



UNIVERSITY  
of Prince Edward  
**ISLAND**

**MASTER of BUSINESS ADMINISTRATION**  
*in GLOBAL LEADERSHIP*

# **Student Handbook**



**September 2020**

# 2020-2021

## **MBA Program Office**

Don and Marion McDougall Hall, Room #317

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Web: [www.upei.ca/globalmba](http://www.upei.ca/globalmba)

## Table of Contents

WELCOME TO THE UPEI MBA IN GLOBAL LEADERSHIP PROGRAM.....	v
CAMPUS MAP .....	1
GENERAL UNIVERSITY INFORMATION .....	2
Robertson Library .....	2
Accounting Office.....	3
Registrar's Office .....	5
Parking .....	5
Breakout/Study Rooms .....	5
E-mail.....	6
Student Campus ID Cards.....	6
Where to Eat on Campus .....	6
Campus Security .....	7
University Closures.....	9
Health and Wellness Centre.....	9
Sexual Violence Prevention and Response Office.....	9
Campus Policies.....	10
Chi-Wan Young Sports Centre .....	10
Residence/Housing .....	10
Webster Academic Services .....	11
The UPEI Writing Centre .....	11
FACULTY OF GRADUATE STUDIES .....	12
Graduate Student Association .....	12
GENERAL MBA PROGRAM INFORMATION .....	13
Program Mission .....	13
Program Learning Outcomes .....	13
The Cohort System.....	14
Course Evaluations.....	14
GENERAL MBA REGULATIONS.....	15
Registration .....	15
Academic Credit from Outside the Program.....	15
Active Status .....	16
Attendance Expectations .....	16
Withdrawal from the Program.....	17
Withdrawal from a Course .....	17
Incomplete Courses .....	17
Re-registrations and Course Re-takes .....	18
Re-enrolment in the Program .....	18
Grading.....	18

Access to Examinations and Papers .....	18
Academic Integrity .....	18
Transcripts of Records .....	19
Graduation Requirements.....	19
 MBA ORIENTATION SKILLS MODULE (BUS 6500) .....	 20
General Dates .....	20
What to Expect .....	20
 MBA PROGRAM STRUCTURE .....	 21
Course Schedule .....	21
MBA Courses and Descriptions .....	21
 FINANCIAL ASSISTANCE.....	 28
Scholarships and Awards .....	28
 FACULTY AND STAFF CONTACT INFORMATION.....	 29
 CAMPUS CONTACT INFORMATION .....	 30

## Welcome to the UPEI MBA in Global Leadership Program

Congratulations on being accepted into UPEI's MBA in Global Leadership (MBA-GL) Program! Our MBA Program provides an engaging, interactive, and challenging learning environment. We are confident that you will enhance your knowledge, develop valuable skills, and gain new perspectives on business as you progress through the courses.

Undoubtedly, you have many questions about the Program and are perhaps a bit curious about what to expect when classes commence this September. Please rest assured that the UPEI Faculty of Business staff and faculty are here to help you every step of the way. The UPEI MBA-GL Student Handbook was developed to provide you with an overview of the program structure, policies and procedures, and on-campus resources available to you. If there is anything we can do to help you with the transition to being a student, please let us know.

