

MANAGEMENT STUDENT SUCCESS PROGRAM

2014/2015

The Faculty of Management has developed a program geared towards helping you succeed. Everyone faces challenges throughout the span of their education and this program is designed to help you identify and overcome challenges by accessing the services and resources available to you so you can reach your goals. Upon successful completion of the Management Student Success Program, you will be eligible for one of four annual \$1,000 Baltyk Investment Student Success Grants.

University of
Lethbridge



Faculty of Management

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MANAGEMENT STUDENT SUCCESS PROGRAM

Program Components

The Management Student Success Program is comprised of three components that must be completed over the course of at least two regular semesters (Fall and Spring).

1. STUDY PLAN

Meet with an Academic Advisor each semester to develop and review a realistic and achievable study plan that:

- repeats courses to improve grades
- includes no more than four courses if at least one is a repeat and no more than three if all are new. Part-time students' course loads will be lower.
- addresses any skills gaps including writing skills, mathematical reasoning, quantitative analysis or, for students whose first language isn't English, advanced language skills.

2. LEARNING STRATEGIES

Attend a minimum of 3 sessions with a Learning Strategist to develop a personalized plan that will help you identify strategies to achieve academic success. Topics covered by these one-on-one appointments may include: time management, making the most of your study time, studying for exams, taking lecture notes, effective textbook reading and overcoming procrastination.

To make your first appointment, please contact:

Lethbridge/Calgary: Learning Strategist - AH148 | 403.332.4667 | learning.strategist@uleth.ca
Book online: <http://www.uleth.ca/study-skills-services/>

Edmonton: Edmonton Advising - Alumni House | 780.424.0425 | edmonton.campus@uleth.ca

3. MANAGEMENT SUCCESS WORKSHOP

Attend the Management Success Workshop. This workshop is only offered once each semester and must be completed in the semester you join the Management Success Program. The Management Success Workshop offers a presentation by the Learning Strategist addressing keys to success.

An Advisor will contact you when the workshop dates have been set for the semester.

MANAGEMENT STUDENT SUCCESS PROGRAM

Resources

ACADEMIC ADVISING

Lethbridge: Markin Hall M2060 | 403.329.2153 | undergrad.management@uleth.ca

Calgary: Bow Valley College 6th floor | 403.571.3360 | calgary.campus@uleth.ca

Edmonton: Alumni House | 780.424.0425 | edmonton.campus@uleth.ca

Academic Advisors in each Faculty/School are available to assist students with program planning. Advisors are available at workshops, and for walk-in and appointment times. You can ask an Advisor about academic regulations, course selection and program planning.

COUNSELLING SERVICES

TH128 | 403.317.2845 | counselling.services@uleth.ca | uleth.ca/counselling

Counselling Services offers counselling for a) Personal Growth b) Academic Support and c) Career Development.

A Counsellor will help you explore your plans, your strengths, and the sources of difficulty. Typically several meetings are required. With your Counsellor, finalize a personal success plan that will guide you through the upcoming academic year. Whatever you and your Counsellor discuss will be confidential and will not be shared with anyone.

*Calgary and Edmonton students: Your initial meeting with a Counsellor **must** be in person; any subsequent meetings can be by phone. You may also choose to contact a counseling service in your city.*

STUDENT SUCCESS CENTRE

uleth.ca/student-success-centre

The Student Success Centre offers programming designed to support your success as a student, with a focus on three areas:

1. Study Skills and Learning Strategies (AH148 | 403.332.4667 | learning.strategist@uleth.ca)
2. Tutoring (AH148 | 403.332-4668 | tutoring.services@uleth.ca)
3. Mental Health Awareness and Education

The Student Success Centre offers professional support at no cost to undergraduate and graduate students, including workshops, events, tutoring, and access to resources that are designed to help you meet your learning and personal goals.

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Additional Resources

ACADEMIC WRITING CENTRE

L1006A | 403.394.3963 | writing.centre@uleth.ca | uleth.ca/arts/academic-writing

Get individual help with assignments like essays, reports or other written assignments.

