

Huntsman School of Business Student Reference Guide



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WELCOME TO THE HUNTSMAN SCHOOL OF BUSINESS

Welcome to the Huntsman School of Business and congratulations on your decision to continue your education with us, it is an excellent decision! The school has an outstanding team of individuals that is committed to your academic and professional development, and to helping you achieve your goals and aspirations.

The school offers a variety of rich and rewarding programs of study that will give you the knowledge and skills to prepare you for your future endeavors. Programs such as the Huntsman Scholars Program – the Huntsman School Honors program - our Global Learning Experiences, and the Small Enterprise Education and Development program can take your education further by connecting classroom learning with ‘real world’ application. A diverse array of student organizations and internships offer you meaningful opportunities to acquire leadership skills and develop the confidence to succeed in the workplace. Our Career Exploration Trips and program of guest speakers enable you to network with business leaders and to bring focus to your career plans. All in all, we offer you a portfolio of experiences that will challenge you, inspire you, and push you to achieve your potential.

The college experience is so much more than merely going to class – what you take from it depends entirely on what you put into it. I encourage you to take advantage of all that the Huntsman School has to offer, and to reach out to those who are ready to help you map out a path to career and personal success.

Vijay R. Kannan

Associate Dean for Academic Affairs

Executive Director of International Programs

ACRONYMS

AACSB	Association to Advanced Collegiate Schools of Business
AAS	Associate of Applied Science
ABC	Accelerated Business Core
ACCESS	Used by Students, Faculty, and Staff to manage their personal information
ACCT	Accounting
AHRS	Attempted Hours
AMA	Huntsman Marketing Association
AP	Advanced Placement (examinations offered at high school level)
ARR	Arranged this could be online, private lesson, etc.
AS	Associate of Science
ASUSU	Associated Students of Utah State University
BA	Bachelor of Arts
BA	Business Administration
BAI	Breadth American Institutions
Banner	Used by Departments to manage their data
BCA	Breadth Creative Arts
BGS	Beta Gamma Sigma
BHU	Breadth Humanities
BI	Business Intelligence Group
BLS	Breadth Life Sciences
BPS	Breadth Physical Sciences
BS	Bachelor of Science
BSS	Breadth Social Sciences
BUS	Business
CEBA	Center for Ecommerce & Business Analytics
CI	Communications Intensive
CL1	Communications Literacy (freshman level)
CL2	Communications Literacy (sophomore level)
CLEP	College-Level Examination Program (examinations in college-level subject matter)

CRN	Course Reference Number
DHA	Depth Humanities and Creative Arts
DSC	Depth Life and Physical Sciences
DSS	Depth Social Sciences
ECN	Economics
EHRS	Earned Hours
FPA	Financial Planning Association
FIN	Finance
FJMCSS	Flying J Management Center for Student Success
GPA	Grade Point Average
GPA HRS	Hours Used to Calculate GPA
GRE	Graduate Record Examination
GMAT	Graduate Management Admission Test
HR	Human Resources
HTM	Hospitality and Tourism Minor
IMA	Institute of Management Accountants
INB	Internet Native Banner
INBU	International Business
IT	Instructional Technology
L2	Shingo Institute
MACC	Master of Accounting
MAT	Miller Analogies Test
MBA	Master of Business Administration
MBAA	Master of Business Administration Association
MIS	Management Information Systems
MKT	Marketing
MSE	Master of Science in Economics
MSFE	Master of Science in Financial Economics
MSHR	Master of Science in Human Resource
MSMIS	Master of Science in Management Information Systems
OP MGT	Operations Management

PBL	Phi Beta Lambda
PFP	Personal Financial Planning
PIN	Personal Identification Number
QI	Quantitative Intensive
QL	Quantitative Literacy
QPTS	Quality Points
RC	Regional Campus
SAEL	Society for the Advancement of Ethical Leadership
SEED	Small Enterprise Education and Development
SHRM	Society for Human Resource and Management
SIBED	Society for International Business Education and Development
SOAR	Student Orientation, Advising, and Registration
TBD	To Be Determined
TSC	Taggart Student Center
UA	University Advising
UBUS	Undeclared Business
USU	Utah State University

Attend the Huntsman School of Business Orientation

All incoming HUNTSMAN SCHOOL OF BUSINESS students are required to attend the Huntsman School Orientation their first semester as an admitted student in the Huntsman School.

