran’s benefits and declarations |
| **Health Services**                | Norco Building  
1529 Belmont Street  
(208) 426-1459 | Primary care, insurance, counseling and wellness services. |
| **Campus Recreation**              | 1515 University Drive  
(208) 426-1131 | Purchase a campus gym membership (additional fee for part-time students) |
| **Writing Center**                 | Liberal Arts Building, Room 200  
(208) 426-1298  
writing@boisestate.edu | Assistance with planning, revising, editing writing assignments |
Student Quick Links

<table>
<thead>
<tr>
<th>Career Track MBA Program Website</th>
<th>Comprehensive student information relevant for CTMBA students. Program updates and information</th>
</tr>
</thead>
<tbody>
<tr>
<td>My.BoiseState Login</td>
<td>Access to your BroncoMail, Blackboard, Student Center (pay bills, register for classes).</td>
</tr>
<tr>
<td>Student Center Financial Help</td>
<td>Pay a bill, print an account summary, view your account, receive a refund, and receive tax documents.</td>
</tr>
<tr>
<td>Documents</td>
<td></td>
</tr>
<tr>
<td>Boise State Academic Calendar</td>
<td>Find class dates, holidays and deadlines.</td>
</tr>
<tr>
<td>Office of the Dean of Students</td>
<td>Boise State Policy Manual</td>
</tr>
<tr>
<td></td>
<td>Boise State Student Handbook</td>
</tr>
<tr>
<td></td>
<td>List of Comprehensive Student Support Services</td>
</tr>
<tr>
<td></td>
<td>Student Emergency Fund Information</td>
</tr>
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<td></td>
<td>File a CARE (Campus Assessment Resource &amp; Education) report</td>
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</table>

Program Information and Logistics

Attendance

In cases of unavoidable absences, students are responsible to inform their professor via email and make arrangements in advance. It is the student’s responsibility to make up any missed assignments. Professors may choose to assign graded points for participation and attendance in classes.

Career Track MBA sessions are only seven weeks long—all efforts should be made to attend every class. Faculty’s attendance policy will determine how absences affect student’s grades, however reoccurring absences may affect your standing in the program.

Advising and Course Planning

Students are provided with information about course planning and sequence during New Student Orientation prior to their first classes. All Career Track MBA courses are required to be taken in sequence. See Appendix E: COBE Graduate Student Policy #1015 – MBA Cohort Progression Policy for information about the sequence of required classes.

Trisha Stevens Lamb is the academic advisor for all the Career Track MBA students. For advising appointments or concerns, please contact via email: trishastevenslamb@boisestate.edu or phone: (208) 426-1120.
Building Information

All students are welcome to use the College of Business and Economics building during normal hours. Please contact Gail Puccetti (gailpuccetti@boisestate.edu), Building Manager, if you have any concerns regarding the building.

**Building Hours:**
- Monday – Thursday: 6:45 a.m. – 9:30 p.m.
- Friday: 6:45 a.m. – 5:30 p.m.
- Saturday – Sunday: Closed
- University Holidays: Closed

Although the building is unlocked during the above hours, the North and South Wings on the 2nd and 3rd floors (containing faculty offices) are only unlocked M-F 8:00am-5:00pm. Faculty can meet with you outside of those hours by appointment, but the faculty member must let you in.

In-person graduate classes are typically held in the fourth floor classrooms.

Team rooms, located throughout the building, are available for student use. They hold 4-6 students, have 40" LCD displays and a write-on wall. Information about Team Room Policies and the link to reserve rooms online is available on the COBE Website.

Calendars and Schedules

For the Career Track MBA program, classes are typically held Monday-Thursday with some occasional mandatory Friday workshops.

The Career Track MBA program follows the Boise State University Academic Calendar for all holidays and breaks. The academic sessions follow the 1st 7-week and 2nd 7-week sessions for both fall and spring semester.

Expectations of MBA Students

Students are expected to adhere to the MBA behavioral requirements as outlined in Appendix C: COBE Graduate Student Policy #1005 – MBA Student Expectations. This policy contains behavioral, ethical, teamwork, technology and academic expectations for COBE MBA students.

Student behavior that contradicts any Boise State University Policy or COBE MBA Student Expectations Policy is subject to disciplinary action at the University and College levels (see Appendix D: COBE Graduate Student Policy #1010 – Dismissal & Appeals).
Graduation / Commencement

Complete commencement information is available on the Boise State Registrar’s Office website. MBA students are encouraged to participate in the ceremony. If a student participates in the ceremony, regalia will be available for purchase through the Boise State Bookstore. Students must have a cap, gown and hood for the ceremony.

For Business students, the hood color is "drab" (tan / light brown). Master’s Degree students are not designated by honor cords. The exception to this is for student Veterans or Active Duty service members who may receive cords designating their service.

There is no formal practice or meeting requirement for those walking in graduation. Information and instructions are sent in advance via BroncoMail.

Parking

With classes held at the COBE Micron Business and Economics Building, the closest parking garage is Brady Garage (West Garage). The closest surface parking lot is the West Reserve parking lot. Students may choose to purchase an annual parking permit or pay by-the-hour in available garages. For 2017-18, a student parking pass was $354 for the West Reserve lot and $375 for Brady Garage.

Parking permits do sell out and students are encouraged to make parking arrangements in advance. Boise State Transportation and Parking will ticket cars without permit or payment during night class hours.

More information about parking permits and alternative transportation options is available on the Boise State Transportation and Parking website.

Full Time Student Status

Career Track MBA students complete 12 credits each fall/spring semester and 3 credits each summer. This is considered “full-time” for graduate students at Boise State.

The following information is intended to help with full-time student questions:

**Athletic tickets:**
Football and Men’s Basketball: Students will be given the opportunity to reserve one (1) ticket for free and student will have the opportunity to purchase GUEST tickets if tickets remain available.
All other varsity sports are free for students with an ID card.
For information on how to reserve and purchase tickets view the athletics ticket website for more information.

**Recreation Center Membership:** Full-Time student membership fees are included in tuition for those paying into the student activity fees.
**ID Card:** Full time students automatically pay a $25 New Student ID Card fee their first semester of the program. Students are encouraged to visit the Help Desk in the Student Union Building to receive their card and use the full amenities (discounts, bus pass, etc.)

**Photos and Video Recording**

Video and audio recording and taking photos at any COBE MBA sessions are not allowed unless expressly authorized by MBA program staff or faculty for academic, marketing or media purposes. Prior approval from the MBA Director is required to publish any material on a website or any other media. COBE reserves the right to use photos taken during class, programs and events for promotional purposes. Students who do not wish to have their photo used in promotional materials should submit a written statement to the Program Director.

