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Kellogg Certificate Program for Undergraduates

ORIENTATION HANDBOOK AND ACADEMIC INTEGRITY STANDARDS AND GUIDELINES

NORTHWESTERN UNIVERSITY

Kellogg
School of Management

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School of Management

CONTACT INFORMATION

ADMINISTRATIVE STAFF

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Note: Carol and/or Janelle are always at 555 Clark Street during class times, and otherwise alternate between the Jacobs Center and Clark Street, depending on each day's schedule and work requirements.

Rachel Garson Taylor, *Certificate Program Career Services Assistant Director*
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Note: Rachel's primary office is at UCS (620 Lincoln), but she has some office hours (to be determined) at 555 Clark.

ADMINISTRATIVE FACULTY

Prof. Martin Lariviere
CPU Academic Director and Managerial Analytics (MA) Certificate Faculty Coordinator
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ACADEMIC INFORMATION

STANDARDS OF ACADEMIC INTEGRITY

Students must adhere to Northwestern University's standards of academic integrity and the CPU "Academic Integrity Standards and Guidelines." The CPU academic integrity document is appended to this handbook. Please note that any substantiated academic integrity charges in the CPU will be shared with the student's home school.

CERTIFICATE COMPLETION TIMEFRAME

Juniors may complete the four CPU courses over one or two academic years, although we strongly recommend that students complete them in one. CPU courses are offered only once per academic year, and the quarter, day and time offered can vary from year to year. Also, the CPU schedule is generally not completed until mid-May. We feel it is prudent for juniors to take as many CPU courses as possible during their first year in the program in order to avoid potential scheduling conflicts during their senior year.

EARNING THE CERTIFICATE - REQUIREMENTS

To receive the Certificate, students must earn at least a "3.0" overall average in the four CPU courses. Any failed course must be repeated. A student may be dismissed from the Certificate Program if at the end of any quarter it would be statistically impossible to earn a "3.0" overall average. Any outstanding prerequisite courses taken concurrently with the certificate courses, as noted in the student's acceptance letter, must be completed and taken for a grade (not P/N). The Certificate will be awarded when the student graduates from Northwestern University.

FIRST CLASS REQUIRED

All students must start the program in the fall of their first year. *Principles of Finance* (KELLG_FE 310-0) is the first FE course offered, and ***Operations and Supply Chain Strategy*** (KELLG_MA 324-0) is the first MA course.

FIFTH CLASS

If you decide to take a CPU class as your fifth class, you must have the appropriate person in your school sign the "Registration Exception Form" and then take it to the Registrar's Office. You do not need a permission number from us. Please inform both the instructor and the CPU office ahead of time if this is the case.

GRADING SYSTEM

The following grading system will be used in computing the GPA:

A	= 4.0	C	= 2.0
A-	= 3.7	C-	= 1.7
B+	= 3.3	D	= 1.0
B	= 3.0	F	= 0
B-	= 2.7	X	= 0
C+	=2.3	Y	= 0

An X or Y must be made up within the time frame stipulated by the professor, or before the end of the subsequent quarter. If the student does not make up the X or Y grade after one term, the grade will be changed to an F unless the student receives a written extension with a specific date of completion from the professor.

CONTESTING A GRADE

If a student wishes to contest a grade given for work completed in the CPU, s/he should adhere to the following procedure:

1. Students have up to 10 working days after graded written work is returned to submit it for re-grading to the professor. If the work is returned to students at the end of the term, they have 10 days in the next registered term to resubmit the work for re-grading. In contesting a grade, students should know that the entire work may be reviewed -- not only the section(s) in question.
2. Requests for re-grading must be submitted in writing, with the student outlining the specific areas of the work s/he feels were incorrectly graded. All requests should be signed and dated by the student.
3. Professors should re-grade the work being contested and provide a response to the student within 20 working days, explaining the results of the review and indicating whether the student's grade has changed. Oral or written responses may be provided, but confirmation of the decision should be submitted in writing by the professor.
4. If a student remains dissatisfied with the grading process, s/he shall have up to five working days after receiving the re-graded work to submit it a second time for re-grading, as outlined in Step 2 above.
5. Professors should re-grade the work within five working days of receiving it, as outlined in Step 3.

