Georgia MBA
Student Guidebook
Terry College of Business
The University of Georgia

https://www.terry.uga.edu/mba/fulltime

2022-2023

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Chapter 1: Getting Started

Introduction

Welcome to the Full -Time MBA program at the University of Georgia. We are excited you have chosen to be a member of the class and look forward to guiding you on your MBA journey. As a Georgia MBA student, you hold an important place in Terry College of Business and this guidebook serves as a primary resource to assist you through the program. MBAs are often called upon to lead industry projects, strategize business solutions, and to mentor younger, less experienced undergraduate students. This program will not only get you a seat at the table – but it will keep you there. With the benefit of small class sizes, you have exponential resources at your fingertips along with a growing network of alumni to help you reach your career goals. Our missions are the pursuit and dissemination of knowledge to educate and inspire future leaders and promote the effective and ethical practice of business. We are committed to providing innovative and market-leading programs that prepare our graduates to be leaders in their organizations and communities. In doing so, we contribute to the intellectual and economic development of our state, nation, and world. As the business school at the nation's first state-chartered university, the Terry College of Business pursues its mission in three central areas: teaching, research, and service. As a student in our MBA Program our expectation is that you will leverage the resources available to you to help us change the face of business.

Incoming Student "To-Do" List

The University ID number is the 811-xx-xxxx number assigned to you upon application to UGA. You will need this student number to access and navigate many university systems.

UGAMail

The University of Georgia has partnered with Microsoft to provide its students, faculty, and staff with UGAMail. Powered by Microsoft's Office 365, UGAMail features robust online communication capabilities including email and integrated calendar. Log in using your MyID and password. For assistance with setting up your email, please visit the Enterprise Information Technology Services (EITS) website at: https://eits.uga.edu/.

Immunization Forms

Immunizations forms must be completed and turned into the University of Georgia Student Health Center prior to registering for courses. Students should have all required vaccinations and records forwarded to the Student Health Center prior to Orientation. For more information, please visit the Health Center website at: https://healthcenter.uga.edu/.

Parking Permits

If you plan to drive a car, motorcycle, or scooter to campus, you will need a UGA parking permit. Information and instructions are on the Parking Services website. Parking spaces for cars are assigned based on a priority system. Students who are admitted and apply for parking before June 30 will be placed in the initial pool of campus students, faculty and staff for allocation of space. Students may also wait until they arrive to apply for a parking permit.

Verification of Lawful Presence

UGA must verify that you are lawfully present in the United States before allowing you to enroll. If you have already completed and submitted the Free Application for Federal Student Aid (FAFSA) and named UGA as a recipient, then you may not need to take further action. All other students will need to follow instructions as listed on the Graduate School's website: http://grad.uga.edu/index.php/incoming-students/information-for-new-students/university-system-of-georgia-residency-policy/

Pay Fees

Depending upon when you register for classes, there will be a deadline for payment of fees. Missing one of these deadlines may result in late fees and/or cancellation of classes. Billing information is sent to your UGA email account. Your student account is accessible at MyUGA Portal. If you have a graduate assistantship, you may deduct your fees from your paycheck. Contact the Bursar's Office for questions regarding your account.

UGA OneCard

The UGA OneCard is the official University of Georgia identification card for students, faculty, staff, official campus visitors, and their dependents. It is your key to accessing many facilities and services throughout campus. You must be registered for the current semester in order to purchase and use the OneCard. It is non-transferrable and can only be used by the student to whom it is issued. Misuse of the OneCard may result in disciplinary action by University Judiciary. Some departments require a proximity card for access to buildings and labs. Proximity cards are issued only with a signed authorization form from your department. Refunds or adjustments will not be given if you purchase the wrong type of card. For more information, please visit https://tate.uga.edu/ugacard/.

Health Insurance

The University System of Georgia provides eligible students with access to a comprehensive and competitively priced Student Health Insurance Plan (SHIP). Health insurance coverage can assist you with your medical and prescription needs. Please visit the Student Health Insurance website for more information.

NOTE: The University System of Georgia requires certain groups of students to have acceptable health insurance coverage. These groups of students are automatically charged for the mandatory student health plan. For further information regarding these mandated groups of students, visit the Mandatory Student Health Insurance section at https://hr.uga.edu/students/Mandatory_Plan/student_mandatory_plan_home/
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UGA Mobile App

The UGA Mobile App is the official mobile app for the University of Georgia, where students, staff, faculty, and visitors can find campus resources and learn more about the University.

The app allows users to track buses on and off campus, learn about the dining facilities, login to various academic resources, check parking deck occupancy, and so much more!

Student Technology Guide

Now that you've arrived on the University of Georgia campus, there are plenty of technology tools to make learning, teaching, working and living at the University easier. EITS, the central IT department at UGA, has a guide for key technology services for you and a checklist for getting connected.

eLearning Commons http://elc.uga.edu/

eLearning Commons (eLC) is the learning management system for the University. You will be allowed access to your courses in eLC the day prior to the first day of class. Students are responsible for accessing eLC for assignments, messages, and class documents as instructed by each professor. If you are new to eLC, you can familiarize yourself with the platform through this tutorial: http://elc.uga.edu/student_orientation.

Registration

MBA students register for classes in ATHENA, https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage. ATHENA provides access to class schedules and the course catalog. Athena is the University of Georgia student information system, in which students may register for classes, visit the Financial Aid website, view course descriptions, and see the current schedule of classes.

International Students

Student Visas

The University of Georgia Graduate School issues the I-20 and University of Georgia acceptance letter to newly accepted international students. On their website (http://international.uga.edu/issis/), you will find information, resources, and general tip sheets to facilitate your admissions processing and visa application.

Office of Global Education

Once you arrive on campus, the Office of Global Education (OGE), which houses UGA's International Student, Scholar and Immigration Services (ISSIS), is responsible for all immigration and travel matters for international students and scholars at UGA. The telephone number for International Student Scholar and Immigration Services (ISSIS) is 706-542-2900. Address: 1324 South Lumpkin St. Athens, GA 30602

International Student Life

The International Student Life (ISL) Office assists international students at UGA with cross- cultural adjustment and integration into UGA's higher education community. The ISL office assists international students in their initial adjustment to the university and Athens community through interactive programs, distribution of information, and advising on personal matters, such as initial housing assistance, adjustment to the local environment, and referral assistance. The ISL office also works with over 30 international student organizations, which provide an extended support system for all new international students.

ISL Address:
210 Memorial Hall (0670)
706-542-5867
http://isl.uga.edu

International Student Organizations
ISL currently advises approximately 30 International and Multinational Clubs each year. For a listing of current clubs, please visit their website at http://www.uga.edu/isl. Active ISL groups fluctuate depending on current student interests and needs each semester. UGA students are encouraged to participate in ISL student organizations.

Contact ISL for the most current information concerning which International Student Organizations (ISOs) are active this semester.

English Language Assistance
Students requiring English language assistance can contact the UGA Office of Academic Enhancement on the web at www.uga.edu/dae to schedule an appointment online or by telephone at (706) 542-7575.

The Office of Academic Enhancement offers two types of appointments; both are FREE to UGA students:

Peer tutoring – conversational ESL tutoring by UGA undergraduates who work with up to three students at a time.

Writing tutoring (and beyond) – writing tutoring goes well beyond its title. Most writing tutors are more experienced than the peer tutors and have 10-30 years of experience teaching English as a first and second language, so students often ask them to help them prepare for conference presentations, etc. They also have the discretion to use the time to help students with speaking if students request it.

Health Insurance
All international students must be covered by adequate health insurance. Health insurance is not mandatory for dependents although it is highly recommended. International students are required by the university to subscribe to the university recommended health insurance policy unless they provide proof of comparable coverage. Health and hospitalization coverage are required by the university because of the high medical and hospitalization costs in the U.S.

The UGA health insurance policy has been designed to meet the needs of students and their dependents at a minimum cost. In order for the insurance to be in effect, students must also pay the student health service fee (for use of the Health Center Service) during the semester that they subscribe to the health insurance.

Call 706-542-2222 or visit http://www.hr.uga.edu/student-health-insurance for more information on UGA health insurance.

Health Services
Medical services in the U.S. are expensive, so we recommend that you get a thorough physical examination before you arrive. We also advise you to get a TB test. Bring all the reports along with you to the US.

Dental care and eye care are not covered by the Student Health Insurance policy. If you wear eyeglasses, get your eyes examined and bring the prescription with you. Carry

extra glasses/contact lenses as these are exorbitantly priced here. Make sure you get a dental checkup done prior to coming to the US.

Get your MMR shots in your home country and the physician's signature on the Immunization Form that you have received.

Before you can register for classes, you must submit your health history, patient agreement, and proof of certain immunizations to the UGA Health Center. For forms required of newly admitted students, please visit http://www.uhs.uga.edu/appts_forms/forms.html. Once your forms have been received, the Health Center staff will clear you to register for classes.

Tuition and Fees
To see tuition and fees for the current academic year, go to http://www.bursar.uga.edu/tuition_fees.html.

Each student has their own UGA Student Account that provides specific information about the fees and tuition you must pay each semester. Go to https://studentacct.uga.edu/PCSA/index.jsp for complete details on how and when to make payments and to manage your student account.

Financial Aid Resources
If you are not a resident of the state of Georgia, confirm that non-residents are eligible to apply for listed programs/scholarships below before submitting your application!

Intercultural Affairs at UGA
http://msp.uga.edu/resources/scholarships.html

International Student Life
International Student Life has a list of scholarships specifically for international students. Application deadlines vary and each scholarship/award program has its own set of criteria. Interested students may contact ISL for more information about this list.

