

BA 506 Business Project Policies

1. All students must have an e-mail address and use this process to communicate with the Faculty Advisor and other team members.
2. There will be no individual student projects. Each project team will consist of a minimum of three members.
3. All meetings with the Faculty Advisor and/or Client must be confirmed via e-mail at least 24 hours in advance.
4. Teams will be responsible to make arrangements for a room when meeting with the Faculty Advisor. Rooms can be reserved through Faculty Services, 5th floor SBA building, 725-5099. Rooms are scarce, so the further in advance requests are submitted, the higher the likelihood of obtaining a room that will meet the schedules of all interested parties. The Faculty Advisor's office may be used as a backup if no rooms are available, but the office is small, with limited seating space.
5. Any meeting involving the Faculty Advisor must be scheduled 72 hours in advance, with alternative times provided. If an issue arises that can be quickly solved, please use e-mail or the phone to contact the Faculty Advisor for assistance.
6. No project should be initiated where there can be any potential for a conflict of interest with a team member's current employer or any other associated organization.
7. All students are required to complete the mid-term and final project evaluations in order to receive a grade in the course.
8. If mid-term evaluations reveal a deficiency, a written action plan must be submitted to rectify the problem.
9. Teams are responsible to maintain contact with the Faculty Advisor either via e-mail or scheduled meetings.
10. Team members are responsible to keep notes of all meetings with the Faculty Advisor and Client. These notes are to be turned in and will become part of the project file.
11. Any material submitted to a client (Plan of Action, Formal Outline, Surveys, Questionnaires, Reports, etc.) must be reviewed by the Faculty Advisor prior to submittal to the client.
12. The Faculty Advisor is to be promptly notified if problems develop regarding Client's responsiveness to the team's needs. The Faculty Advisor will work with the Client to resolve any problems.
13. Team members are required to dress professionally for all meetings with their Client. Specific requirements will depend on the apparent "dress code" that individual Clients follow.
14. Audio/Video equipment is in constant use. Plan ahead, the earlier requests are received the more likely the required equipment will be available. Please note that InFocus projectors can only be reserved and operated by students who have received a training certificate from the Computer Lab, 3rd floor SBA building. At least one team member should arrange to obtain a certificate by mid-term if the team plans to use one of the SBA's projectors.

Some Additional Guidelines for BA 506

On the 1st and 15th of each month, a report on the groups progress must be submitted via email. The report should be brief and contain a description of what has been achieved since the last report. Please also describe any problems that are encountered.

Any document that is submitted to the client must be approved by the course advisor first. Examples would include but not be confined to the following: plans of action, outlines, questionnaires, and drafts of the final report.

You are encouraged to consult with the course advisor on any issues or problems that arise during the process of completing the project. Consulting other faculty members with specific areas of expertise is also encouraged. For example, if your project involves supply chain management, seek out advice from a faculty member with in-depth knowledge of that subject.

Stay alert to emails from the course advisor about his/her availability. Occasionally the advisor is out of town and will always alert students via email to that effect.

Each group is required to submit a Group Guideline Agreement.

Group Guideline Agreement

I have carefully reviewed the guidelines for BA 506 and agree to adhere to those guidelines for the duration of the course.

Agreed,

Date _____