This concludes the grading appeal process. Professors' judgments on second submissions of written work will be final. There are no provisions for student appeal to outside parties in resolving grading disputes.

TA DISCUSSION SESSIONS

Some CPU classes have TA sessions. As a rule, attendance is optional, unless the professor states otherwise. We encourage you to attend TA sessions as they are a good way to reinforce material covered in class, prep for exams, and get individual help.   If an instructor schedules a TA session, you will be automatically registered for it, so if there is a time conflict with another (non-CPU) course, both professors must sign the Time Conflict Permission Form.

WCAS READING WEEK

Some CPU professors hold classes during the WCAS reading week.

CAESAR CLASSIFICATION

Both certificates are classified as "Plans" in CAESAR, and CPU courses are tracked in your electronic degree audit report. The CPU audit usually appears at the end of the report.

PETITION TO RECEIVE CERTIFICATE

Seniors do not need to petition separately to receive the Certificate when they graduate. We have an internal system for tracking this information.

TAKING CLASSES IN THE "OTHER" CPU CERTIFICATE

CPU students may only earn one certificate, but if they have successfully completed (with a "B" or better average) all four courses in "their" certificate, they may take courses in the other, as long as space is available. These courses must be taken for a grade, not P/N, but will not be computed in the CPU course average.

SUMMER INTERNSHIP COURSE

A .25-credit course, KELL_CP 350, "Summer Internship," is available for CPU students whose companies require that they receive academic credit for the experience, and for international students who must receive academic credit to qualify for Curricular Practical Training (CPT). International students must secure the appropriate approvals from the Northwestern University International Office in order to enroll in the course. Written course guidelines, including deliverables, are posted on the CPU Blackboard site.

TAKING A TEMPORARY LEAVE FROM SCHOOL

If you decide to take a leave of absence from Northwestern (e.g., for military service, health, or other personal reasons), you must notify a CPU administrative staff member. Please provide the expected dates of your absence and then contact the CPU in advance of your return.

DROPPING THE PROGRAM

If you need to drop out of the CPU, you must contact one of the administrative staff members. There are a few logistical items, including removing the CPU "Plan" in CAESAR, that we need to address.

CAREER DEVELOPMENT SERVICES AND PROGRAMMING

Rachel Taylor, our career specialist, provides career development services for CPU students exclusively.

INDIVIDUAL CONSULTATIONS

Rachel provides individualized career counseling and job/internship support. She recommends that you meet individually with her at least once per quarter to help prepare and execute a targeted career development and job/internship search plan.

Rachel is available for face-to-face appointments, as well as phone, Skype, and e-mail consultations. If you are seeking a face-to-face appointment, you can self-schedule an appointment using CareerCat. If you are seeking a phone or Skype appointment outside of traditional business hours, email Rachel with the following information: type of consultation requested (phone or Skype), 3-5 options for appointment time, and any related documents (resume, cover letter, job description, etc.). Her contact information can be found in the beginning of this Handbook.

CAREER-RELATED PROGRAMMING

Working with the CPU employer and campus partners, Rachel organizes career-related programming exclusively for CPU students. Programs range from roundtable discussions to more formal employer educational sessions (often presented by CPU alumni). Attending these special events will enhance career planning, professional development, and job/internship search. They are promoted via the program listserv and request your RSVP. *Select programs may be included for participation in the CPU Professional Excellence Series.*

CAREER DEVELOPMENT EXPECTATIONS OF YOU

Your actions represent Northwestern University and the Kellogg Certificate Program for Undergraduates. We expect you to hold yourself accountable to a high standard of professionalism and ethics in all of your interactions, both on and off campus, via email, phone calls, and so on.   Because CPU partners with University Career Services (UCS) for many recruitment activities, you are obligated to uphold their policies, and failure to do so will result in sanctions from both CPU and UCS.

Below is a list of career development expectations we hold for CPU students.
- Represent yourself honestly and accurately (work authorization, GPA, majors, etc.)
- Be familiar with UCS on-campus recruitment policies and uphold those policies.
- Remove yourself from all pending applications and interviews once you accept an offer of employment (both job and internship)
- Report job offer information (to be included in aggregate data) on the CPU Post-Graduation Plans survey.
- Uphold commitments you make to attend an interviews and CPU programs and events. You should arrive early (or on-time) and stay for the entirety.
- Respond in a timely manner to email requests.