ACCOMMODATED LEARNING CENTRE

B760 | 403.329.2766 | alc@uleth.ca | uleth.ca/ross/accommodated-learning-centre

The university shares in the responsibility for providing instructional and learning related accommodation for students with disabilities. If you have been diagnosed with a disability, there is no need to face the challenge of university without support.

CAREER & EMPLOYMENT SERVICES

AH109 | 403.329.2187 | ces.students@uleth.ca | www.uleth.ca/ross/ces

Career and Employment Services (CES) is a student-centred service and one of the few units on campus that continues to serve alumni. We strive to empower students and graduates in their career decision-making by providing one-on-one career advising, organizing career events and managing career resources. We promote job opportunities through an online job board, teach work search skills and assist students with any aspect of their job search process through one-on-one consultations and group workshops.

INTERNATIONAL CENTRE FOR STUDENTS

SU040M | 403.329.2193 | international.advice@uleth.ca | uleth.ca/international

The International Centre for Students is a significant resource for current and future students. They are committed to creating an awareness of diversity and global perspectives within the campus community by a) building vital connections with students, staff and other departments for the common good and b) providing excellent services and superior teaching and guidance within a supportive, respectful, welcoming and collaborative environment including English for Academic Purposes (EAP), English Language Services, and Study Abroad/Exchange.

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LIBRARY

uleth.ca/lib

The U of L library promotes personal learning through rich and relevant collections, innovative technologies, exemplary assistance and instruction and quality study facilities. Library's website provides access to resources and services which are available both on and off campus.

NATIVE STUDENT ADVISING

SU140K | 403.317.2812 | elizabeth.ferguson@uleth.ca | uleth.ca/ross/native-student-advising

Aboriginal students are encouraged to take advantage of services designed to meet their specific needs.

SCHOLARSHIPS & STUDENT FINANCE

AH151 | 403.329.2585 | fin.aid@uleth.ca | uleth.ca/ross/student-finance

By attending university you are making a financial investment in your future and it's important to consider how you will pay for your education. There are various sources of income available.

TESTING CENTRE

uleth.ca/teachingcentre/testing-centre

The Testing Centre is dedicated provide students with an environment that is most conducive to exam writing.

MANAGEMENT STUDENT SUCCESS PROGRAM

Getting Involved

CKXU

CKXU is the campus-community radio station at the University of Lethbridge and is Southern Alberta's only campus-community radio station.

FITNESS CENTRE

The "Vita Sana" Fitness Centre is part of the group of facilities located within the 1st Choice Savings Centre for Sport & Wellness.

MELIORIST

Your campus newspaper features editorials, entertainment, sports, campus beat and TLFs.

PRONGHORNS ATHLETICS:

The U of L Pronghorns represent our campus in interuniversity sport. Go Horns!

PROFESSIONAL DEVELOPMENT PROGRAM

This Faculty of Management PDP provides skills and strategies that will be important in both academic life and career pursuits.

SPORTS AND REC SERVICES

Contact Sports and Rec Services for information about sport facilities, programs, intramural clubs and memberships at the U of L.

STUDENT CLUBS

Clubs are an essential part of the community atmosphere and they provide opportunities for further involvement with your studies, meeting new people on campus, and having fun.

- Management Students Society
- JDC West
- Accounting Club

STUDENTS' UNION (SU)

ULSU is an organization that is in place to help make your experience at the U of L as rewarding and enriching as possible.

MANAGEMENT STUDENT SUCCESS PROGRAM

The Baltyk Investment Student Success Grant

Ms. Eugenia Friebe, a successful business owner, has chosen to support students who participate in the Management Student Success Program as she was once a struggling student and knows how challenging university can be. However, she also knows how hard work and determination can lead to success and wants to support students who are just as determined.

Value: \$1,000

Number: Up to 4 grants will be awarded

Eligibility: BMgt students who participate in the Management Student Success Program

Criteria: The Grant will be awarded to students who have:

1. Successfully completed the Management Student Success Program.
Management Student Success Program components include:
 - Meeting with an Academic Advisor each semester for at least two regular semesters (Fall and Spring) to develop and review a Study Plan
 - Attending a minimum of three sessions with the Learning Strategist
 - Completing a Management Success Workshop or a Learning Strategist Workshop
2. Improved their GPA each semester.