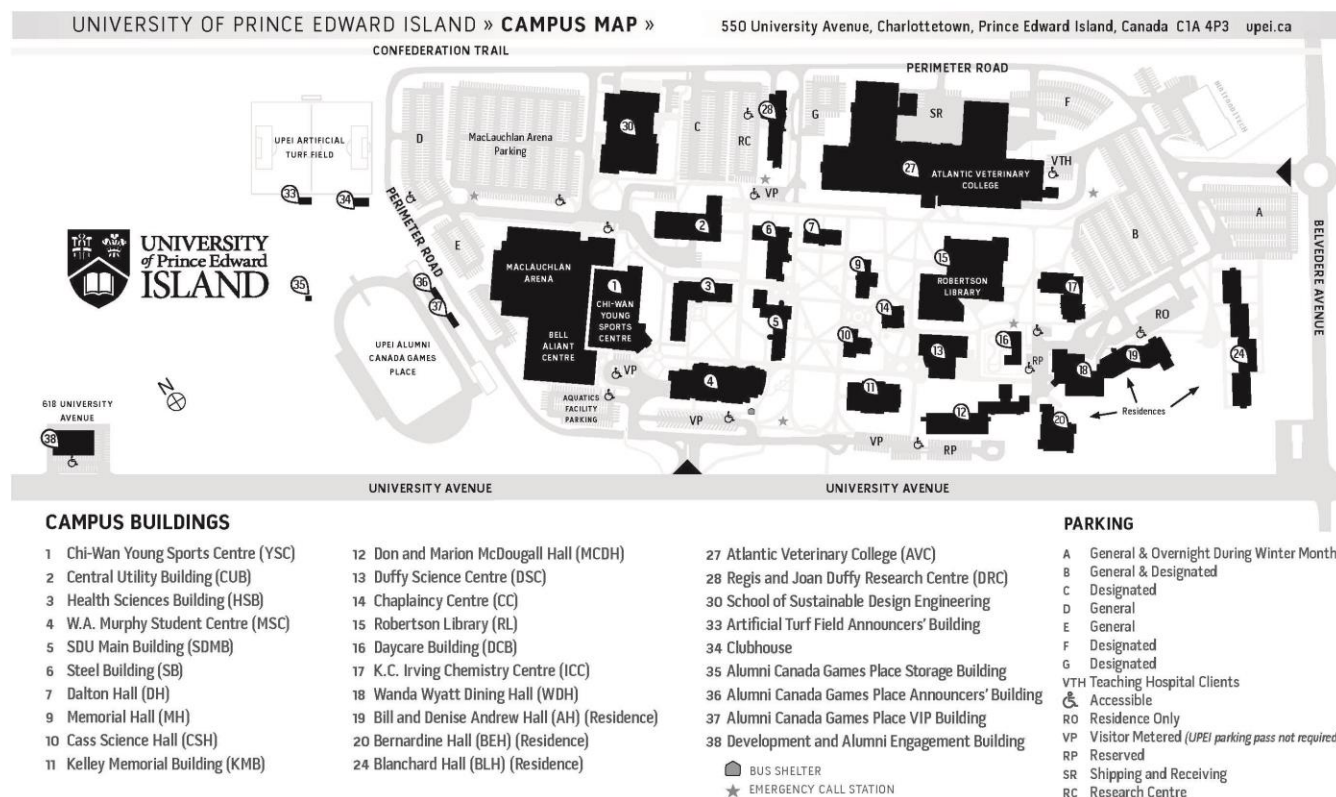
Sincerely,

A handwritten signature in cursive script that reads "Grace McCourt".

Grace McCourt  
Graduate Studies Coordinator

## CAMPUS MAP

Campus buildings are normally open weekdays from 6:30am to 11:00pm. Please check the UPEI website for additional information on building hours, holiday hours and closures.



We would like to acknowledge that the land on which we gather is the traditional and unceded territory of the Abegweit Mi'kmaq First Nation

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## GENERAL UNIVERSITY INFORMATION

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**ROBERTSON LIBRARY:** (902) 566-0583

<http://library.upei.ca>

The Robertson Library provides numerous resources and services for graduate students, including:

- Research assistance through liaison librarians to get orientated with the library services and information resources and to receive assistance with search strategies and using specific databases.
- Extensive library collections, including the library catalogue, article databases, journals, theses, government information, and the Data Liberation Initiative (original data from Statistics Canada).
- Off campus access to search licensed databases and electronic journals through the UPEI network login.
- Additional services, including borrowing library materials, photocopying, interlibrary loans, and scanned articles from the library's print journal collection.

### **Library Hours:**

*Starting September 8, 2020 (subject to change)*

Monday-Friday: 8:00am-6:00pm

Saturday-Sunday: 12:00pm-5:00pm

Chat Reference Available Monday to Friday: 9:00am-9:00pm

Please check the library website for information on updated COVID-19 procedures, services available, holiday hours, closures, and more.

Information Desk – you can visit the information desk in person, by telephone (902) 566-0583, or email [reference@upei.ca](mailto:reference@upei.ca) for more information.

Donald Moses is the University Librarian who provides support to the MBA program. If you require assistance, please contact him at:

Office: Robertson Library, Room 291

Email: [dmoses@upei.ca](mailto:dmoses@upei.ca)

Phone: 902-566-0460

Situated in the lower level of the Kelley Building, the UPEI Financial Services Office processes the financial information for the University. The UPEI Student Financial Services Staff who deal directly with students, departments, faculty, and other administrative sections are located in Dalton Hall, Room 202.

Hours of operation are Monday to Friday, 8:30am to 4:00pm

You can view your student account by going to my.upei.ca and using your student username and password.

**Payment Options for Your Student Tuition:**

[www.upei.ca/fees/payment-options](http://www.upei.ca/fees/payment-options)

**Online/Telephone Banking**

You may pay your student tuition through online or telephone banking, similar to how you would pay a utility bill.

- Step 1: Contact your bank to ensure you are set up for online/telephone banking if you are not currently using the service (**UPEI does not accept payments from the National Bank**).
- Step 2: Add "University of PEI" as a payee on your payment profile; we recommend typing "University" in the search box and choosing from the list that appears.
- Step 3: Use your Student ID Number with an S (for student) in front of it as your account number (this is an alpha-numeric ID with the S followed by 4-6 characters; e.g., S123456). Note: If there is a "0" in front of your ID number, drop it.
- Step 4: Enter the amount to be paid and the date on which you would like to pay.
- Step 5: Complete the transaction as if you are paying a utility bill.