RESEARCH PROJECT

CPU students who wish to pursue an area of academic interest or explore a professional/job-related topic may conduct an in-depth research project with a Kellogg professor. With the proper permissions, the project may be used to fulfill the student's home school/department senior honors thesis or MMSS senior thesis requirement. Students are responsible for finding their research project advisor.

Guidelines about the research project are posted on the CPU Blackboard site.

CLASSROOM ETIQUETTE AND EXPECTATIONS

The CPU is modeled after the Kellogg MBA experience, and emphasizes the Kellogg culture of mutual respect and collaboration. All of the CPU Kellogg professors hold high expectations for students in terms of learning, academic integrity, personal responsibility, group interaction, ethical behavior, and classroom etiquette.

On a day-to-day basis, everyone is responsible for creating an environment that enhances the learning experience for all students. Following are the classroom etiquette expectations:
- **Responsible Learning:** Students are expected to be prepared and committed to an optimal learning experience, in the classroom, in study groups, and in co-curricular activities.
- **Attendance:** Students are expected to attend every class throughout the quarter. Students should notify the professor in advance if they cannot come to class.
- **Punctuality:** Students are expected to arrive for class on time so that the professor may start and end the class according to the schedule.
- **Exiting and Entering:** Students are expected to remain in the classroom for the duration of the class. If a student must depart early due to unavoidable circumstances, the student should inform the instructor prior to class.
- **Disruptive Behavior:** Students should demonstrate respect for the professor and fellow students during the class period. This means refraining from distracting behavior such as disruptive eating, side conversations, surfing the Web, texting, or checking email messages.
- **Respect the Facilities/Respect for the Classroom:** Students should help maintain the appearance of the facilities at 555 Clark Street, including the classrooms, study group rooms, and student lounge. Please

be courteous to your fellow CPU students and staff by discarding and/or recycling all trash when you leave. Also, make sure all off the doors are locked when you leave.

CPU CO-CURRICULAR SERIES & SUPPORTED ACTIVITIES

PROFESSIONAL EXCELLENCE SERIES

In addition to the CPU courses, we offer special programs and events designed to supplement and enhance what you learn in the classroom. Some of them are career development-related, others are academic in nature, and still others are more social.   A schedule of events will be posted in the fall quarter.

We encourage you to attend as many events in the Professional Excellence Series as you can, as these "co-curricular" opportunities will enrich your CPU experience. Students who attend a specified number of Professional Excellence events will be acknowledged during the CPU certificate ceremony in June.

FUNDS FOR STUDENT-INITIATED ACTIVITIES

Some funds are available to support student-initiated activities that complement the CPU learning goals and curriculum. Subsidized activities could include attending relevant conferences, participating in academic competitions, or pursuing other academic interests. Funds could be used for travel, fees, or other expenses deemed appropriate.

In order to maximize the number of students who can benefit from these funds, activity subsidies are capped at $400 per student per academic year.

The process for requesting student activity funding can be found on the CPU Blackboard site. Please note that proposals must be submitted before the activity is undertaken. We recommend you submit your proposal as early in the school year as possible because funds are limited.

STUDENT COMMITTEES

We have two CPU committees.
- Student Affairs represents CPU students by providing guidance and directives that enhance the CPU experience. This includes promoting interaction among FE and MA students, planning events and programs, and helping staff develop co-curricular activities. Membership in this committee is determined in the spring and consists of both returning and incoming CPU students.
- Employer Ambassador Committee members welcome employers who are hosting CPU-exclusive information sessions, represent CPU to employer guests on campus, and assist in event set-up and break-down. The Ambassadors go through a 2.5 hour training session facilitated by Rachel Taylor.

This is the third year for the CPU committees.