Office of International Education (OIE)
The Office of International Education (OIE) has a special *Out-of-State Tuition Waiver Program* which allows international students to pay only in-state tuition. This is not a scholarship and there are specific criteria that a student must meet in order to obtain the waiver.
- Typically, students will not receive the waiver until after they have studied at UGA for two years.
- Additionally, there may be limitations regarding how many times a student has access to this waiver.
- Contact OIE for more information.

Housing
International Student Life assists new and transfer international students with finding housing in the Athens community. The following section will include information concerning both temporary and permanent housing options. Please contact the ISL Office if you need assistance or have any questions.

Temporary Housing
Accommodations in Atlanta
Atlanta was designed for car drivers, so there is limited public transportation. If you arrive after the last Groome Transportation Shuttle has left for Athens, we recommend that you find a hotel close to the airport to stay for that night. Visit the Hartsfield-Jackson Atlanta International Airport Website for specific information about hotels close to the Atlanta airport. Try to plan ahead in case you do need to stay in Atlanta overnight by taking hotel information with you before you leave your home country. Also be sure to ask if the hotel offers a free shuttle service to pick you up at the airport and to take you back the next day, so you won't have to pay for a taxi.

Athens & UGA Temporary Housing
There are a number of temporary housing options in the Athens community. The University of Georgia has a hotel on-campus called the Georgia Center Hotel. Visit their website for more information concerning availability and prices. Students may also choose to stay in a local hotel while they are searching for permanent housing, although this option may be expensive depending on the length of your stay. Be sure to ask for price information before making a reservation. Also, ask if they have any discounts or special rates for the time you will be staying with them (for UGA students, etc.).

International Student Organizations
Students may wish to contact an international student organization from your home country for temporary housing. Sometimes these groups are able to assist with temporary housing for new international students. Contact International Student Life for more information.

Transportation
Atlanta Airport Pickup
The Groome Transportation shuttle from the Atlanta Airport to Athens is the most cost-effective method of transportation. For more information, please visit: https://isl.uga.edu/resources/.

Other Important Information
Keep copies of your passport, visa and I-20/IAP-66, keep one with yourself and leave one at home with your family, just in case. Keep all important original documents in your carry-on luggage (cabin luggage) and not in the check-in baggage.

Orientation
Mandatory Georgia MBA Orientation is approximately two weeks prior to the start of the fall semester. Students should arrive to campus early, allowing adequate time to move into either off-campus or on-campus housing and to set up utilities.

MBA Foundations Online Courses
These courses prepare you for the challenging year ahead by reacquainting you with accounting, finance, marketing, and statistics. For non-business majors entering the MBA program, these courses provide a foundation in the important concepts and skills you will have to master in the fall semester. The Office of MBA Student Engagement will provide you with access to the courseware in May, or after you have paid the MBA program fee.

Advisement

The Office of Student Engagement is eager and always willing to answer questions and assist you with registration and enrollment matters. If you are having difficulty in a particular class, there are campus resources available to you. Please do not wait too long to ask for help. The Office of Student Engagement is available to help connect you with resources and talk through any situation you are facing. In addition, do not hesitate to ask your professor for additional help if you are not able to keep up with the pace of class. They have scheduled office hours for precisely this purpose and expect students to use that time to seek out their help as needed.

Registration information for incoming students is provided in late July each year. Once the program has begun, registration for spring semester will begin in November and registration for fall semester of year two will begin in April of year one. Students will have ample time and instruction regarding registration. The Office of Student Engagement provides a registration overview prior to the opening of each registration period. In addition, the Office of Student Engagement is available throughout the year to discuss course options and concentrations.

Refunds

No refund for a reduction in hours due to individual course withdrawals is allowed. Only credit hour reductions affected by the drop/add process will generate a refund.

To view the refund policy as outlined in the current UGA Bulletin, go to http://www.bulletin.uga.edu.

Chapter 2:
Curriculum

Program Structure
During year one, students are introduced to fundamental business concepts that serve as a foundations for their MBA. Beginning in the spring of year one, students continue the fundamental business courses while beginning some elective courses that align with their career and concentration interests. During the second year, students pursing the Full-Time MBA will immerse themselves in their chosen area of concentration while fulfilling their remaining core requirements, including completion of two applied learning courses and their community volunteer requirement.

The curriculum for the Full-Time MBA Program is designed not only to prepare students for their future careers, but also to market them to future employers. When a student earns an MBA from Terry, employers can be certain that they completed a thorough and in-depth study of their selected areas of interest.

To help students signal their MBA studies to employers we offer nine concentrations and three areas of focus. The two-year MBA curriculum totals 61 and reached through a combination of core courses, electives, and applied learning courses. Electives and applied learning courses are included in the Concentrations and Areas of Focus such that all MBA courses count toward the graduation requirement of 61 credit hours.

Concentrations
Students may choose from seven concentrations:
- Business Analytics
- Entrepreneurship
- Finance
- Healthcare Management
- Human Resource Management
- Marketing
- Operations Management
- Real Estate
- Risk Management

Areas of Emphasis
Students may also earn an area of focus in addition to their concentration(s). These areas of focus include: Strategy, FinTech, and Social Innovation. Areas of focus require less credit hours and are intended to compliment a student's concentration. They can be added to any concentration.

Customized Concentration
Students may work with the Office of Student Engagement to create a customized curriculum plan if future career goals require courses outside of the regular courses of study.

Business Analytics
Today's organizations have seen a quantum leap in the amount of relevant data available for decision making. Stronger focus on managing internal business processes creates more internal data, and external data from a myriad of sources is now available on the internet. This internal and external data is increasingly being "mined" to improve insights about customers, competitors, and internal operations. The implementation of mass sensor networks to provide data to address environmental sustainability issues will add to this data deluge.

The insights gained from data analysis can help organizations make better decisions, all the way from the boardroom to the customer-facing employees. Better decisions mean better organizational performance. Businesses are quickly turning to "business analytics" and "Big Data" to harness this ocean of data and the new technologies needed to make sense of it. The demand for employees with the skills and understanding in this realm is growing fast, and not likely to subside.

Entrepreneurship
Rigorous entrepreneurship courses celebrate the innovation, original thinking, and can-do dynamism so actively sought by companies everywhere--skills that will help you succeed in the new economy. It is no secret that entrepreneurially-trained employees statistically make more money in the same job than do untrained employees.

Finance
Corporations and financial institutions alike run the numbers on every decision they make, at any level, and in any department; financial analysis is an essential consideration of business leaders. Terry's finance curriculum allows students to pursue the career path that appeals to them most, in either Corporate Finance or Capital Markets.

Marketing
Students with a concentration in marketing explore the traditional area of product management alongside the emerging topics of managing brands, services, and customers. In addition, Terry recognizes that launching a marketing campaign for a new product is vastly different from managing a century old established brand. Consequently, students may pursue two different Market & Customer Management paths: Corporate Marketing or Marketing for New Business Entrants.

Operations Management
Whether an organization is large, small, established, or a startup, resources must be carefully allocated and controlled. Terry offers a series of resource management courses with an emphasis on manufacturing and service operations to help students build their skill set.

Real Estate
The real estate sequence is designed to improve an individual's ability to make real estate acquisition, management, and disposition decisions. The study of real estate is divided into the areas of real estate analysis and real estate practice. The courses are designed to challenge the student by combining a rigorous theoretical foundation with applications such as case studies and market simulations.

Risk Management
Effective risk management has become critical to the success of corporations and other organizations. Terry's top-ranked risk management program prepares students for careers in corporate risk management, risk management consulting, employee benefits management/ consulting, and insurance brokerage. Required courses provide students with a framework for understanding risk in the firm and opportunities for applying that knowledge to business situations.

Appeals to Deviate from Standard Curriculum
Appeals to deviate from the standard curriculum to create a customized curriculum plan must be discussed with the Office of Student Engagement. A written plan and permission must be obtained prior to registering for an altered schedule, as to ensure classes will count toward graduation from the MBA program. Students may take two courses (6 cr.) outside of the Terry College for inclusion on their program of study.

Concentration Determination
Concentrations enable students to gain expertise in a specific subject matter and to signal that expertise to employers. Students should begin weighing their MBA concentrations prior to the start of the MBA program and hone their decision during their first academic year. You will begin taking elective courses to fulfill your concentration in the second semester (spring). Students often combine two concentrations. When combining concentrations, students must complete the required course outlined for each concentration.

Things to consider when choosing a concentration:
1. Is this course of study relevant to my career goals?
2. How will my chosen concentration look to future employers?
3. What are my strengths? What is my skillset? Will I need more education in a particular area to make up for a lack of experience?

The Office of Student Engagement often in consultation with the Career Management Center is available to answer questions regarding courses within each concentration and to also help students design a customized concentration.

Applied Learning Opportunities
The MBA Career Management Center and the Office of Student Engagement works to cultivate projects and engagement opportunities that enable students to gain valuable, real-world experience and knowledge specific to their target industry. Common activities include: Industry panels, case interview preparation, mock interviews, case competitions, market treks, and project-based, applied learning courses. Our purpose is to supplement knowledge and experience gained in the classroom by providing additional opportunities that result in a well-rounded perspective to prepare students for a career in their target industry by building relevant skill sets, expanding networks, and remaining current on the latest industry developments.

Industry Panels
Typically, these events feature alumni panels that introduce MBA students to the realities of working within the specific industry and to prepare them for the next steps in their career planning while connecting them to Terry MBA alumni.

Case Competitions

Case competitions are an extremely valuable developmental opportunity providing in-depth experience for students. These competitions are especially important for career changers because they enable students to gain experience related to their target industry.

The Assistant Director of Student Engagement leads MBA students in case competitions by identifying and promoting relevant competitions and also serves as the advisor for each team. Student Engagement, along with faculty and alumni coaches, guide team efforts. Annual case competitions include Southeastern Conference (SEC) MBA (Corporate Strategy, Marketing), Associate of Corporate Growth (ACG) (Finance), CFA (Finance), National Black MBA Case Competition (Marketing), National Association for Industrial and Office Parks (NAIOP-Real Estate), and Net Impact (Corporate Social Responsibility). There are also competitions in Operations and Healthcare management just to highlight a few. This list is not exhaustive, and students are encouraged to consult with the Office of Student Engagement to explore additional case competition opportunities.

