

Academic Overview

*(a student user's quick guide
to the Schulich School)*

April 2012

'Putting students at the centre'



Welcome!

TODAY'S AGENDA

- Introduce some key people & units that support the Schulich MBA – and how to contact them
- Provide a sketch of how the School is organized
 - Academic
 - Administrative
- Tips to problem solving
 - in academic matters
 - in administrative matters

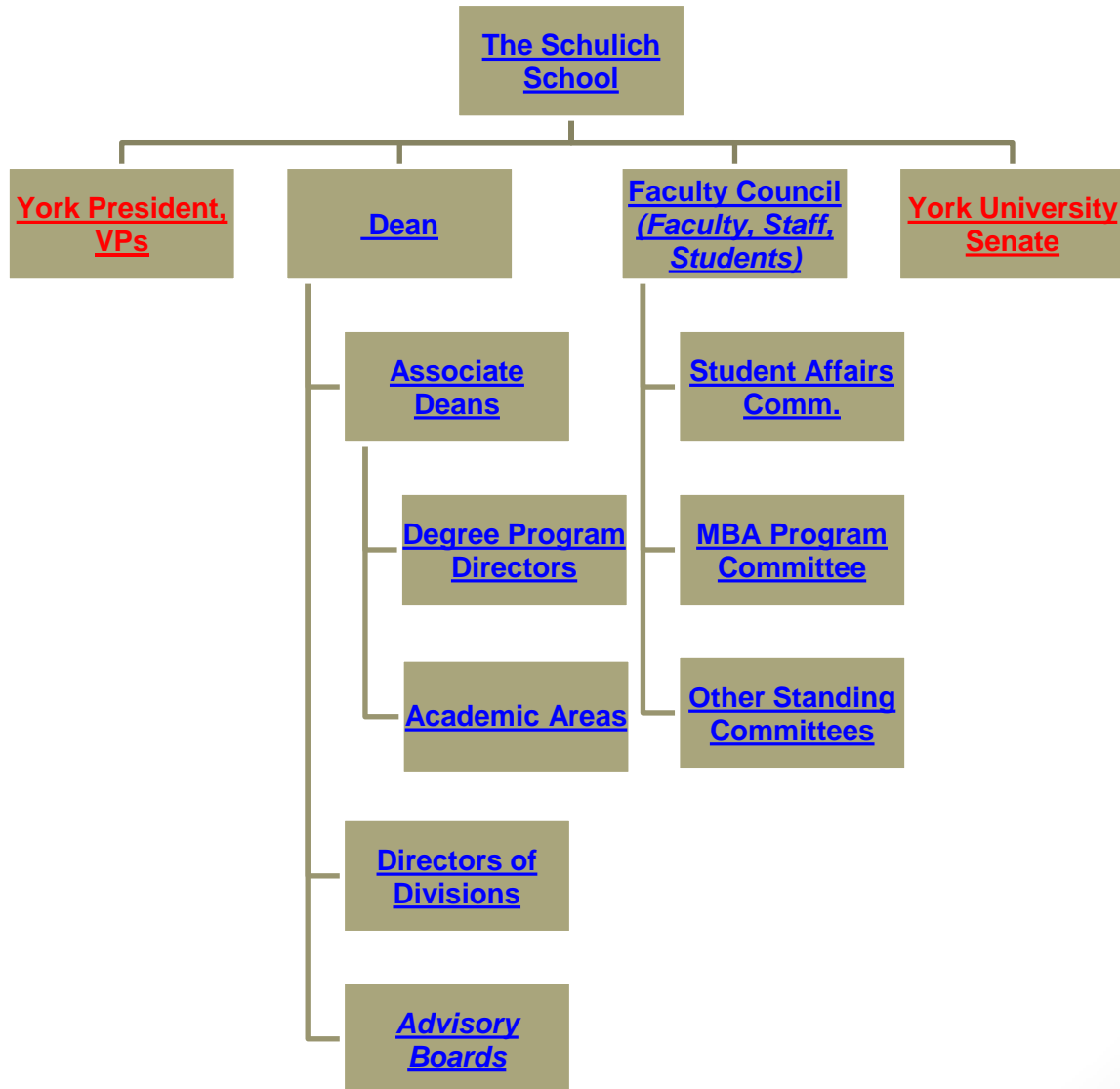
Degree Program Committee

- Chair:
Degree Program Director
 - MBA: Professor Cameron Graham
 - International MBA: Professor Atipol Bhanich Supapol
 - M Finance: Professor Pauline Shum
- Members – Voting:
 - Student representatives
 - Faculty representatives
 - Schulich Centre for Teaching Excellence
 - Associate Dean, Academic
 - Executive director, Student Services & International Relations
 - Staff – Non-Voting:
 - Student Services
 - Alumni Affairs
 - Career Development Centre

The Key: Listening to Students

- Informal conversations
- Regular program review
 - Student academic representatives
 - Program representatives
- Schulich Centre for Teaching Excellence
 - Director: Professor Ellen Auster

How SSB works ...



