Master of Science in Business Administration
New Student Guide
2017-2018
Please be advised: You are responsible for all information contained in this guide. Please become extremely familiar with this information. This guide will provide you with important details regarding your academic program for MSBA. Following your academic program is vital to ensuring you successfully complete the MSBA program in a timely manner.

If you have any questions pertaining to your academic program, feel free to contact the MSBA staff.
MSBA Program Requirements

The MSBA Program follows a predetermined structure that consists of a set of Business Core (BC) courses and International Management (IM) courses.

The program is designed to be completed in three semesters, with the majority of coursework occurring in the fall and spring semesters, and a “capstone” course completed in the first summer session. Everyone is required to attend the summer semester.*

You are required to complete 40 credit hours and maintain a minimum GPA of 3.0 in order to graduate. Because of the structured nature of the program, and the timeframe in which it is designed to be completed, no substitutions are allowed without permission from your academic advisor. Once registration is completed for each semester, a registration hold will be placed on your account to ensure that changes are not made to your schedule without discussion with your advisor. You must make an appointment or visit the MSBA office during walk-in hours to see your advisor if you desire to make changes that deviate from the scheduled courses. This process is set in place to ensure that all requirements for graduation are met without any unnecessary inconvenience or additional cost to you.

There is a minor consisting of 12 credit hours that students can pursue after completing their required coursework. It will require an extra fall semester. Please contact Melinda Febus by March 1 if you would like to apply for the minor.
# MSBA Course Structure

This list is tentative. Course offerings are subject to change in the future.

International management (IM) courses are marked with **. You need a minimum of 12 credit hours of IM courses and 40 credit hours total to graduate.

## Fall 2017

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCY 500</td>
<td>Accounting Measurement, Reporting &amp; Control</td>
<td>4</td>
</tr>
<tr>
<td>BADM 509</td>
<td>Managing Organizations</td>
<td>4</td>
</tr>
<tr>
<td>BADM 520</td>
<td>Marketing Management</td>
<td>2</td>
</tr>
<tr>
<td>BADM 590</td>
<td>Frontiers in Business</td>
<td>0</td>
</tr>
<tr>
<td>BADM 582</td>
<td>Multinational Management**</td>
<td>4</td>
</tr>
<tr>
<td>Or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BADM 586</td>
<td>International Comparative Management**</td>
<td>4</td>
</tr>
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**Both** of the following:

- BADM 566 Supply Chain Management (2 hours)
- and
- BADM 567 Process Management (2 hours) 4 hours

**Or, one of the following:**

- BADM 554 Enterprise Database Management 4 hours
- BADM 559 Enterprise IT Governance 4 hours
- BADM 562 Social Media Strategy 4 hours
- BADM 528 Promotional Strategy 4 hours

**Total** 18 hours

*ESL 505 (if needed)*

## Spring 2018

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 500</td>
<td>Introduction to Finance</td>
<td>4</td>
</tr>
<tr>
<td>Product Design and Development</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>International Management Electives** (at least 4 credit hours)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Electives (at least 4 credit hours)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total** 18 hours

## Summer 2018

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BADM 590</td>
<td>International Management Capstone Course**</td>
<td>4</td>
</tr>
</tbody>
</table>

(required to graduate in summer 2018)
MSBA Academic Calendar

**Fall Semester**
- MSBA Orientation Week begins: Monday, August 21, 2017
- Team Building Challenge: Friday, August 25, 2017
- Quad Day: Sunday, August 27, 2017
- Instruction Begins: Monday, August 28, 2017
- Labor Day (no classes): Monday, September 4, 2017
- Thanksgiving Vacation begins: Saturday, November 18, 2017
- Instruction Resumes: Monday, November 27, 2017*
- Instruction Ends: Wednesday, December 13, 2017
- Final Exams Begin: Friday, December 15, 2017
- Final Exams End: Friday, December 22, 2017**

*Return to campus by this date.
**Do NOT schedule or book travel plans before this date.

**Spring Semester**
- Instruction Begins: Tuesday, January 16, 2018*
- Spring Vacation Begins: Saturday, March 17, 2018
- Instruction Resumes: Monday, March 26, 2018*
- Instruction Ends: Wednesday, May 2, 2018
- Final Exams Begin: Friday, May 4, 2018
- Final Exams End: Friday, May 11, 2018**
- Convocation: Sunday, May 13, 2018***
- MSBA Graduation Celebration: TBD***

*Return to campus by this date.
**Do not schedule or book travel plans before this date.
***These are tentative dates.

