

# Full-time MBA Program

Elective Guidelines

Class of 2019



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## **Full-time MBA Degree Requirements**

The full-time MBA degree is comprised of 46 required core credits, 44 elective credits, and 7 additional degree requirements for a total of 90 credits. Students generally complete 38 core credits and 8 elective credits in the first year and 8 credits of core and 36 credits of electives in their second year. The additional degree requirements are fulfilled throughout the two years.

### **Elective Requirements**

As noted above, most students will complete 8 credits of electives in Spring quarter of their first year and then finish the balance in their second year. You may take elective courses earlier than Spring quarter of your first year as long as they don't conflict with your core classes and you meet any required course prerequisites.

### **Additional Degree Requirements**

The seven additional degree requirements include the Foster ProDev course (which you complete in your first quarter core curriculum), the Core Case Competition (in which you will participate in winter quarter of your first year), a Summer Internship/Project (or equivalent), two Practical Experience activities, and two International Perspective Activities. Details on how two latter requirements can be satisfied are on page 6.

Students studying in the Foster MBA Program who are sponsored by their employers are deemed to have satisfied the Summer Internship/Project requirement. Students studying in the Foster MBA Program on an F-1 or other type of visa are considered to have satisfied the international perspective requirement.

### **Guidelines to Consider in Selecting your Elective Classes:**

**Number of elective credits required to graduate:** Students are required to complete a total of 44 credits. This credit total may consist of any combination of 1-credit, 2-credit, and 4-credit Foster classes and approved Non-MBA credits (see page 4 for more details about taking Non-MBA classes).

**Standard elective course load:** The normal *elective* quarter course load for your second year is 12 credits in Autumn, Winter, and Spring quarter. You may choose to take additional or fewer credits in a quarter.

To meet **full-time student** status, you need to take at least 10 credits each quarter. Taking fewer than 10 credits has implications with regard to financial aid, scholarships, student housing, and, in the case of **international students**, student visas. If you choose to take less than 10 credits, check with an academic counselor about your circumstances.

**Degree completion time line:** The full-time MBA Program is designed to be completed within six quarters, and must be completed within six years.

**Grade Point Average:** To graduate, your cumulative GPA must be at least 3.0.

**Graduation enrollment requirement:** You must be enrolled in and pay tuition for at least one credit for the quarter in which you plan to graduate.

**Maximum number of electives in a subject area:** You may apply no more than 24 *elective* credits in any single subject area toward your MBA degree elective requirements. For example, a maximum of six 4-credit elective courses in marketing (classes listed with MKTG prefix) may count towards your degree.

**MBA electives offered in the evening** are available to Full-time MBA students as well.

**[Global Business Forum \(IBUS 579\)](#):** Global Business Forum classes are offered every quarter and feature a different theme. Each course is a 2-credit class. Students may apply a maximum of six Global Business Forum credits towards their MBA degree elective requirements. Successful completion of one IBUS 579 course will fulfill one International Business Activity.

**[CBDC Board Fellows Program \(MGMT 555\)](#):** Students enrolled in this year-long course (by application only) earn a total of 4 credits and are registered for these credits as follows: 2 credits in Autumn quarter, 1 credit in Winter quarter, and 1 credit in Spring quarter. Successful completion of a Board Fellows required project (upon approval by the MBA Program Office) will fulfill one practical experience activity.

**Student Investment Fund (BECON 560):** Students enrolled in this year-long course (by application only) earn a total of 4 credits. Students have the option to register for their 4 credits in one of three ways:

- 1 credit – Autumn, 1 credit – Winter, 2 credits – Spring
- 2 credits – Winter, 2 credits – Spring
- 4 credits – Spring

Students who successfully complete Student Investment Fund in their 2<sup>nd</sup> year as a Senior Analyst or Portfolio Manager will fulfill one practical experience activity.

**[Business Plan Competition \(ENTRE 540\)](#):** A maximum of four credits of ENTRE 540 may be counted toward your MBA degree requirements - two credits from the winter quarter Business Plan Practicum class, and an additional two credits are available to you, if your business plan is accepted into the investment round of the Business Plan Competition (and you participate in this round) in spring quarter. Students who participate in the Investment Round of the competition will also fulfill one practical experience activity.

**[IBUS 570 Study Tour](#):** Only one class (two credits) of IBUS 570 may apply toward your MBA degree. Complete participation in a Foster Study Tour will fulfill one international business activity.

## **UW Graduate Courses Outside of Foster MBA Program**

You may request to count up to 16 credits of electives from graduate schools (outside the Foster Business School at the University of Washington Seattle campus) toward your MBA elective requirements. The MBA Program Office must approve these credits before you register. For approval, complete the [Non-MBA Class Request](#) form available on the MBA web site or in the MBA Program Office. Use the form to document the relevance of this coursework to your degree. [Non-MBA Class Request](#) forms should be submitted at least two weeks before the start of the quarter in which you plan to take the non-business class.