**Note:** You may post-date your payment close to the tuition payment deadline. Most financial institutions will accept post-dated online/telephone banking payments. However, please keep in mind that it may take 2-3 business days for UPEI to receive your payment from the financial institution, so your date should reflect this. If your account balance is not cleared by the payment deadline, you will be subjected to a late fee and interest charges of 9% per annum. Along the same lines, it is important to note that if you are paying an outstanding balance prior to registering, it must be done 2-3 days in advance of the registration date.

**Wire Transfer**

<https://student.globalpay.wu.com/geo-buyer/upei#!/>

The **most efficient payment process for an international student** to pay their student fees from outside of Canada is through Western Unions' GlobalPay for Students. This option allows you to pay your student fees in the currency of your choice. Note: This is not a payment through



Western Union Agent locations (except in the case of some payments from India). You will simply be paying a Western Union Bank account, and then Western Union transfers the funds to University of Prince Edward Island in Canadian dollars.

- You make payment in the currency of your choice. This amount is then converted to Canadian dollars.
- The exchange rate quote is locked in for 72hrs.
- There are no transaction fees charged by WU or UPEI, although you may be charged a transaction fee by your bank.
- Easy, step by step instruction to guide you through your payment. Click here for more information.

Please note:

- You should allow two to five business days from the time your bank initiates payment, for the funds to reach your UPEI account.
- Any payments on account through GlobalPay will be refunded back to the same account if refunds are required.

### Credit Cards

Students can pay tuition using a credit card through the [myUPEI student portal](#). Tuition credit card payments must be made online and will be subject to a non-refundable convenience fee of 2.5% with a minimum \$3.00 charged to your card by PayPath. Credit cards accepted for tuition include MasterCard and VISA. UPEI will continue to accept VISA, MasterCard, and Amex for payment of Application fees and Deposits.

### Cheque/Money Order/Bank Draft/Credit Card Cheques

Please make all payments payable to “University of PEI”. You must include the student name and student number with your payment.

To send payment through regular mail, please use the following address:

University of Prince Edward Island  
c/o Registrar’s Office and Student Accounts  
550 University Avenue  
Charlottetown, PE C1A 4P3

To make payment in person during working hours:

Dalton Hall, Room 202  
Mon–Fri, 8:30-4:00

### Higher Ed Points

HigherEdPoints enables students studying in Canada to redeem points or miles from their Loyalty Program and turn them into funds to pay for their university or college fees. As of today, Aeroplan Miles can be converted into payments for higher education through Higher Ed Points which can be used to pay for tuition, residence fees and meal plans. You can find more information at [www.higheredpoints.com](http://www.higheredpoints.com) or visit the online Aeroplan Reward catalogue to see the Higher Ed Points reward.

[www.upei.ca/registrar](http://www.upei.ca/registrar)

The Registrar's Office is located in the second floor of Dalton Hall. While the MBA Program staff provides support with course registration, enrollment, and course information, the Registrar's Office is a good resource for transcripts, convocation, important dates, academic regulations, and the University academic calendar.

Office hours: Monday-Friday, 8:30am to 4:00pm

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## **PARKING**

[www.upei.ca/office-vice-president-administration-and-finance/security/parking-services/get-student-parking-permit](http://www.upei.ca/office-vice-president-administration-and-finance/security/parking-services/get-student-parking-permit)

When parking on campus during the day, all vehicles need to display a valid parking permit during specified enforcement periods (September to April). The cost of a general permit for a full-time MBA student for one year is \$118 (subject to change). Vehicles parked in UPEI parking areas without a valid permit will be issued a Parking Violation, which must be paid at the Accounting Department.

Students will be able to purchase a General parking permit shortly. All permits will be sold online. You will be notified where and when to purchase your parking hanger. If you do not attend during that time range you will be provided with an alternate time at a later date.

**Please note: Parking enforcement will begin September 23.**

There are different types of permits for different parking areas. Please have your UPEI ID number and the vehicle license plate number, year, and model with you in order to complete your purchase.

MBA students are only able to purchase a **General Permit**, which allows the permit holder to park in the General Parking Lots located around campus. General permit holders may not park in a Designated Lot. General parking is available in lots A, B, D, and E (see campus map).

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## **BREAKOUT/STUDY ROOMS**

**Please note that, due to COVID-19, this service is on hold until further notice**

There are various breakout and board rooms in McDougall Hall and other buildings on campus that you can book for team meetings. The four breakout rooms in MacEachern Market Street (McDougall Hall) are #239, #241, #244, and #245.

In order to book a room, please contact the Graduate Studies Administrative Assistant (Lauren Wood, mba@upei.ca). Room requests must be made at least 24 hours in advance of the date required, or before 12:00pm on Thursdays for weekend bookings.

## EMAIL

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Every UPEI student is provided with a UPEI email address. If you wish to use your UPEI email address to check or send emails, please visit [mymail.upei.ca](mailto:mymail.upei.ca) and log in.