**Summer Semester**
- First Day of Instruction: Monday, May 14, 2018
- Memorial Day Holiday (no classes): Monday, May 28, 2018
- Final Exams Begin: Final class day or following day
- Final Exams End: Saturday, June 9, 2018
Business Graduate Programs Office
3019 Business Instructional Facility
515 East Gregory Drive, Champaign

MSBA Administrators Contact Information:

Melinda Febus (main point of contact)
Office Support Associate, Business Graduate Programs
3019 Business Instructional Facility, 515 East Gregory Drive
Champaign, IL 61820 USA
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febus1@illinois.edu

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chhajed@illinois.edu
Dilip Chhajed
Executive Director of MS Programs
Professor of Business Administration

Dilip Chhajed earned his Ph.D. from Purdue University. His current research and teaching interests are in operations management with focus on three main areas: process improvement, supply chain design and product/process design. Of particular interest to him is health care industry and studying problems that span the interface between operations management and marketing.

Hayden Noel
Clinical Assistant Professor of Business Administration

Hayden Noel earned his Ph.D. in Marketing, with a concentration in Consumer Behavior from the University of Florida in Gainesville, Florida in 2002. Professor Noel’s primary research interests include consumer information processing, consumer memory, and the impact of culture on consumer behavior. Prior to pursuing his Ph.D., Professor Noel worked as an Account Executive for a New York based advertising firm.

Li Zhang
Visiting Assistant Professor of Accountancy

Li Zhang earned her Ph.D. in Accounting from Carnegie Mellon University. Her research interests include the impact of accounting information on managerial behavior, managerial compensation contracts and organizational structures, and disclosure of accounting information.

Olga Khessina
Associate Professor of Business Administration

Olga Khessina earned her Ph.D. in Business Administration from the University of California at Berkeley. Khessina is interested in industrial evolution, corporate and product demography, and entrepreneurship. She explores issues related to technological change and innovation, the role of product and firm names in organizational performance, organizational and regional identities, and the emergence of new organizational forms.
Gopesh Anand
Associate Professor of Business Administration
Gopesh Anand earned his MBA and PhD degrees from The Ohio State University. His research focuses on the strategic role of continuous improvement initiatives. Prior to his doctoral studies he worked as managing partner of a manufacturing and marketing firm in Mumbai, India.

Nehemiah Scott
Lecturer of Business Administration
Nehemiah Scott earned his Ph.D. in Manufacturing & Technology Management from the University of Toledo.

Vishal Sachdev
Lecturer of Business Administration
Vishal Sachdev earned his Ph.D. in Information Systems at the University of Texas at Arlington. He has recently taken up the responsibility of the Director of the new 3D printing lab at the College, a first of its kind lab in a business school. His research interests include the role of technology in enabling collective action, co-operative production, information sharing, sensemaking and collaborative work. He is also interested in social network analysis and its applications to organizational networks, student networks, and people networks.

Michael Shaw
Professor of Business Administration and Leonard C. and Mary Lou Hoeft Chair of Information Systems
Michael Shaw received his Ph.D. from the Krannert School of Management at Purdue University. He is the editor-in-chief of the journal Information Systems and e-Business Management, and he has published extensively in leading academic journals. Currently, he works in the areas of e-business strategy, human-computer intelligent interaction, IT management, and knowledge management.
Eric Larson
Assistant Professor of Business Administration
Eric Larson earned his Ph.D. in Business Administration (Information Systems) at the University of Minnesota.

Tiffany Barnett White
Associate Professor of Business Administration and Bruce and Anne Strohm Faculty Fellow
Tiffany Barnett White earned her Ph.D. in Business Administration at Duke University. Her teaching and research interests are in the area of consumer psychology. Her research addresses affective cognitive and behavioral aspects of consumer-brand relationships. She is an award-winning teacher and is consistently featured on the University-wide list of faculty rated as excellent by their students.

Candace Martinez
Lecturer of Business Administration
Candace Martinez earned her Ph.D. in Business Administration at the University of Illinois. Her teaching and research interests include the relationship between multinational firms, internalization strategies and formal/informal institutions; as well as entrepreneurship, economic informality and sustainable business practices in developing countries.

Tina Girndt-Clougherty
Visiting Assistant Professor of Business Administration
Tina Girndt-Clougherty earned her Ph.D. in Cross-Cultural Psychology from Tilburg University.
Core Course Descriptions

**ACCY 500  Accounting Measurement, Reporting, and Control**
A managerial perspective of the nature and role of accounting in organizational measurement, reporting and control processes.