- Classes must be offered for university credit (continuing education and non-credit certificate classes are not allowed).
- Language courses are approved only if they are advanced level (400-level or greater), non-introductory classes.
- Credits earned in business courses taken at an approved overseas exchange program do not count toward this limit.
- Some non-MBA classes are pre-approved and do not require additional approval. The [Taking Non-MBA Courses](#) page on the Foster web site details the preapproved courses.
- Classes must not have been used to satisfy course requirements for a degree that you were awarded previously. (This does not apply to students seeking concurrent degrees.)

**Undergraduate courses:** The majority of your courses are completed at the graduate level (courses numbered 500 or above). You may request to count toward your degree a total of 8 credits of 400-level undergraduate elective coursework toward your MBA degree. These courses would count as part of the 16 credits of Non-MBA courses that you can apply towards your MBA. As with graduate courses outside the Foster School, undergraduate courses **must be approved** by the MBA Program Office before you register. Some undergraduate courses have been pre-approved and are listed on the [MBA web site](#).

You may only take undergraduate business courses under the following conditions:

- An equivalent course is not offered at the graduate level for a full year.
- The equivalent graduate-level course conflicts with other desired courses.
- The undergraduate course is not elementary in nature.

**Procedures for registering in undergraduate business courses:**

Undergraduate courses have very limited extra capacity. If you wish to register for an undergraduate business course, follow these steps:

- Check to see whether your course is pre-approved by visiting the [MBA web site](#). If not pre-approved, you need to get permission from the MBA Program Office to apply the class toward your degree by completing the [Non-MBA Course Request](#) form.
- Contact the MBA Program Office for permission to contact instructor regarding enrollment.
- Upon receiving authorization, contact the instructor to obtain written permission to be registered for a specific course section.
- Attend the first class of the quarter *as if enrolled* to keep up on coursework. If a space is available, student will need to see the Undergraduate Liaison Adviser during “Drop-In Registration Hours” (during the first week of the quarter) to be registered in the course.

**Independent Studies**

The faculty of the Foster School of Business recognize that there may be occasions when Foster curricular offerings do not align fully with a given student’s academic, professional, and personal development goals. In those situations, students may be interested in pursuing independent work for academic credit with the permission and guidance of a Foster faculty member and the MBA Program Office.

Following the guidelines detailed on the [Foster Independent Study webpage](#), you may register for a maximum of four credits of 600-level independent study coursework during any one quarter. The MBA Program Office must approve independent study in excess of four credits. A maximum of eight

independent study credits may be applied toward your MBA degree requirements. Although 600-level courses count toward degree requirements, the grades are not included in your cumulative GPA. For detailed information about the types of independent study and required work products and the process for setting up an independent study, see the [Independent Study webpage](#).

## **Additional Degree Requirements: Practical Experience & International Experience Activities**

As noted earlier, you are required to complete two supplemental activities (beyond the Foster Professional Development course, Core Case Competition, and Summer Internship/Project that you will complete as part of your core curriculum):

- 2 Practical Experience Activities
- 2 International Perspective Activities

There are a variety of ways to satisfy these requirements, and the activity does not need to be completed for academic credit. Outlined below are some of the more common ways to meet these requirements. Keep in mind that this is not an exhaustive list, and you may discuss alternative activities with the staff of the MBA Program Office.

### **Practical Experience Activities:**

Activities which **DO** satisfy the **MBA Practical Experience** requirement include:

- Applied Strategy core course
- Second-year Field Study Management Project, as monitored by MBA Strategic Consulting staff
- Participation in the Buerk Center Business Plan Competition at the Investment Round (proposal must be submitted to business plan competition in the spring and accepted to the Investment Round)
- Participation in Entrepreneurial Law Clinic for a minimum of 2 quarters
- Completion of a UW Endowment Fund independent study
- Participation as a 2nd-year Senior Analyst or Portfolio Manager with the Foster Student Investment Fund
- Select MBA elective classes (specific classes which satisfy this requirement will be identified on the elective schedule)
- Application-based Independent Study Projects with company clients (must be pre-approved by the MBA Program Office)
- Other activities can be used to satisfy a Practical Experience activity with approval of the MBA Program Office. For an activity to satisfy a practical experience requirement, it must contain the following elements: 1) has significant interaction with an established or developing business; 2) provides either research, a service or a deliverable for the company; and 3) has a formal written or oral report (which includes a set of managerially-oriented recommendations presented to the company at the completion of the project; and 4) includes a mechanism for critical, constructive feedback regarding your performance with one or more clients in the organization.
- Approved projects completed for the CBDC Board Fellows program.