International Residency

The Terry MBA program has international travel opportunities available during the spring semester. Past opportunities have included Argentina, China, Costa Rica, Chile, Peru, South Africa, and most recently Spain. Trips are rotated each year, with plans to add additional future destinations. Current information can be obtained from the Office of Student Engagement.

Graduation Requirements for the MBA

MBA students must meet all requirements of the chosen concentration to satisfy graduation requirements or obtain the permission of the program director to design a custom program of study.

Number of Hours

The total credit hours required for graduation from the MBA program is 60 graduate-level credit hours at the 6000 level or above.

Grade Point Average Requirement

The minimum required grade point average is 3.00, which is the standard set by the Graduate School. Students must earn a grade of C or better in each course that is listed on the Program of Study.

Applied Learning Requirement Courses

Full-Time MBA students must complete two applied learning (projected based courses) prior to graduation. Students can choose from tier 1 and tier 2 level courses so long as they complete one from each subset.

Applied Learning Courses

Tier 1 Project Based Courses:
- Lean Six Sigma (MGMT 7160)
- Applied Corporate Strategy (MGMT 7440)
- Innovation Projects (MGMT 7320)
- Applied Brand Management (BUSN 7990)

- Applied FinTech (MIST 7990)
- Special Topics (as Directed Study) may be offered

Tier 2 Project Based Courses
- Critical Design Thinking (ENTR 7090)
- Six Sigma Black Belt (MGMT 7990)
- B Corporations and Social Impact Consulting (BUSN 7850)
- Social Innovation Community Leadership (BUSN 7830S)

Volunteer Hours Requirement

Community Engagement is so important to responsible business leadership that we require you to complete a volunteering component to graduate. There are three main ways to meet the volunteer requirement: Become a Non-Profit Board Fellow, Complete BUSN 7830S, or through the Creature Comforts Reading Initiative.

Program of Study Form

A Program of Study form must be completed and included in the application for graduation to the UGA Graduate School. Deadlines for submission and assistance in completing this online form will be provided by the Office of Student Engagement, but it is the student's responsibility to work with the Graduate School to ensure that proper procedural paperwork is filed by the deadlines set by the Graduate School. Incorporate these deadlines into your working calendar.

Chapter 3: Academic Policies

Formal policies are created and implemented by various committees in the University System of Georgia (USG), including UGA's Graduate School, Terry College, and the MBA Program to ensure a fair and consistent experience for students. By adhering to the following policies, we unite in the spirit of our collective goals and program culture.

Enrollment

The University of Georgia requires that Graduate Students register for a minimum of three credit hours during any semester in which they utilize University facilities and/or staff time. A student holding an assistantship must register for a minimum of 12 credit hours for both fall and spring semesters.

Minimum Enrollment

All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer), including the 3 hours of *graduate* credit that is required for registration during the semester in which degree requirements are complete, until the degree is attained, or status as a degree-seeking graduate student is terminated. This policy specifies a minimum for maintaining status as a degree-seeking graduate student only. It does not supersede the minimum enrollment requirements of other programs, offices, or agencies.

Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstances to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the MBA Program Director and the Dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study.*

An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

*Pregnancy, Childbirth, and Adoption: Time spent on an approved leave of absence due to pregnancy, childbirth, and/or adoption of a child under six years of age will not count toward time limits governing their graduate degree.

Students may apply for a leave of absence for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, childcare, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved

leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted.

It is the student's responsibility to apply for a leave of absence in timely fashion. An approved leave of absence does not exempt students from the enrollment requirements of other programs, offices, and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Eligibility for certain types of financial aid, including graduate assistantships, requires enrollment for more credits than the Continuous Enrollment Policy.

A student may apply for a leave of absence before or during any semester in which they are not registered for courses. Application for a Leave of Absence must be received by the Graduate School Office of Enrollment Services on or before the last day of classes for the semester for which it is requested. A leave of absence will not be granted retroactively after the end of a semester.

A student may request a leave of absence for one semester, two consecutive semesters, or three consecutive semesters (summer semester included). There is a 12-month limit for any one request of leave of absence. A student may submit multiple requests for a leave of absence subject to a 3-semester limit for master's students.

Monitoring and Compliance
After the last day of each semester, any degree-seeking graduate student who has not maintained continuous enrollment by registering for the required credits or obtaining an approved leave of absence will lose their status as an enrolled graduate student. The Graduate School will notify suspended students of this action in writing within thirty (30) days of the start of the next semester.

Students who wish to resume graduate study must: (a) re-apply to the Graduate School for admission and pay required application fees. Re-admission is not guaranteed and requires approval of the student's former program, (b) pay a re-enrollment fee equivalent to registering for 3 graduate credits at the current in-state tuition rate for each non-enrolled semester, including summer, up to a maximum of 9 hours.

Students may appeal actions resulting from violation of the Continuous Graduate Enrollment Policy or denial of a requested leave of absence by submitting a request in writing to the Dean of the Graduate School. The appeal should include documentation of unusual and extenuating circumstances that could justify an individual exception to the policy. A negative decision by the Dean of the Graduate School may be appealed to the Administrative Committee of the Graduate Council.

Withdrawals
Students who wish to withdraw from a course may do so by following the appropriate procedure through Athena, while giving proper notice to the instructor of the course and the Office of Student Engagement.

Enrollment Status
Students who withdraw from a course should be aware of the fact that a reduction in their course load because of withdrawal may affect their assistantship, financial aid, athletic eligibility, and/or full-time student status. Students should contact the

appropriate office if they have questions about the impact of their withdrawal from a course.

Grade Assignment

A graduate student who withdraws from a course or is withdrawn by the instructor for excessive absences prior to the midpoint of a semester is assigned a grade of W by the instructor. A student who withdraws or is withdrawn for excessive absences after the midpoint of the semester (date to be specified in the Schedule of Classes) is assigned a grade of F, except in those cases in which the student is doing satisfactory work and the withdrawal is recommended by the Office of Student Affairs because of emergency or health reasons.

Grade Reporting System

The grading scale for graduate students is as follows:

Grade	Scale	Numerical Value
A	Excellent	4.0
A-		3.7
B+	Good	3.3
B		3.0
B-		2.7
C+	Satisfactory	2.3
C		2.0
C-	Not accepted as a passing grade; 1.7 on MBA program of study	
D	Not accepted as a passing grade; 1.0 on MBA program of study	
F	Failure	0.0

The W designation indicates that the student was permitted to withdraw from a course while doing unsatisfactory work or withdrew after the midpoint of the grading period. The withdrawal from a course under these circumstances is equivalent to a failure. The symbol W will be assigned for withdrawals after the midpoint of a grading period in cases of hardship. A determination that a hardship exists must be made by the Office of the Vice President for Student Affairs and communicated to the Graduate School.

S/Satisfactory – Not Computed

This grade indicates satisfactory participation in certain required courses. Normally, S grades are given in a limited number of professional, seminar, or graduate-level courses. Credit is included in hours earned. The grade is not included in the grade point average computation.

U/Unsatisfactory – Not Computed

This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course. The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three semesters (counting summer school as one semester) may be allowed to complete the work in the course, but the instructor may specify an earlier deadline. If an I grade is not satisfactorily removed after three semesters, the I grade will be changed to a grade of F (or U grade for a course graded S/U) by the Registrar.

A/S – Not Computed
This symbol indicates that both A-F and S/U grading systems are permitted in a course. Such courses are identified in their course description and are limited in number. The instructor should explain the conditions for the use of both grading systems at the beginning of the course.

If a student does not receive a grade in a course for which the student is enrolled, one of the following designations must be placed on the student's record:

I/Incomplete – Not Computed
This symbol indicates that a student was doing satisfactory work but, for non-academic reasons beyond his/her control, was unable to meet the full requirements of the course. An Incomplete should not ordinarily be given unless the student has completed a substantial part of the course. The instructor of the course should indicate to the student the deadline for completing the work in the course. No more than three semesters (counting summer school as one semester) may be allowed to complete the work in the course, but the instructor may specify an earlier deadline. If an I grade is not satisfactorily removed after three semesters, the I grade will be changed to a grade of F (or U grade for a course graded S/U) by the Registrar.

W/Withdrawal – Not Computed
This grade indicates that a student was permitted to withdraw from a course. Withdrawals will not be permitted after the withdrawal deadline of the semester (date is specified in the Academic Calendar) except in cases of hardship as determined by the appropriate official. This grade is not included in the grade point average computation.

V/Audit – Not Computed
No credit is given for an audit. Students may not transfer from audit to credit status or vice versa after the closing of the drop/add period of each semester.

ER/Error – Not Computed
This symbol indicates an error in reporting. If not removed after one semester, the ER becomes a grade of W. Upon receiving a grade of ER, the student should consult with the course instructor.

UGA Academic Honesty Policy
The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the university community. Academic honesty is defined broadly and simply - the performance of all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed. All members of the University community are responsible for creating and maintaining an honest university, and all must work together to ensure the success of the policy and code of behavior. All members of the university community are responsible for knowing and understanding the policy on academic honesty. The goals of the UGA honesty policy are to:
1. Foster a culture of academic honesty in the university community.
2. Maintain the integrity and academic reputation of the university.
3. Process fairly and consistently matters related to academic dishonesty.

The complete policy is available here: https://honesty.uga.edu/Academic-Honesty-Policy/.

The academic honesty policy of the university is supplemented (not replaced) by an Honor Code which was adopted by the Student Government Association and approved by the University Council May 1, 1997, and provides: "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others." All students agree to abide by this code by signing the initial UGA Admissions Application.

