



School of Business Administration



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New MBA Changes Effective Fall 2003

Beginning this Fall 2003, students pursuing a Masters of Business Administration degree at the University of Houston-Victoria will follow a new 48-hour degree plan. The new degree plan consists of 39 hours of required core courses, 3 hours of designated electives from economics or finance, and 6 hours of graduate electives from accounting, economics, finance, management, or marketing.

The new MBA program is integrated or tied together using the strategic planning process, so that students are not simply acquiring individual tools, but learning how to use a set of tools to map an organization's future. Because of the new program integration, students who were accepted to the MBA program prior to the 2003-2004 Catalog Year are encouraged to complete the equivalent courses in the same order as the new degree plan to maximize adherence to the new requirements.

Current students should refer to the following list to determine the correct

order of the courses and the equivalent course numbers:

- ECO 6311—ECO 6351
- MGT 6311—MGT 3311 (for waiver)
- MGT 6320—MGT 6351
- QMS 6311—QMS 6351
- ACC 6311—ACC 6351
- QMS 6322—MGT 6355
- FIN 6311—FIN 3311 (for waiver)
- MKT 6311—MKT 3311 (for waiver)
- MKT 6321—MKT 6352
- ECO 6315—ECO 6361
- MGT 6331—MGT 6359

Students should refer to the 2003-2004 Catalog for more details pertaining to the new MBA changes. Students should also frequently refer to the SoBA website for important updates and schedule information.

Inside this issue:

MBA Assessment Requirements	2
New MBA Degree Plan Format	2
Fall 2003 Syllabi	2
Fall 2003 Courses Filling Fast	2
Fall 2003 Textbooks	2
Fall Commencement	2
New Website	3
Bragging Rights	3
UHV Email Accounts	3
Parking Permits	3
Prerequisite Policy	3
Student Teams	3
Plagiarism	3
Upcoming Dates	4

New MBA Orientation

Students beginning the MBA program this fall may complete an orientation online beginning August 11.

The MBA orientation, developed to address student needs that SoBA's review of the MBA curriculum uncovered, will familiarize new students with the School's mission and values, the mission and objectives of the MBA program, SoBA's expectations of MBA students, and services available to UHV MBA students. In addition, content modules will assist students in writing research papers and case studies, delivering presentations,

and meeting other general course requirements.

All MBA students admitted for Fall 2003 and after will be required to pass an online orientation assessment before they register for a second semester in the program. The assessment will be available in early September. Returning MBA students are not required to complete the orientation, but are encouraged to do so in order to benefit from the information being distributed in this manner. All students are held accountable for all published SoBA policies and procedures.

MBA Assessment Requirements

New MBA students may have seen a note in their admissions letter about assessment requirements this fall. All MBA students will be asked to complete two assessments during their first semester of enrollment—a math assessment and a computer skills assessment. Both assessments will be available online in early September and will be offered free of charge. The passing standard for both is 80%. Students who do not pass the math assessment will be required to pass a math assessment final online before continuing with their enrollment. Students who do not pass the computer skills assessment should request a computer skills course pack from their advisor; SoBA will make these course materials available free of charge this fall.

In Fall 2003, a writing assessment will be conducted within MGT 6351. All new MBA students are encouraged to take this course during their first semester.

Students who were admitted conditionally may also be required to complete MGT 6351 and/or QMS 6351 in the fall. Please review your admission letter for conditions before completing your fall registration.

New MBA Degree Plan Format

Fall 2003 MBA curriculum changes necessitated a new degree plan form, which new students are already receiving. However, because the new form also includes additional information about policies and lists the new courses which will substitute for courses on the older degree plan, in the next few months we will be distributing new degree plans to all returning MBA students. When you receive yours in the mail, don't panic—we aren't trying to change your requirements. The new format will make it easier for you to follow the curriculum changes and plan out the remainder of your enrollment. Because the format is so much different, you will receive a guide sheet with your degree plan to help you interpret the changes.

If in reviewing your new degree plan you discover that we have inadvertently changed your requirements, please contact your advisor about having the form corrected before you sign it.

