

# 2014

# AEO Student Handbook

➔ Your Guide to Advanced Entry Opportunity Status



**IVEY**  
Business School

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WESTERN UNIVERSITY • CANADA

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# WELCOME!

## Welcome to the Ivey AEO!

On behalf of the HBA Program Services team, I would like to congratulate you on your conditional offer to the Ivey HBA Program at the Ivey Business School.

This Ivey AEO Student Handbook is intended to answer any questions that you may have. We encourage you to read through this handbook and keep it close by for future reference.

During your first and second years at Western, you will be a student in the faculty of your choice. We encourage you to take advantage of the facilities, services, and counseling available from your faculty. After joining Ivey in your third year, you will have access to the outstanding facilities available at Ivey, including: HBA Program Services, Career Management Services, Information Technology, the Business Library and the HBA Student Association.

The HBA Team includes Aindrea Cramp, Director, HBA Program Services, and Amy Bryson, Director, HBA Recruiting & Admissions. They work together to provide support to AEO students and the HBA Program.

We hope your time at Western and Ivey will be filled with wonderful opportunities and memories that will last a lifetime. The HBA team is here to make sure that you have the best experience possible at Ivey.

We look forward to September 2016, when we anticipate you will join the Ivey family. We wish you an enjoyable summer and look forward to meeting you in the near future.

All the best,

*Mary Heisz*

Mary Heisz, FCA, MBA  
Director  
HBA Program

# HBA Program Services

## Administration

Our area manages all AEO and HBA activities as they pertain to you from your initial contact with Ivey, right on through to Convocation. Feel free to contact us if you have questions about your AEO progression requirements, dual degree opportunities, information about the HBA program, class visits, information sessions, and admissions.

## Who to Contact

For information regarding AEO issues:

**Nancy Donovan, AEO Admissions Coordinator**

[ndonovan@ivey.uwo.ca](mailto:ndonovan@ivey.uwo.ca)

For information regarding admission to the HBA Program:

**Pam Martin, HBA Admissions Coordinator**

[pmartin@ivey.uwo.ca](mailto:pmartin@ivey.uwo.ca)

For information about HBA dual degrees:

**Mindy Studnicka, HBA Academic Counselor**

[mstudnicka@ivey.uwo.ca](mailto:mstudnicka@ivey.uwo.ca)

For booking a visit to an HBA class:

**Lisa Hunt, HBA Recruiting Coordinator**

[lhunt@ivey.uwo.ca](mailto:lhunt@ivey.uwo.ca)

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Richard Ivey Building, Second Floor  
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London, Ontario  
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**Telephone:** (519) 661-4111

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# Advanced Entry Opportunity

## Introduction

Congratulations on earning Ivey AEO status to the Ivey HBA Program!

The Ivey Advanced Entry Opportunity (AEO) has been designed to offer outstanding students like you a place in the HBA Program after successfully completing two years of university studies at Western or one of its affiliated university colleges.

Once you have accepted your Ivey Advanced Entry Opportunity status offer, you will enroll in a faculty at Western or one of the affiliated university colleges for your first two years of study. At university, we will be looking for you to maintain a level of achievement similar to your secondary school accomplishments. You will be required to maintain an over-all two-year average of at least 80%, with a minimum grade of 70.0% in Business 2257, while remaining involved in extracurricular activities which will be assessed by the HBA Admissions Committee (see a list of the full AEO progression requirements on page 6).

## **What do I do now?**

1. Ensure that you have accepted **both** your offer to Western (or to one of the affiliated university colleges) through OUAC **and** your Ivey AEO offer through Inside Track by the deadline stated in your offer of admission.
2. To help facilitate your transition to university life, all new students are encouraged to participate in Western's full day Summer Academic Orientation (SAO) program. Parents and family members are also invited to participate in the one day program, where students can select courses with an academic counsellor, create a course timetable and register in courses. Telephone counselling is available for students who live outside a four-hour travelling distance to Western. Information on how to register for SAO can be found at <http://sao.uwo.ca/>
3. Make sure to update HBA Program Services with your new mailing and email addresses after arriving in London in September. This may be done online through your Inside Track account.

# The Ivey HBA Difference

## HBA Program

- 2 + 2 program
  - Years 1 & 2, students study in a faculty at Western or one its affiliated university colleges.
  - Years 3 & 4, intensive general management program in required and elective Ivey courses
- Case study method of teaching – develops analytical and critical thinking skills
- Learning teams – develop interpersonal and negotiation skills
- Ivey Field Project – an HBA2 course that includes experience with a real business, non-profit, or new venture.
- Dual Degree Opportunities – combine your HBA with a JD from Law, or an Honors Specialization from: Arts and Humanities, Economics, Engineering, Geography (incl. Urban Development), Global Studies (Huron), Health Sciences, Kinesiology (Sport Management), Media, Information & Technoculture, Medical Sciences, Music, Nutrition and Dietetics (Brescia), Political Science, Psychology (Huron or UWO Main), or Science. Also, Ivey's Master of Science in Management and International Business.
- Small class size (75-78 students in each HBA1 section and HBA2 required courses); average of 50 students in HBA2 electives

