BRADLEY University
Theresa S. Falcon
Executive MBA

Policies & Procedures
Cohort 13

In order to provide an atmosphere conducive to ensuring that participants receive the maximum benefits from this cohort course of study, the following policies have been developed for the EMBA program:

Academic Honors

Based on academic performance, students can be chosen for two academic honor societies:

- Beta Gamma Sigma Honor Society is the national honor society for business studies. The top 10 percent of all graduating master students are eligible to join.
- Founded in 1897, the Honor Society of Phi Kappa Phi is the nation's oldest, largest and most selective, all-discipline honor society. The top 10 percent of EMBA students are eligible to join.

Assignments

Between sessions, you will be expected to work outside of class, completing the previous session and preparing for the next session. Assignments will be posted on Sakai, the Bradley online classroom, at sakai.bradley.edu. Syllabi and reading assignments will be posted on Sakai by Sunday prior to the class session. PowerPoint slides and handouts will be posted on Sakai by 5:00 p.m. the Wednesday prior to the class session. It is your responsibility to download and print any handouts prior to class.

Attendance Policy

You are expected to be present at all class sessions. It is your responsibility to work with your employer to ensure that you have the necessary time off to attend all EMBA sessions and related activities.

- Class sessions will begin promptly at 8:00 a.m. and end promptly at 5:00 p.m.
- If a student must miss a class session or activity or part thereof, she/he must consult with the appropriate instructor and the EMBA Director in writing about the proposed absence. If the EMBA Director and instructor determine that the reason is sufficient to warrant an absence, the student will contact the instructor for the make-up work for that class/module or activity. Note that most instructors issue grades based on attendance and participation.
- Excessive absences require withdrawal from the EMBA program.

Cell Phones
Please silence or turn off all cell phones during class.

Course Calendar & Registration
We will register you for all classes in accordance with the curriculum schedule provided. Due to instructors' schedules, the sequence of courses may occasionally change.

Classroom Computer Use
Wireless access is available and will be used for class exercises or between class activities.

Communications
It is Bradley's policy that all electronic communication is conducted through your Bradley email address and all communications and announcements be sent through Sakai. It is your responsibility to stay on top of these communications by checking your Bradley email regularly or forward it to another address you check regularly. You are required to sign up for Bradley's emergency messaging.

Confidentiality
Work to create an environment where your fellow participants feel safe sharing sensitive information. Do not share information outside the classroom that may be reasonably construed as harmful to your fellow participants, their organizations, or their coworkers. Inform other participants, faculty, and staff when you are sharing information that may be reasonably construed as harmful to your organization or coworkers. Expectations regarding confidentiality are outlined in the EMBA Honor Code.

Course Evaluations
At the end of each course you will evaluate the instructor, course, and course materials. Your input is critical to administration and faculty in determining program effectiveness and faculty performance. All course evaluations are completed online and are administered through Sakai.

All course evaluations are confidential and remain anonymous automatically in Sakai. Additionally, instructors do not receive the composite analysis and summary of the evaluations until after all grades have been reported.

Dress Code
The dress code in the EMBA classroom is business casual unless otherwise noted.

Executive Coaching
After BUS 621 Leadership Challenge, you will begin the executive coaching program. The Executive Coaching Program gives you the relevant, real-world management and interpersonal skills required to succeed at the executive level. You will receive executive coaching over the 16-month EMBA program to enhance your strengths and address areas for improvement. You are expected to meet with your coaches approximately every 4-6 weeks with alternate meetings over Skype.

Faculty

Faculty members maintain regular office hours or are available to meet with you by appointment. Contact information is available through Sakai or in the directory on the Bradley website.

Final Project/Final Comprehensive Exam

You will be expected to demonstrate your capacity to draw upon and integrate the knowledge from all courses in a written and presented final project which serves as the final comprehensive exam. You will complete the project/exam while enrolled in BUS 653 Strategic Positioning & Maximizing Performance. In case of failure, the candidate will be allowed to rewrite the project paper only once. Students who perform exceptionally on the final project/exam are eligible for academic honors noted on the transcript as "Pass with Distinction."

Grading

Grades are typically based on examinations, term papers, case analyses, class presentations, peer evaluations and/or class participation. In all courses, the instructor determines grading criteria and standards. Unofficial grades will normally be available on Sakai two weeks after the final assignment for that course/project is due. Official grades are published at the end of each semester or interim on Webster. For reimbursement purposes, download your official grades on Webster.

Peer Evaluations

Each team-based project will have peer evaluations and each student is responsible for evaluating the contributions of their peers. All peer evaluations are completed online and are administered through Sakai to ensure anonymity. Peer evaluations are worth at least 25% of the grade on the project and no grades will be released until all peer evaluations are submitted.

Incomplete Grades

If a student fails to complete the required work within a course for reasons acceptable to the instructor, the student may receive a grade of Incomplete (IN). The student then has one module to complete the requirements for course credit. Should the grade of Incomplete (IN) not be resolved within one module, the Incomplete (IN) will become a Permanent Incomplete (I) and alternate arrangements will need to be made in order to repeat the module. If a grade of Incomplete (IN) is temporarily assigned, it remains on the official transcript beside the final grade received.