LOGISTICS – ADMINISTRATION - COMMUNICATION

STUDENT LOUNGE AND STUDY GROUP ROOMS

The CPU study group rooms and lounge are to be used for students only. These rooms are always locked and are accessible only to students, administrators, and faculty who have specially-programmed Marlok keys. Do not prop open the door to the lounge or a study group room if you are not using it, and shut the door when you leave. The rooms and equipment should not be used by non-CPU students and others who are not affiliated with the program. Please remember that the equipment in the rooms is both fragile and expensive, and if you

leave the rooms open, anyone can access them. Students may not bring alcohol into the 555 Clark Street facility.   Also, please don't forget to leave the room neat and clean for your fellow students.   The custodial staff cleans the rooms long before students leave for the evening,

COURSE MANAGEMENT SYSTEMS

Most CPU instructors will be using Canvas, NU's new "learning management system" this year.

CPU itself has a Blackboard site where we post several administrative documents (like this handbook, class rosters, instructions on reserving study group rooms, and other things)' faculty and TA contact information; and a link to Google Calendars, where you can sign up for study group rooms at 555 Clark. The name of the CPU BB site is "Kellogg Undergraduate Certificate Program."

MARLOK KEY

The 555 Clark Street building is accessible to the public weekdays only, between 7:30 a.m. and 8:30 p.m. However, CPU students' Marlok keys allow them access to the building and our study group rooms and lounge 24/7.

A $20 fee will be charged for lost Marlok keys.   Students **MAY NOT** lend their Marlok keys to any non-CPU students.

STUDENT MAIL FOLDERS

Mail folders for each student are located in filing cabinets in the student lounge. Some instructors put homework assignments/and or graded exams in the folders, instead of returning them during class.

LISTSERVS

Carol, Janelle, and Rachel generally send information through the CPU listserv that we moderate.

Students have their own listserv for communicating with each other. The address is CPU_STUDENT@LISTSERV.IT.NORTHWESTERN.EDU

NAME PLATES

CPU students are given permanent nameplates on plastic holders for use in class. Lost nameplates will be replaced by paper ones.

CPU AWARD-WINNING WEDNESDAY NEWSLETTER

We e-mail a newsletter every Wednesday with pertinent administrative information and other items, such as cool things you have done or perhaps awards you have won.   We will happily forward announcements from you; just please send it to us by Wednesday mid-morning. Plan ahead!

BIKE RIDERS

Bike racks are located at the corner of Clark Street and the alley just east of the building as well as in the building courtyard on the north side. Tip for bike riders: if you ride a bike to class, DO NOT lock it on any of the building's outside railings because the bike may be de-locked and taken to 2020 Ridge.

TECHNOLOGY, EQUIPMENT, AND COMMUNICATION

STUDY GROUP ROOMS

There are four study group rooms in the CPU space at 555 Clark Street.   Each room contains a widescreen LCD display, a desktop computer with Windows 7, a phone, and a conference table and chairs. The PCs contain special software and databases that you will need for class assignments. Students will login to the desktop computer using their NetID and password and should log out when they are done using the computer.

Students in groups of two or more may reserve the study group rooms on the @u.northwestern calendar features. There is a link to the calendar on the homepage CPU Blackboard under Google Calendars). Instructions about reserving study group rooms are also posted on the Blackboard site.

To ensure equitable access to the group rooms for all CPU students, please adhere to the following policies.
- Study rooms are only for use by students in the Kellogg Certificate Program for Undergraduates.
- Students who are currently taking classes in the program have priority over seniors who have taken all four courses.
- Study rooms may only be reserved by students for group study or meetings with two or more students. (Individual students may not reserve a room for individual study.)
- These rooms may be reserved for **up to two hours** (consecutive or not) per day per group.
- A group will lose priority on a room if they are more than ten minutes late.

COMPUTER WORKSTATIONS

Four desktop computer stations are available in the lounge area for CPU student use. These PCs also have the same special software and databases as the computers in the study group rooms. Students login to the desktop computer using their NetID and password and should log out when they are done using the computer.

Incoming students will need to reset their password before logging into any computer for the first time. Password reset should occur during the week before Fall classes begin or when students receive notice by CPU staff member and must be done at a location other than 555 Clark.

COPIER AND PRINTERS

CPU students may make copies and scans needed for CPU coursework while they are taking CPU courses. The color printer is located by the study group rooms, and the black and white printer is located in the student lounge. They are set to print double-sided by default. We monitor individual student usage regularly.