## Outstanding Students

- Natural leaders, team players, good communicators – a dynamic class experience
- Quality and diversity of the admitted class – academically strong and well-rounded with extra-curricular involvement, leadership skills, and demonstrated achievements; academically and geographically diverse

## World Class Faculty

- Faculty teach across all programs – HBA, MBA, MSc, EMBA, PhD, Executive Development
- Active internationally in research, case writing and teaching

## Influential Alumni

- Strong alumni connections
- 47% of the school's over 20,000 graduates carries the title of Chair, President, CEO, Vice-Chair, Vice-President, or Managing Director/Partner of their companies
- Student Mentoring – Alumni Partners Program matches students with alumni, thus leveraging the contacts and experiences the alumni have to offer in making the right career choices
- Ivey Advisory Boards in Canada, Asia, and Europe

## Ivey Distinction

- CEMS – Ivey membership in Community of European Management Schools opens up educational and career opportunities for HBA graduates in Europe
- EQUIS accreditation by European Foundation for Management Development – Ivey joined ranks of top tier international business schools
- 2<sup>nd</sup> largest producer of business cases after Harvard; largest producer of Asian business cases
- Graduates have lifetime electronic access to our newly written cases
- Excellent career opportunities for HBA grads supported by outstanding career management
- Consistently ranked among the best management schools in the world
- Top school worldwide for International Strategic Management Research

**The Ivey HBA is more than a return on investment; it is preparation for life.**

# Progression Requirements

***Progression requirements to the HBA Program may change from time to time depending on the structure of the HBA Program.***

To progress to the Ivey HBA Program in third year, Ivey AEO students must:

- Enroll at Western or one of the affiliated university colleges for years 1 and 2 with a full course load (5.0 full courses) during each regular academic year (September-April)<sup>1</sup>;
- Achieve an overall two-year average of at least 80.0% in 10.0 full university credits (5.0 in each year) in any faculty, in any program<sup>2</sup>. Due to the heavy course load in Engineering, the required two-year average for AEO students registered in the Faculty of Engineering is 78.0%;
- Not fail any courses in the first two years;
- In year 2, enroll in a module (i.e., Major, Honors Specialization, etc.) and take a minimum of 2.0 of the required courses for that module plus Business 2257; students may not be 'undeclared';
- Take all senior level courses (numbered 2000 and higher) in year 2 including Business 2257. **Permission to register for a first-year course in year 2 will be granted by the HBA Program Services Office only under special circumstances;**<sup>3</sup>
- Take Business 2257 between September and April of year 2, achieving no less than 70.0%, and satisfactory class participation. Feedback from instructors will also be taken into account<sup>4</sup>;
- Complete the equivalent of a Grade 12 U-level mathematics course, if not previously taken during secondary school (such as Mathematics 0110 A/B or 1229 A/B);
- Continue involvement, achievement, and leadership in extracurricular activities in years 1 and 2;
- Complete an Ivey AEO Activity Report at the end of year 1 so that Ivey can provide feedback on progression to date;
- Complete the Ivey AEO2 Intent to Register form in year 2 to confirm your intention to join the Ivey HBA Program in year 3;
- Participate in an online video interview as part of their Ivey AEO2 Intent to Register application, if requested.

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<sup>1</sup> AEO students may take courses in the summer but these will not be counted as part of the 10.0 courses required and, thus, the grades from summer courses will not be included in calculating the two-year average. Students, who repeat courses in the summer previously taken during the regular academic year without special permission, will lose their AEO status.

<sup>2</sup> Repeating a course to raise your average is not permitted. If you need to repeat a course in order to progress in your module (ie. a particular grade is required), please contact [hba@ivey.ca](mailto:hba@ivey.ca) and request an AEO Special Permissions form. In the event you are required to repeat a course for a legitimate academic reason, the HBA Admissions Committee will count both attempts in the calculation of your two-year average.

<sup>3</sup> Students wishing to complete a first-year course in year 2 must request special permission from the HBA Program Office. Special permission requests are reviewed on a case by case basis and require a legitimate academic reason. Please request an AEO Special Permission form through the HBA Program Office at [hba@ivey.uwo.ca](mailto:hba@ivey.uwo.ca) prior to registering for the course.

<sup>4</sup> Only Engineering students are allowed to complete Business 2257 during the summer. The course must be completed no later than Intercession (May-June) following Year 2. The same minimum grade (70%) in Business 2257 is required for all AEO students.



# Your First Two Years

## Year 1

### **Courses**

For most programs at Western and the affiliated university colleges, the first year is a general one where you'll take introductory-level courses in a range of subjects. AEO students may find it helpful to include a statistics course and/or a course that incorporates the use of Excel. Begin your undergraduate degree exploring your academic interests and finding new ones.

In February-March of your first year, during Intent to Register, you'll choose which program or module you would like to enter for year 2. Ivey does not value any particular program or module over another. Choose a program that suits your interests and for which you meet the requirements. Academic counselors and department advisors across campus offer information sessions during Intent to Register to help students navigate their choices. They will also review required courses with you to help you plan your next year.

By June, once final grades are available, you'll receive a message online in your Student Center as to whether you were eligible for the module you selected.

### **Business 1220E Introduction to Business**

This first-year course is offered by Ivey to give students from all faculties the opportunity to learn business fundamentals in finance, marketing, operations, organizational behavior, and general management. While the course is not required for admission to the HBA Program, it is recommended for AEO students since it will introduce you to Ivey's case method.

