



Oregon Executive MBA Spring Term 2020 Info

This document was updated on March 27, 2020, and will continue to be updated as needed.

Thanks to all of you for your resilience and flexibility during these unusual circumstances. We are committed to keeping you up to date while the situation continues to evolve. As always, we care for the health and well-being of all our students and we're committed to your personal and professional success.

Have questions that aren't answered here? Need academic or career advice? Just want to say hi? Contact Amanda Fontenot at afonten2@uoregon.edu or 503-412-3792. Or schedule an appointment here: <https://fontenot.youcanbook.me/>

ATTENDING CLASS

How will I attend class?

All University of Oregon classes will be taught remotely for all of spring term. Oregon Executive MBA students will use their University of Oregon Zoom accounts to attend class throughout spring term. Please use Zoom to attend remotely, even if the faculty member who is teaching is using the Oregon Executive MBA facility to teach.

USING ZOOM

I already have a Zoom account. Do I also need a special UO Zoom account?

Yes, for reasons related to the [Federal Educational Rights and Privacy Act](#) (FERPA), all students must use their UO Zoom accounts to participate in class. Please be aware that, going forward, you may not be able to use your private Zoom account to participate in most or all classes. Best practice: **Activate your UO Zoom account before you need it for class!**

How do I activate my University of Oregon Zoom account?

Amanda has scheduled a training session for Friday, April 3 at 12 noon. You should already have received a calendar invitation via your UO email address. This is the Zoom meeting address: <https://uoregon.zoom.us/j/678700970>

To get started before that, check out these PDFs:

- <https://business.uoregon.edu/files/media/lcb-pdx-how-to-set-up-zoom.pdf>
- <https://business.uoregon.edu/files/media/lcb-pdx-how-to-participate-zoom.pdf>
- <https://business.uoregon.edu/files/media/lcb-pdx-how-to-host-zoom.pdf>

Oregon Executive MBA

38 NW Davis Street, Suite 200, Portland, OR 97209

503-412-3777 | business.uoregon.edu/executive-mba

An equal-opportunity, affirmative-action institution committed to cultural diversity and compliance with the Americans with Disabilities Act



Do I need special equipment for Zoom?

You'll need a computer with a camera and microphone—just like if you were using Webex to attend class remotely. You'll also need a high-speed internet connection.

ATTENDANCE POLICIES

What do I need to do to be counted as present during class?

Faculty members understand that increased flexibility for attendance is required during this time and that many of you have increased responsibilities and unpredictable schedules. We do ask that you log in and participate in each class. We also remind you to watch the recordings when live attendance is not possible. It is okay if you need to briefly turn off your video to attend to work or family needs during a class. Expect that faculty members with attendance or participation policies will modify those so that attendance is not counted in grades and participation points can be made up or waived.

What if I know I will miss the livestreamed class session?

If you know you will be absent from a virtual session, please to fill out the attendance form, just like you would if you were missing an in-person class.

Will class recordings still be available on Canvas?

Yes. Panopto videos of all classes will continue to be available on Canvas.

Is the program switching to pass/fail grading for spring term?

Students will continue to receive letter grades for their courses. We are not switching to pass/fail.

USING THE PORTLAND FACILITY

Can I use the Oregon Executive MBA facility to study on my own or have a team meeting?

The Oregon Executive MBA's facility in Portland is closed for spring break and will be closed for all of spring term 2020. Please do not plan on using the facility for studying or meeting with your team. For team meetings, we suggest using Zoom or another conferencing application of your choice.

What about textbooks?

See the class-specific sections later in this this document.

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GETTING IN TOUCH

How do I get in touch with staff members?

Staff members are working off-site and are available during general business hours—unless they're taking time off. You can find a full list of program staff and faculty here: <https://uobiz.co/executive-mba-faculty-staff>

Who do I contact if I have questions?

For academic and career-related questions, contact Amanda Fontenot at afonten2@uoregon.edu or schedule a time to meet with her here: <https://fontenot.youcanbook.me/>

CLASS 34 INFORMATION

How will I receive my textbooks?

- Physical textbook option: You have the choice of opting for e-books for your last courses OR having physical books shipped to the address you've provided. (Be aware that there is a chance of significant delay because of Amazon's current shipping priorities.)
- E-format textbook option: You will receive these the way you usually do.

How will I present my capstone project?

You will use Zoom to present your capstone project. Your presentation will take place at the original time it was scheduled, unless you request an extension from your capstone advisor. We are providing flexibility around the capstone presentation date given the circumstances we are all facing. If you would like an extension, please reach out directly to your capstone advisor.

What's happening with graduation?

Graduation will be held remotely this year. We know this is disappointing news and we're also disappointed that we can't share this special day with you in person. Please know that we are working hard on alternative ways to deliver a fun and meaningful experience for you and your loved ones. We will keep you updated as plans evolve.



CLASS 35 INFORMATION

How will I receive my textbooks?

- Keri has emailed you
 - Study.Net links for Business Ethics and Managing Organizations.
 - Information for purchasing course packs.
- For Financial Analysis, which starts April 17, you will use the textbook that you used for Accounting/Finance Bridge with Dean Sarah Nutter. If you haven't already purchased this, please do so now.
- For courses that occur later in the term, Keri will send you information as soon as it's available.
- Questions? Email Keri at kbrunso2@uoregon.edu

What's happening with the Global Trip?

We don't know yet. We're working with our travel partner World Strides to keep monitoring the situation. We will let you know as soon as we determine how we will proceed. For now, please hold off on purchasing airline tickets and making any other commitments connected to the Global Trip.