Students are given an overview of being a student at the Huntsman School of Business. The opportunities available to them in and outside of the classroom. They also have the opportunity to meet the academic advisors.

The philosophy of the Jon M. Huntsman School of Business is that your education is more than just attending courses and completing the homework. With this in mind you will be given outside of the classroom opportunities to enrich your education. These opportunities include Dean's Convocations, Orientation, club activities, Go Global, etc. The Orientation is offered once a semester. The Orientation is considered mandatory, attendance will be taken, and you will be held accountable for the information presented. In education you get out of it what you put into it. The information provided at Orientation has been developed to help you own your education and introduce you to the tools necessary to have a positive Huntsman School experience.

This is your education and at the Huntsman School of Business we work hard to assist you in owning your own education through:

- Learning time management skills.
- Meeting key professionals who would help you in your career.
- Establishing good working relationships with professors and teaching assistants.
- Participating in out of the classroom experiences.
- Taking an active role in the community or in university clubs/organizations.
- Being aware of on-campus services (see page X).
- Meeting with your academic advisor at least once a semester (see page X).

COMMON CAMPUS RESOURCES

MATH TUTORING LAB

Free drop-in tutoring during lab hours is provided for Math 0990-2250/2270/2280 and Statistics 1040, 2000, 3000, in the Taggart Student Center Room 225A and The Depot in the Junction basement.

<http://www.usu.edu/arc/tutoring>

CAPS

Counseling and Psychological Services. Taggart Student Center Room 306. Hours: Mon-Fri 8:00am-5:00pm. Phone: 435-797-1012.

Counseling and Psychological Services (CAPS) provides confidential mental health services to students on the Logan campus. By offering you a full range of counseling services in a friendly environment, we strive to help you achieve your personal, relational, and academic goals while at USU. You might desire to have empathic support and genuine feedback for a difficult situation, learn useful self-management skills, improve your relationships, or resolve new or long-standing problem situations. Services include consultation, workshops, groups, individual and couples counseling, as well as crisis/emergency interventions. Other services provided are psychoeducational assessments and outreach, i.e. Informational presentations about student mental health issues. Services are free of charge for qualified students.

Emergency Services

CAPS offers after-hours on-campus emergency coverage for trauma and life-threatening situations such as suicide and sexual assault. To activate the system, call the Campus Police at 435-797-1939

<http://www.usu.edu/counseling>

ARC

The mission of Utah State University's Academic Resource Center (ARC) is to provide learning assistance and academic support programs to help students enhance their academic performance, with goals of improving study skills and learning strategies, academic self-efficacy, and confidence in their ability to succeed in their college courses. The ARC's comprehensive "tiers of service" supports the mission and goals of the University and Division of Student Services by specifically addressing the academic and developmental needs of students.

The ARC collaborates with University faculty, staff, and students in providing a variety of academic support services and instructional approaches to address students' diverse levels of academic preparation, study skills, and learning styles. ARC programs stress active student participation and acceptance of responsibility for their academic experiences, while helping students identify their academic and personal strengths as well as assessing and correcting habits that may hinder achievement of their educational goals.

The services provided at the ARC are free or at a minimal cost to students.

<http://www.usu.edu/arc>

STUDENT HEALTH & WELLNESS SERVICES

Registered Utah State Students and their spouses and dependents are eligible to use the providers and services of the Student Health Center. An appointment is recommended. It is not necessary for you to have Health Insurance to receive care.