Any member of the University community who has personal knowledge of facts relating to an alleged violation of this policy has a responsibility to report that alleged violation to the Office of the Vice President for Instruction as provided in this policy. Required conduct includes, but is not limited to, participating in a discussion with the student believed to have violated the policy and truthfully answering questions and providing documentation of the matter to an Academic Honesty Panel.

UGA Policy on Persons with Disabilities
The University of Georgia is committed to its mission of providing equal educational opportunities and a welcoming academic, physical, and social environment for students with disabilities. The Rehabilitation Act of 1973, Section 504, provides the foundation for equal access for students with disabilities. The Americans with Disabilities Act of 1990 furthers civil rights of persons with disabilities by mandating equal educational opportunity. These laws guide The University of Georgia in its commitment to serve qualified students. Students may register for services at the Disability Resource Center, located at 114 Clark Howell Hall, 706-542-8719, or visit their website at http://drc.uga.edu/

Academic Probation Policy
Students of the Terry MBA program and The University of Georgia Graduate School may be dismissed by their program at the end of any semester if they have not made sufficient academic progress to warrant continuance of study.

The MBA program defines sufficient academic progress to warrant continuance of study below in its Satisfactory Progress Policy. Academic probation can also cause adverse consequences to graduate assistantships.

Satisfactory Progress Policy (3/29/2022)
Full time MBAs must earn at least 30 credit hours by the end of the third semester with a letter grade of C or above (fall, spring, not including summer). Grades below C or Incompletes do not count as earned credit hours.

The Terry MBA program defines "sufficient academic progress" as having earned 30 hours before the end of the third term, excluding summer. If the student has been placed on academic probation for any reason for one term, received written communication from the MBA program concerning insufficient academic progress, and does not meet the standards outlined above, the MBA program reserves the right to prevent the student from enrollment in future terms and to formally dismiss the student from the MBA program. Academic dismissal also means the non-renewal of graduate assistantships.

Dismissal Policy

The University of Georgia Graduate School maintains the official graduate policy regarding dismissal of a student from their program of study. Students may be dismissed by their department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Termination of students will follow the policies and procedures adopted by the Terry MBA program and will be reported to the UGA Graduate School.

Dismissal of graduate students will follow policies and procedures adopted by the program. The program must immediately notify the Graduate School of a dismissal. A program may dismiss a student for:

- o Failure to pass comprehensive or other required examinations
- o Inadequate academic progress
- o Failure to meet program requirements (academic, professional)
- o Failure to adhere to the honor code
- o Title IX/Non-Discrimination and Anti-Harassment violation
- o Research misconduct
- o Violation of ethical (professional) standards in program's handbook (or professional society)

Program dismissal triggers dismissal from the UGA Graduate School, unless the student remains in good standing in another program at UGA. Dismissal by a program may be appealed to the Dean of the Graduate School after all avenues of appeal have been exhausted at the school or college level. This should be completed within 30 calendar days of the decision at the previous level.

If a student is dismissed by a program, they may reapply to the Graduate School for admission to the same graduate program or a different degree-granting unit, unless the dismissal was triggered by:

- o Failure to adhere to the honor code
- o Title IX/ Non-Discrimination and Anti-Harassment violation
- o Research misconduct
- o Violation of ethical (professional) standards in program's handbook (or professional society)

Graduate School Dismissal. Students with a cumulative graduate course GPA below 3.0 for two consecutive terms are placed on academic probation by the Graduate School. They then must make a 3.0 or higher GPA (in graduate courses) every succeeding semester until the cumulative graduate GPA is 3.0 or above. If they make below a 3.0 semester graduate GPA while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate GPA that is used for probation, dismissal, admission to candidacy and graduation. Grades of S, U, I, and W will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in

an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for the semester in which it converted.

Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the Dean of the Graduate School. The appeal must be submitted to the dean within 30 calendar days following receipt of notice of dismissal. Information concerning the appeal process may be obtained in the Graduate School. Contact gradassociatedean@uga.edu for more information.

Non-Discrimination and Anti-Harassment Policy
The University of Georgia is committed to maintaining a fair and respectful environment for living, work, and study. Every member of the University community is expected to uphold the Non-Discrimination and Anti-Harassment Policy as a matter of mutual respect and fundamental fairness in human relations. Every student, staff, and faculty member of the University has a responsibility to conduct himself/herself in accordance with this policy as a condition of enrollment and/or employment.

Detailed information regarding The University of Georgia's Non-Discrimination and Anti-Harassment Policy can be found at http://legal.uga.edu/olapol.html.

Grade Appeals
Students appealing grades must first contact the instructor of a course to appeal a final course grade. If the student receives an unfavorable decision, the student can then appeal to the department in which the course is housed, using procedures established by the requisite school or college. Please note that students can only appeal final course grades. If the student is given an unfavorable decision from the department, the student can then appeal to the college. After the decision at the college level, the student has 30 days to initiate their appeal to the Graduate School. Grade appeal decisions made by the Appeals Committee can be appealed to the Educational Affairs Committee. The Appeals Committee of the Graduate Council does not hear grade appeals from professional programs. Appeals involving hardship withdraws and Incompletes (I's) converting to F's are heard by the Educational Affairs Committee, not the Appeals Committee. To contact the Educational Affairs Committee, please email ovpiappeals@uga.edu. For questions regarding appeals heard by the Educational Affairs Committee, please visit their website.

Chapter 4: Program Standards & Expectations

Standards & Support Committee

The Standards & Support Committee is a function comprised by the Full-time MBA/MSBA Office of Student Engagement. It serves as an additional level of support for students who encounter difficulties while in the program that cannot be resolved through initial mediation efforts. A referral can be brought to the committee through the Office of Student Engagement at any time by any person. The purpose of the committee is to gather information concerning the referral and engage in proactive solutions with the students to enhance performance or behaviors while in the program. Referrals may indicate academic, professional, lack of team participation, or other discouraging behavioral trends in the program needing intervention by administration.

Graduate Assistantship Overview

As an assistantship recipient, **you must register for a minimum of twelve (12) graduate credit hours** for the Fall and Spring semesters. Assistantships are merit-based awards that, unlike fellowships or scholarships, provide a stipend in exchange for services rendered. In this case, the service is the 13 hours per week of assistance provided to the faculty member(s) to whom you are assigned. In some instances, a graduate assistant is assigned to support the administrative day-to-day operations of a department/office.

The **13-hour-per-week work requirement** will be handled differently by different faculty. Some will require formal office hours during the week, while others will work on the basis of project time, where you will be given a project and allowed to structure your 13 hours accordingly, as long as the project is completed in a timely manner. It is your responsibility to meet weekly with your assigned faculty member to determine your work schedule and assignments.

If a faculty member only requires you to work 4 hours one week, they cannot carry over and require the 9 remaining hours to be worked during the following week. If, however, you request time off from your assistantship during a given week for personal or academic reasons, you do owe those hours not worked that week to the faculty member. You are cautioned not to consider the latter a workable option except in extremely unusual circumstances. The demands of the program do not allow for much more than 13 hours of work per week, and in the event you fall behind in your assistantship duties, you are subject to losing your award and having to repay the University for any Fees that have been waived as part of your assistantship.

As a qualifier to the above, there may be instances when a faculty member needs/requires help beyond the 13 hours required (for example, during mid-term and final exam week). As long as the extra hours are within reason and given that most assistants do not work 13 hours every week, it is expected that every effort be made to provide the necessary support.

Every term, evaluations are made on graduate assistants' work by the faculty/staff member(s) supervising the work. Non-performance will be reported to the student, MBA Admissions, and Student Engagement at the onset. Failure by the student to take corrective action will result in termination of the assistantship. If you have a problem, you need to try to resolve the problem by talking to both your faculty member and the departmental representative (usually the department head). If the problem cannot be resolved in the department, please contact the MBA Student Services office for further assistance.

Three important things to remember:

1. It is your responsibility to maintain contact with your faculty member. They will not come looking for you!
2. You are required to work 13 hours per week. Failure to meet the requirements associated with your assistantship may result in the loss of your award.
3. Graduate School policy requires that graduate assistants pre-register and pay their fees prior to the first day of classes each term. Failure to do so will result in the immediate termination of an assistantship award and the assessment of full tuition and fees.

The Graduate Assistant policy states: "Graduate assistants (GAs) are all other students enrolled in the Graduate School who receive assistantships that are not specifically designated for teaching or research. Duties assigned to this category of graduate assistants may include assisting faculty with a variety of academic tasks, including but not limited to providing technical support for courses taught by faculty; working on grant-funded projects related to program development, evaluations, and outreach, among others; gathering, organizing, and analyzing data for faculty; or working in a non-academic unit of the university, such as Student Affairs. Per **UGA Policy 4.07-13 Instructor of Record**, GAs can assist faculty with instructional duties but an approved and valid faculty member must be listed as the Instructor of Record in the Course Offerings Data Base and must be responsible for all aspects of the course."

Source: http://grad.uga.edu/index.php/current-students/financial-information/graduate-school-based-financial-assistance/types-of-graduate-assistantships/

Graduate Assistants can assist in research and program development activities.
GAs are not allowed to:

- Serve as an Instructor of Record for a course
- Deliver a lecture as a substitute for the instructor of record
- Assign final grades to students in a course
- Determine final grades for exams
- Grade subjective (essay) assignments without Instructor of Record oversight
- Have access to confidential information about students at the same degree level or above (e.g. other Masters students).

Examples of instructional duties GAs are able to do, include but are not limited to:

- Recording classwork and/or attendance of students
- Proctoring tests or exams
- Grading examinations, papers, and/or other assignments (with solution and/or rubric provided and under the supervision of the Instructor of Record)
- Holding tutorials and/or review sessions with individual students or groups of students, provided the GA is trained or has been provided training appropriate for
- Reviewing homework with students, provided the GA is trained or has been provided training appropriate for this task
- Preparing/developing instructional materials
- And other such duties consistent with the support of the instructional function and under the direct supervisor of the Instructor of Record.