**Safety, Harassment and Notice of Non-Discrimination**

Boise State University is committed to providing a working and learning environment that is safe, secure, free of unlawful discrimination and harassment.

a. **Campus Security and BroncoAlert**

   Numerous campus departments work to ensure the safety and security of the Boise State community. Services are available 24/7 and include:
   - Security escorts (call 426-6911)
   - Vehicle unlocks & jump starts
   - Response to emergency blue light telephones around campus
   - Operation of the Bronco Security Alert System

   Students are encouraged to [register for BroncoAlert](#) – Boise State’s phone and text-based system proactively notifying students, faculty and staff of campus emergencies. BroncoAlert is used only in situations of immediate threat to safety, serious emergency or weather related closures/delay.

   Boise State’s University Security website has several [tips and strategies](#) to help you stay safe and successful on campus while the Office of Information Technology provides [resources and support](#) to help keep you and your technology safe online.

b. **Harassment and Non-Discrimination**

   Please see [Boise State University Policy #1060: Non-Discrimination and Anti-Harassment Policy](#). For more information or if you believe you have been subject to discrimination, please contact Boise State’s Title IX, ADA, and 504 Coordinator:

   Annie Kerrick
   Director of Title IX/ADA/504 Compliance
   Riverfront Hall, Suite 306
If you or someone you know is being harassed, please seek assistance. The Office of the Dean of Students has resources and contact information which may be helpful.

Technology Usage

a. Email Communication
BroncoMail is the official communication channel through which all university business is conducted. It is expected that you access and read university communications on a regular basis. For more information see Boise State University Policy # 2280 – Student E-mail Communications.

BroncoMail is powered by Google Apps for Education, and is much more than just email. With each BroncoMail account you have access to Google Calendar, Google Docs, Google Sites, YouTube, Google Groups, and dozens more applications, all of which are powerful tools for communication, creation, and collaboration. You access BroncoMail through myBoiseState and you can also configure your account on a variety of mobile devices.

Need help with Google Apps? The Office of Information Technology provides assistance and training materials.

b. Learning Management System
Blackboard is a web-based learning management system where students and faculty access course content housed online. Within the Blackboard platform, instructors provide students with course content and activities, facilitate online discussions in discussion forums, and more.

Career Track MBA professors choose if they wish to use Blackboard. Some professors may have robust and comprehensive Blackboard sites where they include grades and assignments. Others may choose to utilize tools outside of Blackboard for course management.

To access Blackboard: Log into your myBoiseState Student Account. Select Student View. Under Services, select the link for “Blackboard”

c. Student Center
The Student Center in your myBoiseState student portal is where you will complete activities related to your student account at Boise State.
These activities include registering for classes, viewing financial information, paying your bill, tracking your degree progress, reviewing final grades, and applying for graduation.

To login to your Student Center: Login with your username and password at my.BoiseState.edu. On the right side of the screen under BroncoMail, click “Student Center”. Instructions are available to help navigate Student Center.

Textbooks

Career Track MBA Students are responsible for obtaining their own textbooks in advance of the course start. Professors indicate textbook requirements via the Boise State Bookstore website and/or by email if books are available through other sources. Students enter the term and courses they are enrolled for to show which texts are required.

It is a student’s choice to purchase electronic, used, previous editions or international versions of textbooks. However, we strongly recommend adhering to the instructors’ book selection to avoid complications from incorrect information or missing materials.

The illegal distribution of copyrighted material is prohibited and subject to disciplinary action.

Tuition, Financial Aid and Scholarships

a. Tuition

Program tuition and fees is set by the State Board of Education each year. The Boise State University Tuition and Fees website has more information. The cost per credit may change as you continue through the three years in the program.

For 2018-20:
- Resident Tuition (9-16)  $4597 per semester
- Non Resident Tuition (9-16)  $12638 per semester
- Summer required internship fees  $390 per credit = $1170 (3 credit internship)
Other fees may apply, including specific course fees for simulations, materials, etc.

b. Financial Aid and Scholarships

Funding opportunities are available for Career Track MBA students - mostly with federal student loans through the FAFSA. You are encouraged to review the Graduate Student funding information on the Financial Aid and Scholarships website. A few important points:
- Graduate students are eligible for a maximum of $20,500 in student loans per academic year
- Graduate students must be enrolled in at least 5 credits for loan eligibility
There is no need-based aid for graduate students (grants, work-study).
Submit your FAFSA early!

Career Track MBA Academic Requirements

a. Course Requirements

The Career Track MBA Program (CTMBA) is designed to be completed in two years while attending day classes.

For cohorts beginning in 2018-19 and later, the curriculum is comprised of 16 required classes, plus a required summer internship (must be completed during the summer between their first and second year) with no electives, for a total of 51 credits. The CTMBA program is a lock-step, cohort based model, meaning students begin and end the program together, taking all classes with the same classmates.

There is no thesis required/ available for credit in the CTMBA Program.

Detailed course descriptions are available online.
# Career Track MBA Curriculum

## Program Curriculum

Total Degree Credits: 51

### Semester One - Fall

<table>
<thead>
<tr>
<th>Term</th>
<th>Class #</th>
<th>Topic</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 7 Weeks</td>
<td>MBA 501</td>
<td>Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>1st 7 Weeks</td>
<td>MBA 507</td>
<td>Statistical Thinking and Business Analytics</td>
<td>3</td>
</tr>
<tr>
<td>2nd 7 Weeks</td>
<td>MBA 512</td>
<td>Management and Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>2nd 7 Weeks</td>
<td>MBA 508</td>
<td>Corporate Financial Management</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>12</strong></td>
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</table>

### Semester Two - Spring

<table>
<thead>
<tr>
<th>Term</th>
<th>Class #</th>
<th>Topic</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 7 Weeks</td>
<td>MBA 509</td>
<td>Data Management and Analytics</td>
<td>3</td>
</tr>
<tr>
<td>1st 7 Weeks</td>
<td>MBA 502</td>
<td>Fundamentals of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>2nd 7 Weeks</td>
<td>MBA 510</td>
<td>Operations and Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>2nd 7 Weeks</td>
<td>MBA 503</td>
<td>Managing Successful Projects</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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<td><strong>12</strong></td>
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</table>

### Summer

<table>
<thead>
<tr>
<th>Term</th>
<th>Class #</th>
<th>Topic</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>13 Weeks</td>
<td>MBA 590</td>
<td>Practicum/Internship</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

### Semester Three - Fall

<table>
<thead>
<tr>
<th>Term</th>
<th>Class #</th>
<th>Topic</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 7 Weeks</td>
<td>MBA 522</td>
<td>Managing Human Resources</td>
<td>3</td>
</tr>
<tr>
<td>1st 7 Weeks</td>
<td>MBA 505</td>
<td>Strategy for Competitive Advantage</td>
<td>3</td>
</tr>
<tr>
<td>2nd 7 Weeks</td>
<td>MBA 514</td>
<td>Innovation Driven Advantage</td>
<td>3</td>
</tr>
<tr>
<td>2nd 7 Weeks</td>
<td>MBA 506</td>
<td>Discipline Integration: Live Cases</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