If issues arise with UPEI email, please contact the UPEI Computer Services Helpdesk at (902) 566-0465 or [helpdesk@upei.ca](mailto:helpdesk@upei.ca)

If you prefer to have emails sent to another account, please let us know.

## STUDENT CAMPUS ID CARDS

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[www.upei.ca/campuscard](http://www.upei.ca/campuscard)

The UPEI Student Campus Card is the official identification card for all students, faculty, and staff. It is your personal identification while on campus. Its features extend beyond a simple ID: it is your Robertson Library card, your Chi-Wan Young Sports Centre card, your meal plan card, and your library print and photocopy card. The UPEI Campus Card also acts as a debit card, allowing you to make purchases at retail outlets on campus, and it allows you to enter your gated parking lot.

The easiest way to add money to your campus card is online at: [campuscard.upei.ca](http://campuscard.upei.ca). You can also add money at the following two locations on campus: the main circulation desk in the Robertson Library (cash only) or the Residence Services' Office in Andrew Hall (cash, credit, or debit).

You can get your Student ID card by visiting the front desk of the Chi-Wan Young Sports Centre Monday to Friday between 6:00am-6:00pm. Please remember to bring with you:

- An old UPEI ID card, a valid drivers' license, or a passport;
- One piece of non-photo identification (e.g., birth certificate, SIN card, credit card).

## WHERE TO EAT ON CAMPUS

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[www.dineoncampus.ca/upei](http://www.dineoncampus.ca/upei)

There are five food outlets on campus, each offering a slightly different eating experience. Payment options include cash, debit cards, credit cards, convenience cash, and dining packages.

**Please note:** in relation to COVID-19, that there may be reduced hours or closures. There will also be additional safety measures in place at all dining locations. Please check online for information on current hours and procedures. See locations listed below.

- **Courtyard Café:** Centrally located in the W.A. Murphy Student Centre. The café houses a Tim Hortons outlet, which offers the full drink and breakfast menus, as well as all of the baked goods. *The Grill* and *On The Go* products are also offered at this location.
- **AVC Café:** Located in the AVC building, their menu includes a chef inspired meals made to order, *On The Go* products and pizzas featuring locally made Glasgow Glen Gouda Cheese! Also features daily soups, deli bar, breakfast menu, Van Houtte Coffee, and pastries.
- **Samuel's:** Located in the Robertson library. Here you can find Van Houtte Coffee, David's Tea, bagels, pastries, daily soups, 550 Pizza, and their newly added chef-made hot lunch specials.
- **Wanda Wyatt Campus Dining Hall:** Located near McDougall Hall, the Dining Hall is a great place to relax and enjoy an all-you-care-to-eat buffet-style meal. The Dining Hall serves a variety of soups, salads, hot entrees, pizzas, sandwiches, and more.
- **MicroMarket:** The MicroMarket, our newest and only self-serve retail unit, is located in the new School of Sustainable Design Engineering Building. They offer locally roasted Kettle Black coffee, an assortment of Bigelow teas, lots of confectionary items, bottled beverages, delicious pastries baked in-house, and chef-made On the Go items.

Additionally, in the WA Murphy Student Centre you will find the Fox & Crow (Facebook: @UPEISUTheFoxandCrow). The Fox & Crow is a pub and coffee bar run by the UPEI Student Union. They will re-open on September 3, 2020, with added safety measures.

**CAMPUS SECURITY:** (902) 566-0384

security@upei.ca

[www.upei.ca/office-vice-president-administration-and-finance/security](http://www.upei.ca/office-vice-president-administration-and-finance/security)

**UPEI SAFE:** [www.upei.ca/upei-safe](http://www.upei.ca/upei-safe)

UPEI SAFE is the University's safety app and mass notification system which helps UPEI advise the campus community about university/storm closures and any safety concerns. All members of the UPEI community - students, faculty, staff, family, and friends - are encouraged to download the app. Standard message and data rates may apply.

**Lost and Found:**

If you have lost or misplaced an item on campus, please contact Security by email at security@upei.ca or drop by the Central Utility Building between 8:00am and 4:00pm. You can also call (902) 566-0384 to report a lost item. Items may be turned in to the Security Services Division office in the Central Utility Building and are held for a period of time before they are removed from inventory.

**Safety Services:**

**UPEI Emergency Contact Line: (902) 628-4357 or (902) 628-HELP**

In the event that you feel your safety is in jeopardy, call the Security Dispatch and an Officer will immediately be dispatched to your location. To contact Security Services Dispatch from on campus telephones, dial 0384

**Safe Walk:** (902) 566-0384 or 566-0373

Individuals, upon request to the Security Services Division, can obtain an escort to points between buildings and parking lots and be given approved access to buildings on campus 24 hours a day.

We encourage individuals to take advantage of the campus Safe Walk program. Security Services staff provide a point-to-point escort anywhere on campus. Potential users of this service are reminded that availability of Officers to respond to a call for this service is based on dispatch priorities at the time the request is made. Some delay in responding to an escort request may be inevitable.

