



School of Business Administration



November 2003—Volume 1, No. 3

Academic Honesty in SoBA

AACSB International accreditation standards require that students operate with integrity in their dealings with faculty and other students. Our tireless efforts over the last few years to meet standards for AACSB accreditation have led to a renewed focus in the SoBA on academic honesty. Academic honesty is fundamental to a healthy and productive learning environment. SoBA has always expected its students to embrace academic honesty, and we are confident that the majority of SoBA students are as committed to this principle as we are. However, invariably there are questions about what constitutes academic dishonesty, as well as who is hurt by it.

Put simply, academic dishonesty involves behaving unethically with respect to academic activities. It is distinguished from dishonesty in general only by the categories of behavior that are included. We encourage you to review UHV's Student Handbook for examples of academic dishonesty.

The work that SoBA students submit should reflect their own efforts and grasp of the course material. Discussing assignments with other students and with faculty is not only allowed, but actually encouraged as a fundamental part of the learning process. However, students are expected to write their individual exams, quizzes, papers, and case studies on their own. SoBA students must never claim credit for work that someone else has done, or seek an advantage over fellow students that is based on anything other than their own intelligence and sincere efforts to demonstrate what they have learned.

Faculty have a professional responsibility to do whatever is in their power to prevent academic dishonesty, and to address it when it comes to light.

Once a faculty member has reason to suspect that a student has engaged in academic dishonesty, the student bears the burden of demonstrating that he or she has behaved ethically. The severity of a sanction for academic dishonesty depends upon the seriousness of the offense. Students found guilty of academic dishonesty in the past have received failing grades for both individual assignments and entire courses. In addition to these sanctions, each instance of academic dishonesty becomes part of the student's record. Second offenses warrant harsher penalties.

However, academic dishonesty does damage beyond these sanctions. A student who is academically dishonest and escapes detection is denied the full benefit of the education SoBA provides. Receiving an A in a course only to find that you did not grasp enough of the content to apply it in real life defeats the purpose of pursuing higher education. Academic dishonesty would also ultimately hurt the quality of SoBA programs and our reputation in the community and among employers, which would in turn make our graduates less competitive in the market.

The combination of a busy schedule and pressure to receive good grades may occasionally make cheating or plagiarizing tempting, but an earned grade is always preferable to an unearned grade, for students and for SoBA.

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Academic Honesty: Fundamental to a healthy and productive environment for learning.

MBA Orientation

The MBA orientation introduced this fall familiarizes 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 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 are required to complete the online orientation before they register for a second semester in the program. Students who were admitted to the MBA program before Fall 2003 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. The orientation is available at www.uhv.edu/bus.

MBA Case Competition

UHV will hold its first MBA Case Competition on Saturday, December 6, 2003 at the Hilton Houston Southwest. The event will include a complimentary lunch.

The MBA Case Competition was developed to offer students an opportunity to incorporate developments in business practices with the tools which they have acquired to engage in successful strategic management. As a result of participation in this competition, students will demonstrate that they can apply classroom learning to a real-world situation, and will emerge from the experience with a new sense of collaboration and community as well as the confidence to apply their degree outside the academy. While satisfactory performance in this competition is a requirement of both MGT 6359 and the MBA degree, teams with the strongest performance in this competition will receive official recognition for their excellence.

Students will be assigned to a team where they will develop an in-depth case analysis using the tools, theories, and ideas presented in MGT 6359, the core MBA classes, and electives. The required format for the case analysis is available on the SoBA website. Students will present their analysis to a panel of distinguished judges.

The case competition should not be confused with a thesis requirement. The MBA is and has always been designed as an applied degree, and while research skills are critical to success in today's dynamic business environment, our focus in MGT 6359 is on your ability to apply all of the tools you have acquired as an MBA student to solving a real business problem.

All business majors are invited to attend the MBA Case Competition. Please visit www.uhv.edu/bus for information on the schedule, as well as directions to the hotel. Dates have been set for upcoming case competitions. Students who enroll in MGT 6359 for Spring 2004 will sit for their comprehensive exam and participate in the MBA Case Competition on Saturday, May 8. Students who enroll in MGT 6359 in Fall 2004 will sit for their comprehensive exam and participate in the MBA Case Competition on Saturday, December 4. **MGT 6359 will not be offered in Summer 2004.**

Spring 2004 Registration

UHV students may register by phone or online beginning November 24. A complete course schedule and registration instructions are now available from our website. The SoBA strongly encourages you to contact your advisor before registering for assistance in selecting your courses, and to register as early as possible to ensure that you enroll in your preferred classes before they fill.

Students who are attempting to enroll in SoBA classes which have already reached or exceeded their enrollment caps will need to request their registration through SoBA's online waiting list. A Quick Link to the waiting list form is available on our homepage. Your advisor will notify you of the decision SoBA makes regarding your registration request.

Spring 2004 Textbooks

Required textbook information for Spring 2004 SoBA classes is 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. The Victoria College Bookstore can be reached by phone at (361) 572-6430 or online at www.victoriacollege.edu/dept/bstore.
- 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 spring 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.

Spring 2004 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.

F-1 Visa Status

F-1 students are responsible for making sure that they are in status, which includes registering as early as possible, making sure that they are taking at least 9 hours with at least 6 hours face-to-face or ITV, and making sure that they are not dropped from their courses by (1) using online resources to verify their prerequisites and (2) paying their tuition and fees on time. If you are dropped from a course for missing prerequisites or nonpayment, SoBA will not automatically reinstate you.