No student on a Graduate Assistantship (GA), Terry or non-Terry, can be assigned teaching responsibilities, but all are allowed to assist faculty with instructional duties as defined above, per the noted policy of the UGA Graduate School. The Instructor of Record is responsible to ensure quality related to all instructional duties. The faculty member to which the GA is assigned is encouraged to

offer flexibility in scheduling work when conflicts arise due to degree requirements and/or program scheduling conflicts.

Compensation

An assistantship is valued at approximately $45,000 for Georgia residents and $83,000 for non-residents over the full 2-year program. In exchange for your fulfilling a 13-hour-per week work requirement, you will receive:

Tuition Waiver: Students on assistantships contribute $25 per semester towards tuition.

Monthly Stipend: Graduate Assistants receive a stipend of $10,431 over the academic year distributed in 10 pro-rated monthly installments based on the days worked each month between August 16, 2022, and May 12, 2023. Monthly compensation estimates are listed below. **Please note these are estimates based on the 2022-2023 compensation rates.** If rate changes are approved by the State of Georgia, annual assistantship amounts may change accordingly.

Your work obligation will begin on the first day of classes and end on the date grades are due at the end of each semester. Your assistantship monthly payment amounts (pre-tax) for the first year are listed below. You should use this information to plan accordingly for the year. *(Numbers may change each year based on AY budget changes. Refer to individual Graduate Assistantship offer letter). This is an example:*

August 2022	September 2022	October 2022	November 2022	December 2022	January 2023	February 2023	March 2023	April 2023	May 2023
$607.68	$1,164.71	$1,164.71	$1,164.71	$1,164.71	$1,164.71	$1,164.71	$1,164.71	$1,164.71	$506.40

Renewal: The University is committed to renewing this award for your second year, contingent upon your satisfactory academic progress, satisfactory work performance, and continued funding.

Student Fees

All University of Georgia students are required to pay mandated student fees. For spring semester 2021, these are $1,145 and include services of the University Health Center and Ramsey Student Center for Physical Activities, as well as transportation, athletic, technology, and activity fees. For further information on tuition and fees, please see bursar.uga.edu. Additionally, international students will be required to pay an International Student Compliance Fee. Further information on this fee can be found at globalengagement.uga.edu/immigration/fees-page.

For more information please see: https://busfin.uga.edu/bursar/bursar_fees_2023/

To determine what impact, if any, this assistantship will have on your financial aid eligibility for the academic year, please contact the Office of Student Financial Aid (OSFA) at 706-542-6147 or osfa@uga.edu.

Health Insurance

Students with graduate assistantships and international students are required to purchase insurance coverage or qualify for a waiver. UGA will pay 50% of the premium for student only coverage for graduate students receiving graduate assistantships. The UGA mandatory health insurance plan is administered by United Healthcare Student Resources.

- View mandatory plan details
- How to request a waiver
- View premium amount for mandatory plan
- How to cover eligible dependents on the mandatory plan

MBA Assistantship Responsibilities
Assistantships are merit-based awards that, unlike fellowships or scholarships, provide a stipend in exchange for services rendered. In this case, the service is the 13 hours per week of assistance provided to the faculty member(s) to whom you are assigned. In some instances, a graduate assistant is assigned to support the administrative day-to-day operations of a department/office. The 13 hour per week work requirement will be handled differently by different faculty. Some will require formal office hours during the week, while others will work on the basis of project time, where you will be given a project and allowed to structure your 13 hours accordingly, as long as the project is completed in a timely manner. It is your responsibility to meet weekly with your assigned faculty member to determine your work schedule and assignments. If you are not being utilized by your faculty member, you may want to talk to the department head or representative to see if another faculty member in the department can utilize your services.

If a faculty member only requires you to work 4 hours one week, they cannot carry over and require the 9 remaining hours to be worked during the following week. If, however, you request time off from your assistantship during a given week for personal or academic reasons, you do owe those hours not worked that week to the faculty member. You are cautioned not to consider the latter a workable option except in extremely unusual circumstances.

Assistantship Revocation Policy: The demands of the program do not allow for much more than 13 hours of work per week, and in the event your work is deemed unsatisfactory in your assistantship duties, you are subject to losing your award and having to repay the University for any Fees that have been waived as part of your assistantship.

Evaluation & Non-Performance: Every term, evaluations are made on student's work by the faculty/staff member(s) supervising the work. Evaluation surveys are sent by the Office of Student Engagement to supervisors at the end of every academic term. Unsatisfactory performance will be reported to the student and the Office of Student Engagement which may result in a referral to the Standards & Support Committee. Failure by the student to take corrective action will result in termination of the assistantship.

No student on a Graduate Assistantship (GA), Terry or non-Terry, can be assigned teaching responsibilities, but all are allowed to assist faculty with instructional duties as defined above, per the noted policy of the UGA Graduate School. The Instructor of Record is responsible to ensure quality related to all instructional duties. The faculty member to which the GA is assigned is encouraged to offer flexibility in scheduling work when conflicts arise due to degree requirements and/or program scheduling conflicts. *Policy date: January 4, 2016*

Non-Employee Reimbursement
Student Vendor Registration
Before a student can be reimbursed by the University, they must register as a vendor with UGA (https://suppliers.uga.edu). We recommend choosing the deposit option when registering to receive your reimbursement faster. If you do not elect direct deposit, a paper check will be

mailed to your address on file – please be sure to register using your current residential address.

Paying for Travel

Receipts are required for reimbursement of all travel expenses. Students are reimbursed for the cost incurred, not for airline or hotel points used. A confirmation of an upcoming purchase is not the same as a receipt showing a $0 balance.

Travel receipts (airline, rideshare, etc.) must show departure, destination, date, and time. Costs must be itemized with the name of the student incurring cost.

Lodging receipts must show location, date, and time. Costs must be itemized with the name of the student incurring the cost. Students may share a hotel room, but must arrange for individual payment by each occupant in order to be reimbursed.

Meal receipts must show all items purchased as well as payment.

All receipts must be in the name of a registered vendor. Payments made a friend or family member of the traveling student will not be reimbursed. Payments to other individuals using apps such as Venmo or Zelle will not be reimbursed.

NOTE: *The University of Georgia will not reimburse Airbnb rentals.*

Reimbursable Expense Types

Reimbursements may come from different offices based on different student travel needs:

- **CMC**: The CMC stipend is the most commonly used funding source for student travel. Each student is allotted a stipend by the MBA Career Management Center in order to attend national career fairs or travel to interviews. Only flights, lodging, and ground transportation are qualified expenses using the CMC stipend. Upgrades such as room service in a hotel or extra legroom on a flight are not allowable. The stipend is awarded on a yearly basis, not per trip. NBMBAA, Prospanica, Veterans and ROMBA career fairs may be eligible, so long as the student shows evidence that they actually attend the fair. Other job-search-related travel (smaller career fairs, job interviews) must be approved by CMC staff before departure.
- **Student Engagement**: Some club events may involve student purchases. Examples of reimbursable club event expenses include purchasing ice for an outdoor event or purchasing decorations for an event. All purchases reimbursed for events must remain the property of the MBA/MSBA program. When possible, any purchases made in the execution of club events should be invoiced from a registered vendor; reimbursement should be used only as approved by the Student Engagement team.
- **Case Competitions**: Expenses incurred for case competition participation are reimbursed through Student Engagement. Reimbursements include: travel (flight, luggage fees, and airport parking), lodging, mileage related to competition travel, and presentation printing expenses. Case competition teams are required to travel together in a single vehicle for mileage reimbursement; the program can provide rental vehicles when needed.
- **Class Projects:** Travel and other expenses necessary to execute MBA or MSBA Capstone project work may be approved on a case-by-case basis by SE staff. This may

include direct travel expenses for presentations, printing expenses, or other expenses as required. Project teams are required to travel together in a single vehicle.

- **Admissions**: Meal reimbursements for touring prospective students are limited to $20 per person.

Reimbursement Form

All student reimbursements are submitted with a [Non-Employee Payment Form](#).

Form must contain all information required on the form, student signature, and receipts. The University assigned Vendor Number can be found in the email confirming registration as a vendor, or by contacting vendors@uga.edu.

NOTE: *Students with graduate assistantships should indicate on line 7 that they have been employed by UGA within the past 24 months.*

DEI Statement

The Terry College is committed to promoting diversity, equity, inclusion, and belonging among its students, faculty, and staff. This program welcomes the open exchange of ideas and values freedom of thought and expression. This class provides a professional environment that recognizes the inherent worth of every person. It aims to foster dignity, understanding, and mutual respect among all individuals in the class.

MBA Code of Professional Conduct

All University of Georgia, Terry College of Business (TCOB) MBA students are required to adhere to a code of professional conduct. This code represents the fundamental values that underlie all community interactions in the University of Georgia's Terry College. The tenets of the code are: Respect, Integrity, and Professionalism. The following outline describes a number of expectations within each category. It is not intended to be an exhaustive list, rather a summary of general behavior and character to be demonstrated by Terry College of Business students pursuing an MBA degree.

Code of Professional Conduct Acknowledgement Form

You will be asked to sign an acknowledgement of this code at the beginning of your program and this signed contract is on file with the Center for Career Management. You will also receive a copy of this for your own records. This form also verifies that you have received access to the MBA Student Guidebook.