Activities which **DO NOT** satisfy the practical experience requirement include:

- CBDC Board Fellows projects that have not been approved
- Participation in case competitions
- Projects completed for the UW or Foster School units
- MBAA or other student organization leadership roles
- Leadership Fellows Program

### **International Perspective Activities:**

- Global Business Forum (IBUS 579) classes
- Select MBA elective classes (specific classes which satisfy this requirement will be identified on the elective schedule)
- International classes from UW programs outside of the MBA Program (classes must be pre-approved by the MBA Program Office)
- One quarter of upper division (400-level) business language (should be pre-approved by MBA Program Office)
- Participation in an MBA Study Tour (does not need to be completed for academic credit)
- Participation in one-quarter exchange program sponsored through the Global Business Center
- Internationally focused internship/project (either in U.S. or abroad) as validated by MBA Career Services
- Internationally-focused Field Study Management. You need to provide documentation that these projects had an international element and have this verified by Gordon Neumiller.
- Independent Study with significant international focus comparable to select MBA elective classes. Requires approval of MBA Program Office
- Other activities can be used to satisfy an International Perspective activity with the approval of the MBA Program Office. For an activity to satisfy your international perspective requirement, it must include an academic element, such as a project for a class or company focused on an international aspect of business and have significant contact with a culture outside the U.S.

Activities which **DO NOT** satisfy the international perspective requirement include:

- Participation in a case competition with an international focus
- Activities which consist primarily of interaction with international students on the UW campus
- Student organization roles
- Travel not related to study tours, exchange programs or internship/projects

## **Requirements for Certificate Programs**

**Certificate Programs** are formal programs and requirements vary with each program. The Entrepreneurship Certificate has an application process, as well as a specific set of classes you need to complete in order to earn the certificate (some flexibility and substitution is available). The Global Business Center also has a set of criteria you must meet to complete their certificate. If you are interested in pursuing either of these certificates, contact the specific program office directly or review their web site.

[Entrepreneurship Certificate](#)

[Global Business Certificate](#)

## **Additional Certificates and Programs of Study**

[International Development Certificate](#)

[Nonprofit Management Certificate](#)

[Real Estate Studies](#)

Some completed graduate certificates are recorded on the student's UW transcript while others are not. The Foster Entrepreneurship and Global Business Certificate are NOT recorded on UW transcripts. Please check with the department offering the certificate to determine if their certificate is transcribed upon completion.

For non-transcribed graduate certificates: you may apply (upon approval) up to four (4-credit equivalent) non-MBA courses towards your MBA elective degree requirements. For transcribed graduate certificates: you may only apply (upon approval) a maximum of 6 credits towards your MBA elective requirements that also count towards fulfilling certificate requirements.

## **Elective Requirements for Students Pursuing Concurrent Degrees**

The MBA Program has a number of formal and informal concurrent degree programs. To satisfy the MBA Program requirements for these degrees, students must complete the core curriculum, seven elective classes from the UW MBA Program, supplemental MBA degree requirements and four classes in the concurrent degree program.

You will need to work closely with your advisor for the other degree program to make sure that you satisfy all the core and elective requirements for that degree as well.

If you are pursuing an informal joint degree, you should discuss your plans with your academic advisor.

## **Information to Assist You with Selecting Electives**

There is no magic formula for choosing electives, but the following are suggestions on how to get more information about the course content and instructors. Keep in mind that some electives are prerequisites for other classes and you need to complete the prerequisite to take the other classes.

### **Instructor Evaluations**

Previous quarter evaluations are available in the University's [Course On-line Evaluation Catalog](#), which you can search for instructor evaluations by course prefix.

### **Course Syllabi**

The MBA Program Office has compiled a collection of syllabi from past quarters. These syllabi can give you a better picture of the topic coverage, style of instruction, type of assignments and exams, etc. The syllabi are on the [MBA Web Site](#).



## **Your Fellow Student Colleagues and/or Program Alumni**

Current and former MBA students (from the full-time or evening program) are your best resources as many of them have taken the courses taught by various instructors.

## **Core Instructors**

The faculty is an excellent resource for giving insight and suggestions on additional courses to take in their field of expertise.

## **Career Contacts**

If you are looking for suggestions on courses that would be good for the work place, you might as well start in the workplace. People in positions to which you aspire probably have suggestions on what subject matter or specific content would be good for you to understand to help you meet your career goals.

## **Registration Resources**

### **MBA web site**

[Link:](#) MBA elective bidding and registration process information

### **Academic Calendar & Final Exam Schedule**

[Link:](#) Important University academic dates: start and end dates of each quarters, holidays, final exams, and registration deadlines.

### **Course Evaluation Catalog**

[Link:](#) Searchable database of course and instructor evaluations.

### **MyUW Instructions**

[Link:](#) Access to on-line schedule and other student records.

### **UW Course Catalog**

[Link:](#) Comprehensive listing of UW courses and descriptions.

### **UW Registration information**

[Registrar Home Page for Students](#)

### **Tuition and Fee Deadlines**

[Link:](#) University Assessment of Fees Calendar

### **Withdrawal, Quarter-Off, and On-Leave Policies**

[Link:](#) UW Registrar Official Policies