### **Transfer Credits**

Many AEO students enter university with transfer credits from IB or AP courses taken in high school. While these courses will be listed as credits on your academic record, **they will not be counted towards the 10.0 courses required for your AEO progression.** All AEO students are required to complete 5.0 courses during the regular academic year in each of years 1 and 2.

The benefit of transfer credits is that they can free up your schedule for other first-year courses, or they could be used as prerequisites for senior-level courses. An Academic Counsellor will be able to explain this when you choose your courses during Summer Academic Orientation.

### **Extracurricular Activities**

During your first two years, the HBA Admissions Committee will look for you to maintain a level of leadership and extracurricular involvement. All fields—arts, student and residence government, athletics, clubs and organizations, part-time jobs and community involvement—are equally valuable. The skills and knowledge you acquire through these activities will be beneficial in the daily discussions that take place in your HBA classes. Remember that students admitted through regular admissions (after two years of university) are very heavily involved in extracurricular activities and will become your future classmates. If you lose your Ivey AEO status, you will be in competition with regular applicants to the HBA Program who present a very impressive portfolio of extracurricular activities so be sure to keep yourself involved.



## **AEO1 Activity Report**

By April of your first year, you will be required to fill out an extracurricular activities report online in Ivey's Student Portal. This report will focus on your involvement in extracurricular activities since you submitted your AEO application in grade 12 as well as those during year 1 at university. You will also be expected to provide verification by way of a contact name and email address for each activity. This report will allow us to give you feedback on your level of contribution so that you may make any necessary adjustments during your second year. We will communicate instructions on how to complete this report via email, so it is critical that you keep your email address updated through your Ivey Student Portal.

## **Year 2**

### **Courses and Module(s)**

All AEO students must enter a module (i.e., Major, Honors Specialization, etc.) in year 2 which will allow them to continue in a program should they not maintain Ivey AEO status, or should they decide not to pursue the HBA Program. AEO students are not permitted to be "undeclared" in year 2.

Once your choice of module has been confirmed in your Student Center, you will register for your year 2 courses. Keep in mind that of the 5.0 courses you select, 1.0 must be Business 2257 (see details below) and at least 2.0 must be required for your module(s). For a full list of the courses required for your chosen module, consult the Academic Calendar, an academic counsellor in your home faculty, or a program advisor in your home department or program.

If you are considering a dual degree you'll need to be registered in the appropriate Honors Specialization and follow the list of required courses as outlined in the Academic Calendar. Please note that all Western breadth and essay requirements must be completed if pursuing a dual degree.

### **Business 2257 Accounting and Business Analysis**

Students must complete Business 2257 during the regular term (September-April) in year 2 with a final grade of 70.0% or higher. Students who receive less than 70.0% in Business 2257 will lose their AEO status and are ineligible for consideration for the HBA Program. Students may, however, re-take Business 2257 during Intersession in order to be eligible for consideration for the HBA program as a non-AEO applicant. **Note:** doing so will not replace the first attempt—both grades will be used in the overall average calculation.

Engineering students are allowed to complete this course during Intersession. The only other exception regarding when and where Business 2257 may be completed is students participating in an international academic exchange program in year 2. These students may register for Business 2257 during Intersession prior to, or after, their exchange. Alternatively, these students may take an equivalent course to Business 2257 at their exchange institution. In this case, a copy of the course outline must be approved for equivalency by the HBA Program Services Office. For more information, please contact [hba@ivey.uwo.ca](mailto:hba@ivey.uwo.ca).

The grading system for Business 2257 traditionally includes 10% for class contribution. **There is a direct correlation between success in the HBA Program and contributing in class.** We encourage you to become comfortable with participating in Business 2257. The Business 2257 instructors will take attendance, keep a daily record of your class contribution, and provide the HBA Admissions Committee with feedback on your contribution and overall performance in the course.

### **BMOS Modules**

Students interested in pursuing an HBA Degree must defer [MOS 2310A/B](#) Finance for Management and Organizational Studies and [MOS 2320A/B](#) Marketing for Management and Organizational Studies until Year 3. These two courses will not count towards the 10.0 credits required for admission to the HBA Program and are discouraged for those students continuing on to Ivey. Students continuing in MOS must complete [MOS 2310A/B](#) and [2320A/B](#) in Year 3 prior to enrolling in MOS courses for which these courses are the prerequisite.

Also, although **Business 2257** is a required course for some BMOS module(s), it does not count as 1.0 of the 2.0 required courses in year 2. That is, you must take 2.0 courses required for your module in addition to Business 2257.

### **International Exchange in Year 1 or 2**

Western's Exchange Program provides opportunities for eligible students to spend a semester or a full year studying at a partner university. Interested students must apply to the Western Exchange Program (for information please email: [exchange@uwo.ca](mailto:exchange@uwo.ca) ) and have their courses approved by their home faculty's Academic Counseling office.

Ivey AEO students must request permission from the HBA Program Services office [hba@ivey.uwo.ca](mailto:hba@ivey.uwo.ca) to maintain their Ivey AEO status while on an approved International University Exchange. The basis of this approval is documentation that the AEO progression requirements will be met.