Tenets of the Code

Respect: *Students are expected to demonstrate due regard for the rights, beliefs, time, and traditions of all parties and behave in a thoughtful and courteous manner. All communication and demeanor with faculty, staff members, classmates, employers, and all other campus constituents shall abide by the policies and standards outlined in the Georgia MBA Diversity, Equity, and Inclusion commitment which fosters a welcoming and inclusive learning and working environment while promoting dignity and respect to all parties. This expectation extends to appropriate preparation for scheduled meetings, punctuality, polite manners, and also regular class attendance and participation.*

Integrity: *The Georgia MBA program expects honesty in all interactions and communications regarding achievements, availability, and expectations. Commitments are to be honored. This means, for example, that accepted job offers may not be overturned, and verbal acceptances are binding. Once a job offer is accepted, interviewing ceases immediately, and candidacy for other opportunities must be withdrawn. Reneging on a job offer is unacceptable. Throughout all negotiations, exhibiting integrity asks you to fully protect your professional reputation and the reputation of the Georgia MBA program, the Terry College of Business, and the University of Georgia by keeping all parties impacted by your decisions fully informed of your actions and intentions throughout all negotiations.*

Professionalism: *Program administration defines professionalism as the practice of integrity and respect in all interactions. It is viewed as the gold standard in behavior that demonstrates a student's level of competence and skills. This includes punctuality, appropriate attire, demeanor, awareness of audience, respectful behavior, and timely communication in all interactions whether on or off campus. Job offers and refusals should be handled over the phone or in person after consultation with the CMC team to ensure a faithful representation of your job candidacy.*

Violation of Code of Professional Conduct

Failures to abide by this Code of Professional Conduct are considered a breach of responsibilities to the MBA Program, the Terry College, and the University of Georgia. The consequences for violating the code of conduct can range from a warning to suspension of participation in career-related activities. The consequences exist to reinforce to internal and external constituents the Program's commitment to high standards of ethical conduct. I further understand that, based on the seriousness of the infraction, the situation may be escalated to the Full-Time MBA/MSBA Standards and Support Committee.

These guidelines apply to the recruiting process as well as interactions with internal UGA constituents.

Recruiting Process

Interviews may only be canceled with CMC permission at least two full business days in advance.

Job offers are to be addressed directly with the person in the organization with whom the student has the strongest relationship. Job offer refusals are to be handled over the phone or in person, not via email.

Accepted job offers may not be overturned, and verbal acceptances are binding. Once an offer is accepted, interviewing is to stop, and candidacy for other opportunities must be withdrawn. Accepting an offer creates a binding agreement between the student and the employer. Throughout all negotiations, students are to keep the CMC staff fully informed.

Violations of job acceptance policies subject the student to the suspension of recruiting privileges for the current academic year and, if the violations occur after the end of the recruiting process, to the suspension of recruiting privileges for the subsequent academic year or for alumni for a five–year period, as appropriate.

Expectations for Finding an Internship

Although every effort is made to ensure students have access to posted positions, it is ultimately the responsibility of the MBA student to secure an internship via networking, internship postings, and other avenues. The MBA Career Management Center brings recruiters and companies to the Terry College of Business campus, as well as plans company trips and visits for students. Notice of internship opportunities are distributed via email and posted on Handshake.

Expectations for Finding a Post-Graduation Position

Although every effort is made to ensure students have access to posted positions, it is ultimately the responsibility of the MBA student to secure a post-graduation position via networking, previous internship experience, job postings, and other avenues. The MBA Career Management Center brings recruiters and companies to the Terry College of Business campus, as well as plans company trips and visits for students. Notice of job opportunities are distributed via email and posted on Handshake.

Experiential Learning Opportunities

Experiential Learning Opportunities facilitate unparalleled networking and development that are vital for job search success. Students are encouraged to capitalize on these opportunities in the MBA program and the Career Management Center expects active student engagement to be a vital part of student career goals.

Resumes

A resume is a marketing tool which summarizes the most relevant parts of your background and emphasizes the transferable skills that apply to your targeted industry or function. Think strategically about how you position yourself on your resume. Your resume should not be used as a job description or "data dump" where you include every responsibility or even every accomplishment. Rather, everything on your resume should be value-added and speak directly to your future employer/industry. At the same time, the resume needs to provide an accurate description of your background without going into depth about irrelevant duties.

You should begin thinking and working on your resume before you arrive on campus. The Terry College of Business has a specific resume template that is used. Students are provided the specifications and an example prior to Orientation. Once classes begin, you will have opportunities to refine your Resume with a Career Advisor.

UGA MBA Resume Format

Students are required to use the UGA MBA format for Resumes that will be shared with prospective employees via either the Terry College of Business MBA Resume Book, other online resources, or Handshake. Complete directions and resume template will be provided to students by the Career Management Center.

Classroom Expectations

Dress

As a general rule, students typically dress casually for class. *Casual dress* is defined as shorts, t-shirts and/or jeans. There may be instances where students will need to dress in business casual for class guest lectures, presentations, and/or on-campus events.

Business casual is defined as:

Men:
Dress slacks or khaki pants with a collared, button-down dress shirt. Tie and sport coat are optional.
Women:
Dress slacks or skirt with a blouse or collared, button-down dress shirt. A professional dress may also be worn.

Business professional dress will be required of students for interviews, networking events, corporate trips and tours, as well as other functions throughout the school year. Students will need to own at least one well-fitting business suit, preferably dark in color, prior to the start of MBA Orientation.

Tardiness
MBA students are expected to arrive for classes, events, team meetings, and appointments on time and ready to contribute. Professors may choose to decrease the grade of students with excessive tardiness as outlined in the syllabus.

Missing Classes
It is the responsibility of the MBA student to adhere to class schedules and attend required classes. Students are responsible for notifying his/her professor of an absence, as well as taking necessary measures to make up the missed material.

Exact policies on absences for each class will be outlined in the specific course syllabus provided to students in eLC at the beginning of each course. Professors may choose to decrease the grade of students with excessive absences or even drop them from or failure of the course, as outlined in the syllabus.

Class Participation
Class participation and group participation is encouraged in MBA classes when appropriate to the content of the course. However, talking during class and disrupting the learning environment of other students is unacceptable. Students talking excessively and disrupting others may be asked to leave the classroom and disciplinary action may be taken.

Events
RSVPs
It is the responsibility of each student to confirm their attendance at events held at Terry throughout the year. Events may require a fee to confirm attendance; instructions for registering for specific events may vary. This information may be communicated via different avenues including email, Facebook, etc. When a student has RSVP'd, they are expected to attend the event and participate.

Travel
Travel costs to and from events such as national career fairs, company treks, case competitions, etc. is the sole responsibility of each participant. Students should budget for the total cost of lodging, food, transportation, registration fees, and social activities prior to committing to the trip.

Chapter 5: Resources

MBA Student Resource Course in eLC
As you enter the program, you will be added to the MBA Student Resource Course located in the Electronic Learning Commons (eLC). Along with your academic courses, this resource course serves as a method to stay engaged with our office through course announcements and also houses many campus-wide resources opportunities to better support you during your time in the program. This course is a one-stop shop for you to stay fully connected with our office besides stopping in to see us!

International Student Resources
The department of International Student Life enhances the student-learning environment through programs and services that internationalize the campus experience. Through transition, support, programming, outreach, engagement, and leadership this department fully supports international students. More information found at: https://isl.uga.edu/.

The Office of Global Engagement is also an excellent resource for international students concerning immigration services and international initiatives. More information found at: https://globalengagement.uga.edu/.

Student Care & Outreach
The mission of Student Care & Outreach is coordinate care and assistance for all students, undergraduate and graduate, who experience complex, hardship, or unforeseen circumstances by providing individualized assistance and tailored inventions. More information found at: https://sco.uga.edu/.

Disability Resource Center
The Disability Resource Center's primary commitment is to assist the University of Georgia in educating and serving students with disabilities who qualify for admissions. Their mission is to ensure equal educational opportunities as required by the ADA and other legislation. The DRC strives to promote a welcoming academic, physical, and social environment for students with disabilities at UGA.

The Disability Resource Center assists the University in fulfilling its commitment to educate and serve students with disabilities who qualify for admission. The Disability Resource Center, DRC, coordinates and provides a variety of academic and support services to students. Our mission is to promote equal educational opportunities and a welcoming academic, physical, and social environment for students with disabilities at the University of Georgia.
If you are a new or current student seeking services at the Disability Resource Center (DRC), we look forward to meeting with you! On the DRC website, www.drc.ugs.edu, you will find information about the accommodations and services we coordinate for UGA students who have disabilities. The site will give you a picture of who we are and our programs and services. You can register with the DRC at any time, although we encourage students submit their information as early as possible. Once everything is submitted, the process to evaluate the application can take around 1-4 weeks, so the earlier you submit the application, the earlier we can begin that process. All information provided to the DRC is confidential. More information can be found here: https://drc.uga.edu/.

Student Veteran Resource Center
Founded in spring 2013, the Student Veterans Resource Center (SVRC) serves as a central location for information about the university's services for student veterans while also offering support, advocacy and a convenient location for student veterans to gather throughout the day. The center is located on the fourth level of the Tate Student Center.

The center's strength lies in its established relationships with almost every office at UGA and with many service organizations across the region. The SVRC markets these services while keeping student veterans informed through weekly communications.

SVRC provides a convenient point of contact for student veterans, a service desk staffed by veterans, an evolving network of partnerships working to improve services and programs, a comfortable lounge, and a community for student veterans. A range of diverse opportunities enables student veterans to meaningfully engage with the University and the surrounding community. More information found at: https://svrc.uga.edu/.

Mental Health Resources
If you or someone you know needs assistance, you are encouraged to contact Student Care and Outreach in the Division of Student Affairs at 706-542-7774 or visit https://sco.uga.edu/
They will help you navigate any difficult circumstances you may be facing by connecting you with the appropriate resources or services.

UGA has several resources for a student seeking mental health services or crisis support
https://www.uhs.uga.edu/bewelluga/bewelluga
https://www.uhs.uga.edu/info/emergencies

If you need help managing stress anxiety, relationships, etc., please visit BeWellUGA (https://www.uhs.uga.edu/bewelluga/bewelluga) for a list of FREE workshops, classes, mentoring, and health coaching led by licensed clinicians and health educators in the University Health Center.

