



Professional MBA Student Handbook 2019-2020



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Administrative Items

Campus Card

carleton.ca/campuscard

New students must be registered before obtaining a Campus Card. The card is essential in order to access many services on campus such as the library, athletics, PIN access doors, etc.

MyCarleton Account

students.carleton.ca

This portal provides a single point access to services for students, faculty, and staff. Due to FIPPA regulations, instructors and staff must communicate with students through a Carleton email account which is created through the portal.

Student Space

The MBA Student Lounge is located in 305 Dunton Tower.

The computer lab is located in 922 Dunton Tower. A printer is also available at this location.

A second computer lab is located in 302 Dunton Tower.

Parking Services

carleton.ca/parking

All day parking is available in Parking Lot 18 (multi-level parkade near the Bronson entrance). The daily rate is \$11 on Friday and \$5 on Saturday. For a complete list of visitor parking available on campus, visit: carleton.ca/parking/visitors/parking-rates/

Graduate Studies Procedures

The Faculty of Graduate & Postdoctoral Affairs (FGPA) regulates all graduate programs at Carleton.

The Graduate Calendar provides the complete source for regulations: calendar.carleton.ca/grad

While we do our best to keep you informed of upcoming deadlines, it is ultimately your responsibility to ensure you adhere to relevant registration and fee deadlines. The Registrar's Office website is the best website to keep abreast of these dates:

<https://carleton.ca/registrar/registration/dates-and-deadlines/>

Registration Policies

Registration is completed online through [Carleton Central](#). It is your one-stop service for registration, student records, admission, and fee information.

Leave of Absence (LOA)

Students with exceptional circumstances may apply for an exemption from registration for 1 term by completing an [Academic Change Form](#) available at gradstudents.carleton.ca/forms-policies/. The program completion time limit will be extended by the duration of the leave taken. Aside from an administrative charge, students on leave do not pay fees; as a result, they cannot access university services or awards.

Registration Withdrawal

If you must drop a course, ensure you check the [Dates & Deadlines](#) and get in touch with the MBA Administrator mbaadvising@sprott.carleton.ca

Withdrawal from the program will be required if a student:

- Receives a grade of lower than B- in 1.25 credits or more, or
- Fails to achieve a weighted GPA of 7.0 after completing 2.0 credits of study, or to maintain it, or
- Receives a grade lower than C+ in the same course more than once.

Applying to Graduate

Once in their final term, students must apply to graduate through [Carleton Central](#). The deadlines are as follows:

- March 1 for Spring Convocation
- September 1 for Fall Convocation
- December 1 for Winter Convocation (no ceremony – Winter graduates are invited to the Spring ceremony)

Program Requirements

The PMBA is a lock-step program whereby all students take courses in a specified sequence with their cohort. Courses are delivered on Fridays and Saturdays, approximately every other weekend, over 16 months (see [Cohort Schedule](#) for 2019-20 dates). Courses with a credit value of 0.25 will be run over 2 days; courses with a credit value of 0.5 will be run over 4 days.

The Professional Master of Business Administration degree requires successful completion of 25 courses (equaling 7.5 credits) with a grade of B- or better in each course. While a grade of B- or better is normally required in each credit counted towards the degree, a candidate may, with the recommendation of the School and the approval of the Dean of the Faculty of Graduate and Postdoctoral Affairs, be allowed to count a grade of C+ in 0.75 credits.

Students who miss a course, or fail to achieve a grade of B- or higher, may be permitted to take that course with the next cohort, but additional tuition fees may be required. All courses in the PMBA are mandatory, and students are expected to complete the program as outlined, with their cohort. If you must miss a course due to extenuating circumstances, notify the MBA Advisor immediately so that a plan of action may be implemented.

Course Listing

The program consists of the following courses (alphabetically, not in order of completion):

ACCT 5001 (0.25 credit)	Financial Accounting
ACCT 5002 (0.25 credit)	Managerial Accounting
ACCT 5012 (0.25 credit)	Performance Measurement and Control
BUSI 5801 (0.25 credit)	Statistics for Managers
BUSI 5802 (0.25 credit)	Business Ethics
BUSI 5906 (0.25 credit)	Special Topics: Fintech
BUSI 5906 (0.25 credit)	Special Topics: Entrepreneurship
BUSI 5998 (0.0 credit)	MBA Skills Workshop
FINA 5501 (0.25 credit)	Financial Management
FINA 5502 (0.25 credit)	Corporate Finance
IBUS 5701 (0.25 credit)	International Business
ITIS 5401 (0.25 credit)	Managing Information Systems in Orgs.
ITIS 5431 (0.25 credit)	Business Analytics for Managers
ITIS 5432 (0.25 credit)	Business Analytics Methods
ITIS 5434 (0.25 credit)	Data Visualization
MGMT 5100 (0.5 credit)	Managing People and Organizations
MGMT 5113 (0.25 credit)	Managing Teams
MGMT 5114 (0.25 credit)	Managing Diversity
MGMT 5115 (0.25 credit)	Leadership
MGMT 5117 (0.25 credit)	Knowledge Management
MGMT 5120 (0.5 credit)	Fundamentals of Leading and Managing Organizational Change
MKTG 5200 (0.5 credit)	Marketing Strategy
STGY 5900 (0.5 credit)	Corporate and Business Strategy
STGY 5903 (0.5 credit)	Strategic Concepts
TOMS 5302 (0.25 credit)	Operations Management
TOMS 5303 (0.25 credit)	Managing Projects