**FIN 500  Introduction to Finance**
Introduction to financial management and decision making. A customized course, designed to provide a survey of finance for graduate students who do not necessarily have previous training in the disciplines.

**BADM 509  Managing Organizations**
Examines and analyzes the organization as a social system and the impact of its various components on work attitudes and behavior. Topics include the development of organizational structures, organizational effectiveness, decision making and policy formulation, leadership, and change.

**BADM 520  Marketing Management**
Introduces concepts useful in understanding marketing systems and buyer behavior in addition to developing skills in making marketing decisions. The orientation is primarily managerial and uses examples from both business and non-business contexts.

**BADM 590  Frontiers in Business**
This course provides the opportunity to listen to, discuss, and observe ideas about business and career development expected to affect our lives in the near future. Activities include seminars and professional development activities, corporate visits, and presentations by corporate executives and other experts.

**BADM 582  Multinational Management**
Examines critical issues facing managers who work in multinational firms and is designed to develop students’ skills for working in a global business environment. Topics include foreign market entry strategies, global management of the functional areas of business, and management of multinational firms in the global marketplace.

**BADM 586  International Comparative Management**
Compares and contrasts different regional/national business systems and organizational practices from both developed and developing countries. Designed to advance students’ knowledge and cross-cultural skills to enable students to function effectively in a transnational economy. Includes an optional overseas study trip to visit local companies and subsidiaries of multinational firms.
Please note that although both BADM 582 and 586 are included, students are only required to take one of these two courses.
MSBA Honor Code

The Illinois MSBA community believes that honesty and integrity are qualities necessary for rewarding academic and professional experiences. The purpose of the Honor Code is therefore to express a commitment to promote principles of honesty, integrity and trust among Illinois MSBA students. Therefore, prior to entering the program, each student is asked to commit to the principles of this Honor Code and, by accepting admission, agrees to abide by the Code.

The Honor Code requires that each student act with integrity in all academic activities and that each student endeavors to hold his or her peers to the same standard.

Examples of violations of the Honor Code include:

• Lying - Lying includes knowingly communicating an untruth in order to gain an unfair academic advantage or neglecting to divulge information when under the circumstances a person of integrity would be expected to disclose the matter.

• Cheating/fraud – Cheating/fraud includes using unauthorized materials to complete an assignment; copying the work of another student, or representing another’s work as one’s own work (plagiarism); falsifying one’s identity by having another person take an exam; unauthorized providing of materials or information to others during exams; and any other activity which gives a student an unfair academic advantage. All communications, written, oral or otherwise, among students during examinations, are forbidden, as is the use of notes, books, calculators or other written material except when approved by the instructor.

• Stealing - Students are required to submit their own work. Ideas, data, direct quotations, paraphrasing, or any other incorporation of the work of others must be clearly referenced. To do otherwise constitute plagiarism, which is using the work of another without giving proper credit.

Upon witnessing a violation of the Honor Code, a student has a moral obligation to inform the student whose conduct is believed to be in violation of the Code that the Code has been violated. The student also has the right to inform a member of the faculty, and/or may submit a written complaint to the Director of the program.

A violation of this agreement is a serious matter that is subject to disciplinary sanctions imposed by the Instructor and the Director of the program.
MSBA Code of Conduct

Students are expected in all of their actions to reflect personal honesty, integrity and respect for others. Moreover, as members of a distinctively academic community, Illinois MSBA students must adhere to the norms of a serious intellectual community.

More particularly, an Illinois MSBA student’s responsibilities include:

- a duty to respect the integrity of all members of the Illinois MSBA community by avoiding all forms of force, violence or intimidation, including sexual harassment;
- a duty to respect the property and rights of others; and
- a duty to respect and preserve the quality of academic facilities.

Respect for Others

Students have an obligation to maintain a learning and community environment that is humane, fair, and responsible. This includes behavior that is consistent with equal treatment without regard to age, citizenship status, color, disability, marital or parental status, national origin, sex or sexual orientation, race, or religion. Conduct that interferes with the rights of another or creates an atmosphere of intimidation or disrespect is inconsistent with the environment of learning and cooperation that the program requires. Sexual harassment, which includes all types of inappropriate sexual advances, verbal or physical, will not be tolerated.