HOW TO APPLY

1. Complete the front (contact information) and back (signatures) of the Baltyk Investment Student Success Grant Application form.
2. Write a 300-500 word description that identifies what you have learned over the last two semesters – what is working for you, how you will address what is not working for you and how you will continue to succeed.
3. Submit application and description to lynette.lacroix@uleth.ca or drop off the information at the Advising office on your campus.

APPLICATION DEADLINE

May 15, 2015

MANAGEMENT STUDENT SUCCESS PROGRAM

The Baltyk Investment Student Success Grant Application

ELIGIBILITY CHECKLIST

- I am a Bachelor of Management student
- I have successfully completed at least two regular semesters of the Management Student Success Program (including 2 study plans, 3 meetings with a Learning Strategist, and attendance at a Workshop)
- My GPA has improved each semester on the Management Student Success Program

HOW TO APPLY

1. Complete the front and back of this application form.
2. Write a 300-500 word description that identifies what you have learned over the last two semesters – what is working for you, how you will address what is not working for you and how you will continue to succeed.
3. Submit application and description to lynette.lacroix@uleth.ca or drop off at the Advising office on your campus.

APPLICATION DEADLINE

May 15, 2015

STUDENT INFORMATION

Name (please print):				ID#:	
Street Address:					
City:		Prov:		PC:	
Phone(s):					
Email Address:					
Campus:	<input type="radio"/> Calgary	<input type="radio"/> Edmonton	<input type="radio"/> Lethbridge		
U of L Program:					
Major(s):					
Minor(s):					

MANAGEMENT STUDENT SUCCESS PROGRAM

MANAGEMENT STUDENT SUCCESS PROGRAM REQUIREMENTS

Study Plan Completed

Advisor Signature:		Date:	
Advisor Signature:		Date:	

Learning Strategist Meetings Attended

Learn Strat Signature:		Date:	
Learn Strat Signature:		Date:	
Learn Strat Signature:		Date:	

Management Student Success or Learning Strategist Workshop Completed

Facilitator Signature:		Date:	
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STUDENT AGREEMENT

By signing and submitting this application, I affirm that the facts set forth in it are true and complete.

Student Signature:		Date:	
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MANAGEMENT STUDENT SUCCESS PROGRAM

Participation Agreement

STUDENT INFORMATION

Name (please print):		ID#:	
Email:			
Campus:	<input type="radio"/> Calgary	<input type="radio"/> Edmonton	<input type="radio"/> Lethbridge
Status:	<input type="radio"/> Admitted on Academic Probation (AOAP)	<input type="radio"/> Placed on Academic Probation (PAOP)	<input type="radio"/> Not on Academic Probation (NOAP)

STUDENT AGREEMENT

Please initial each point below:

____ I am interested in participating in the Management Student Success Program and plan to apply for the Baltyk Investment Student Success Grant upon completion.

____ I give permission to the Faculty of Management Undergraduate Programs Office and the Learning Strategist to communicate regarding my participation in program requirements.

Student Signature:		Date:	
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MANAGEMENT STUDENT SUCCESS PROGRAM

Required Withdrawal Participation Contract

STUDENT INFORMATION

Name (please print):		ID#:	
Email:			
Campus:	<input type="radio"/> Calgary	<input type="radio"/> Edmonton	<input type="radio"/> Lethbridge
Status:	<input type="radio"/> "Required to Withdraw - May Continue With Special Permission" (RWMCSP)	<input type="radio"/> Required to Withdraw - Continuing with permission after an absence of at least 1 regular semester (RWC PAA)	

STUDENT AGREEMENT

I, _____, request that I be permitted to continue my studies at the University of Lethbridge. I have carefully analyzed my situation, developed a study plan, and arranged to make the necessary adjustments and to access the appropriate support resources.

Please initial each point below:

___ **I understand that, if I choose not to participate in the Management Student Success Program (MSSP) or do not meet the criteria required to continue in the MSSP, my Required Withdrawal from the Faculty of Management will be reinstated.**

___ I understand that, to continue my studies, I must follow the Study Plan I have developed with my Academic Advisor.

___ I understand that, to continue my studies, I must maintain a minimum term GPA of **2.0** for one full academic year. In addition, I must also meet satisfactory academic standing as per the Faculty of Management Academic Standards (pg. 12).