### Semester Four - Spring

<table>
<thead>
<tr>
<th>Term</th>
<th>Class #</th>
<th>Topic</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 7 Weeks</td>
<td>MBA 511</td>
<td>Business Law and Social Responsibility</td>
<td>3</td>
</tr>
<tr>
<td>1st 7 Weeks</td>
<td>MBA 527</td>
<td>Applied Capstone Start</td>
<td>3</td>
</tr>
<tr>
<td>2nd 7 Weeks</td>
<td>MBA 526</td>
<td>Business Economics</td>
<td>3</td>
</tr>
<tr>
<td>2nd 7 Weeks</td>
<td>MBA 528</td>
<td>Applied Capstone Project Finish</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>12</strong></td>
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</table>
Career Track MBA Internship (MBA 590)

Steps:

1. **Find a summer internship** (Minimum of 135 hours) – **Required:** Meet with internship coordinator (Trisha Lamb) at the beginning of the year and keep in touch throughout the search to make sure the internship meets the requirements. Bring the MBA Internship Pre-Meeting Form, filled out to bring to the initial meeting.

2. **Get Approval from Internship Coordinator**
   Once you have worked out the terms of your internship with your internship supervisor, fill out the Internship Agreement Form, have them sign it and then send to Trisha at trishastevenslamb@boisestate.edu.

3. **Register for MBA 590:** See “How to Register for MBA 590” below
   Deadline to add MBA 590 is usually the third week in June but it takes 1-2 weeks to go through the approval process so June 15 is the latest you should submit your internship application.

4. **Submit the Internship Required Deliverables:** For details see “Internship Required Deliverables” below
   Deliverables must be submitted by August 3, 2019 to receive a passing grade

**How to Register for MBA 590** (Step 3 from above)
- **Complete the Boise State Career Center Requirements**

  Complete the Internship Application for Academic Credit found on-line at the career center’s website at http://career.boisestate.edu. Then click on the bottom right hand side where it says: Internship Application for Academic Credit (https://web.boisestate.edu/internships/)

  - Log in using their Boise State username and password.
  - After you log in click on the Internship Application for Academic Credit on the left hand side of the page and hit the plus (+) sign to create your application
  - Enter all required information
  - Department choose: College of Business & Economic
  - Subject: Career Start MBA
  - Coordinator: Trisha Lamb
  - Then hit SUBMIT
  - Once submitted, the application will be routed via email to the department internship coordinator for approval
  - Once approved by department internship coordinator, it will then be routed to your organization supervisor for approval via email
  - Take the Internship Orientation training and quiz at career.boisestate.edu. Access the system by going to the website at career.boisestate.edu and clicking on Internship Application for Academic Credit located on the bottom right hand side of the Career Center home page. You will log in using your Boise State username and password.
• **Enroll and Pay for your Internship Credits (MBA 590)**
  Once approved by the Internship Coordinator and you have taken the Internship Orientation training and quiz, your internship will be routed via email to the Registrar’s Office and MBA 590 will be added to your list class schedule in my.BoiseState. Enroll and pay for the Internship class.

**Internship Required Deliverables** (Step 4 from above)
In order to receive a passing grade for MBA 590, students must do the following:

(If you do not submit these by the deadline you will receive an F in MBA 590):

1. **MBA Internship Evaluation Form:** Have your supervisor fill out and email the [MBA Internship Evaluation Form](mailto:trishastevenslamb@boisestate.edu) to trishastevenslamb@boisestate.edu by **August 10, 2018** (it must come directly from your supervisor).

2. **Reflection Paper:** Complete a reflection paper evaluating your experience. This paper is a reflection on the knowledge acquired from participating in the internship. Submit to [trishastevenslamb@boisestate.edu](mailto:trishastevenslamb@boisestate.edu) **by August 10, 2018**. The following topics are to be included:
   - Pertinent company information – This could include, but is not limited to, a brief history of the company/organization, its competitive position in the marketplace, the current form of business organization (corporation, LLC, partnership, etc.)…
   - Internship position and responsibilities – On an average day, what did you do on the job?
   - Relevance to Career Start MBA program – Explain how your experience relates to your program. Include any observations you made during your internship that may have been directly or indirectly related to your business coursework. For example, what type of management style(s) did you notice? How does the organization market its products and/or services? Be sure to link specific theories and concepts from your business coursework to your practical experiences.
   - Evaluation of the overall success of the internship – Discuss the strengths and the weaknesses of your effort. If you were to repeat this experience, what would you change and why? Do you have any recommendations to make to your cooperating firm regarding business operations and/or the internship experience?
   - Reflection – What did you learn from internship? Provide a summary of the values or lessons learned from your internship. What will you take away from this experience? How did it differ from your expectations? What did you learn about yourself and your own strengths and weaknesses? How will you go about addressing those weaknesses?

**Paper Guidelines:**
Length: Between 3 and 5 pages; 11 point font, conventional margins, double spaced. *This paper should be well written and free of grammatical errors.*

3. **Internship Presentations:** We will be holding a session for you (we are looking for 7-10 volunteers) to share the highlights of your internship with your current cohort, incoming cohort and faculty. This session will be held on **Friday, before school starts.**
Forms

- MBA Internship Pre-Meeting Form (09-24-2013)
- Internship Agreement Form (updated 03-14-2018)
- MBA Internship Evaluation Form (updated 04-27-18)

Principles for Career Start MBA Summer Internships

**MBA Internships must:**
1. Advance student learning (either skill building or application) at a graduate level.
2. Provide meaningful career foundations for the career path desired for the individual.
3. Demonstrate full commitment of organization offering the internships; including oversight, time, resources, and typically pay.
4. Meet university standards for credit hours and documentation.
5. Be coordinated to insure internal and external quality control.
6. Encourage student initiative but respect concerns of client organizations/employers.
7. Have detailed process and results tracking.
8. Be completed by the End of summer term (the 135 hours must be completed by the end of summer term, however students have the option of continuing in their internship at the request of the organization).

**Ideally MBA Internships should:**
1. Be paid (not required)
2. Be full time through the summer (approximately 320 hours)

**MBA Internships may:**
1. Be team oriented at employer’s request.
2. We encourage our students to try to find a full-time internship but part-time is acceptable (must exceed 135 hours).
3. In some instances be unpaid – unpaid internships should be restricted to not-for-profits or government agencies. In the instance of unpaid internships, it is critical that the project be significant and offer visibility and meaningful networking opportunities for the student in their chosen career path.

