

MBA Student Performance and Accountability  
Hough Graduate School of Business  
Warrington College of Business Administration  
The University of Florida  
(March 08)

### Overview

The MBA Faculty Program Committee has adopted the following guidelines for MBA programs. These guidelines are intended to foster excellence in our programs by building and maintaining a high performance culture in which students continuously develop into managers who are worthy in every respect of the trust and responsibility that organizations and society posit in them. Fostering excellence requires not only an intellectually challenging curriculum but also an environment of professionalism in all aspects of the program.

### Academic Integrity

Academic integrity and honesty are essential in the development of a professional manager. This society is not willing to tolerate dishonest or otherwise unethical professional business managers, and this MBA program will not do so either. Students must attend to, and follow, the University of Florida code of student conduct, with special attention to academic integrity and academic honesty. They must never appropriate the ideas and work of others, including both academic sources and fellow students, without appropriate attribution or by claiming others work as their own. They must exercise complete honesty in following the conditions established by the instructor for examinations and other assignments. Finally, they must be honest with one another, be willing to be accountable for their own failures of honesty and integrity, and not tolerate such failures in classmates.

### Respect

A professional and high performance culture requires respect for the learning process, for human dignity, for the ideas and the work of others in the MBA community, and respect for the significant human and financial resources that are invested in MBA education from many sources. Most importantly, students must respect their own personal commitment to earning an MBA degree. They must devote the necessary time, attention, and best efforts to their education, consistent with the demands of each program format.

### Procedures

To ensure that students maximize the value of their educational experience, procedures related to grading, attendance, team and individual work, and expectations are outlined below:

#### Grading

- Beginning with new cohorts of students entering Hough MBA programs after the effective date of this policy, required core courses and all courses in the working professional MBA programs will maintain a maximum mean grade point average of 3.5 (for example, 25% A, 50% B+, 25% B).

- Grades of C+, C and below can and will be given when student performance warrants.
- Employer reimbursement policy should not affect the grade a student earns for any course.

## Attendance

- With few exceptions, students must treat class attendance as an academic appointment that must be met, much as one must meet a business appointment. Students are expected to attend all scheduled class sessions and to use their nameplates to identify themselves.
- In the working professional programs, missing a weekend means missing as much as 25% of the course contact time. If you must miss a working professional class, you must notify the MBA Programs Office, with your reason, in advance, or in case of an emergency, as soon thereafter as possible. The MBA Programs Office will report all absences to faculty periodically during the term.
- In the traditional programs, absences should be communicated in advance to the course instructor, or, in case of emergency, as soon thereafter as practicable.
- Unexcused absences or multiple reported absences often reflect a lack of academic and professional commitment and will usually result in a considerable penalty in final grading.
- The MBA program office will contact students who consistently miss class sessions but remain in good academic standing (3.0 and above) and strongly encourage them to recommit themselves to, or withdraw from, the MBA program.

## Team Work and Individual Work

- Working in the context of groups and teams is an important managerial skill that is fostered in the MBA programs. Students should treat their responsibilities to team appointments and team work as they would treat professional business obligations.
- Learning in the context of groups and teams also involves academic integrity. Team members are jointly responsible for the academic honesty and integrity of team work. They are obliged to participate in the work and learning process of the team so that they do not take academic credit for projects and assignments to which they have not made a fair and proportionate contribution.
- Assessment in most MBA classes will involve both individual and group work. Faculty members are encouraged to make individual work account for at least 50-70% of the students' grades, so that individual learning is assured.
- Faculty members are encouraged to incorporate peer evaluation of team member performance into final course grades.

## Classroom Expectations

- Students are expected to be punctual in class attendance and remain in the classroom for the entire class session, as they would in any business appointment, unless an urgent need arises or prior arrangements have been made with the instructor.
- Students are expected to arrive for class prepared to meet classroom obligations and to devote full attention and commitment to the work of that class.
- Laptops and other electronic devices should be used with discretion and only as permitted by the instructor for work directly related to the class session. Emailing, accessing the internet, and working on matters unrelated to the work at hand are inappropriate behaviors because they are disrespectful and distracting to the class and to the instructor. In the rare but urgent situation, the student should advise the instructor in advance of a pending phone call or message.
- Classroom discussion is an important part of the pedagogy of many MBA courses. Students in these classes should be fully prepared to engage in class discussion, and they should use the opportunity to develop positive and professional communication skills. This includes according respect for differing perspectives and contributions to discussion, as well as building on the base for discussion laid by student colleagues and the instructor.
- Faculty members are encouraged to hold students accountable through “cold calling” and in-class assessment of preparation and learning.

Students who continually fail to meet these expectations should expect academic penalties and possible dismissal from the program. We believe that these principles, in conjunction with our high expectations, will result in a stimulating and productive MBA experience for students and for faculty.