___ I agree to follow through on my commitment to the Management Student Success Program.

___ I understand and give permission to the Faculty of the Management Undergraduate Programs Office and the Learning Strategist to communicate regarding my participation in program requirements.

___ I understand that, should I encounter academic or personal difficulties that adversely affect my ability to meet my academic obligations, I am expected to take responsibility and act in a timely manner.

Student Signature:		Date:	
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MANAGEMENT STUDENT SUCCESS PROGRAM

Study Plan

To improve academic performance, you must meet with a Faculty of Management (FoM) Academic Advisor who will assist in developing a realistic and achievable study plan.

STUDENT INFORMATION

Name (please print):				ID#:	
Email:					
Campus:	<input type="radio"/> Calgary	<input type="radio"/> Edmonton	<input type="radio"/> Lethbridge		
Status:	<input type="radio"/> Admitted on AP (AOAP)	<input type="radio"/> Placed on AP (POAP)	<input type="radio"/> Not on AP (NOAP)	<input type="radio"/> Continuing after a Required Withdrawal (RWMCSP or RWCPAA)	

CONDITIONS FOR FALL 2014 | SPRING 2015

Cumulative GPA:	Must meet Faculty of Management Academic Standards outlined on pg. 12				
Term GPA:	<input type="radio"/> a 2.0 minimum <i>term</i> GPA to continue studies in FoM (AOAP, RWMCSP or RWCAA)		<input type="radio"/> a minimum <i>term</i> GPA that boosts <i>cumulative</i> GPA to Good Standing as outlined on pg. 12		
Other:					
Course Load:	** PLEASE NOTE: You will be dropped from any courses not listed below. Be sure to fill out a <i>Repeated Course Form</i> for each repeated course. **				
	Course Limit:	1.		<input type="checkbox"/> repeat	
		2.		<input type="checkbox"/> repeat	
	with	3.		<input type="checkbox"/> repeat	
		4.		<input type="checkbox"/> repeat	
	repeat(s)			<input type="checkbox"/> repeat	

ADVISOR AND STUDENT AGREEMENTS

I have met with this student and we have developed this study plan together.

Advisor Signature:				Date:	
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I have read this study plan and I understand and agree to the conditions outlined above.

Student Signature:				Date:	
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MANAGEMENT STUDENT SUCCESS PROGRAM

Faculty of Management Academic Standards

To retain satisfactory academic standing students must maintain a cumulative grade point average of 2.00 or above at all stages in their progress toward a degree or certificate.

- a. **In Good Standing** - To be in good standing, a student must maintain the following minimum cumulative grade point average (GPA):

Number of Completed Courses (includes transfer courses)	GPA (U of L)
1-10	1.70
11-20	1.85
21 or more	2.00

- b. **Academic Probation** - Students whose cumulative grade point average falls below the levels identified above are considered to be on academic probation. A student on academic probation may not register in more than four courses in a semester.

- c. **Required Withdrawal for One Full Year** - Students will be required to withdraw only following the Spring Semester. Students whose cumulative grade point average, at the end of the Spring Semester, falls below the following for two consecutive semesters are required to withdraw for one full year from the Faculty of Management:

Number of Completed Courses (includes transfer courses)	GPA (U of L)
6-10	1.50
11-20	1.70
21 or more	2.00

A student who has taken fewer than six courses at the University of Lethbridge will not be required to withdraw. A student who completes courses in any School, Faculty or institution during the period of required withdrawal from the Faculty of Management is not permitted to count such courses for credit toward the B.Mgt. degree.

Should a student take a course or courses which are required for fulfillment of his/her degree, additional courses will be assigned to meet that requirement. A student may repeat courses to raise his/her grade point average.

A student required to withdraw for academic reasons must wait a minimum of 12 months from the date of the required withdrawal to reapply. An application for readmission must include evidence that the causes of previous unsatisfactory work have been identified and remedied. The Faculty of Management does not guarantee that students who have been Required to Withdraw will be permitted to return to their previous program of studies. A student who is readmitted after a required withdrawal is placed on academic probation for the next semester in which he/she registers. (*Undergraduate Academic Calendar 2014/2015 p. 220*)