**b. Grades**

Students are expected to maintain a 3.0 cumulative GPA. If the cumulative GPA is below 3.00 at the end of an enrolled semester (including summer), the student is placed on probation. At the end of the next enrolled semester, the Graduate College reviews the student’s progress and takes one of the following actions:
- Remove the student from probation if the cumulative GPA is 3.00 or above.
- Continue the student on probation if the cumulative GPA is below 3.00 and the semester GPA is 3.00 or above. Students may continue on probation for an
unlimited number of semesters but will be ineligible for graduation if their cumulative GPA is below 3.00 at the end of their graduation semester.

- Dismiss the student from their graduate program and Boise State University if the cumulative GPA is below 3.00 and the semester GPA is below 3.00.

c. Transfer Credits

In very rare cases, a student may be allowed to transfer credits to satisfy requirements for the Career Track MBA program. All credit transfer requests must first be approved by the CTMBA Director. If approved by the CTMBA Director, students must submit a “Request for Approval of Transfer Credits” form to the Boise State Graduate College.

d. New Student Orientation

For all new first-year Career Track MBA students, attendance is mandatory at the pre-program in-person Orientation. The Orientation takes place at the College of Business and Economics the Friday before classes begin each Fall semester.

At Orientation, students will meet their cohort classmates and team. Additionally, administrators will provide information about program goals, logistics, and expectations.

If a student has an unavoidable conflict and is unable to attend all or part of the Orientation, it is their responsibility to notify the Program Director immediately and make other arrangements to receive the information.

e. Graduation Process / Eligibility

The graduation application process for graduate students consists of two parts:

Application for Admission to Candidacy (AAC):

The candidacy process serves as the official review by the Career Track MBA Program Coordinator and the Boise State Graduate College of the student’s plan of study and course grades. An approved AAC is required before a student is eligible to apply to graduate. The form is submitted by the student online.

The AAC should be submitted during the fall semester of the student’s second year in the Career Track MBA program. The due date is typically in October – exact dates available on the Boise State Academic Calendar.

A sample Career Track MBA AAC form is included in appendix B. The AAC is to be fill out with what grades you have already received. Courses not yet
completed must be marked “Pending”. The Graduate College is very strict about how the form is filled out so please fill it out exactly like the sample AAC.

Application for Graduation:

Once a student’s AAC is approved, a notification email will be sent to the student’s BroncoMail. This email will include instructions to apply for graduation via the Boise State Registrar’s Office. Students are expected to submit the application for graduation online, according to instructions from the registrar’s office. Students are responsible for the $25 graduation fee assessed. The application deadline is typically the first Friday after courses begin in the semester you intend to graduate – exact dates available on the Boise State Academic Calendar. Late graduation applications will be accepted but a $25 late fee will be assessed.

Program Learning Outcomes and Assessment

The Career Track MBA program curriculum is guided by the following goals and objectives. Every Boise State Career Track MBA graduate is expected to meet or exceed these outcomes. To ensure achievement of these goals, the COBE Graduate Programs staff, the Graduate Faculty Committee and other stakeholders have established an assessment process to review program outcomes and improve learning.

a. Learning Goals and Objectives

Goal 1: Our graduates will apply business principles to solve structured and unstructured problems to strengthen strategic positioning in the global economy.

Corresponding Objectives:
- Our graduates will demonstrate an understanding of essential business disciplines and leadership principles.
- Our graduates will use integrated knowledge across business disciplines to define, analyze and solve business problems.

Goal 2: Our graduates will apply responsible business practices and ethics principles to inform decision-making.

Corresponding Objectives:
- Our graduates will be able to identify ethical dilemmas and apply an appropriate ethics model or framework to propose and defend resolutions.

Goal 3: Our graduates will use effective teamwork and collaboration skills.

Corresponding Objectives:
- Our graduates will demonstrate an understanding of teamwork theory and models.
- Our graduates will apply best practices in team settings and collaborative projects.

Goal 4: Our graduates will deliver professional quality communications that demonstrate appropriate audience awareness.

Corresponding Objectives:
- Our graduates will produce clear, concise, and compelling (credible and persuasive) business documents.
- Our graduates will deliver oral presentations that use effective content, organization, and delivery, accompanied by appropriate technology.

b. Assessment and Program Improvement

In accordance with AACSB (Association to Advance Collegiate Schools of Business) accreditation standards and Boise State University’s internal curriculum review processes, MBA student learning is assessed annually. While accreditation and curriculum review is important, our primary goal through assessment is to collect usable program data to understand student learning outcomes and enhance educational experiences for the future.

Students are required to complete the following assessments:

- A comprehensive exit exam assessing understanding of essential business disciplines and leadership principles.
- A written case study assessing student ability to problem solve and integrate business knowledge
- An ethics case study assignment
- A peer and/or faculty review to assess teamwork and leadership outcomes for all students
- A sample of business writing and presentation skills

Specific instructions for individual assessments will be provided by program staff or faculty. Assessment data is retained and distributed to faculty, administrators and accrediting bodies for program information and improvement purposes. You may be asked demographic information as part of the assessment process to help understand trends and underserved populations.

It is a student’s responsibility to act with integrity and honesty when completing any MBA program assessment. It is expected that every student will complete each assessment to the best of their ability. Failure to fully participate or contribute to assessment data will be considered a Code of Conduct violation.
Registration and Withdrawals

Students are expected to register themselves for classes each semester through the My.BoiseState Student Center. Boise State University’s Academic Calendars list when Registration opens (typically 3-4 months prior to the semester start) and deadlines for enrollment.

Once you register for classes, you remain registered and are held responsible for the fees and grades assessed for these classes unless you cancel your registration. If you do not pay for or do not attend these classes, you are still held responsible for the fees and grades assessed. If you decided not to attend any classes, you must log in to your Student Center on no later than the deadline and drop your classes. Specific dates apply for refunds and withdrawals. Please view the Academic Calendar and check with your advisor right away if you have questions about dropping classes.

Please review the official University Withdrawal Policy on the Registrar’s website. It is important to note that students are responsible for payment of class fees if withdrawing from a class.

Incompletes

Instructors can enter a grade of I—for incomplete—if both of the following conditions are present:

• Student work has been satisfactory up to the last three weeks of the semester.
• Extenuating circumstances make it impossible for the student to complete the course before the end of the semester.

To receive an incomplete, the student and instructor must agree to a contract stipulating the work you must do and the time in which it must be completed for you to receive a grade in the class. The terms of this contract are viewable My.BoiseState on the Student Center To Do List. The contract time varies as set by the instructor, but may not exceed one year. If no grade other than incomplete has been assigned one year after the original incomplete, the grade of F will automatically be assigned.

The grade of F may not be changed without approval of the University Academic Appeals Committee. As long as you have an incomplete in a class, a student may not re-enroll in the class during another semester. A grade of incomplete is excluded from GPA calculations until you receive a final grade in the course. You cannot graduate with a grade of I (incomplete) on your record.