Counseling and Psychiatric Services (CAPS) is your go-to, on-campus resource for emotional, social and behavioral-health support: https://caps.uga.edu/, TAO Online Support (https://caps.uga.edu/tao/), 24/7 support at 706-542-2273. For crisis support: https://healthcenter.uga.edu/emergencies/.

Additional resources can be accessed through the UGA App.

UGA Health Center
University Health Center serves as a safe space and central resource for the UGA campus community regarding physical, mental health & wellness. Below are several ways to access your resources:

All Students are assigned a primary care provider home (PCP). Students can make appointments with their PCP for many reasons:
- illness or injury
- referral to other specialists for specific health needs- including our in-house Lab/Radiology
- wellness checkups and physicals for classes or programs

- questions about general health, sexual health, health goals, stress and mental wellness
- Free workshops/classes/Health coaching lead by licensed clinicians or health educators to provide students with tools to manage stress, anxiety, relationships, social etc. Visit BeWellUGA for a list of offerings available.

- Counseling and Psychiatric Services (CAPS)
  CAPS is located on the 2nd floor of the Health Center and is dedicated to student mental health and well-being. CAPS offers:
    - Short-term individual counseling
    - Group Counseling
    - Free workshops (BeWellUGA)
    - Consultation to student leaders, faculty and staff
    - Psychiatric services- to monitor medications
    - Crisis intervention
    - Referral assistance to other providers, both on campus and in the local community.
  We are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information about CAPS services, please call 706-542-2273 or see our website www.uhs.uga.edu/caps.
  For after-hours emergencies call 706-542-2200 (UGA police) and ask for the on-call clinician.
- UGA campus has several resources for a student seeking mental health services and/or crisis support .

- Student leaders, UGA Faculty or Staff may schedule for their group, a wellness program or training with a health educator or licensed clinician through the UHC program request.

The UGA Libraries
Homepage: http://www.libs.uga.edu

UGA has the largest library in the state, with 4.6 million books, and access to thousands of journals. All print resources at any state school in Georgia are available to UGA students through online request, as well. Library buildings on campus include:

- **Main Library on North Campus**: humanities, social sciences, business, and DigiLab;
- **Science Library on South Campus**: science, technology, agriculture, and Maker's Space;
- **Miller Learning Center**: online library resources and recording studio;
- **Special Collections Library**: rare books, manuscripts, media archives, and many exhibits.

For college-level research projects and papers, your instructors will expect you to use *published scholarly* resources and *critically evaluate* all sources.

Your MyID and password will grant access to all our databases, e-books, and library accounts online, from anywhere.

"Chat with a librarian" on the library home page provides immediate research assistance and sign up for a research consultation-with a librarian at http://www.libs.uga.edu/contact/consultation_request.

Counseling and Psychiatric Services (CAPS)
CAPS is dedicated to student mental health and well-being. We support students in achieving both academic and personal life goals. CAPS offers:

- Short-term individual counseling
- Groups and workshops
- Consultation
- Psychiatric services
- Crisis intervention
- Referral assistance to other providers, both on campus and in the local community.

CAPS is located on the second floor of the University Health Center. We are open from 8:00 a.m. to 5:00 p.m., Monday through Friday. For more information about CAPS services, please call 706-542-2273 or see our website www.uhs.uga.edu/caps. For after-hours emergencies call 706-542-2200 (UGA police) and ask for the on-call clinician.

The UGA Writing Center
The Department of English operates the UGA Writing Center in Park Hall 66 as a resource for students looking for help with writing. Undergraduate students, whether in an FYW course or not, are welcome to use its services anytime during their careers at the University of Georgia for up to two, sixty-minute appointments per week. Serving students and majors across the campus, the Writing Center welcomes all types of writing, including but not limited to essays, lab reports, application statements, and CVs/resumes. Common reasons for utilizing the Writing Center include help with content development, overall organization and flow, thesis creation, source evaluation, and citations.

The Writing Center operates at two additional locations:

1. Science Library, Room 201. Students with writing for science classes often seek assistance at this location from a Writing Intensive Program consultant with a background in science writing.

2. Online consultation service for all-purpose help.

For hours, policies, and scheduling for all locations, see the Writing Center's scheduling website at: https://uga.mywconline.com. For general information see the Center's website: http://writingcenter.english.uga.edu/. Schedules for the Writing Center are posted by the start of the first week of each academic semester. The Writing Center accepts drop-in clients if no students are scheduled for the desired walk-in time, but scheduling an appointment is the most reliable way to meet with a Writing Center consultant.

Computer Requirements
Terry MBA students are required to own a laptop computer. The portability of a laptop facilitates teamwork and enables students to acquire mobile computing skills.

You will need the most recent version of Microsoft Office. Students can install Microsoft Office 365 ProPlus for free through the Student Advantage program. See the Laptop Recommendations page, http://terry.uga.edu/oit/laptops.html for links to the most affordable Office Suite options. Students are eligible for extremely reduced pricing, so please take advantage of these offers. You will not need Microsoft Access for class use. There may be additional software that will be provided for you to install in some classes, so you will need to make sure that you have available hard drive space.

On Campus Computing Resources
As an MBA student at Terry, you have access to various computing resources, including:

UGA EITS – http://eits.uga.edu, 706.542.3106, helpdesk@uga.edu
Enterprise Information Technology Services (EITS) is the University of Georgia's central IT organization. They provide computing resources to the entire UGA community, including email, web space, and help desk services for students, staff, and faculty.

Terry College OIT Help Desk – 706.542.6799, help@terry.uga.edu,
http://www.terry.uga.edu/oit
The Terry College of Business has an Office of Information Technology (OIT). OIT provides Terry's servers and classroom technology as well as help desk support for faculty, staff, and students. They cover all Terry College buildings: Brooks, Caldwell, Correll, and Sanford Halls, as well as the offices in the Bank of America building and the Terry Executive Education Center in Buckhead.

Web Links of Interest to Terry College of Business Students

Terry College of Business	http://terry.uga.edu
Terry MBA Website	http://terry.uga.edu/mba
Terry OIT	http://terry.uga.edu/oit
UGA eLearning Commons	http://elc.uga.edu
Terry College Faculty and Staff Directory	http://terry.uga.edu/directory
University of Georgia	http://uga.edu/
UGA Master Calendar	http://calendar.uga.edu
UGA Academic Calendar	http://reg.uga.edu/calendars
UGAMail	http://ugamail.uga.edu
UGA Library System	http://www.libs.uga.edu

(Gateway to online databases, journals, library catalog, and library services)
EITS   http://eits.uga.edu
UGA MyID   http://eits.uga.edu/access_and_security/myid/email
UGA Computer Security and Ethics
http://eits.uga.edu/access_and_security/infosec/protect_your_computer

Computer Security Requirements
Keeping your laptop **safe and secure** ensures not only that you have a stable platform to rely on, but also that you help protect others on the Terry and UGA network. Terry OIT will be happy to consult with you if you have any questions about keeping your laptop secure. EITS reserves the right to block any machine from the network if it is infected with a Trojan or other virus. Don't let this happen to you!

UGA Computer Use Policy Statement:
http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/aup

Very important: You will be held accountable for understanding this policy regarding the responsible use of computers at UGA.

Antivirus Software

Any machine that connects to a University of Georgia or Terry College network is required to have antivirus software running with up-to-date definitions. If you do not already have anti-virus on your machine, UGA's EITS suggests installing Microsoft Security. You may want to install a strong anti-spyware tool like Ad-Aware, SpyBot, Malwarebytes or SuperAntiSpyware.

Best Practices to Keep your Machine Secure
- <u>Windows Updates</u>: Run this often if you do not choose to set it to run automatically. Automatic updates are strongly recommended.
- <u>Office Updates</u>: Check for these often – more often if you are using Outlook for email.
- <u>Say NO to Freeware</u>: Be VERY careful in what you choose to download and install. Often innocuous-looking software can install spyware or open security holes in your machine without your knowledge.
- <u>Say NO to most free file-sharing software</u>: This type of software is illegal, unethical, against UGA's Computer Use Policy and can cause multiple problems on your machine.

Terry OIT and UGA's EITS reserves the right not to support any machine running illegal sharing software and to restrict access to the network for any machine broadcasting spyware or other disruptive services.

Wireless Network Information

You can gain access to the wireless network by authenticating via your UGA MyID and password.

Chapter 6: Clubs & Program Events

MBA Clubs
There are seven chartered clubs in the MBA program: Graduate Business Association (GBA), Graduate Women's Business Association (GWBA), Georgia MBA Veteran's Club, Consulting Club, MBA Blacks in Business, Net Impact, and Pride at Terry & Allies Club. Due to the size of the program, we are not currently accepting new clubs. However, students are always welcome to bring their ideas to the Office of Student Engagement for best practices and further direction on new programming ideas during your MBA.

Club and community involvement are viable ways to achieve success and to further invest in the program. Each club has a hierarchy of leadership and officers that assist with event planning and club goals. Get involved!

Graduate Business Association
GBA is designed to make the MBA student experience as valuable and enjoyable as possible, while constantly raising the performance bar. GBA has three priorities: Student life, program improvement, and facilitating experiential learning opportunities.

Student life is where we provide opportunities for everyone to get to know each other and to enjoy living in Athens. The priority is to help build relationships between the students for better networking and to provide a well-rounded learning environment. This consists of events like the welcome back event, happy hours, tailgates, student/faculty mixers, formal, follies, alumni golf tournament, etc.

Program improvement focuses on our goal of improving the quality of student experience and degree goals. They provide feedback and support to the administration, while continually raising performance expectations. The priorities of this club are to help increase the size of the applicant pool and improve job placements.