The Graduate Calendar provides course descriptions

calendar.carleton.ca/grad/courses/BUSI/index.html

2019-20 Cohort Schedule

BUSI 5998 MBA Skills Workshop/Program Orientation will occur on Friday, August 23 and Saturday August 24, 2019 in 1020 Dunton Tower

Fall 2019			
September 6 & 7 20 & 21	October 4 & 5 18 & 19	November 1 & 2 15 & 16 29 & 30	December 13 & 14
Winter 2020			
January 10 & 11 24 & 25	February 7 & 8 28 & 29	March 13 & 14 27 & 28	April 17 & 18 24 & 25
Summer 2020			
May 8 & 9 22 & 23	June 5 & 6 19 & 20	July 24 & 25	August 7 & 8 21 & 22
Fall 2020			
September 11 & 12 25 & 26	October 16 & 17 30 & 31	November 13 & 14 27 & 28	December 11 & 12

Fall 2019 and Winter 2020 classes will be held in the Canal Building. Classroom numbers will be indicated on your schedule after registration.

Dining on Campus

The Carleton University campus offers a wide variety of dining options, though hours of operation differ from Friday to Saturday, and in the Summer months. For complete details, visit: <https://dining.carleton.ca/>

As a quick reference, the following locations tend to be open both days. Please note that hours will differ during the Summer months (May-August). The stars on the Campus Map on page 8 indicate these dining locations as well as the Canal Building (where classes will take place).

Location	Friday Hours	Saturday Hours
<u>The Food Court</u> University Centre 2 nd Floor	10:30 am – 8:00 pm	11:30 am – 5:00 pm
<u>The Caf</u> Residence Commons 3 rd Floor	7:30 am – 10:00 pm	7:30 am – 10:00 pm
<u>Starbucks</u> MacOdrum Library Main Floor	8:00 am – 9:00 pm	9:00 am – 9:00 pm
<u>Tim Hortons</u> -Athletics Building -Residence Commons -University Centre	7:00 am – 7:00 pm 7:00 am – 9:00 pm 7:00 am – 8:00 pm	8:00 am – 8:00 pm 9:00 am – 9:00 pm 9:30 am – 5:00 pm

If you plan on eating frequently on campus, you can purchase a Campus Meal Plan and save 5-15% at all Dining Services locations at Carleton. Details can be found here: <https://dining.carleton.ca/meal-plans/>

Student Associations

Sprott MBA Society

The MBA Society exists to serve the MBA student body and to improve the MBA student experience academically, socially, and professionally by: coordinating and sponsoring social events and extra-curricular activities; building networks with faculty, staff, and the local business community; actively promoting awareness and reputation of the Sprott MBA brand; ensuring that student concerns are being heard and that students are extremely satisfied with their MBA experience. The five-member Executive Council meets weekly to ensure that these tasks are continuously being worked on.

The Graduate Students' Association (GSA)

gsacarleton.ca

The Graduate Students' Association (GSA) offers services, advocacy, and community for over 3,900 graduate students at Carleton University.

The GSA is administered by 5 part-time executive members (a president and 4 vice-presidents), whom are elected by graduate students each spring for a one-year term. The executive and staff carry out the business of the GSA Council, which is the legislative authority of the GSA and has the final word on all matters.

MBA Staff



Team Lead
Jessica Whitney
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MBA Administrator
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Career & Internship Coordinator
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Promotion & Admissions
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International Programs Officer
Courtenay Beauregard
824 Dunton Tower
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University Resources

The Maxwell MacOdrum Library

library.carleton.ca

Matthew Gertler is the business area librarian (613-520-2600 ext. 8240 Matthew.Gertler@carleton.ca).

Paul Menton Centre

carleton.ca/pmc

Delivers services for students with disabilities and oversees academic accommodations.

International Student Services Office (ISSO)

carleton.ca/isso

Delivers services for international and exchange students.

Health & Counselling Services

carleton.ca/health

Offering medical and counselling services as well as health promotion programming.

The Colonel By Child Care Centre

<https://carleton.ca/cbcc/>

A childcare cooperative located on campus.

Carleton Athletics

<https://athletics.carleton.ca/>

A full-service athletic facility on campus. Registered students have access to the gym, as well as discounted rates for fitness classes and personal training.

CU on the Go

<https://carleton.ca/cuonthego/>

Carleton's public printing solution that allows you to print, scan and copy at over 30 devices across campus