Leave of Absence

Students who stop progression in the Career Track MBA program may request readmission with their original or a new cohort within the same program. Please see Appendix E: COBE Graduate Student Policy #1015 – MBA Cohort Progression Policy for more information.
## Appendix A - Career Track MBA Faculty & Staff

### Career Track MBA Staff:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role and Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Trisha Stevens Lamb</strong></td>
<td>Career Track MBA Director, Advisor, Program Coordinator and Internship Coordinator Ph: 208-426-1120 Email: <a href="mailto:trishastevenslamb@boisestate.edu">trishastevenslamb@boisestate.edu</a></td>
</tr>
<tr>
<td><strong>Zeynep Hansen</strong></td>
<td>Associate Dean for Academic Programs and Scholarship Ph: 208-426-3314 Email: <a href="mailto:zeynephansen@boisestate.edu">zeynephansen@boisestate.edu</a></td>
</tr>
<tr>
<td><strong>Ken Petersen</strong></td>
<td>Dean, College of Business and Economics Ph: 208-426-3110 Email: <a href="mailto:kenpetersen@boisestate.edu">kenpetersen@boisestate.edu</a></td>
</tr>
</tbody>
</table>

Trisha is the first point of contact for all questions regarding the Career Track MBA.

### Career Track MBA Faculty

Note: faculty is subject to change across years and cohorts without update to this list. For complete contact information and office hours, please visit the COBE Faculty/Staff Directory.

<table>
<thead>
<tr>
<th>Program</th>
<th>Faculty</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Joanne Wood</td>
<td>Accounting for Managers</td>
</tr>
<tr>
<td>Economics</td>
<td>Brian Greber</td>
<td>Business Economics</td>
</tr>
<tr>
<td>Finance</td>
<td>Keith Harvey</td>
<td>Corporate Financial Management</td>
</tr>
<tr>
<td>IT and Supply Chain Management</td>
<td>Phil Fry</td>
<td>Operations and Supply Chain Management</td>
</tr>
<tr>
<td></td>
<td>Phil Fry</td>
<td>Statistical Thinking and Business Analytics</td>
</tr>
<tr>
<td></td>
<td>Christie Fuller</td>
<td>Data Management and Analytics</td>
</tr>
<tr>
<td>Management</td>
<td>Shaunn Mattingly</td>
<td>Strategy for Competitive Advantage</td>
</tr>
<tr>
<td></td>
<td>Pat Delana</td>
<td>Management and Oral Communications</td>
</tr>
<tr>
<td></td>
<td>Timothy Dunne</td>
<td>Managing Human Resources</td>
</tr>
<tr>
<td></td>
<td>Ruth Jebe</td>
<td>Business Law and Social Responsibility</td>
</tr>
<tr>
<td>Marketing</td>
<td>Kirk Smith</td>
<td>Fundamentals of Marketing</td>
</tr>
<tr>
<td>Project &amp; Capstone Faculty</td>
<td>Thomas Old</td>
<td>Managing Successful Projects</td>
</tr>
<tr>
<td></td>
<td>Kirk Smith</td>
<td>Discipline Integration: Live Cases, Capstone Courses</td>
</tr>
<tr>
<td></td>
<td>John McIntosh</td>
<td>Innovation Driven Advantage</td>
</tr>
<tr>
<td>Internship</td>
<td>Trisha Stevens Lamb</td>
<td>MBA 590 Practicum/Internship</td>
</tr>
</tbody>
</table>

For questions related to the Career Track MBA, contact Trisha Stevens Lamb at 208-426-1120 or trishastevenslamb@boisestate.edu.
# Appendix B - Career Track MBA Candidacy Form

## Example

### Class of 2019

<table>
<thead>
<tr>
<th>Graduate Program</th>
<th>Business Administration-Full Time-Career Start-MBA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please list your area of concentration and/or cognate:</strong></td>
<td>Leave this blank or type NA</td>
</tr>
<tr>
<td><strong>Catalog Year (for class of 2019):</strong></td>
<td>2017/2017</td>
</tr>
<tr>
<td><strong>Anticipated Completion Term:</strong></td>
<td>Spring 2019</td>
</tr>
<tr>
<td><strong>Compliance:</strong></td>
<td>Do not check</td>
</tr>
<tr>
<td><strong>Do you need a Supervisor?</strong></td>
<td>No</td>
</tr>
</tbody>
</table>

### Degree Requirements:

<table>
<thead>
<tr>
<th>Requirement Type</th>
<th>Course Prefix, Number, and Title</th>
<th>Credit</th>
<th>Grade</th>
<th>Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Course</td>
<td>MBA 501 Accounting for Managers</td>
<td>3</td>
<td>your grade</td>
<td>Fall/2017</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 507 Statistical Thinking and Business Analytics</td>
<td>3</td>
<td>your grade</td>
<td>Fall/2017</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 512 Management and Oral Communications</td>
<td>3</td>
<td>your grade</td>
<td>Fall/2017</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 508 Corporate Financial Management</td>
<td>3</td>
<td>your grade</td>
<td>Fall/2017</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 509: Data Management and Analytics</td>
<td>3</td>
<td>your grade</td>
<td>Spring/2018</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 502 Fundamentals of Marketing</td>
<td>3</td>
<td>your grade</td>
<td>Spring/2018</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 510 Operations and Supply Chain Management</td>
<td>3</td>
<td>your grade</td>
<td>Spring/2018</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 503 Managing Successful Projects</td>
<td>3</td>
<td>your grade</td>
<td>Spring/2018</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 590 - Practicum / Internship</td>
<td>3</td>
<td>your grade</td>
<td>Summer 2018</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 522 Managing Human Resources</td>
<td>3</td>
<td>your grade</td>
<td>Fall/2018</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 505 Strategy for Competitive Advantage</td>
<td>3</td>
<td>your grade</td>
<td>Fall/2018</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 514 Innovation Driven Advantage</td>
<td>3</td>
<td>your grade</td>
<td>Fall/2018</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 506 Discipline Integration: Live Cases</td>
<td>3</td>
<td>your grade</td>
<td>Fall/2018</td>
</tr>
<tr>
<td><strong>Culminating Activity</strong></td>
<td>MBA 511 Business Law and Social Responsibility</td>
<td>3</td>
<td>Pending</td>
<td>Spring/2019</td>
</tr>
<tr>
<td><strong>Culminating Activity</strong></td>
<td>MBA 527 Applied Capstone Start</td>
<td>3</td>
<td>Pending</td>
<td>Spring/2019</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 526 Business Economics</td>
<td>3</td>
<td>Pending</td>
<td>Spring/2019</td>
</tr>
<tr>
<td><strong>Culminating Activity</strong></td>
<td>MBA 528 Applied Capstone Project</td>
<td>3</td>
<td>Pending</td>
<td>Spring/2019</td>
</tr>
</tbody>
</table>
### Class of 2020