850 East 1200 North (north of Maverick Stadium). 435-797-1660

Hours of Operation

Laboratory: 8:30 - 4:30 M-F

X-ray: 2:00 - 5:00 M-F

Physical Therapy: 8:30 - 6:00 M-F

Pharmacy: 11:00 - 3:00 M-F

Summer Hours: 8:30 - 2:00 M-F

<http://www.usu.edu/health/>

MEET THE ADVISORS AT HUNTSMAN SCHOOL OF BUSINESS

Ruth Harrison

Director of Academic Programs
 Online Economics Major
 Email: ruth.harrison@usu.edu

<p>Location: Business 309 Office Phone: 435.797.2272 Fax: 435.797.2399</p>	<p>Major(s): Marketing International Business</p> <p>Minor(s): Management Entrepreneurship Human Resource Marketing Operations Management</p>
<p>Barbara Baird Email: barbara.baird@usu.edu Location: Business 309 Office Phone: 435.797.2272 Fax: 435.797.2399</p>	<p>Major(s): Business Administration</p> <p>Minor(s): Business Hospitality & Tourism Management</p>
<p>Isela Phelps Email: isela.phelps@usu.edu Location: Business 309 Office Phone: 435.797.2274 Fax: 435.797.2399</p>	<p>Major(s): Economics - Available On-campus (Logan) Economics-Managerial Emphasis Economics-Prelaw Emphasis Economics-Theory Emphasis Finance</p> <p>Minor(s): Economics Finance Quantitative Finance Real Estate</p>
<p>Jenny Jones Email: jenny.jones@usu.edu Location: Business 309 Office Phone: 435.797.2272 Fax: 435.797.2399</p>	<p>Major(s): Accounting Management Information Systems</p> <p>Minor(s): Accounting Management Information Systems Personal Financial Planning</p>

SCHEDULE AN APPOINTMENT TO SEE AN ADVISOR

Advisors are available through face to face and phone appointments. Advisors are also available through email.

Students are advised by appointment only. Students must schedule an appointment to see their academic advisor. Appointments can be scheduled up-to 30 days in advance by going to www.huntsman.usu.edu/appointment. The Huntsman School of Business does not have same-day advising appointments. Be sure to be on time, if students are more than 10 minutes late they will need to reschedule.

THE HUNTSMAN SCHOOL OF BUSINESS STUDENT ACADEMIC EXPECTATIONS

As a Huntsman School of Business student, you are required to:

Practice business professionalism. A HUNTSMAN SCHOOL OF BUSINESS student is expected to act professionally and ethically at all times. Be on time and prepared for class. While in class, be on task and participate in classroom discussion. When needed, make and keep appointments with key support services and faculty. Be socially responsible—this includes practicing social media etiquette.

Students must abide by the University's Student Code of Conduct and Honor Pledge (<http://www.usu.edu/student-services/student-code/article6.cfm>)

Take responsibility for your Huntsman experience: we promote the value that as students, you own your education. What you get out of your time at the Huntsman School is largely determined by the attitude and initiative you put in the classroom and in outside-the-classroom activities. It is the student's responsibility to be aware of and meet deadlines, know major and graduation requirements. The faculty and staff are committed to serving and supporting your effort.

As a member of the Huntsman School community, students are expected to hold themselves to the highest ethical standard. Huntsman students adhere to all of the policies outlined in the Utah State University Undergraduate Catalog (<http://catalog.usu.edu>). In conjunction, Huntsman students should adhere to the following:

- A strong commitment to ethical leadership
- A sense of purpose and place engendered by global vision
- An ability to create and leverage value through understanding entrepreneurial processes
- A mastery of applied and conceptual analytical frameworks

Maintain a 2.67 USU GPA. Students are required to maintain a minimum cumulative 2.67 to progress through their business major. To register for any upper division courses, student must have successfully completed all prerequisite coursework.

Meet any additional program-specific requirements (subject to change). The following majors have additional requirements which must be met:

- Accounting majors must have a minimum cumulative 3.0 GPA, a B grade or higher in ACCT 2010, and passed the Accounting Entrance Exam.
- Business Administration majors must have a minimum of a B- grade in MGT 3500 and MGT 3700.
- Economics majors must have a minimum of a C grade in all the courses required for the major.
- Finance majors must have a minimum of a B- grade in FIN 3200 and FIN 3400.
- International Business majors must have a minimum of a B- grade in FIN 3400, MGT 3500, and MGT 3700.
- Marketing majors must have a minimum of a B- grade in MGT 3500.

Admission to the Huntsman School of Business does not guarantee acceptance to a specific business program nor does it guarantee registration into business courses. Registration is managed by Banner (Access) waiting lists.

Ineligible Registrations

The Huntsman School of Business reserves the right to drop any ineligibly registered student from a course for reasons such as lack of prerequisites or required GPAs. Courses taken ineligibly may not apply to the degree program.