**Campus Alone:**

“Campus Alone” is a UPEI program initiated and provided by Security Services. It is available to all members of the campus community who work or study on campus outside of normal working hours (i.e., evenings, nights, and weekends).

Individuals concerned with their personal safety while working/studying on campus at night may telephone Security Services at (902) 566-0384 and provide the following information:

- \* Your name
- \* Exact location where you are working in a building
- \* A contact phone number
- \* Your estimated time of departure

A member of Security will make every effort to visit you when you are working alone. However, due to unforeseen demands, Security Officers may be involved with emergency situations and be unable to visit you.

In the event that you feel your safety is in jeopardy, call the Security Dispatch and an Officer will immediately be dispatched to your location.

To report an emergency or suspicious activity, immediately contact Security Services dispatch at **(902) 566-0384** or through one of the following options:

**Emergency Poles:**

There are five blue poles located on Campus. They provide direct voice access to the Security Services Office in the Central Utility Building.

**Pay Phones and Elevator Phones:**

Pay phones and elevator phones provide no-cost dialing to 4357 or HELP.

## UNIVERSITY CLOSURES

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In the event of a non-scheduled cancellation of class, details will be provided through email from the MBA Coordinator or course instructor. As well, in the event of a non-scheduled closure of the UPEI campus, details will also be provided through the following:

- **UPEI SAFE App** ([www.upei.ca/upei-safe](http://www.upei.ca/upei-safe))
- **UPEI Website:** An Urgent Notice, in red, will be posted at the top of the News and Events bar of the UPEI website ([www.upei.ca](http://www.upei.ca)).
- **UPEI Emergency Alert:** an email via our mass notification system will be sent to all students via your upei.ca email address. Learn more about UPEI Emergency Alerts and how to sign up to receive text alerts here: [www.upei.ca/vpaf/emergency/upei-emergency-alert](http://www.upei.ca/vpaf/emergency/upei-emergency-alert)
- **UPEI Campus Closure and Alert Phone Line: (902) 894-2882.** A recorded message will be made available, if possible, by 7am.
- **Tweets from UPEI's Twitter account:** follow @UPEI
- **Media Outlets:** Announcements will be made on local radio stations by 7am, if possible. TV and print news websites are informed and encouraged to share our status

**HEALTH AND WELLNESS CENTRE:** (902) 566-0616

[healthcentre@upei.ca](mailto:healthcentre@upei.ca)

[www.upei.ca/health-centre](http://www.upei.ca/health-centre)

The mission of the UPEI Health and Wellness Centre is to provide access to high quality, safe health care delivery to students, staff, faculty, and families. To accomplish these ends, the Health and Wellness Centre is committed to partnering with interdisciplinary and collaborative teams to deliver health promotion, optimal health care and ongoing education. To learn more, you can visit their website or in person at the W.A. Murphy Student Centre, Second Floor.

Hours of Operation: 8:30am to 4:30pm (closed from 12:00-1:00pm for lunch)

## SEXUAL VIOLENCE PREVENTION AND RESPONSE OFFICE

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[www.upei.ca/svpro](http://www.upei.ca/svpro)

UPEI established the Cross-Campus Sexual Violence Prevention and Response Task Force in 2017 to build on previous protocols and develop a formal, stand-alone policy on sexual violence prevention and response. The Sexual Violence Policy is now in place and UPEI has its first Sexual Violence Prevention and Response Office (SVPRO). Eileen Conboy, the SVPRO Coordinator, has an M.Ed in Counselling from the University of Ottawa and is committed to providing trauma-sensitive services to survivors of sexual violence on campus and to bring the University's new Sexual Violence Policy to practice.

The SVPRO is located on the 3rd floor of the Kelley Memorial Building, Room 304. Additional information can be found on the SVPRO website. If you have questions or are in need of assistance/support, please contact (902) 620-5090, [econboy@upei.ca](mailto:econboy@upei.ca) or [sv-pro@upei.ca](mailto:sv-pro@upei.ca)

## CAMPUS POLICIES

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**Tobacco use policy:** In accordance with UPEI provincial legislation, no person shall smoke on campus or any other University owned or leased property, including all outdoor, indoor or other enclosed space.

**Scent-Free Initiative:** UPEI is committed to creating scent-free indoor work, study, and play environments. **Scent-free** includes the smells or odours from cosmetics (perfumes, shampoos, deodorants, make-up, etc.) or from other products such as air fresheners, cleaning products, etc.