KPRINT INSTRUCTIONS (ALSO POSTED BY THE COPIERS)

KPrint is a print and release system which allows CPU students at 555 Clark to print from the public computers and then release their documents from the printers using their WildCARD up to 24 hours later. Here are the instructions. (**Note: you must change your NetID password before you can access KPrint for the first time.**)
1.   Send print jobs from a public computer at 555 Clark to one of the printer queues below:
     - B&W documents: KPrint1E-BW or KPrint 2E-BW (located in student lounge)
     - Color documents: KPrint1F-Color or KPrint2F- Color (located outside of study group rooms)
2. Follow the instructions on the printer to login and release your print jobs, scan or copy documents.

Tips:

- Selecting 'Print' will print the document once you release it and delete it from the queue.
- Selecting 'Options' > 'Save Print Jobs', then 'Print' will print the document and save it in the queue in case you want to print it another time (within 24 hours).
- ALL jobs are deleted from the queue after 24 hours.
- Always set your staple and hole-punch settings from the PC. These settings cannot be changed from the printer itself.

TECHNICAL SUPPORT

Please contact **the Kellogg Technical Support Center (TSC) if you need** technical assistance with any of the equipment (computer workstations, monitors, printers) in the CPU 555 Clark space.

Contact	Phone Support Hours
847/467-2100	Monday – Thursday: 8am – 6:30pm
kis-help@kellogg.northwestern.edu ^	Friday: 8am – 5:30pm

^ Please allow 2 business days for a response to a request via email. For immediate assistance, please call the technical support center.

Identify yourself as a Kellogg Undergrad Certificate Student at 555 Clark Street. Support hours are listed on the Kellogg Information System's website: https://kis.kellogg.northwestern.edu/Pages/ContactJacobsStudents.aspx

ACADEMIC INTEGRITY STANDARDS AND GUIDELINES

Overview:

Students in the Kellogg School of Management Certificate Program for Undergraduates must adhere to Northwestern University's **standards of academic integrity** as described on the University's website and in its printed materials. Certificate Program students will be accorded the same due process and rights accorded to all Northwestern students. Suspected cases of academic integrity violations that occur in the Certificate Program will be investigated by the Certificate Program, and if the charges are substantiated, program-specific sanctions will be imposed. In addition, findings about substantiated charges will be shared with the student's school of record (the student's "home school") for possible additional sanction. If a student is found to have committed a violation of the academic integrity guidelines in a non-Certificate Program course, the Certificate Program will be notified by the student's home school dean.

Possible Certificate Program-Related Sanctions:

The sanctions for violating the academic integrity standards, whether the violation occurs in a Certificate Program or non-Certificate Program course, may include one or more of the following:
- reduced or failing grade for the assignment/test (this applies to Certificate Program courses only, and the grade is determined by the Certificate Program instructor)
- reduced or failing grade for the course (this applies to Certificate Program courses only, and the grade is determined by the Certificate Program instructor)
- letter of reprimand or warning
- exclusion from an internship arranged by the Certificate Program or summer research project
- withdrawal of Certificate Program career services support
- dismissal from the Certificate Program

Procedures:

The following procedures should be followed whenever a Kellogg School of Management instructor (or other individual) believes that a case of academic integrity violation may have occurred.

1. The incident will be reported to the designated Certificate Program administrative officer within one month of the date of the alleged incident or within one month of the date the reporting individual becomes aware of the alleged incident, whichever is later. Once a matter has been referred to the administrative officer, it may not be withdrawn without his/her approval, nor may a faculty member resolve the case without the administrative officer's approval. No action will be taken on any case after the student has graduated from Northwestern University.
2. The Certificate Program administrative officer shall review the facts of the alleged incident, including statements of the reporting individual and supporting material. If the administrative officer determines that an academic integrity violation may have occurred, he/she shall notify the student by letter of the charge(s) made, including the date of the incident, course, instructor, and the nature of the alleged violation. The student will be asked to schedule an appointment with the Certificate Program administrative officer, at which time the charges and evidence will be presented. The student must call to schedule the appointment within seven working days of the letter. A copy of the Certificate Program academic integrity procedures will be included with the letter.

If timely notification is important, for example if the student is about to leave for vacation, verbal notification may be made, to be followed by written notification.