If your exchange is in year 2, you must ensure the HBA Program Services office receives a copy of your official final transcript from your exchange institution by **June 30**. Please note, if you are going on exchange in the Winter term, your final transcript may not be available by this date. Please have your exchange institution email your "unofficial interim grades" to [hba@ivey.uwo.ca](mailto:hba@ivey.uwo.ca) by June 30. Official final transcripts must be mailed to both Western's Exchange Program office and the HBA Program Services office as soon as they are available. The timing of your HBA admission decision will be delayed if grades are not received by the June 30 deadline. If an offer is extended, it will be conditional until receipt of final transcripts.

### **Students Not Meeting the Progression Requirements**

If you fail to meet any of the Ivey AEO progression requirements and thus lose your AEO status, (i.e., average less than 80.0%; less than full course load, etc.) you will automatically be considered along with regular non-AEO applicants to the HBA Program. Your AEO2 Intent to Register application will be reviewed during the regular admission cycle and you will be notified of our decision starting in June. Ivey AEO students being reconsidered for the HBA Program will not be charged the regular HBA application fee.

## **AEO2 Intent to Register**

In January of your second year you will be asked to submit an AEO2 Intent to Register application. You will be required to write about your extracurricular activities since you submitted your AEO 1 Activity Report. You will also be expected to provide verification by way of a contact name and email address for each activity. We will communicate instructions on how to complete this application via email, so it is critical that you keep your email address updated through your Ivey Student Portal.

### **What happens if I am not admitted through the regular admissions process?**

If you do not receive an offer to the HBA Program, you may continue in your current module of study. Many students reapply to the HBA Program while in their third year and are often successful in gaining acceptance. You would need to submit an HBA application before the deadline (around the end of January) in your third year.

***Please note: Students are responsible for ensuring that their selection of courses is appropriate and accurately recorded and that all course prerequisites have been successfully completed. It is your responsibility to ensure you are meeting the progression requirements of the Ivey Advanced Entry Opportunity. Being “unaware” of AEO progression requirements is not a valid excuse for failing to meet them.***

# Looking Ahead: The HBA Program

## Years 3 & 4:

The Ivey HBA Program is designed to develop you both inside and outside the classroom. We offer many opportunities to help our students maximize their professional, personal and academic potential. Business problems rarely come in neat little boxes labeled "marketing" or "finance"; they spill over into several functional areas. At Ivey, courses and projects are integrated around common themes and issues, so that you develop a broad management perspective. We offer a tightly woven program, not a list of unrelated courses.

In today's highly competitive global marketplace, managers must understand global business issues and be sensitive to cultural differences. At Ivey, most professors have taught, researched or consulted internationally. Ivey faculty members are deeply committed to their students and year after year our HBA's tell us that the faculty is the best thing about the Program. At Ivey, students and faculty call each other by their first name. It is a reflection of the warmth and professional friendliness of the Ivey community.

At Ivey, you learn to think on your feet. You present and defend your ideas in small and large groups, developing strong oral and written communication skills. Much of the factual knowledge you learn in any management program, including Ivey's, may change over time. At Ivey, we do more than focus on facts; we also help you develop a toolbox of analytical and problem-solving skills that you will use throughout your career. In short, what other schools might offer in special situations only, Ivey excels in every day.

## HBA1

The first year of the HBA Program is typically a student's third year of university. The HBA1 year consists of integrated courses designed to offer a broad management perspective. These courses are offered in a dynamic, ever-changing timetable that weaves the courses together into a complete package of what every manager should know and be able to do. Students do not take any other courses in the HBA1 year than those required.

Currently, these courses are: *Strategy, Marketing, Communications, Finance, Operations, Managerial Accounting, Leading People and Organizations, Decision Making with Analytics, Financial Fundamentals, Leveraging Information Technology and Learning Through Action*. Refer to <http://www.ivey.uwo.ca/hba/program-road-map/year3.htm> for information on your first year courses.

## HBA2

HBA2 consists of required courses and elective courses. Elective courses allow you to design a personal program of study that is best suited to your needs and career objectives. You will also be required to undertake either a major consulting project or a new venture project in a small group. Along with the required courses, Ivey gives you the flexibility to design the breadth and depth of your course of study. As an HBA2 student, you may:

- concentrate mainly in one functional or career-focused area,
- choose to take a broad overview approach and select courses from several areas, or

### **The Case Method**

Ivey is famous for its practical, collaborative teaching approach. We rely extensively on the case method of study. We value learning by doing, learning by working with actual business challenges faced by real managers. During the Program, you will study hundreds of these cases. These are not stories; rather, they challenge your ability to analyze information, make decisions, and defend those decisions when others around you may disagree. By analyzing real business cases daily in class, you learn to become a manager. Case classes are more engaging than traditional lecture methods. HBAs advance ideas and debate them—often there is no right or wrong solution to the case. Unlike the traditional lecture method, which involves one-way delivery of accepted truths and ideas from a professor to a student, Ivey's approach involves equal contribution from all members. Faculty ask questions of the HBA students, and vice versa. Students will pose questions to classmates and engage in lively debates. Faculty will also probe participants' observations to see if they can and will stand behind their statements.

