APPENDIX 13
COLLEGE OF BUSINESS ADMINISTRATION
APPLICATION FOR MBA COURSE REVIEW

Course Number: ______________________________

Course Title: ________________________________

Course description (as would be found in catalog):

Check the functional area for this course:
___ Accounting
___ Finance/Financial Services
___ International Business
___ Marketing
___ Management
___ Management Information Systems
___ Productions/Operations Management
___ Business Analysis and Computing
___ Other

Faculty member(s) responsible for course: _____________________________________________

Office phone: _____________ Email ____________________________

Will non-tenure track faculty teach this course? ___ Yes ___ No

If yes, approximately what percentage of sections will be taught by non tenure-track faculty? ______

The integrated skills that this course will focus on are:

___ Speak effectively  __ Examine ethical issues
___ Use of qualitative data  __ Use of quantitative data
___ Use of information technology  __ Write effectively
___ Use of team skills  __ Use of behavioral skills

Note: At least three of the above integrated skills are required.

Faculty member’s signature  _______________________________________________________

Graduate Programs Committee Chair signature  _______________________________________

Dean’s signature  ________________________________________________________________
APPENDIX 13
APPLICATION FOR MBA COURSE REVIEW

PART I. This part consists of four questions designed to evaluate the learning goals of the course and the integrative skills it is intended to develop. Only answer question 4 if it is relevant to your course.

1. As stated in your syllabus, please indicate the primary learning objectives(s) of your course.

2. What pedagogical methods meet the learning goals established for the MBA Program (see goals above)?

3. Explain how this course provides opportunities for each of the integrated skills (see above) you have listed on the coversheet.

4. If other instructors (including per course faculty or teaching assistants) teach the course, what will be done to ensure that the proposed content and skills will be maintained across sections and instructors? (To be completed by area coordinator or associate dean.)

PART II. Please provide documentation of the means by which your course attempts to achieve the goals of the MBA Program and develop the skills you have identified above. Please attach the following: syllabus and all relevant course materials (e.g., exams, homework and laboratory assignments, classroom exercises). For a new course, describe the types of exams, etc, that you would expect to develop. In addition, please feel free to include any explanation(s) necessary showing how the course materials are linked to the learning goals of the MBA Program and specifically to the integrated skills.