**Graduate Program**: Business Administration-Full Time-Career Start-MBA

**Please list your area of concentration and/or cognate**: Leave this blank or type NA

**Catalog Year (for class of 2020)**: 2018/2019

**Anticipated Completion Term**: Spring 2020

**Compliance**: Do not check

**Do you need a Supervisory**: No

#### Degree Requirements:

<table>
<thead>
<tr>
<th>Requirement Type</th>
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<td>your grade</td>
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<td>your grade</td>
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</tr>
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<td>your grade</td>
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</tr>
<tr>
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<td>Core Course</td>
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<td>3</td>
<td>Pending</td>
<td>Spring/2020</td>
</tr>
<tr>
<td><strong>Culminating Activity</strong></td>
<td>MBA 527 Applied Capstone Start</td>
<td>3</td>
<td>Pending</td>
<td>Spring/2020</td>
</tr>
<tr>
<td>Core Course</td>
<td>MBA 526 Business Economics</td>
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<td>Spring/2020</td>
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<tr>
<td><strong>Culminating Activity</strong></td>
<td>MBA 528 Applied Capstone Project</td>
<td>3</td>
<td>Pending</td>
<td>Spring/2020</td>
</tr>
</tbody>
</table>
Appendix C - COBE Graduate Student Policy #1005
MBA Student Expectations Policy

Graduate Student Policy #1005 – MBA Student Expectations

Effective Date: 4/18/18
Approved by COBE faculty vote

To advance and support the mission and values of Boise State’s MBA programs, this MBA Student Expectations policy is designed to guide behaviors and professionalism both inside and outside the classroom. This expectation of appropriate and respectful activity contributes to a productive learning environment and a positive Boise State MBA community. As a reflection of the Boise State MBA brand and reputation, it is the responsibility of every student to act appropriately and professionally.

The COBE MBA Student Expectation Policy supplements, but does not replace, all policies, procedures and expectations as set forth in:

- Boise State University Student Code of Conduct Policy #2020
- Boise State University Standards of Conduct
- Boise State University Statement of Shared Values
- The Graduate Catalog and Graduate College Policy Manual
- Boise State University Policy Manual
- The Student Handbook

Student behavior that contradicts any part of the policies above or within this MBA Student Expectations Policy is subject to disciplinary action at the University and College levels (see COBE Graduate Student Policy #1010 –Dismissals & Appeals).

I. Behavioral Expectations

All Boise State MBA students are expected to conduct themselves with professionalism and civility. Students shall treat other students, faculty, staff and members of the COBE community with respect and proper courtesy. MBA students are expected to:

- Contribute, participate, and engage respectfully during the learning experience.
- Listen attentively, ask appropriate questions, and come to class prepared.
- Respond productively to suggestions and feedback from others.
- Use tact and sensitivity when interacting with others.
- Keep information confidential when appropriate.
- Function as a contributing member of a team (see “Teamwork Expectations”)

An MBA student is in violation of the COBE MBA Student Expectations Policy when the MBA student’s actions are offensive, inappropriate, threaten and/or harm others in the COBE and/or University community. Behavioral misconduct includes but is not limited to:

- Use of offensive language or gestures.
- Harassment, bullying, stalking or intimidation.
- Disrespectful behavior or damaging activity towards people or property.
- Behavior disruptive to the learning process.
- Discriminatory treatment of others on the basis of race, age, sex, and/or country of origin.
- Participation in academic activities while impaired or under the influence of drugs or alcohol.
- Theft of university or personal property.

II. Ethical Expectations

Students and graduates of the Boise State MBA programs are expected to adhere to the highest ethical standards. Examples of ethical behavior are highlighted below for reference, though this expectation encompasses many more activities and is not limited to these examples:

- All students are expected to represent themselves truthfully in all oral and written communications. Misrepresenting facts, lying, plagiarizing or omitting critical information to other students, faculty, staff, prospective employers and other community members is unethical and intolerable. This is covered in full in Boise State Policy #2020.
- A student must not intentionally or knowingly help another student commit (or make it possible for another student to commit) an act of academic or professional misconduct.
- A student must not divulge, distribute or misuse confidential or proprietary information that has been provided for class discussion or as part of an assignment.
- A student is expected to be pursuing a Master of Business Administration degree for intended purposes of learning and growth. Actions or activities that indicate otherwise undermine the purpose of the degree and may be subject to disciplinary action.

III. Teamwork Expectations

Every MBA student is responsible for helping other classmates learn, especially in team projects and interactions. This mirrors the expectations in the business world outside of academic programs. To function as an effective member of a team, MBA students are expected to:

- Participate within their team to clearly communicate roles, responsibilities and expectations.
- Do their part, and dedicate the time and effort that is expected of all team members. Free-riding or failing to contribute equally to team efforts is a violation of student expectations and harms the learning process for all.
- Respect others’ points of view, strengths, work styles, talents and ideas.
- Be open and receptive to feedback from other students, instructors and other members of the COBE community.
- Encourage sharing of ideas and concerns with a proactive focus towards problem-solving, not complaining.
- Work toward compromise and agreement to benefit the entire team.

IV. Technology Expectations

Technology is encouraged when appropriately used to aid learning and collaboration. This includes use of computers for notetaking, etc. When use is unrelated to class or program objectives, technology devices should be silenced or turned off. The instructor has the right to restrict usage further if necessary within the classroom. If a student must take a call for a personal emergency or other reason, please be respectful and minimize disruption.
Social Media: When representing oneself as a Boise State student on social networking sites, the expectation is that an MBA student will use good judgment while upholding a high level of professionalism. Communications as a student are expected to help maintain the strong reputation of the Boise State MBA programs.

Email Communication: Effective communication is a significant learning outcome for COBE MBA programs. Sending inappropriate or offensive emails is unacceptable. This expectation applies to emails sent to/from a BroncoMail account or sent in an academic capacity. See additional information under University Policy #2280: Student E-mail Communications.

Information Technology Acceptable Use: Boise State University Policy #8000 dictates the proper use of IT resources and conduct for individuals both on and off campus. Under this policy, MBA students must comply with state and federal laws regarding technology use. In particular, MBA students distributing or making accessible to others copyrighted materials or hacking into unauthorized computers/accounts/devices, are subject to disciplinary action.