### **Learning Teams**

At Ivey, individuals are responsible for their own learning. Everything we do is arranged to make that possible and to make it exciting. Learning by the case method is an example of a three-step process designed to facilitate individual learning. First, students prepare the cases on their own. Second, they discuss their ideas in small groups we call learning teams. Learning teams meet frequently to discuss cases before they come up in class. These team discussions allow students to try ideas with fellow students to get feedback. Typically, team members become very close, relying on each other's support both inside and outside of the classroom. Third, cases (and other materials) are discussed in class under the direction of the faculty member. The faculty member's role is to encourage debate, to challenge students to think and to argue constructively, and to add to the discussion based on knowledge and experience. In short, we all work together to learn together.

### **Notebook Computers**

We are convinced that our students must be fully conversant with computer-assisted work styles in order to compete in today's job market. As a result, all HBA students are required to have a notebook computer for use in the HBA Program. Our IT Department publishes current specifications for notebooks annually.

# Dual Degree Programs

Ivey is committed to providing students with unlimited possibilities. As a result, we are currently expanding our dual degree partnerships to allow students to apply their first two years of study as a means of obtaining two degrees. The combination of a deep knowledge of business put together with a passion for another academic or professional field will make for a very strong career foundation for any student.

Currently we offer 16 dual degree opportunities and are currently in the process of expanding these options. We are hoping eventually to provide students the opportunity to study in any Honors Specialization module at Western and have the option of completing that degree with their HBA. A complete list of our current dual degree partners is listed below:

Arts and Humanities	Media, Information and Technology
Economics	Medical Sciences
Engineering	Music
Geography (incl. Urban Development)	Nutrition & Dietetics (Brescia)
Global Studies (Huron)	Political Science
Health Sciences	Psychology
Kinesiology (Sport Management)	Psychology (Huron)
Law	Science

## **Requirements**

To complete dual degrees, a student must study in one of our partner faculties (see list above) and enter an eligible Honors Specialization module by their second year. During these first two years, students must follow the list of prerequisite and required courses for their module as outlined in the [Academic Calendar](#) and maintain a competitive average.

Note that students pursuing dual degrees must meet Western's essay course and breadth requirements before they graduate. It is recommended that these courses be completed, if possible, during the first two years. The essay course requirement is the completion of at least 2.0 designated essay courses, at least 1.0 of which must be senior level (numbered 2000-4999). The breadth requirement is that at least 1.0 course must be completed from each of Categories A, B, and C (see Academic Calendar for clarification of each category).

Interested students apply for the dual degree program during the HBA1 year which is typically a student's third year of study. If admitted, you would then spend your fourth and fifth years in a combination of both HBA2 courses and courses required for your Honors Specialization (with the exception of Law). In five years you will have completed two degrees which would normally take six years to complete.

## **Dual Degree with Law**

The HBA/JD combination is also offered at Ivey. This dual degree program allows students to complete two professional degrees in six years. Students would study in any faculty and module of their choice for the first two years and then come to Ivey in their third year. During the HBA1 year, students would apply to the HBA/JD program. It is highly recommended that you complete your LSAT before entering your HBA1 year. In your fourth year, you would study only law courses in the JD Program and the fifth and sixth years would be spent taking a combination of HBA and law courses.

### **Scholar's Electives Program**

Students who are registered in the Scholar's Electives Program may continue their involvement while in the HBA Program as long as they are registered in dual degrees.

The Scholar's Electives Program is designed to provide an intellectually-stimulating learning environment for students who truly wish to undertake an interdisciplinary and/or research experience. Its goals are to foster a community of scholars who have diverse disciplinary and research interests, and a general intellectual curiosity about most disciplines.

Those selected will enroll in a Scholar's Electives module (3.0 courses) in addition to their Honors degree module and the HBA Program. The Scholar's Electives courses will bring students into contact with faculty members from different disciplines and will expose students to significant ideas from those different disciplines.

### **Admission Requirements**

Students apply for admission to the Scholar's Electives program prior to registration in the first year of a BA, BHSc, BSc or BMSc degree program. Full-time students who qualify for membership in Western Scholars by having at least a 90% admission average are invited to apply. Selection will be determined by the Academic Dean on the basis of grades, admission subjects and personal accomplishments, such as demonstrated achievements beyond the classroom and community contributions, detailed on a supplementary admissions form.

### **Program Structure**

Years 1 and 2:

- Register in a Scholar's Electives module and an Honors Specialization module leading to an HBA dual degree (see list of participating faculties and programs on previous page)
- Follow the required first- and second-year courses for both modules
- Follow AEO progression requirements

Year 3:

- HBA1 courses only
- Apply for the dual degree

Years 4 and 5:

- Combination of courses to fulfill HBA2, Honors Specialization module, and Scholar's Electives module

### **Career Benefits of Dual Degrees**

Completing one of the aforementioned dual degree opportunities also provides students with a strong foundation as they consider various career paths. For students with interests in a specific industry or field, dual degrees can help graduates differentiate themselves from other candidates in an ever competitive employment market. Many employers highly value individuals who possess both a solid knowledge of the technical/scientific/social aspects of their operations and a strong understanding of the business principles needed to make their organizations successful. Individuals who obtain dual degrees with Ivey have the ability to showcase a unique depth of knowledge in both of these areas, helping them stand out when speaking to potential employers regarding positions of interest.