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**CHI-WAN YOUNG SPORTS CENTRE:** (902) 566-0368 [panthercentral@upei.ca](mailto:panthercentral@upei.ca)  
[www.upei.ca/ar/athletic-facilities/chi-wan-young-sports-centre](http://www.upei.ca/ar/athletic-facilities/chi-wan-young-sports-centre)

**Please note: hours and services available may be reduced due to COVID-19. Please check the website for updated information and hours, or contact them via email or phone.**

**Students not residing in Prince Edward Island during the 2020 Fall term can submit a request to opt out of the Fitness and Administration Fee by completing the '2020 Fall Fitness and Admin Opt Out' form located under UPEI Forms on the MyUPEI student portal. Please note the deadline to opt out of this fee is Friday, September 18, 2020.**

The Fitness Centre fee that you pay as part of your full-time student fees provides access to both the indoor and outdoor facilities at the Chi-Wan Young Sports Centre, as well as free admittance to some of the fitness classes, Bell Aliant Centre pool, Intramurals, and Panther Sport regular season home games from September to April. You can purchase a Summer Student membership for the months of May to August.

### **Hours of operation (effective July 23, 2020 until further notice)**

Monday to Friday: 6:00am-6:00pm  
Saturday and Sunday: CLOSED  
Labour Day (Sept 7): CLOSED

## RESIDENCE/HOUSING

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[www.upei.ca/residence](http://www.upei.ca/residence)

This website has information about campus housing. For those travelling from off-island who require accommodations, please visit the website above for information on accommodation and special rates that may be available.

For those looking for off-campus housing, please visit [www.upei.ca/off-campus-housing](http://www.upei.ca/off-campus-housing)

## WEBSTER CENTRE FOR TEACHING AND LEARNING

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[www.upei.ca/student-affairs/webster-centre](http://www.upei.ca/student-affairs/webster-centre)

The Webster Centre for Teaching and Learning is located within Student Affairs in Dalton Hall at UPEI and provides a central place for resources and people committed to the academic success of students. They can provide assistance with writing, English as an additional language, time management, and study skills. The mandate of the Webster Centre for Teaching and Learning is to create a dynamic hub of integrated academic support services by partnering with other campus groups and departments to maximize student learning success.

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**THE UPEI WRITING CENTRE:** (902) 628-4320

[jjpuiras@upei.ca](mailto:jjpuiras@upei.ca)

[www.upei.ca/writing-centre](http://www.upei.ca/writing-centre)

The Writing Centre is a **FREE** writing support service offered to all UPEI students. Upper level and graduate students can work with the Writing Centre Coordinator, Jarmo Puiras. All writers, regardless of their skill level, can benefit from sharing their work with another reader and writer; it is very easy to lose your perspective and objectivity when immersed in your own work. Writing is also a key communication skill that you will use long after you graduate from UPEI, and in many aspects of your life.

The Writing Centre is located in the Robertson Library, Room 274. Appointments are up to 45 minutes long. For more information please visit the website. To see current available appointments and to book an appointment up to two weeks in advance, please register for an account at [upei.mywconline.com](http://upei.mywconline.com)



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## **FACULTY OF GRADUATE STUDIES**

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The School of Graduate Studies serves as a central location and source of information for all graduate students and graduate faculty at UPEI. The School refines and develops graduate studies policies, supports new program development, promotes graduate student research and scholarly work, and provides guidance and support to graduate students in their programs.

Faculty of Graduate Studies  
Kelley Building, Room 201  
Monday-Friday, 8:30am-4:00pm  
Phone: (902) 620-5120  
Email: [cgallant@upei.ca](mailto:cgallant@upei.ca) (Colleen Gallant, Administrative Assistant)

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## **GRADUATE STUDENT ASSOCIATION**

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[www.upei.ca/graduate-studies/gsa](http://www.upei.ca/graduate-studies/gsa)

The Graduate Student Association (GSA) represents the graduate student body in all matters pertinent to its members. The GSA acts as a liaison between graduate students and the faculty, administration, and undergraduate students of UPEI. Furthermore, the GSA promotes social, cultural, and academic activities and service programs for the membership. The GSA is a member of the Canadian Federation of Students and the National Graduate Council.

Membership is available to **ALL** persons involved in post-graduate education at UPEI. Each year a student within the MBA programs is elected to sit on the GSA for a one-year term. The GSA office is located in Room 403 of the Duffy Science Centre.

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## **GENERAL MBA PROGRAM INFORMATION**

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### **PROGRAM MISSION**

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The Mission of the MBA in Global Leadership program is to develop ethically and socially responsible global managers and business leaders through the delivery of an integrated, practical, and academically rigorous curriculum. The program is designed to enhance students' skill sets and decision-making abilities needed in today's dynamic international business environment. Our ultimate goal is to develop global business leaders possessing the strategic, creative, and future-oriented mindset necessary for success anywhere in the world.

### **PROGRAM LEARNING OUTCOMES**

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The world of international business offers a wealth of opportunities, but is also challenging. Individuals embarking on a career in international business need to be well prepared for the challenges of entering new markets, working in other cultures, and navigating diverse business environments. They need to be equipped to manage ethically and successfully in environments where the legal, social, and infrastructure systems can differ substantially.