V. Academic Expectations

a. Attendance Expectations

Students are required to be on time and present for scheduled classes, events, and meetings. If a student will be absent or late due to emergency, illness, or other unavoidable commitment, it is the student’s responsibility to notify the instructor or organizer. Students are expected to make arrangements individually to make up work, submit assignments, communicate with team members and/or obtain notes. Absences and tardiness should be rare occurrences.

b. Academic Dishonesty

Academic dishonesty involves any unethical behavior conducted by either students or faculty related to academic work and scholarship. It can involve a variety of activities from cheating to plagiarism. Forms of Academic Dishonesty (this is not an exhaustive list) include:

- providing forged documents or using fake information during the admission process
- using the same assignment for more than one class without prior consent
- using unauthorized materials (cheat sheets, notes, textbook, talking with other individuals, etc.) during examinations without the instructor’s prior consent
- gaining unauthorized access to examinations prior to the exam date and time
- submitting someone else’s work as your own (includes various forms of plagiarism and having someone else do the work for you)
- submitting false research or information as actual results
- using fake documents, or false or misleading reasons, to gain an extension of time to submit work or take an examination
- using copyrighted, confidential or proprietary material without obtaining permission— including cases, books, logins, etc. MBA students are expected to abide by U.S. Fair Use laws which detail educational use for copyrighted materials.

Students are expected to review Section 7 of the Boise State Student Code of Conduct which outlines Academic Misconduct definitions and disciplinary procedures in more detail.
Appendix D - COBE Graduate Student Policy #1010 - Dismissal and Appeal Policy

Graduate Student Policy #1010 – Dismissals & Appeals
Effective Date: 4/18/18
Approved by COBE faculty vote

Every Boise State University College of Business and Economics (COBE) graduate student is expected to comply with the policies set forth by their specific program, COBE, and Boise State University. A COBE graduate student alleged to be in violation of Boise State University policy is subject to disciplinary action through University proceedings as outlined in the Student Code of Conduct (Boise State University Policy #2020).

COBE may review COBE graduate student behavioral and academic conduct violations and take disciplinary action at the college (COBE) level for a graduate student's actions that violate COBE program or college expectations or policies. COBE disciplinary action may occur independently, or in conjunction with, other University processes. COBE disciplinary action may result in one or more of the following college-level actions:

- Dismissal from a COBE course
- Dismissal from a COBE program
- Dismissal from the college (COBE)

1. COBE Disciplinary Action Overview

The following actions may be used in sequence, concurrently, or individually as necessary. COBE may expedite the disciplinary process depending upon the severity of the violation(s). The dismissal action is dependent upon the circumstances and the severity of violations at hand, and may include any or all of the following:

1.1 Dismissal from a COBE course:
COBE supports instructors’ rights to invoke Boise State Policy #2050 – Maintaining Instructional Order when a student’s action warrants dismissal from a course. Course dismissal requests will be handled pursuant to Policy #2050. Any COBE graduate program instructor seeking to remove a student from a COBE graduate course is responsible for notifying the appropriate Graduate Program Coordinator.

1.2 Dismissal from a COBE graduate program:
Deciding party: COBE Graduate Program Coordinator

If the behavior or activity of a COBE graduate student adversely impacts the learning environment, students, staff, faculty or other members of the COBE community, the COBE Graduate Program Coordinator may dismiss the student from a COBE program. This decision considers the overall well-being and educational needs of COBE students, staff and faculty. The COBE Graduate
Program Coordinator will make a decision in consultation with the Office of the Dean of Students and any other relevant parties following the process outlined in Section 2 of this policy.

Consideration of program dismissal is necessary to preserve the collaborative and supportive nature of COBE’s cohort-based programs. Thus, a student in a COBE cohort program who is dismissed from a COBE course will be automatically reviewed for potential dismissal from the COBE cohort program. After review, the Graduate Program Coordinator may dismiss the student from the COBE program and/or recommend dismissal from COBE.

If a graduate student is dismissed from a COBE program but is allowed to remain as a COBE graduate student, the student must apply and gain admission to a different COBE graduate program.

1.3 **Dismissal from the College of Business and Economics (COBE):**

   **Deciding Party:** COBE Associate Dean for Academic Programs or her/his designee.

   The COBE Graduate Program Coordinator may recommend to the COBE Associate Dean of Academic Programs that a COBE student be dismissed from COBE. The COBE Associate Dean of Academic Programs will make a decision in consultation with the Office of the Dean of Students and any other relevant parties following the process outlined in Section 2 of this policy.

2. **Process for COBE Dismissal Decisions:**

   The process outlined below may take place before, after, or concurrently with other University reviews and processes, including those under University Policy #2020. At each stage of the COBE dismissal decision process, all communications will be sent to the student in writing via BroncoMail email (pursuant to Boise State University Policy #2280) and copied to all appropriate parties.

   2.1 The COBE deciding party (Graduate Program Coordinator or Associate Dean of Academic Programs, as identified in Section 1), when informed of student behavior(s) and/or action(s) that appear to be in violation of Boise State University policy and/or COBE policy, will notify the student via email that their behavior(s) and/action(s) are under review pursuant to this policy (“Initial Student Notification Email”).

   2.2 If a student is charged with a Student Code of Conduct violation under University Policy #2020, COBE may take immediate action for interim removal from a COBE course or a COBE graduate program until the Student Code of Conduct process is completed. The student will be notified via email by the COBE Associate Dean of Academic Programs of any COBE interim removal action.

   o In the event of interim removal from a COBE course or a COBE graduate program, the affected student may submit a written statement requesting reconsideration of the interim removal to the Associate Dean of Academic Programs within five (5) University working days after the email to the student notifying of the interim removal.
The Associate Dean of Academic Programs will review the statement requesting reconsideration within two (2) University working days of receipt of the statement and make the decision to:

- Remove the interim dismissal and take no further action.
- Remove the interim dismissal and continue through the full dismissal decision process.
- Sustain the interim dismissal until the dismissal decision process is complete.

2.3 After issuance of the Initial Student Notification Email, the affected student may provide additional information for consideration in the dismissal decision process. Such additional information must be sent via email to the Deciding Party within three (3) University working days after issuance of the Initial Student Notification Email.

2.4 The Deciding Party will review available information regarding the situation and may conduct meetings with faculty, staff and/or the student as described in section 2.5.

2.5 If the Deciding Party wishes to schedule a meeting with the student, the meeting will take place within five (5) University working days after the Initial Student Notification Email.

- The COBE graduate student may choose to invite a support person (non-participant) to attend the meeting if the student desires.
- If a support person will attend, the student must notify the Deciding Party of the support person's name and relationship to the student. This notification must be received by the Deciding Party no later than 24 hours prior to the scheduled meeting start time.
- Other University representatives may be invited by the Deciding Party to attend the meeting. In such an event, the student will be notified no later than 24 hours prior to the scheduled meeting start time.

2.6 A decision will be made by the Deciding Party within fifteen (15) University working days of the issuance of the Initial Student Notification Email. The student, the Office of the Dean of Students, the Boise State Graduate College and the Dean of COBE will be notified via email of the decision (“Dismissal Decision Email”). The Dismissal Decision Email may include one or more of the following:

- Decision not to dismiss – Conclusion of the situation with a document reflecting the outcome being maintained in the student’s file until the student graduates from COBE.
- Decision to dismiss the student from the COBE graduate program.
- Decision to dismiss the student from COBE.