Prior to the meeting, the student has the right to review relevant original materials in the Certificate Program for Undergraduates program office, to obtain copies of such materials if desired, and to discuss the matter with a faculty adviser or other individual. Review of original materials must take place by appointment during normal working hours within seven days of the date of the administrative officer's letter. The administrative officer or his/her representative will be present when the student examines the file.

If the student does not call within seven working days to schedule a meeting, the administrative officer may make his/her determination (including findings regarding the alleged violation and possible program-related sanctions) on the basis of the evidence existing at that time. The administrative officer may grant reasonable requests for an extension of this deadline at his/her sole discretion.

3. During the meeting, the administrative officer will describe the charges made and detail the evidence supporting the charges. The student may present any relevant material or statements in his/her behalf.
4. After the meeting with the student, the administrative officer shall review all matters involved in the case and notify the student by letter of his/her finding regarding the occurrence of an academic integrity violation along with Certificate Program-related sanctions, if any, to be imposed. Unless the student appeals the decision (#5 below), his/her home school will receive a copy of this letter.
5. The student may appeal the administrative officer's academic integrity finding and/or sanction by filing a written notice of appeal to the Kellogg School of Management Certificate Program for Undergraduates Academic Standards Committee within ten days of the date of the administrative officer's findings letter. The appeal letter should describe the grounds for the appeal and state whether the student wants to present the appeal in person before the Academic Standards Committee.
6. The Academic Standards Committee will review the appeal as soon as practical after it has been filed. As noted in #5 above, if the student has so requested, he/she may appear at a meeting of the Committee to present his/her case, and to hear and respond to any testimony provided by the administrative officer or other parties appearing before the Committee. At the Academic Standards Committee's sole discretion, the student may be allowed to present witnesses at the meeting. The student must inform the Committee of the names of the proposed witnesses and the nature of the evidence they are prepared to present at least seven working days before the appeal is to be heard. The Committee will inform the student if the witnesses will be allowed to present at the meeting.
7. The Academic Standards Committee may sustain or reverse the finding of a violation that was appealed, and may sustain or modify (but not increase) an appealed sanction. The Academic Standards Committee shall inform the student of its decision by letter. Unless the student appeals the Academic Standards Committee's decision (#8 below), his/her home school will receive a copy of this correspondence.
8. The student may appeal the Certificate Program Academic Standards Committee's decision to the Provost of the University within ten working days of the Academic Standards Committee's notification. The appeal must be in writing and include a detailed statement describing the grounds for appeal. Appeals to the Provost are limited to alleged errors in procedures, interpretation of regulations, or alleged manifest discrepancies between the evidence and the Certificate Program finding and/or

sanction. The Provost will receive appeals only after a sanction has been specified for the alleged violation.

Unless the Provost determines that no violation occurred and reverses the Academic Standards Committee's decision on that basis, the results of the appeal, along with the appropriate correspondence and written information, will be shared with the student's home school.

General Considerations:

- A student may not change his or her registration in a course once an alleged violation of academic integrity in that course has been discovered regardless of whether the alleged violation has been referred to the Kellogg School of Management Certificate Program for Undergraduates administrative officer.
- At any stage of the proceedings described previously, the student may be accompanied by a fellow student, a faculty member, or another individual of the student's choosing, but not by an attorney. This person may not take part in the proceedings; the student must speak on his or her own behalf, except in cases where the Appeals Committee allows witnesses to present at the appeal meeting (#6 above).
- Sanctions specified by the administrative officer, as modified by the Kellogg School of Management Certificate Program for Undergraduates Academic Standards Committee or the Provost (if an appeal has been filed), shall take effect after the period for appeal of a decision has expired if an appeal has not been filed, and after a decision has been reached by the Academic Standards Committee or the Provost if an appeal has been filed. If the appeal is not granted, the sanction may be applied retroactively to the date of the administrative officer's finding, and, if necessary, current registrations may be canceled.
- All materials relating to an allegation of an academic integrity violation will be kept in the Kellogg School of Management Certificate Program for Undergraduates program office until the student has graduated or for ten years after the incident, whichever is earlier.
- Electronic messages may be used to fulfill the requirements of these procedures wherever a letter is specified, and electronic versions of policy statements may be used to comply with required document transmittal.