GBA works closely with the Career Management Center and the Office of Student Engagement to identify experiential learning opportunities requested by students. It also serves to help identify and relay student interests to program staff and coordinates with the administration to produce events and programming supporting those interests.

Graduate Women's Business Association
GWBA aims to strengthen the bond of women in business, support our purposes/interests while in business school *and* develop a network that will continue after graduation. This network is a valuable resource for students during their time at UGA.

The GWBA hosts panels/roundtables and other events to gain various industry perspectives and expand networks, challenges objectives in the business world, and have a good time during the process.

The GWBA is partners with the Terry Women's Initiative to provide resources and experiences to MBA students designed to support their professional development. The Terry Women's Initiative began in 2015 as an effort committed to the recruitment, retention, and advancement of Terry students.

Georgia MBA Veterans Club
Founded in 2021, the Georgia MBA Veterans Club is dedicated to providing social support, and networking opportunities centered around the theme of military service.

Graduate Consulting Club
The Graduate Consulting Club (GCC) at Terry College of Business offers students the opportunity to hone their skills in a multitude of areas including: case interviewing, speaking and presenting, and networking. By engaging the vast alumni network that Terry has to offer and leveraging the individual networks of current students and faculty, they utilize the GCC as a conduit for providing real, meaningful networking opportunities with professionals currently and formerly working in the consulting industry.

UGA Blacks in Business Graduate Association
Founded in 2022, this club is dedicated to ensuring the instruction, conversations, and representations of black business students in and throughout the Terry College of Business campus.

Net Impact
For students interested in pursuing impact careers, the Net Impact chapter is dedicated to helping students work toward achieving their career goals. The club, which received a Gold status in 2014, has a handful of students attend the national Net Impact conference each year, which gives students the opportunity to meet leaders in sustainability and corporate social responsibility. Members also participate in the annual Net Impact MBA Case Competition in Boulder, Colorado at the Leeds School of Business. In 2014, the team took first place in that competition.

The Net Impact club also partners with the MBA Career Management Center and the Office of Student engagement to organize visits to socially responsible companies to establish new corporate connections.

Pride at Terry & Allies Club
Founded in 2022, Pride at Terry & Allies is a club for students belonging to the LGBTQ+ community and straight allies. The club aims at building a strong network and support system for students. The primary goal of this club is to support students as they build professional and socially inclusive networks throughout their experience in Terry College.

Current UGA Organizations
A more comprehensive UGA Student Organization list can be found at:
https://grad.uga.edu/index.php/current-students/student-organizations/

Club Limits & Dissolution
Georgia MBA limits the number of active clubs at seven. If a club is inactive for a full calendar year and lacks future leadership interest, Georgia MBA considers the club dissolved. Keeping the number of clubs limited encourages meaningful participation and offers more flexibility in the very busy event calendar.

Club Event Procedures

There are a variety of club events that take place throughout the year. All have a variety of purposes and audiences. The key to coordinating a successful event is to follow proper procedure and communicate early and often with the Office of Student Engagement. There is a shared FTMBA & MSBA Events calendar available to you in Outlook (UGA email). Please use this calendar to do an initial check for potential conflicts.

Club leaders can expect to submit potential event information for the entire term before the start of each semester. The Office of Student Engagement works to coordinate and communicate with club leaders to better assist them with viable potential events dates and assists in identifying conflicts early. There are blacked out calendar dates throughout the year based off the primary CMC calendar which club leaders should be aware before requesting an event.

1. Check shared FTMBA & MSBA Events Calendar in Outlook for potential event dates.
2. Fill out Event Proposal Form (link located in the MBA Student Resources course in eLC).
3. Do not continue planning event or reach out to any vendors until you receive written approval from Student Engagement (Kensie Poor, MBA Program Coordinator). This approval will dictate your next steps and specific instructions.
4. Once approved, communicate with the Office of Student Engagement throughout each stage of your planning to keep them fully informed on the progression of the event.
5. Do not sign any estimates, invoices, or contracts without prior approval from the Office of Student Engagement.
6. After the event, expect an email with wrap-up instructions.

There are internal events, which usually take place on campus. The Office of Student Engagement can assist club leaders with room reservations, catering, and equipment if necessary. It is still necessary to fill out the Event Proposal Form link located in the MBA Student Resource course in eLC.

For external events (events that require approved contracts for venue rental) students need to begin planning three months in advance. Some checklist items to keep in mind when planning an event with external audiences (such as alumni):

Initial Logistics
1. Club leader proposes initial event ideas to the Office of Student Engagement.
   a. Goals of event/potential partnerships with other clubs and organizations
   b. Date of event (Check shared CMC and MBA Events Calendar in Outlook)
   c. Locations – UGA Approved Vendors only
   d. Target audience (Alumni, employers, faculty, other UGA departments, etc.)
   e. Confirm student interest
   f. Potential panelists, moderators, companies, alumni, etc.
   g. Catering
   h. Transportation needs
   i. Signage/nametags/nameplates/parking passes/gifts for speakers
   j. Technology needs/Photography

      k. Marketing plan (Invitation format and method)

  2. Create action plan detailing club member responsibilities.

Once you have written approval (email confirmation) from the Office of Student Engagement (Kensie Poor, kpoor@uga.edu), you may proceed with event planning following guided instruction of next steps. However, the Office of Student Engagement must be cc'd on your progress throughout the planning process.

Other event planning checklist and timeline details to keep in mind:

Guest List and Invitations
1. Receive Event Approval email from Kensie
2. Develop an agenda for the event and share with the Office of Student Engagement
3. Request alumni and employer contact information from CMC for invitations
4. Send Save-the-Dates to potential panelists and guests to determine availability

Communications
1. Send formal invitation to all participants: panelists, alumni, faculty, students, etc.
2. Thoroughly market the event to audiences through posters, emails, and social media
3. Collect RSVPs
    a. Set a deadline for replying! If event is catered, ask for special dietary needs
    b. Update Student Engagement on responses and progress

Confirm Event Details
1. Provide finalized speaker/panelists/moderator list to Student Engagement team (Jake, Kensie, Leigh, and Wenonah)
2. Compile biographies and photos of panelists/guests
3. Create and confirm an event staffing plan detailing responsibility
4. Email confirmations to speakers and/or panel moderators, including
    a. Directions to site, floor/room number
    b. Lunch invitation (if applicable) and confirm dietary restrictions
    c. Provide event agenda
    d. Provide names/companies of fellow panelists
    e. Provide panelist moderators with list of questions for panel
5. Provide final headcount to Student Engagement for:
    a. Catering
    b. Transportation reservations
    c. Nametags (send list of names)
    d. Gifts
6. Send reminder email to all RSVPs (including panelists); indicate preference for dress (business casual or business professional). Request that full-time MBAs bring nameplates and nametags or need to obtain speaker gifts.

Day of the event:
1. Get there early to make sure everything is setup properly

After the event: You can expect to receive a follow-up email the day after your event with checklist items.
1. Send thank you notes to speakers, panelists, and/or faculty
2. Develop contact list of presenters to pass on to future club officers

UGA Approved Vendors
Club Leaders must use UGA Approved Vendors for events. This includes but is not limited to venue rentals, catering, and live entertainment. A list of approved UGA vendors is posted in the MBA Student Resource course in eLC.
Some club events may involve student purchases. All purchases reimbursed for events must remain the property of the MBA/MSBA program. When possible, any purchases made in the execution of club events should be invoiced from a registered vendor; reimbursement should be used only as approved by the Student Engagement team.

Clubs can obtain an updated approved vendor list from the MBA Student Resource course in eLC under "Clubs" module.

In some special circumstances, a non-vendor can be added to the approved list for future use, but this takes an extraordinary amount of time and procedural process through Terry College's Business Office. If club leaders wish to add a vendor to approved list, they must initiate that action three months prior to a proposed event. The CMC Office Manager will work with the Business Office to execute proper UGA procedures. It is best practice to use only approved vendors for club events.

Invoices, Rental Contracts, and Vendor Payment

The University System of Georgia at large, including UGA, has very strict policies and procedures for getting vendors paid in a timely manner. Club Leaders who do not follow proper procedure outlined here may lead to an event cancellation or have payment denied by UGA.

All invoices from approved vendors must be tax-exempt. Any purchases of alcohol must be on a separate invoice. For more information in UGA Instructional Space Use and Alcohol guidelines, see here: https://provost.uga.edu/policies/academic-affairs-policy-manual/5-01-use-of-campus-space/.

Students are not permitted to sign rental agreements. Rental contracts must be approved through UGA legal channels on your behalf.

In order for vendors to be paid in a timely manner, it is necessary to always send the final invoice and event guest list, to the Office of Student Engagement. Student Engagement will work with the CMC Office Manager to compile your event expense package for the Terry College Business Office.
For more information on UGA Food Purchase policy, see here: https://studentaffairs.uga.edu/dos/business-office/food-purchase-policies/.

Club Merchandise
Protecting trademarks is one key element of maintaining trademark rights. The University's marks are protected through a wide variety of means, and University faculty, students, staff, alumni, and friends are asked to be vigilant advocates for the protection of university marks and must comply with all aspects of this policy. In addition to UGA's trademark policies, Terry College of Business has its own policies and procedures embedded within UGA's. Trademark merchandise must first be approved by Terry College's Office of Marketing and Communication before being sent to UGA's

Office of Trademarks for final approval. The Office of Student Engagement will guide student club leaders through these protocols to try and obtain desired merchandise.

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All MBA students are required to read and agree to the Professional Code of Conduct and acknowledge receipt of this guidebook resource. A signed electronic copy of the Code of Professional Conduct and Guidebook Acknowledgement Form must be submitted to the MBA Career Management Center.

The Professional Code of Conduct and Guidebook Acknowledgement Form is available for signature at the following link: https://bit.ly/UGAMBACode.