

Executive MBA (EMBA) Program Handbook

Lee Business School Mission Statement

Cultivating Leaders who Transform Business.

Welcome

We are thrilled to welcome you to campus and the Executive MBA program. You are about to embark on an experience unique to any other that participated in. The EMBA program will challenge you personally, professionally, and academically and as a result, you will grow and develop your professional acumen, leadership skills and the ability to analyze problems on an entirely different level.

To ensure that you begin your journey successfully, this handbook addresses many of the common questions EMBA students have during their time in the program. **Each student is required to review the following materials to ensure a successful transition into academic life.**

Below are some key points for your consideration prior to beginning class:

syllabus in order to ensure you complete any necessary readings and/or assignments prior to the new course start date.

What to bring: Each student is different. Some prefer to take all notes on their laptops, while others feel most comfortable keeping notes in a traditional notebook. Bring those items that will make it most conducive for you to take notes and participate in class discussions such as paper, pens, pencils, and highlighters. Limited supplies such as scissors, stapler, 3-hole punch, sticky notes etc. are available in the EMBA suite.

What to wear:

Culminating Experience

All students will complete EMBA 720 International Seminar. During this course, includes current environment and challenges of international business, which

elects to deviate from these travel arrangements, it is the responsibility to coordinate these arrangements, as well as pay for any associated costs.

Spouses/significant others are not permitted to attend the International Seminar.

Program Attendance Policy

The Executive MBA Program is an intense program that requires active student participation both in and out of the classroom. For this reason, students are expected to attend each class session and be prepared to participate in discussions, group activities and exercises. When a student is not present, it not only affects the learning of that individual, but it also undermines the quality of learning for the entire cohort.

It is understandable that circumstances may occur where a student needs to legitimately miss a class including illness, medical emergency, or family emergency. If a student is unable to attend a class

administration prior to the start of class. Students may not miss more than three (3) class days over the entire 18-month program. Should a student miss more than the allowable days, disciplinary action may be taken including written warning, academic probation and, if necessary, separation from the EMBA program.

Additionally, students are expected to be on time for both the morning and afternoon sessions, as well as be in class for the duration of the session. Excessive tardiness or leaving early may also result in disciplinary actions.

The policy outlined above is UNLV EMBA Program policy; however, each professor may have his or her own classroom attendance policy for missed classes, which may include extra work or an effect on final grades based on attendance and class participation.

Office of International Student and Scholars

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

Jean Nidetch Women's Center

writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the [Graduate Student Handbook](#), and following websites:

[Academic Integrity](#)

[Activation for Military Service](#)

[Change of Address](#)

[FERPA/Privacy Rights](#)

[Health Insurance -](#)

Handbook Information

Last revised	Revised by	Department Vote Tally: Yes/No/Abs. (date of vote)	Changes summary
March 2023	Mary Ann MacDonald		Updated locations, director, and removed irrelevant/outdated information
4/6/2023	Nadine Bentis		Spacing issues and formatting