Academic Facilities

Students have a responsibility to preserve the quality of classrooms and public space. This responsibility extends, for example, to such things as disposal of one’s food and trash, to reporting problems to the building maintenance manager, to maintenance of appropriate level of noise in study areas, and notification to appropriate security personnel of suspicious persons in the facility.

Computer Facilities

Access to Illinois MSBA computing and networking resources, including hardware, software, computer-based files and data, the College of Business network and other networks reached via College of Business facilities, is limited to authorized users and is for approved purposes only. The copying of software, the unauthorized installation of software, and the unauthorized reconfiguration of systems are forbidden by College policy. Such activity would therefore constitute an example of failure to respect the property and rights of others and is expressly forbidden under this Code.
Each student is expected to use the College of Business’s computing resources in an ethical and legal manner and has the following responsibilities:

• a duty to preserve the quality and cleanliness of computing and networking facilities;
• a duty to utilize the computing resources for the sole purpose of facilitating his or her work as an MSTM student;
• a duty to respect the privacy and reasonable preferences of other users, including the privacy of their accounts and data and any confidential or privileged information to which the student may have access; and
• a duty to maintain the integrity and security of the systems and network, including the safeguarding of passwords, codes and other privileged information.
• a duty to use email communications in a respectful and appropriate manner.

Failure to abide by these rules may result in referral to the Director of the Illinois MSBA program and/or local law enforcement authorities. Conduct that violates the Code may be subject to both program and university discipline and/or public sanctions as circumstances may warrant.
Financials
University Student Financial Services and Cashier Operations
162 Henry Administration Building
506 South Wright Street
Urbana, IL 61801
(217) 333-2180
usfscohelp@illinois.edu

Cashier Operations: Monday – Friday, 9:00 am – 12:00 pm; 1:00 pm - 4:00 pm
Customer Service: Monday – Friday, 9:00 am – 12:00 pm; 1:00 pm - 4:00 pm

Payment Address
University of Illinois Payment Center
Student A/R
28393 Network Place
Chicago, IL 60673-1283

The University Student Financial Services and Cashier Operations Office (USFSCO) is the office that handles student billing for tuition, fees, and other University charges.

Information regarding tuition due dates and payment plan options can be found here, https://paymybill.uillinois.edu/

Campus Employment
If you are looking for a job on campus the Virtual Job Board is an excellent resource. Check it often as it is real time and positions are posted all the time. https://secure.osfa.illinois.edu/vjb/

Assistantship Positions
The Assistantship Clearinghouse lists assistantships available to graduate students at the University of Illinois. While most assistantships are awarded by academic departments directly to students within their unit, the Clearinghouse lists positions for which departments or other campus units seek additional applicants. http://www.grad.illinois.edu/clearinghouse

Transportation
Champaign-Urbana has an excellent public transit system for travel around the university campus and surrounding community. For information regarding bus routes and schedules, please visit their website:

http://www.cumtd.com/

Note: You will be charged a $1 fee per ride until you are issued a University ID Card (I-Card). Once you have your I-Card, this charge will not apply when you present the card; the fee for bus services has been included in your student fees.

**Housing**

*The information provided below does not indicate endorsement of any apartment or property management over others.*

The University of Illinois has Graduate Student Residence Halls and University Apartments available to admitted students. To learn more about University Housing please visit http://housing.illinois.edu/

Additionally, apartments and other housing are available in either Champaign or Urbana. The area surrounding campus is called Campustown.

Some resources:

- Classified advertisements in newspapers, News-Gazette (local paper) [www.news-gazette.com](http://www.news-gazette.com)
- Daily Illini (University paper) [www.dailyillini.com](http://www.dailyillini.com)
- The Place at 117 [http://placeat117.com/](http://placeat117.com/)
- The Village [www.villagecp.com](http://www.villagecp.com)
- One North and One South [http://one-illinois.com](http://one-illinois.com)
- Capstone [http://capstonequarters.comm](http://capstonequarters.comm)
- JSM Apartments [https://apartments.jsmliving.com](https://apartments.jsmliving.com)
Burnham 310 Apartments www.burnham310.com

Professional Property Management  http://www.ppmrent.com/

Campustown Rentals www.campustownrentals.com

Tower at 3rd https://www.americancampus.com/student-apartments/il/champaign/tower-at-3rd

Here  http://www.herechampaign.com/

Lofts 54 https://www.americancampus.com/student-apartments/il/champaign/lofts54

Terraces on Second http://www.terracesonsecond.com/

ABODO https://www.abodo.com/champaign-il/university-of-illinois-at-urbana-champaign-apartments/campus