MAJORS AND MINORS

The Huntsman School of Business offers 7 majors and 15 minors. Note: Students majoring in a business area cannot complete a minor in the same area.

SCHOOL OF ACCOUNTANCY

The School of Accountancy has built a long-standing and powerful-learning culture that demands not only excellent technical accounting and financial preparation, but also engages students in hands-on education to develop their professional character and social confidence. We encourage students to make a commitment to lifelong learning and to establish a professional network through the School of Accountancy's extensive range of professional and alumni partners.

MAJORS

Accounting

MINORS

- Accounting
- Personal Financial Planning

School of Accountancy Directory for staff and faculty: <http://huntsman.usu.edu/acct/>

ECONOMICS AND FINANCE

Economics and finance issues continue to dominate the front page and the business section: the Chinese economy, Federal Reserve policy, falling labor force participation, etc. Economists may not always or even rarely agree, but at least we have interesting problems to discuss and solve. If you want to join the debate and develop marketable skills along the way, we encourage you to learn more by visiting our classes, attending our seminars, joining a club, or meeting with our faculty.

MAJORS

- Economics - Available On-campus (Logan)
- Economics-Managerial Emphasis
- Economics-Prelaw Emphasis
- Economics-Theory Emphasis
- Finance

MINORS

- Economics
- Finance

- Quantitative Finance
- Real Estate

Economics and Finance Directory for staff and faculty:

<http://huntsman.usu.edu/economicsandfinance/>

MANAGEMENT

The Management Department offers outstanding educational opportunities in management, marketing, entrepreneurship, and human resources. In each of our majors, students have the opportunity to learn a healthy mix of theory and practice from dedicated faculty members. In addition, students have opportunities to meet and interact with alumni and other professionals who have been extremely successful in their fields. We are proud of the accomplishments of our students and faculty and look forward to more great things in the future.

MAJORS

- Business Administration
- International Business
- Marketing

MINORS

- Business
- Entrepreneurship
- Hospitality and Tourism Management
- Human Resource Management
- International Business
- Management
- Operations Management

Management Directory for staff and faculty: <http://huntsman.usu.edu/management/>

MANAGEMENT INFORMATION SYSTEMS

The MIS program enables students to lead intelligent change in organizations. The Huntsman MIS program provides a solid foundation for bridging the strategies of business and information technologies through advanced SQL database development, data analysis, and intelligent decision making. MIS students frequently find careers as database administrators, business intelligence experts, web

developers, consultants, or project managers. The huntsman MIS program is also a great minor for other business majors because it allows focused activity in functional areas using analytical techniques.

MAJORS

- Management Information Systems

MINOR

- Management Information Systems

Management Information Systems Directory for staff and faculty: <http://huntsman.usu.edu/mis/>

ACADEMICS

USU Repeat Policy

Students may repeat any course at USU for which they have previously registered. They may also retake a course originally taken at an institution where USU has an articulation agreement, if the agreement identifies a specific USU course as being equivalent to the one the student desires to replace. All other decisions dealing with retaking courses, including courses taken under the quarter system, will be determined by the department in which the course is offered.

The number of times a student can take the same class is limited to a total of three times (once, plus two repeats). Beyond three attempts, the student's dean must approve additional registration for the class.

The total number of repeats allowed is limited to ten. Beyond ten repeats, the student's academic dean must approve additional registration.

This policy does not apply to courses repeatable for credit. When a course listed in the GENERAL CATALOG is identified as repeatable, the course may be taken more than once for credit.

Huntsman School of Business Repeat Policy

The Huntsman School of Business adheres to the USU repeat policy in the following manner: a student is limited to 10 repeats total to earn a degree from Utah State University.

The Huntsman School of Business restricts the number a specific course can be taken as follows: students may take a business course **twice (once, plus one repeat)**. This includes all courses with ACCT, BUS, ECN, FIN, MGT, MIS, and PFP prefixes. Beyond two attempts, the student's dean must approve additional registration for the class.

REGISTRATION

Students are required to register for their own classes and are responsible to do so on their registration date (See Registration Calendar on the Registrar's website).