Office of the Associate Dean Academic

- **Responsibility:**
Overall academic functioning of the programs and areas
- Associate Dean Academic: **Professor Markus Biehl**
- Administrative Assistant: **Susan Harrison**
- Contact:
 - ☺ Suite N230
 - ☎ 416 736-5097
 - ✉ ada@schulich.yorku.ca

Associate Dean Academic:

When might you be in contact? [1]

Academic concerns – (course specific) escalation

1. Instructor
2. Area Coordinator
3. Director of Teaching Excellence (Professor Ellen Auster)
4. Program Director (Professor Cameron Graham)
5. **Associate Dean – Academic**

Academic concerns – (program or policy) escalation

1. Information – Graduate Handbook or Student Services
2. Implementation – Instructor / Area Coordinator / **Assoc. Dean**
3. Changing things – GBC reps / Program Director / **Assoc. Dean**

Associate Dean Academic:

When might you be in contact? [2]

- **'Problems': your initiative**
 - Grade appeal
- **'Problems': our initiative**
 - Academic honesty
 - For procedural advice and guidance: Petitions and Appeals Officer in Schulich Student Services (*Olga Carew*)

Associate Dean Academic: Tips

- **Read** your mail; ***read*** your email. (*Please.*)
- **Use** your ***Graduate Student Handbook***
 - Progress through the program, grading policies
 - Academic Honesty
 - Grade appeals

Connect

- With staff in **Student Services, & International Relations,**
 - With your **professor,**
 - With **administration (Program Director, Associate Dean, Academic)**
- Please **DON'T** put things off.

Schulich Centre for Teaching Excellence (SCTE)

- Director: **Professor Ellen Auster**
- *'Just-in-Time'* (JIT) ...a vehicle for identifying academic concerns within classroom
- GBC rep: **VP Academic**

Student Services & International Relations

- Executive Director **Charmaine Courtis** (room W263 C)
 - *Assistant to Exec. Dir., Heidi Furcha (opposite W263 C)*
- Associate Director - International Relations **Lindsay Hillcoat** (room W263 F)
- Director- Student Services **Praveen Muruganandan (until June 1)**
Melissa Judd (as of June 4) (room W262 O)
- Manager of Enrolment Services **Carolyn Ward** (room W262 N)
- Registration Assistant **Rose Bascio**
- Program Assistant **Rachel Ricer**
- Petitions and Appeals Officer **Olga Carew**
- Records & Promotions Assistant **Sandra Osti**
- Assistant Director of Financial Aid **Anne Caulfield (until November)**
Amanda Barnes (November)(room W262 J)

STUDENT SERVICES INTERNATIONAL RELATIONS

SSIR

Admissions and Recruitment

Financial Aid

International Relations

Student Services

Schulich in India

Undergraduate Programs Unit

Services

Undergraduate Blog

Graduate Blog

Follow



Student Services & International Relations

Welcome to the Student Services and International Relations office. Our team is responsible for admissions, enrolment, registration, financial assistance, exchange and special advising. Our mission is to help you achieve your academic goals while you are a student in one of our Undergraduate or Graduate programs. If you have any questions, please do not hesitate to connect with our staff.

Charmaine Courtis

Executive Director, Student Services & International Relations



Welcome



Admissions

» Learn more about the Admissions & Recruitment team



Student Services

» Access information about advising, enrolment and academic programs



Undergraduate Unit

» Connect with the team behind BBA/iBBA programs



Student Services & International Relations



Who We Are



Praveen Muruganandan

Director, Student Services

Academic counselling | Program planning | Academic appeals | Complaints office
studentservices@schulich.yorku.ca

 416-736-2100  x. 77971



Olga Carew

Student Academic Services Coordinator

Petitions & appeals | Academic honesty policies
studentservices@schulich.yorku.ca



 416-736-5303  Option #3



Carolyn Ward

Manager, Enrolment Services

Enrolment & registration | Academic counselling
studentservices@schulich.yorku.ca