Employers also appreciate the level of initiative, personal drive, and commitment students demonstrate by completing dual degrees. Along with possessing a broadened perspective on organizational issues and challenges, students who complete dual degrees effectively demonstrate extraordinary abilities to multi-task, prioritize, and successfully manage multiple (and often competing) timelines, deadlines, and projects. These skills are universally valued abilities within organizations, further increasing dual degree candidates' marketability as they enter the workforce.

# Special Streams in HBA

Ivey offers unique certificate and accreditation options for HBA students. These include:

## **Ivey Certificate in Entrepreneurship**

This certificate is a valuable experience for students who are committed to starting a new business at some point in the future, or know that many of the best employers seek employees with entrepreneurial skills and abilities.

The requirements include: the successful completion of required HBA2 courses; a summer internship or the development of your own business venture over the summer; participation in the Ivey Business Plan Competition; and active membership in the student-run club: Entrepreneurship @ Ivey

## **Certificate in Sustainability**

This program aims to engage students in the knowledge and practice of sustainability and to create in them the ability to build and lead more sustainable organizations.

The Certificate in Sustainability was created to provide students with a coordinated set of courses and experiences that will provide a strong grounding in the principles, requirements and best practices of sustainability and best position them to begin their journeys as responsible C-suite decision-makers, entrepreneurs, non-profit leaders, or policy-makers. This certificate will appeal to four types of students:

- Students interested in sustainability consulting with a disciplinary or cross-disciplinary focus;
- Students who have discovered their personal calling for making a difference and are interested in the best ways to blend their vocation with a successful career in traditional organizations;
- Students interested in creating or exploiting sustainable opportunities at some time in the future after gaining additional insights on the convergence of marketplace and sustainability through well-placed employment; and
- Students committed to starting their own social or sustainable ventures as soon as feasible.

## **Certificate in Business French**

This certificate was created to respond in a practical way to the interest in French of students from all areas of the University and from the general community. Designed to meet the needs of students wishing to achieve a high level of proficiency in written and spoken French, the Certificate Program in Business French assures that students will become functionally bilingual and able to use French effectively in the workplace. The certificate is offered through the Faculty of Arts and Humanities with its Department of French Studies being an examination center for the Paris Chamber of Commerce and Industry Business French exams.

The requirements include: 6.0 courses, full details of which can be found in the [Academic Calendar](#). Please consult with the French Department and the HBA Program Services Office for help planning how to fit these 6.0 courses into your AEO and HBA years. There are required courses that must be completed in first and second year.

Note that these courses can also count toward French modules.

## **Accounting Accreditation**

There has been a significant change in the accounting landscape as a result of the merger of the three accounting designations in Canada – Chartered Accountants (CA), Certified Management Accountants (CMA) and, Certified General Accountants (CGA). The outcome of the merger is an education program at both the university and CPA Canada level that is consistent across the country.

CPA stream students must complete an undergraduate degree including a set of courses that cover the required competencies for entry to CPA Canada's Professional Education Program (PEP). Each of these courses are offered in the HBA program. In addition, upon completion of the HBA program, CPA stream students are able to apply for admission to Western's Graduate Diploma in Accounting (approval currently in process). Upon successful completion of this 13 week graduate diploma program, students are qualified to enter the CPA PEP at an advanced stage, Capstone Modules 1 and 2 and continue on to complete the Common Final Examination. The HBA program combined with Western's Graduate Diploma in Accounting is accredited under CPA National Accreditation Standards. For further information, please see

<http://www.cpaontario.ca/Admissions/QualificationProcess/AcademicRequirements/1014page1141.aspx>

## **INTERNATIONAL EXCHANGE PROGRAM**

As part of the HBA Program, HBA students may apply for the opportunity to spend a semester of their second year abroad (fall or spring term). Ivey students can participate in the exchange program at one of our 45 different partner schools in Europe, Asia and South America.

(see a current list at [http://www.ivey.uwo.ca/international/Partner\\_Schools.htm](http://www.ivey.uwo.ca/international/Partner_Schools.htm)).

The purpose of the HBA International Exchange is to:

- Provide an opportunity for HBA2 students to live and study in a foreign environment, enriching their international experience and exposing them to a culture with whom they may be doing business in the future;
- Provide the opportunity for international students to live and study in a Canadian environment, enriching their education and the education of Ivey HBA students who share classes with them.

Approximately 25% of students participate in an exchange program in their HBA2 year. Ivey students can learn about the International Exchange Program from information sessions during the school year and from students who are on exchange at Ivey.

Applications are due in HBA1, followed by an interview with the Exchange Selection Committee to determine students' suitability for the program. Ivey students pay regular tuition fees through Western and are treated as if they have paid at the host exchange school.

There are other, short term courses that provide international experience as well. For example, in this past year courses included a micro financing project in Honduras; a business trip to Israel; and a service learning opportunity in Africa.

### **MSc IN MANAGEMENT PROGRAM**

Upon completion of HBA1, students have the opportunity to apply for conditional acceptance to the Ivey MSc in Management Program. The Ivey MSc is a direct-entry program requiring no previous full-time work experience. The program is designed to build on previous undergraduate experience and prepare you for international career interests in an ever-evolving, multicultural business world.