Advisors do not register students for courses

Tutorials on registration can be found at the Registrar's website:

<http://www.usu.edu/registrar/htm/tutorials>.

PREQUISITES

If you have met the prerequisites for a **business** course and encounter issues registering for the course, please contact your academic advisor via email. For all other inquiries, please contact the Registrar's office.

Business course prerequisites must be met in order to register for a business course. If a student desires to enroll in a course and is missing a prerequisite, the student must write an appeal email/letter to the course professor. The student must forward or bring a copy of the approval to their academic advisor.

MATH

Students who have not taken a math class in the last three consecutive semesters (including summer semesters) will need to take the math placement exam in order to register for any math class at USU. Students who have taken the AP Calculus exam and received a 3 or better may qualify to register without needing to take the placement exam. Students who have done concurrent enrollment 1050/1060 within the last three consecutive semesters may also qualify to register without taking the placement exam. Please contact the advising office with any questions about AP or concurrent enrollment courses.

<http://www.math.usu.edu/undergraduate/math-placement-exam>

18+ CREDIT APPROVAL

Students desiring to register for over 18 credits, need a signature from their academic advisor. In the Huntsman School of Business, students are only permitted to take over eighteen credits in the following circumstances:

Option 1 – Completion of all of the following:

- Be enrolling in their last semester.
- Have a completed graduation application in their advising file (Box).
- Have a 3.5 or higher GPA

Option 2 – Completion of all of the following:

- Have a 3.5 or higher GPA
- The semester credits will include a minimum of 2 internship credits

If the student does not meet the options above, the student may appeal the decision in writing. The appeal will take place in writing, addressed to the department advisor or the Director of Undergraduate Programs. Upon receipt of the appeal, the student's individual situation will be reviewed by a committee of three or more representatives of the Huntsman School of Business. These will include the academic advisor, Director of Undergraduate Programs, and one or more committee members drawn from the academic advising pool, department faculty, and other student service staff as seen appropriate.

GRADUATION

The Huntsman School of Business strongly suggests that students apply for graduation 2 semesters prior to desire graduation date.

A **2.50 GPA** in core and major courses is required for graduation.

Apply online through registrar's office at: <http://www.usu.edu/registrar/htm/graduation>

Once student receives their graduation packet drop it off at the front desk in BUS 309; no appointment necessary.

If student is earning a minor outside the school of business, the graduation packet will need to be signed for that minor prior to dropping it off at BUS 309.

ACADEMIC STANDING

Students on warning or probation status through USU have an academic hold placed on their account. Student must contact their academic advisor to take steps to have their hold removed. The student will be provided with a list of resources available to aid in their academic issues.

For more information on warning/probation/suspension:

<http://catalog.usu.edu/content.php?catoid=8&navoid=1651&hl=academic+standing&returnto=search>

DIFFERENTIAL TUITION

The Jon M. Huntsman School of Business charges tuition over and above the tuition required by the university. This "differential" tuition was instituted in 2007 with the support of our students and approved by the Utah State University Board of Trustees and the state Board of Regents.

Market forces are driving our request. Enrollment has increased 16 percent from 2007 to today, we continue to introduce new academic and extracurricular programs, and we continue to revise curriculum. An increase in the number of students and an increase in the number and types of courses and programs means that we must hire new faculty and staff.

Differential tuition applies to business courses only with prefixes: ACCT, MGT, ECN, FIN, PFP, and MIS.

<http://huntsman.usu.edu/fjmcenter/htm/differential-tuition>

HUNTSMAN SCHOOL OF BUSINESS SCHOLARSHIPS

The following is a list of the scholarships available to Huntsman School of Business students.

For more information about scholarships available through the Huntsman School of Business, please visit: <http://huntsman.usu.edu/scholarships/>

HANSEN SCHOLARSHIP

Two USU alumni, Dell Loy and Lynnette Hansen, have established scholarships to assist outstanding undergraduate Huntsman School of Business students with tuition. Awards will be offered on a semester-to-semester basis to students who are not already covered by full tuition scholarships. To qualify for the scholarship assistance students must be taking at least three credits of 3000, 4000 or 5000-level Huntsman School of Business courses. The amount of scholarship money awarded will vary depending on the number of upper-level business courses the applicants are taking.