Fall 2003 Syllabi

Don't forget—as a SoBA student, you are required to print a copy of the syllabus for any face-to-face or interactive television course you are taking prior to the first class day. Syllabi are not distributed in class. The syllabi for a given semester are typically loaded to our website beginning approximately one month before classes begin, with the last syllabi loaded the last week before classes begin.

Fall 2003 Courses Filling Fast

Students who are attempting to enroll in SoBA classes which have already reached or exceeded their enrollment caps, as well as students attempting to enroll in classes during the last week of regular registration or during the late registration period, will need to request their registration through SoBA's online waiting list. A QuickLink to the waiting list form is available on our homepage. Your advisor will notify you of the decision SoBA makes regarding your registration request.

Fall 2003 Textbooks

Required textbook information for Fall 2003 SoBA classes is now available on the School of Business website. Students have three institutional options for obtaining textbooks.

- The Victoria College Bookstore carries titles for all of our courses and will accept phone orders for shipped textbooks.
- MBS Direct (www.mbsdirect.net) also carries all titles.
- A seasonal bookstore will be open at the University of Houston System at Sugar Land approximately two weeks before the start of the fall semester and remain open during the first part of the semester. The seasonal bookstore is located in the third modular building in the UHSSL parking lot on the southwest side of the building.

Students are also free to use the publication information we provide to obtain textbooks from their favorite online vendors. However, before doing so you should find out what your vendor's anticipated shipping time is, and what their return policy is in the event that they ship you the wrong edition of your text or you are forced to make a last minute change to your schedule due to missing prerequisites or a canceled course.

"Textbook information now available on the School of Business website."

Fall Commencement

When you are preparing to enroll for your final semester of MBA coursework, you should contact your SoBA advisor and ask her to verify your outstanding graduation requirements. After graduation applications have been processed by both SoBA and the Office of Admissions and Records, you will receive a copy which lists your outstanding requirements. Keep in mind that certain catalog requirements which may not be listed on the application must still be met, including minimum GPA and limitations on the number of Cs or Ds that may be counted toward your degree requirements.

SoBA Launches New Website

This month, SoBA is introducing a new design for its website. The new site is designed to be both more graphically appealing and easier to navigate. Several new content pages have been developed to address common student questions. In addition, the site has been organized to ensure that visitors to the site will be able to access most of the information they are looking for directly from the homepage. SoBA is proud of the new design, and will continually review and update the site to maximize its usability for our constituents.

“more graphically appealing and easier to navigate”

Bragging Rights Invitation

The School of Business Administration would like the opportunity to brag about what you are doing. If you are a current student or an alumnus of one of the SoBA's programs, please visit our website at www.uhv.edu/bus and tell us about your activities and accomplishments. We will publish your information online in our Bragging Rights section.

While you are there, you may also update your contact information with SoBA to make sure you don't miss out on any upcoming deadlines, events, or opportunities.

Important: UHV Email Accounts

Email accounts at UHV are automatically created for all currently enrolled students during the week prior to the first class day, and disabled at the end of each semester or if a student withdraws. Both the University and SoBA will conduct most official communication with you through these email accounts. You should check your UHV email account at least once a week to be sure that you are not missing any critical announcements. Neither the University nor SoBA will be held responsible for any consequences associated with your failure to check this email account. Complete instructions for accessing your university email account are available at http://stu.uhv.edu/student_account_info.htm.

Parking Permits

At UHV, a parking permit does not guarantee a parking space but allows a student to park if space is available. All vehicles must display a valid decal or temporary permit.

Students attending classes at UH System at Sugar Land and UH System at Cinco Ranch are not required to display a parking decal. Parking permits are not required.

Prerequisite Policy

Prerequisites for a course exist because the SoBA faculty have determined that the knowledge, skills, and/or exposure students receive through the prerequisites is critical to the students ability to contribute to their fellow students' learning experience. Students bear the responsibility of verifying that they have the appropriate prerequisites for their courses. Students who enroll in a course without completing the prerequisites will be dropped from the class.