The Ivey MSc offers students two options of study: the first option is a focus of study in International Business taught completely at Ivey; the second option is the CEMS/ MIM Program where students study at Ivey for up to three terms and study abroad at CEMS partner schools for up to two terms. Ivey is the only school in Canada whose graduates are eligible to apply to the CEMS program. See the following website for details: <http://www.ivey.ca/msc>

# Career Management: Building a Successful Career

Congratulations on your admission to the Ivey AEO! Your success is a tremendous first step in the journey to developing an exciting and meaningful business career.

Over the next four years, you will expand your knowledge and hone your skills. You will gain valuable experience through summer and part-time jobs as well as extracurricular activities and you will have an opportunity to explore a wide range of potential career options.

During the first two years of university, you will have access to the career planning services of Western's Student Success Centre, located in Room 210 within the University Community Centre. The Centre provides help with job searches, resume preparation and other recruitment activities, and has a wide variety of resource materials for you to access.

When you enter the Ivey Business School in your third year, you will be able to use the services of Ivey's own Career Management department, specifically geared to helping students within the business school achieve their career goals. These services are only available to students once they formally begin their studies at Ivey.

Ivey Career Management offers a diverse group of services to support your career efforts. We will work with you both inside and outside of the classroom to help you understand the aspects that are involved in the life skill of managing your career. Career Management classes within your first term at Ivey emphasize the development of key career-oriented skills including understanding yourself and your goals, conducting career-oriented research, resume writing, networking and interviewing.

Outside of the classroom, our team of professionals provides you with a variety of support to help you implement your individual career plan. Through the 'My Career' section of eZone—an integral communication tool available to you during your Ivey experience—you will have access to career information (including online job postings) as well as a number of different career tools & resources.

At Ivey you are also able to work with a team of Career Advisors who have knowledge and experience in the career management process, and who understand what recruiting organizations are “looking for” in business school graduates. With their help, you can develop a well-designed strategy to successfully execute your career search.

The Career Management office also includes a dedicated Corporate Relations team who works with corporations to understand their needs while working to build Ivey's profile in the business community. Ivey's Corporate Relations team encourages organizations to provide formal employment opportunities for Ivey students, while helping firms establish a broader relationship with the school and an understanding of the “Ivey difference”.

Managing your career is a life-long process that requires patience, preparation, and professionalism. If you take advantage of Career Management services available to you, you will leave Ivey with an enhanced knowledge and understanding of the necessary skills to capitalize on career opportunities and manage a successful career now and in the future.

We look forward to meeting you, ***The Ivey Career Management Team***

# Financing your HBA Degree

An Ivey HBA degree is an outstanding investment in you. In 2012, 92% of the graduating class received offers of employment within three months of graduation, with an average total compensation of \$61,754.

It is important to consider the costs associated with the HBA Program as you consider all of your post-secondary education options. Western and Ivey are committed to providing financial aid to help those in financial need. There are many scholarships, bursaries, and loans available to Ivey HBA candidates from entry into the program right through to convocation

The Ivey Financial Aid office is committed to helping you make informed decisions as you explore your financing options. If you have specific questions about Ivey awards and scholarships, please contact [finaid@ivey.ca](mailto:finaid@ivey.ca).

## **Fees**

As you compare the costs of the Ivey HBA Program to other undergraduate business programs, keep in mind that your first two years are spent at Western at a lower tuition rate. It is important to consider the overall (usually 4 year) cost of the programs.

The tuition and ancillary payment for HBA1 in 2014-2015 is \$24,447 for domestic students and \$31,060 for International students. The most current tuition and fee information is listed on the Registrar's web site: [www.registrar.uwo.ca](http://www.registrar.uwo.ca).

## **Ivey Awards and Scholarships**

Students are eligible for Western University awards in Years 1 and 2. Please refer to the following website for information on UWO awards and bursaries:

[http://www.registrar.uwo.ca/student\\_finances/scholarships\\_awards](http://www.registrar.uwo.ca/student_finances/scholarships_awards)

For year 3, students who complete the Financial Aid portion of the Ivey HBA Application will be considered for almost \$1 million dollars in Ivey scholarships and awards. Candidates who have been selected to receive a scholarship or award will be notified within 10 days of their admission package to the Ivey HBA Program.

The selection process for Ivey awards and scholarships is **extremely competitive** due to the high caliber of students admitted to the HBA Program. Approximately 18% of the 2013-2014 incoming HBA class received an Ivey scholarship or award with the average funding value being approximately \$4,500. Students with greater financial need are given priority on all but the academic scholarships. For more information on our awards and scholarships, please visit <http://www.ivey.uwo.ca/hba/tuition-finances/scholarships-bursaries-loans/>

## **External Awards and Scholarships**

Ivey HBA students have "top of the class" academic records from more than 50 different academic programs. In addition, Ivey HBAs have demonstrated leadership in extracurricular activities, inspiring commitment to their communities, exceptional communication skills, and impressive international experience.

This combination of excellent academics and a strong extracurricular profile makes applicants to the Ivey HBA Program very competitive for many external scholarship opportunities. Students are encouraged to explore outside funding resources including: [www.studentawards.com](http://www.studentawards.com), [www.iefaf.org](http://www.iefaf.org) and [www.ScholarshipsCanada.com](http://www.ScholarshipsCanada.com).