HUNTSMAN ACADEMIC SCHOLARSHIP

Academic scholarships are awarded based on a record of academic success. All Huntsman School majors are encouraged to apply for academic scholarships. A scholarship committee comprised of faculty, staff, and the dean of students determines the allocation of academic scholarships. The deadline for academic scholarships is mid-February of every year.

HUNTSMAN SCHOLAR SCHOLARSHIP

This scholarship application is for current Huntsman/Transfer Students interested in participating in the Huntsman Scholar Program (Business Honors).

HUNTSMAN OPPORTUNITY SCHOLARSHIP

Opportunity scholarships are provided to assist students participate in some of our outside-the-classroom programs, particularly the undergraduate study-abroad programs and internships outside the US. The deadline for opportunity scholarships is November 15.

INTERNSHIPS & CAREER OPPORTUNITIES

The Career Services Center at Utah State University is the link between students and meaningful career employment. The career coaches at the Center provide students, alumni, and community members the opportunity to: Choose a career, find an internship, prepare for graduate school and to find a job. The career coach assigned to the student's in the Huntsman School of Business is Dannon Loveland.

Dannon Loveland

Career Coach for the Huntsman School of Business.

University Inn 102

435-797-1732

Dannon.loveland@usu.edu

HSB Coaches

CAREER AGGIE

Find an internship

Career Aggie is an online connection to jobs, internships, interviews, events and more. Students are encouraged to create an account with Career Aggie to receive information about opportunities in their field.

EARN INTERNSHIP CREDIT

Once you have found an internship, you may earn credit.

Internships are great opportunities to gain valuable hands-on work experience. Internships are especially valuable to first-time job seekers as companies typically want to hire someone with experience, however, companies are willing to train interns and provide the intern with the experience they will later need to apply for a full-time position.

To earn credit hours through an internship, please visit this link for further information:

<https://my.usu.edu/web/undergraduate-advising/obtain-internship-credit>

CAREER DEVELOPMENT WORKSHOPS

The Huntsman School of Business offers a variety of workshops each semester to enhance the student's qualifications. The workshops vary from interview skills, resume building, etiquette, etc.

To view a list of current workshop offerings, visit:

<http://www.huntsman.usu.edu/workshops>

GLOBAL LEARNING EXPERIENCE (GO GLOBAL)

The Global Learning Experience program provides the opportunity to visit foreign lands, where participants see global business in action and meet corporate executives.

For more information, please visit: <http://huntsman.usu.edu/global/>

CAREER EXPLORATION TRIPS

Career Exploration Trips give students the opportunity to visit various businesses in a specific field. A faculty or staff member leads each trip.

The Huntsman School of Business offers two types of career exploration trips: local day trips along the Wasatch Front and multiple day trips to locations within the U.S.

Participation in a Career Exploration Trip provides students with the following:

- A better understanding of the of careers that are available in a particular field
- The opportunity to network with prominent alumni and friends of the university
- Advice on what steps should be taken to smoothly transition into a career after graduation

Students are expected to finance the cost of national trips themselves. For trips along the Wasatch Front, students carpool in university vehicles.

For more information, please visit: <http://huntsman.usu.edu/trips/>

SEED

SEED offers an international internship experience that will distinguish you among your peers and give you the confidence to take what you learn in the classroom and apply it to real life. We are looking for students with an interest in social entrepreneurship to live abroad for a full school semester to teach, mentor and assist entrepreneurs in developing countries and help them break the poverty cycle.

The SEED program is unique because it focuses on assisting entrepreneurs in three areas; teaching, funding and mentoring. We teach entrepreneurs business building principles, help them secure funding and assets for their business, and mentor them as they grow their venture. We are continuously involved in the success of these micro businesses.

For more information, please visit: <http://huntsman.usu.edu/seed/>

HUNTSMAN SCHOLARS

This premier business program offers challenging academic experiences, participation in weekly meetings, opportunities to travel abroad and networking opportunities with program alumni.

For more information, please visit: <http://huntsman.usu.edu/scholars/>

FORMS

Drop off forms at the advisor office in BUS 309. Once form is completed and signed you will receive and email to come back to BUS 309 to pick it up.