To achieve this, the MBA in Global Leadership program targets a number of specific learning outcomes. Upon successful completion of the degree requirements, students are expected to:

- exhibit an ability to take on leadership roles and responsibilities in today's complex and dynamic business environment,
- demonstrate a strategic and global mindset,
- demonstrate a comprehensive level of knowledge of contemporary business theories,
- demonstrate critical thinking and job-ready skills,
- demonstrate ethical decision-making skills, and
- exhibit effective communication skills in all aspects of business.

A thorough understanding of global business practices and the characteristics of open-minded effective business leaders will enable graduates to identify, analyze, and propose feasible and innovative solutions to business problems across a wide range of functional areas in industries and governments in a global environment.

The MBA in Global Leadership aims to develop higher learning opportunities that will equip graduates of the program with the relevant knowledge and skills to compete for diverse career opportunities offered by entrepreneur-based to global multi-national businesses as well as respective positions in government.

## **THE COHORT SYSTEM**

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The UPEI MBA-GL program adopts a cohort-based model delivered over 12 months. The cohort model enables students to progress through the applied program together as a community of learners, providing strong supports for students to achieve their personal and academic goals. We form small, self-managed teams of four to five students to work on projects, ensuring flexibility in scheduling and a dynamic learning environment.

## **COURSE EVALUATIONS**

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At the end of each course, students are encouraged to fill out a Student Opinion of Teaching survey, which provides feedback to faculty specifically on their course instruction and development. The responses you provide in the evaluations and surveys are anonymous and are meant to assist faculty and staff in the further development of MBA courses.

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## **GENERAL MBA REGULATIONS**

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The MBA regulations are provided in the UPEI Calendar as approved by the University's Senate. The following provides an overview of these regulations. It is recommended that you refer to the Calendar for the full list of regulations.

### **REGISTRATION PROCEDURES**

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Applicants must receive formal notification from the Office of the Registrar that they have been accepted into the program before registering as graduate students in the MBA program. Students will register each semester in the courses outlined in their MBA program.

Changes in student registration (deletion or addition of courses) must be approved by the Director of the MBA program (with input as required by the MBA Committee) and formal approvals of the University when required.

Except where credits are granted by special permission for courses outside of the Faculty of Business, credits will only be given for courses listed on the student's registration form or authorized through an official change of registration.

In exceptional cases, the MBA Committee and the Dean of the Faculty of Business may consider flexibility in courses for applicants. This means that students deemed to have significant learning in a particular area may normally be allowed one course exemption, which is to be substituted with another approved course. Appropriate documentation will be required in order to consider course exemption.

See the Calendar for full details on registration.

### **ACADEMIC CREDIT FROM OUTSIDE THE PROGRAM**

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The courses in the MBA Program are highly integrated; thus, the program does not easily lend itself to course-by-course credit for advanced standing. The courses designed for the Program are of high value for interpersonal skills building, team building, and leadership development. Transfer of relevant, graduate course credits from recognized universities is therefore limited.

Students who wish to request a course credit transfer must have the prior approval from the MBA Director. They must complete a Permission to Transfer form and submit it to the Office of the Registrar. Students may take and receive credit for up to 6 semester hours of course work from academic units outside the Faculty of Business. All course work must be at the graduate level.

See Academic Regulations - Graduate Programs in the Academic Calendar for the process on transferring academic credit from outside the program.

## ACTIVE STATUS

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To maintain active status, a student must register for at least one course in the program within any given 12-month period and pay the program fee. If a student withdraws from the program or seeks a deferral, the regulations must be followed. Normally, students must complete the degree within two years of first registering in the program.

If a student has prior permission from the Director of the Program and the Dean of the Faculty of Business to miss a semester or defer studies due to changed circumstances, the student must apply for readmission and the application fee will be waived.

With the assistance of the Program Coordinator and/or Director of the MBA Program, students are required to develop a course schedule to satisfy all outstanding core courses. A deferral must be requested 21 days before the course start date.

## ATTENDANCE EXPECTATIONS

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Because participant interaction and class contribution are integral parts of the program, participants are required to attend all classes in their entirety, unless there are exceptional circumstances. Each student will have a copy of the course schedule well in advance of the beginning of classes each year and every effort should be made to make arrangements to attend all class dates. If you can identify a time period, in advance, where you may not be able to attend a class, you should discuss with the Program Coordinator and/or Director whether you might take the course at a later time. All class absences should be discussed in detail with the Program administration. We recognize that participants face the need to balance their personal lives and the demands of the program; however, it is not in the interest of either the participant or the program to miss class sessions.

A participant who is unable to attend or who will be late for a class (due to an emergency or extenuating circumstances) must inform the Program Office, the course instructor, and their study team as soon as possible and at least 24 hours before the start of class. Class attendance is monitored and attendance records will be confirmed with students. Missing a portion of a class (e.g., arriving late or leaving early) will be counted as a partial absence for the purposes of calculating the percentage of a course that has been missed by a participant. Please note that missing a class session **for any reason** still counts as a missed class.