In addition, the Ivey Financial Aid office will communicate any external scholarship opportunities that we become aware of to current Ivey AEO and HBA students.

### **Bursary Assistance**

Bursaries are non-repayable grants based purely on financial need. Bursaries come from a special set-aside fund provided by Ivey. HBA students who are Canadian Citizens or Permanent Residents can apply for bursary assistance through Western's on-line application. Students can apply for bursaries in each year of the program.

The bursary application takes into consideration the actual tuition costs of the HBA Program. In previous years this has resulted in approximately 40% of the HBA class receiving assistance. Ivey provided over \$1.7 million in bursary assistance last year, with an average bursary amount of approximately \$5,400.

### **Western Financial Services**

The Student Financial Services department at Western University is another valuable resource available to you. This office will be your link to all of the financial assistance programs available including Bursaries, Work Study, and Government Loans. The financial obligations of undertaking professional studies are significant and it is the goal of Student Financial Services to provide guidance and financial support to Ivey students. For further information on Western Financial Services please visit: [http://www.registrar.uwo.ca/student\\_finances](http://www.registrar.uwo.ca/student_finances)

You can also contact UWO Financial Aid by phone at 519-661-2100.

### **Private and Government Loans**

After considering all available savings, scholarship, award and bursary funding available, many students need to look at private and government student loan options. We recommend you apply for government loans prior to looking at private loan options because the government pays your loan interest while you are in school. In addition, the interest on the government loan does not accrue until you stop being a full-time student.

*For the most current information and details on Ivey's loan programs please visit our website:*

[www.ivey.uwo.ca/hba/finances](http://www.ivey.uwo.ca/hba/finances).



# About Western University

## **Western's Office of the Registrar**

Western's Office of the Registrar handles all academic concerns for undergraduate students. Official transcripts may be obtained only from the Registrar's Office. All concerns regarding financial aid and bursaries are handled through the Financial Aid Office. Registration Fee Bills are accessed at <http://student.uwo.ca> once Ivey has notified them of your intent to register in the HBA Program.

**Office of the Registrar**      Room 1120, Western Student Services Building  
General Inquiries – (519) 661-2100  
Email: [contact@uwo.ca](mailto:contact@uwo.ca)  
Website: [www.registrar.uwo.ca](http://www.registrar.uwo.ca)

**Fees**      (519) 661-2100  
Email: [reg-fees@uwo.ca](mailto:reg-fees@uwo.ca)

**Financial Aid**      (519) 661-2100  
Email: [finaid@uwo.ca](mailto:finaid@uwo.ca)

## **Western Housing Services**

Website: [www.has.uwo.ca/housing/](http://www.has.uwo.ca/housing/)

The Western Housing Office provides a comprehensive on-campus and off-campus housing service. Residence is guaranteed for first-year students meeting Western's eligibility criteria\*. While limited space for upper-year students is available in residence, Western also owns and operates single-student apartments (Glenmore Apartment Complex) and accommodations for students with families (Platt's Lane Estates). There is also a comprehensive Off-Campus Housing Service, which provides up-to-date listings of available housing in the London area. Residences at Western University are some of the best in the country. In fact, the Globe and Mail's student satisfaction survey placed Western's residences number one for 7 consecutive years!

*\*Students are guaranteed a place in residence if they are single, without children, coming directly from high school, and have received an offer of full-time admission for study on main campus by the end of May, and meet specified deadlines.*

## **The Student Development Centre**

Website: [www.sdc.uwo.ca](http://www.sdc.uwo.ca)

The Student Development Centre has a broad range of programs and activities designed to assist Western students with concerns within an academic context. Services and programs include:

- Writing Support Centre
- Learning Skills Services
- Psychological Services
- International & Exchange Student Centre
- Indigenous Services
- Services for Students with Disabilities

## **Helpful Links:**

### **Western**

Academic Calendar: [www.westerncalendar.uwo.ca/](http://www.westerncalendar.uwo.ca/)

Campus Meal Plan: [www.mealplan.uwo.ca/](http://www.mealplan.uwo.ca/)

University Students' Council: <http://westernusc.ca/>

Financial Aid: [http://www.registrar.uwo.ca/student\\_finances/index.html](http://www.registrar.uwo.ca/student_finances/index.html)

Parking Services: [www.uwo.ca/parking/](http://www.uwo.ca/parking/)

Summer Academic Orientation: [www.sao.uwo.ca](http://www.sao.uwo.ca)

The Book Store: [www.bookstore.uwo.ca](http://www.bookstore.uwo.ca)

Western Libraries: [www.lib.uwo.ca](http://www.lib.uwo.ca)

### **Other**

City of London Information: [www.london.ca/](http://www.london.ca/) London Transit: [www.ltconline.ca/](http://www.ltconline.ca/)

London International Airport: [www.londonairport.on.ca/](http://www.londonairport.on.ca/)

VIA Rail Information: [www.viarail.ca/en](http://www.viarail.ca/en)

Greyhound: [www.greyhound.ca/](http://www.greyhound.ca/)



To develop business leaders  
who think globally, act  
strategically and contribute to  
the societies within which they  
operate

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