Registration Policy Change

In an effort to improve the efficiency of student registration and payment for courses, UH-Victoria has developed the following measures to help registration proceed with less interruption.

- Regular registration will end prior to the first day of classes.
- Students who have registered in regular registration but have failed to pay at least the minimum amount due will be dropped immediately following the close of regular registration.
- Late registration will be limited to the first week of classes.
- Students dropped for nonpayment will be required to repeat their registration process during the late registration period.
- A \$50 late-registration fee will be assessed to all students registering during the late registration period. (The late fee does not pertain to PAID students making schedule changes.)

Effective for Spring 2004 registration, regular registration will close at 3pm on Friday, January 16, 2004. Late registration will open at 8am on Tuesday, January 20 and will remain open until Friday, January 26, 2004. Registration deadlines will **not** be extended after the close of the late registration period.

MBA Online Courses

More than half of SoBA students complete at least a portion of their degree program through online courses. Online courses provide a scheduling flexibility that is extremely useful to students with complicated schedules. However, students enrolled in online courses should be aware of certain policies and procedures related to the course. A detailed description of these policies and procedures is available in the online MBA Orientation. When students first enroll in online courses, they need to complete an online orientation which demonstrates our course delivery system, WebCT. A link to this orientation is available on the SoBA website. Online courses begin the same week as the face-to-face courses. If you have difficulty logging in to your online class during the first week, see assistance immediately by emailing bustechhelp@uhv.edu.

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 their success in the course and their 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 either completing the prerequisites or gaining the expressed permission of the instructor risk being dropped from the class at any time during the semester should their lack of prerequisites come to light. In addition, students who enroll without the prerequisites and as a result find themselves at a disadvantage in meeting course objectives will have no redress with the instructor.

School of Business Appeals

Students who are seeking credit for courses from another institution (upper-division courses for BBA students, or graduate courses for MBA students) must submit a School of Business Appeal Form along with a letter and course syllabi. This procedure applies whether the student previously completed the courses, or is seeking permission to take them in the future. The appeal form is available online at www.uhv.edu/bus. Ordinarily, BBA students will not need to submit an appeal for lower-division courses; your advisor will notify you if your circumstances (ex., courses completed more than 7 years ago) require an appeal.

The institution where you completed (or will complete) the courses for which you are seeking credit must be at least regionally accredited; preference will be given to courses from AACSB-accredited institutions. MBA students may only receive transfer credit for graduate-level courses in business disciplines and in which they have earned grades of B or better. Most approved MBA transfer courses will appear on degree plans as electives.

All other exceptions to SoBA policies must also be requested using this appeal form, with letter and appropriate documentation attached.

Students should submit all SoBA appeals directly to their advisors. If you are not sure who your advisor is, send an email to busadvisor@uhv.edu with your name, UHV ID number, and address; your assigned advisor will reply.

Please note that this form is only for exceptions to SoBA policies; it should not be used to request exceptions to UHV policies.

UHV Email Accounts

Email accounts at UHV are automatically created for all currently enrolled students. 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. In particular, SoBA may use your UHV email account to notify you that a course has been canceled or rescheduled, or that you will be dropped from a course for missing prerequisites. Neither the University nor SoBA will be held responsible for any consequences associated with your failure to check this email account. Most students already use at least one professional email account, and may not see the necessity of activating their UHV accounts. However, UHV email accounts have advantages over other accounts you may be using:

- These accounts provide more storage space than "free" personal accounts.
- They do not automatically filter critical email from university personnel into the trash because of faulty "spam" settings.
- They provide the university with an official record of your attempt to send an email—a useful feature if you often email assignments to faculty and wish to be able to prove you met a deadline in the event of non-delivery.

Complete instructions for accessing your university email account are available at:
http://stu.uhv.edu/student_account_info.htm.

Jack Kent Cooke Scholarship

The Jack Kent Cooke Foundation, which runs one of the country's most competitive private scholarship programs, has opened its Graduate Scholarship Program to graduating seniors and recent alumni from any accredited college or university in the US. Candidates for the scholarship must be nominated by a faculty representative at their institution. Jane Mims, Director of MBA Programs, is the faculty representative for UHV. The Foundation plans to award as many as 35 scholarships in July of 2004 for use during the 2004-2005 academic year,

and will renew each award in subsequent years based on performance. Additional information about the scholarship, a list of faculty representatives, and application materials are available on the Foundation's website at: www.jackkentcookefoundation.org.

Spring 2004 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

December 1—Application deadline for Spring 2004
December 17—SoBA Open House UHSCR
January 20—First Class Day
January 28—SoBA Open House UHSCR
February 13—Last day to apply for Spring graduation
February 17—Last day to drop a course or withdraw without receiving a grade
February 25—SoBA Open House UHSCR
March 1—Deadline for Summer International Applications
March 15-21—Spring Break
March 31—SoBA Open House UHSCR
April 1—Application Deadline for Summer 2004
April 19—Summer Registration Begins
April 27—Last day to drop or withdraw from Spring semester
April 28—SoBA Open House UHSCR
May 1-2—Online Final Exams for Elective MBA Courses
May 8—MBA Case Competition
May 8-9—Online Final Exams for Core MBA Courses
May 8-14—Final Examination Period
May 15—Spring 2004 Commencement

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, (832) 842-2858
- 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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