Graduate School Policies & Academic Performance

Participants are subject to rules and policies listed in the online Graduate School catalog, including probation, dismissal, and grievance policies.

A graduate student must have a minimum cumulative GPA 3.0 (B) in graduate coursework at this University to be in academic good standing at the graduate level. A student admitted to a degree

program who receives grades of less than "B" for 6 semester hours in that graduate program will be dismissed and must petition to the Dean of the Graduate School for permission to continue.

Academic Performance
Because of the cohort, lock-step curriculum in the EMBA program, students must pass all courses in sequence with a C or better ("Pass" in Pass/Fail modules) in order to continue in the program. Failure to do so will result in immediate dismissal from the Executive MBA program.

Academic Integrity
EMBA students are subject to the policies and procedures outlined in the EMBA Honor Code.

Graduation Dinner
The class, working from an established budget and with the director, will be responsible for planning and executing the Executive MBA Class Graduation Dinner on the final day of class.

Lodging
If you live more than 60 miles from the Bradley campus, we will provide you with lodging in a local hotel. Lodging is provided on one night per two-day weekend unless it is a three-day weekend and then lodging will be provided for two nights. During the Leadership Challenge module, lodging will be provided Monday-Thursday nights. Lodging for the final presentation and graduation days is not provided.

MBA Association
You are all members of the MBA Association, an organization that provides co-curricular opportunities outside the classroom including networking events, business visits, speakers, and more. Information about events will be sent to your Bradley email.

Meals & Breaks
Continental breakfasts (starting at 7:30 a.m.), coffee, soft drinks, and lunches are provided on scheduled class days. Lunches are hosted in the commons area in Peoria NEXT Innovation Center. Because of time constraints and to promote camaraderie, we strongly encourage you to have these meals with your class rather than leaving campus.

Passports
The international trip will require a passport and visa. If you have a passport, check that the expiration date is valid. If you do not have a passport, apply immediately as the foreign governments need these several months prior to the trip for visa processing.

Speakers

Modules will regularly feature guest speakers and prominent speakers at the University will often be invited to present to the EMBA classroom such as the Falcon Speaker or the McCord Lecture Series Speakers.

Special Needs

If you have any concerns, or special needs, please contact the EMBA Director or Jan Traenkenschuh, EMBA Assistant, at 677-3714.

Study Teams

Study teams are formed at the beginning of the program. Study teams are expected to be self-managing, ensuring that all members make contributions to the team effort. Expectations regarding collaboration are outlined in the EMBA Honor Code. Instructors often assign projects (term papers, case analyses, problem sets) to be completed individually or in teams. Team project grades include peer evaluations.

Faculty may restructure teams to meet their course needs. In creating teams, we consider many aspects of a student's history, including academics, professional background, cultural knowledge, and technical expertise. Our goal is to create well-balanced teams that reflect a diversity of membership, enabling these teams to function well as autonomous units.

The team experience is a source of constant learning. Team members must apply skills of delegation, leadership, motivation, and teamwork to manage projects and people for the benefit of the team. These skills are increasingly important as teamwork plays a greater role in today's organizations.

Each team appoints a team representative; representatives from each team meet regularly with the director to discuss class feedback, concerns, and suggestions.

Study teams add to the EMBA experience by:

- Providing tutorial benefits for team members. The expertise of certain members in areas such as accounting, finance, marketing, and general management benefits the team.
- Offering peer support to ensure that each member pulls in the same positive direction.
- Creating a vehicle for faculty to assign team projects.
- Providing a level of "group therapy" during periods of academic, work, or family stress. Forming the cornerstone for enduring friendships and a solid network for the future.

Team Representative Meetings

At the end of each semester, the director meets with representatives from each team. These informal team meetings give us a better perspective on your class and help us to learn more about your experience in the recent modules: to learn what you liked, and what you didn't like, and what we might do better. Your direct feedback is invaluable to the success of the program.

Textbooks and Course Materials

The EMBA office will provide textbooks, case studies, and other materials required for each module two to three weeks before that module begins. Naturally, you supply your own pens, pencils, paper, folders, incidental materials, and services (such as photocopying). Daily class materials (handouts, slides, etc.) will be posted on Sakai in the appropriate module folder by 5:00 p.m. the Wednesday prior to the class session. Please notify the instructor if the materials are not posted in a timely manner.

Tutoring Services

Should you require tutoring assistance with any module, please contact the director for assistance. Writing support is provided by Bradley's Writing Center. For hours and contact information, visit bradley.edu/academic/departments/english/groups/writing/.

Withdrawal Policy

If, for any reason, a student has to leave the program, there will be a forfeiture of any tuition already paid to Bradley University. Additionally, students enrolled in the Executive MBA program may be withdrawn for failure to make timely tuition payments. For additional information on withdrawing from Bradley, visit bradley.edu/academic/gradcat/20162017/.