2.7 A COBE graduate student dismissed from a COBE graduate program or COBE will be withdrawn from all current and/or future COBE courses in accordance with Boise State University Policy #4185 – University Administrative Complete Withdrawals.

- In the event of an initiated appeal process under Section 3 below, the withdrawal process is stayed pending the outcome of the appeal process.
3. **Student Appeal Process for COBE Dismissal Decisions**

A COBE graduate student has a right to appeal COBE program and/or college dismissal decisions. At each stage of the appeal process, all communications will be sent to the student in writing via BroncoMail email (pursuant to Boise State University Policy #2280) and copied to all appropriate parties.

3.1 **Appeal Deciding Party (“ADP”):**

- Appeal of dismissal from a COBE Graduate Program: COBE Associate Dean of Academic Programs or her/his designee.
- Appeal of dismissal from COBE: COBE Dean or her/his designee.

3.2 A student appealing a dismissal decision must provide via email to the ADP a written appeal statement outlining the reasons why the dismissal should be reversed and/or modified. The student may also submit via email to the ADP relevant supporting documents.

- A student has ten (10) University working days after the Dismissal Decision Email (see: section 2.6) is sent to submit an appeal to the ADP.

3.3 The ADP will review the student appeal submission within five (5) University working days after receipt of the appeal statement email.

- The ADP may choose to conduct an in-person or phone meeting with the student within ten (10) University working days of the appeal submission.
- The COBE graduate student may choose to invite a support person (non-participant) to attend the meeting with the ADP if the student desires.
- If a support person will attend, the student must notify the ADP of the support person’s name and relationship to the student. This notification must be received by the ADP no later than 24 hours prior to the scheduled meeting start time.

3.4 The ADP will convene a COBE Graduate Governance Team (“GGT”) to review and make a recommendation to the ADP to uphold, modify or overturn a dismissal decision within ten (10) University working days of the ADP’s completion of the initial appeal review.

- The GGT is constituted of three members from the standing COBE Graduate Policy Committee.
- Upon convening the GGT, the ADP will notify the student via email of the GGT’s composition.
- If the student believes a member of the GGT cannot fairly and impartially consider the appeal, the student may request a replacement to the team. The request must be emailed to the appeal deciding party within 48 hours after notification of the COBE GGT composition. The COBE Graduate Policy Committee will appoint a different faculty representative(s) within 24 hours and notify the student of the replacement(s).
- The GGT may ask the student to provide written clarification of any points raised in the appeal prior to the GGT deliberation meeting.
- The GGT deliberation meeting will occur in closed session and GGT members may participate remotely if in-person attendance is not viable.
- The GGT deliberation meeting will occur within fifteen (15) University working days after notification of an active appeal by the ADP.
The GGT will provide a recommendation to the ADP within five (5) University working days after the GGT deliberation meeting.

3.5 The ADP may choose to adopt or alter the recommendation of the GGT.

3.6 The student will be notified by email of the ADP’s decision within ten (10) University business days of the GGT’s recommendation.

3.7 The ADP’s response is the final COBE decision.

3.8 If an appeal outcome results in dismissal from a COBE program or COBE, the student will be withdrawn from all current and/or future COBE courses in accordance with Boise State University Policy #4185 – University Administrative Complete Withdrawals.

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i **Graduate Program Coordinator:** Within COBE, the Graduate Program Coordinator refers to the Director of a Program or, in the case of no appointed Director, the staff/faculty member responsible for direct oversight of the graduate program. A list of COBE Graduate Program Coordinators is kept current on the COBE website under [Graduate Program Contacts](#).

ii **COBE Cohort Graduate Programs:** A cohort program refers to a course of study where students enter a program together, proceed through coursework in the same sequence (at the same time), and graduate together. Current COBE cohort programs include the Career Track MBA, Professional MBA, Executive MBA, and concurrent JD/MBA programs.

iii **COBE Associate Dean for Academic Programs:** Within COBE, the title of “Associate Dean for Academic Programs” refers to the administrator responsible for oversight of COBE graduate programs. If the position is vacant or the responsible party is unavailable, a designee will be assigned to carry out the responsibilities of the role. The current Associate Dean of COBE Academic Programs is listed on the COBE website under [Graduate Program Contacts](#).
Appendix E - COBE Graduate Student Policy #1015 – MBA Cohort Progression Policy

Graduate Student Policy #1015 – MBA Cohort Progression Policy
Effective Date: pending
Revised: March 2018

Four College of Business and Economics (COBE) Master of Business Administration (MBA) programs are cohort-based programs:
- Career-Track MBA
- Professional MBA
- JD/Professional MBA
- Executive MBA

Each program admits one cohort per year. Students are expected to progress through the required curriculum together as one group. Within each program’s curriculum, courses are sequential and must be taken in the order listed.

1.1 In order to progress in MBA programs, students must:
   a. Maintain a cumulative 3.00 GPA in accordance with the Boise State Graduate College Policy – Academic Performance.
   b. Adhere to all Boise State University policies.
   c. Pass all required coursework with a C or better in sequence with their entering cohort.

1.2 Students who receive a failing grade (C- or lower) in any course are required to meet with the Program Director to develop a plan for academic success. At the discretion of the Program Director and in consultation with the failed course faculty, students may be given the opportunity to retake the failed course.
   a. The MBA Program Director will decide if the student may continue with other required classes while retaking the failed class.
   b. The MBA Program Director may recommend, at their discretion and upon class availability, an equivalency course to replace the failed course. All other Graduate College transfer requirements will apply.
   c. Failure to pass the course a second time will result in dismissal from the MBA cohort. Graduate courses may not be retaken more than one time.

1.3 Students who stop progression (fail to enroll and/or complete courses in sequence with their cohort) in an MBA program may request readmission with their original or a new cohort within the same program.
   a. Readmission is not guaranteed and is at the discretion of the MBA Program Director.
   b. Readmission materials or a new application may be requested and reviewed.
   c. Students are subject to existing University Reinstatement Policies including Graduate Policy #3090 – Reinstatement to a Graduate Program.

1.4 Eligible students who stop progression in an MBA program may request admission to a different COBE graduate program.
   a. Students dismissed from COBE are ineligible for re-admission to any COBE program.
   b. The admitting program Director may request and review admissions materials and notes in the applicant’s file prior to making an admission decision.
   c. Students are subject to existing University Reinstatement Policies including Graduate Policy #3090 – Reinstatement to a Graduate Program.
1.5 All requirements for a master’s degree (including courses completed at another college or university) must be started and completed within a single continuous interval of no more than seven years as outlined in the Boise State University Graduate College Catalog.