Student Teams

Several of your MBA courses will require you to complete projects or other assignments as part of a student team. While your assessment in a given course will be based in part on the quality of your team's outcome, as with all other course activities the point of the exercise is what you learn from performing it. Therefore, it is essential that you approach student team assignments with a positive attitude. You will almost certainly be called upon to serve as a team member in your future endeavors as a professional and a member of your community. Organizations use teams to accomplish many tasks because they recognize that different people bring different points of view, concerns, experiences, knowledge, and skills which enhance creative problem solving. Working in teams also frequently leads to more efficient work management, better morale within the organization, and higher-quality decision making. Whether your instructor assigns you to a student team, or your team forms out of affinity, you will find that you aren't equally effective working with everyone. While it is easy to blame other people for unpleasant team experiences, you should remember that the only person whose behavior you have any control over is yourself.

Plagiarism/Academic Honesty

Each student is responsible for maintaining high standards of academic honesty and ethical behavior. In order that each student understands what is (or is not) acceptable behavior, the following guidelines are offered. Discussions of assignments with other students and members of the faculty is both permitted and encouraged as a constructive educational practice. Students are expected to write their exams, quizzes and papers on their own, based on their individual level of progress with the material. Copying of another's work and representing it as one's own work is a serious academic offense, and will be treated as such. Students who use information from any source and fail to cite the source are also guilty of plagiarism, whether their failure to cite the source was deliberate or not. Students should seek advice from the Academic Center if they're not sure how to cite sources properly. (See Student Handbook for a detailed description of the UHV Academic Honesty Policy).

In the Spotlight: Vicki Causey Online Support Technician

Vicki Causey joined the UHV SoBA staff at the University of Houston System at Sugar Land in January 2000. Prior to working for the SoBA, she worked part time for the Information Technology Department in Victoria. Currently, she holds the position of Online Support Technician in which she provides technical support for the SoBA BBA and MBA students and faculty. Her main duty is to maintain all BBA and MBA WebCT courses for the School of Business. She also offers many services to the students such as scheduling and proctoring exams, assisting students in accessing their online courses, providing technical assistance concerning students online courses, and any other WebCT issues that may arise.



Fall 2003 Open Houses

SoBA will hold an open house at the University of Houston System at Cinco Ranch from 4 to 7 pm the last Wednesday of each month. Open houses are an opportunity for current students to meet with their advisor, and for prospective students to learn more about the programs, meet our staff, and interact with current students.

Scholarships Available

Need-based scholarships have been approved! Students may be eligible to receive \$150 per MBA course up to four courses per semester. Only fully admitted students may receive this scholarship. Contact your advisor for more information.

Policy on Equal Educational and Employment Opportunity

It is the policy of the University of Houston-Victoria to ensure equal opportunity in all its educational programs and all terms and conditions of employment without regard to race, color, national origin, religion, sex, age, handicap, or veteran status.

Upcoming Dates

August 25—First Class Day

August 27—SoBA Open House UHSCR

September 1—Labor Day Holiday

September 22—Last day to drop a course or withdraw without receiving a grade

September 24—SoBA Open House UHSCR

September 26—Last day for filing application for Fall graduation

October 22—SoBA Open House UHSCR

November 1—Deadline for Spring 2004 international admission

November 21—Last day to drop a course or withdraw from the University

November 26-29—Thanksgiving Holiday

December 1—Deadline for Spring 2004 MBA admission

December 8-13—Final Examination Period

December 13—Official closing of Fall semester

Contact Numbers for UHV SoBA

Current and prospective MBA and BBA students are encouraged to contact one of the following advisors with any questions about our programs:

- Laura Knowles, University of Houston-Victoria, 361/570-4232
- Rosie McCusker, University of Houston System at Cinco Ranch, 281/395-2800 Ext. 6058
- Kristy Pullin, University of Houston System at Sugar Land, 281/275-3318

All advisors may be reached by email at busadvisor@uhv.edu

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University of Houston-Victoria
School of Business Administration
3007 North Ben Wilson
Victoria, TX 77901

Phone: 800/687-4293
www.uhv.edu/bus

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