 416-736-2100  x. 77971



Rose Bascio-Ghiandoni

Registration Assistant

Courses/section changes | Wait lists
studentservices@schulich.yorku.ca



 416-736-5303  Option #2



Sandra Osti

Records & Promotions Administrative Assistant

Convocation | Grades | Assistant to Director, Student Services
studentservices@schulich.yorku.ca



 416-736-5303  Option #3



Rachel Ricer

Student Programs Assistant

Registration/enrolment | Status changes
studentservices@schulich.yorku.ca

 416-736-5303  Option #2

Student Services & International Relations: Some Key Services

- **Academic Advising**
- **Mentoring, Coaching**
- **Enrolment**
- **International relations/Exchanges**
- **Schulich Bursary Applications**
- **FGS Bursary Applications**
- **Petitions to Student Affairs Committee**
- **Communications**
- **[Gradblog.schulich.yorku.ca](http://gradblog.schulich.yorku.ca)**

Student Services & International Relations: Where to Inquire

- **Enrolment & Registration:** Room W262
- **Advising:** Room W262
- **Grade and Letter Requests:** Room W262
- **Bursary & Scholarships:** Room W262
- **Financial Aid Advisor:** Room W262
- **International Relations/Exchange:** Room W263
- **Research Assistance** Room W263

Libraries

- **Bronfman Business Library:**
<http://info.library.yorku.ca/depts/bg/bghome.htm>
- **Head, Business Library**
 - **Elizabeth Watson** watson@yorku.ca until June
 - **Sophie Bury** sbury@yorku.ca as of July 1
- **York University Libraries:** *www.library.yorku.ca*

Computing

- **Information Services and Technologies**
 - (Schulich Computing Services)
 - Executive Director, **Kurt Binnie**
 - IS&T provides support on students' Lotus Notes accounts, and Notes related training
 - CS User Services Manager, **Tony D'Agostino**
 - CS Technical Services and Development Manager, **Ali Makooie**
 - provides support on connectivity, computers, software, admin systems, etc., and directs help services
 - **HelpDesk, Drop-In Lab (3rd floor, South wing)**

Career Development Centre

- **Joseph Palumbo**, Executive Director
- **Minoo Bhutani**, Director
- **Alyson Gampel**, Graduate Employment Manager
- Contact Information
 - 416 736-5080
 - career@schulich.yorku.ca
 - agampel@schulich.yorku.ca
- Room: N 202

Net Take-Away

**Take ownership of your Schulich
experience ...
be part of our joint venture.**

Welcome to Schulich!

MGMT 6100 3.00

The '601'

Strategy Field Study

James Mackay



<<http://601.schulich.yorku.ca>>

The screenshot shows a web browser window with the URL athena.ssb.yorku.ca/MGMT6100/Strategy/StrategyFieldStudy. The page features the Schulich School of Business logo and navigation links. A prominent blue banner at the top right reads "MGMT 6100 - Strategy". Below this, the "Strategy Field Study Office" contact information is provided: "Schulich School of Business - N227, Mon - Fri - 8:00am to 4:00pm". Contact details include a phone number (416.736.5082), a fax number (416.736.5762), and an email address (mgmt6100@schulich.yorku.ca). A section titled "IMPORTANT UPDATES:" contains two bullet points: "Important Note for all Fall Groups" and "Upcoming 601 Events:". A blue callout box points to a message that says "601 Info Sessions are open to everyone". The page also includes a "Course Outline" section with links to "Phase Deliverables", "Process Supplement", "Phase Deadlines", "Important Documents - Phase 4 & Phase 5", and "MBA Group Facilitation". A "601 Administrative" section includes links to "601 Database", "Enrolment & Registration Details", and "Fall Meeting Schedule".



Preparing for 601?

- Start identifying potential group members in first year
- Think about and ask about how what you are learning can be applied in a strategy field study
- Check-out <http://601.schulich.yorku.ca>
- Form a group before the end of term leading into 601
- Form a group interested in sites you want to study – specializations especially e.g. health, arts, mining etc.
- Look for Info sessions November, March and June for following term
- Hold date for mandatory kick-offs early Saturday of your 601 term



Resources

- <http://601.schulich.yorku.ca> - Intranet
- www.schulich.yorku.ca/601 - Extranet
- The Course Outline and Phase Deliverables
- Notes databases
- Questions? Contacts
 - Jim Mackay, Director, Strategy Field Studies Program
jmackay@schulich.yorku.ca
 - Tanya Duguid, MGMT 6100 Office : N227, 416.736.5082
 - Email: mgmt6100@schulich.yorku.ca