Course grades typically have a participation component and any missed or partially missed classes will affect the participation grade.

## **WITHDRAWAL FROM THE PROGRAM**

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Students wishing to withdraw from the program should consult with the Director of the MBA Program. Students may withdraw from the program by notifying the office of the Registrar using the appropriate form. The date of withdrawal is the date the written notification is received. Students may request, in writing and after discussion with the Director of the MBA Program, a one-time, one-year deferral of admission. Upon deferral of admission, the tuition deposit is normally non-refundable.

## **WITHDRAWAL FROM A COURSE**

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Withdrawal from a course will not occur by default. Students must discuss course withdrawals with the Director of the MBA Program. Withdrawal forms must be submitted to the Office of the Registrar within the regulated time frames.

If the course withdrawal occurs no later than seven (7) calendar days after the start of the course (or, in the case of courses that are less than four weeks in duration, before 25% of the course's classes are complete), then the withdrawal results in no academic penalty.

Course withdrawals after the deadline in the paragraph above must be approved by the Director of the MBA Program. If such a course withdrawal occurs before two-thirds of the classes are complete, the student will receive a DISC (discontinued) as the grade on the transcript and must pay the course re-take fee.

Withdrawals after two-thirds of the classes are complete will normally result in a failing grade on the transcript and a course re-take fee.

In exceptional cases where a withdrawal was unavoidable, the course re-take fee may be waived and a DISC may appear on the transcript instead of a failing grade.

## **INCOMPLETE COURSES**

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A student who fails to complete all components of a course due to exceptional circumstances (e.g., illness) may be granted permission for incomplete (INC) status in the course. Students must submit such a request to the Director of the MBA Program before the end date for the course. The Director will seek advice from the course instructor as to granting the incomplete status.

If approved, students will have up to a maximum of 30 calendar days to complete the outstanding individual assignments, as specified by the course instructor and approved by the Director of the MBA Program. If a student does not complete all the components of a course by the agreed-upon date, a failing grade shall normally replace INC on the transcript.

## **RE-REGISTRATIONS AND COURSE RE-TAKES**

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Students who fail a course in the MBA program may re-take the course up to an additional two times and pay the course fee each time. If the course is failed after the third attempt, the student will be expelled from the MBA program, with no opportunity for re-enrolment.

## **RE-ENROLMENT IN THE PROGRAM**

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Re-enrolment in the program can occur, but is subject to re-application and a statement explaining why re-admission should be permitted. The MBA Committee will review these materials for approval. Credit for courses previously completed will be re-evaluated and applied to the program requirements where appropriate.

## **GRADING**

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A minimum grade of 60% is required in courses and an overall average of 70% is required to pass the program and obtain the degree.

## **ACCESS TO EXAMINATIONS AND PAPERS**

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- A copy of all written assignments and examinations not returned to students must be retained by the instructor for a minimum of 60 days after submission of marks
- Final examinations and/or final submissions of course work must be retained by instructors for a minimum of 60 days after the date of the final examination, unless the work is returned to the students.
- Instructors must make available to students, at least temporarily, all papers and examinations with grades affixed to them.

## **ACADEMIC INTEGRITY**

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As a community of scholars, the University of Prince Edward Island is committed to the principle of academic integrity among all its participants. Academic dishonesty as defined in Academic Regulation 20 will not be tolerated and, within the constraints of this Regulation and Academic Regulation 12, the University supports instructors in their efforts to deal effectively with cases as they may arise from time to time.

Please refer to the Calendar for more information on academic dishonesty.

## TRANSCRIPTS OF RECORDS

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Students can request official copies of transcripts for mailing to other institutions, and unofficial copies for personal use only.

Student transcripts will be provided to the student or directly to an external party (employer, educational institution, etc.) upon a written request submitted by the student in person, by fax, or by e-mail (sent from a verified UPEI account) to [transcripts@upei.ca](mailto:transcripts@upei.ca).

Official transcripts will not be released in sealed envelopes to students, but will be issued directly to the third party, unless documentation from that third party so instructs the Office. This official transcript remains official as long as the seal is not broken before it reaches the receiving institution. Requests from students with fees owing to the University will not be processed.

The Registrar's Office provides regular mail and fax service for transcripts free of charge. Courier fees are an additional \$10.00 within the Maritimes, \$20.00 for other Canadian destinations, and \$30.00 for the United States. Courier requests must include a street address and a phone number, including the area code. You can pay by VISA, MasterCard, or cheque. You can fax or phone in your credit card number, or send it by e-mail to [transcripts@upei.ca](mailto:transcripts@upei.ca).

Any request needed immediately (same-day service) is subject to a \$15.00 rush fee in addition to the costs of the particular request.

## GRADUATION REQUIREMENTS

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[www.upei.ca/convocation/graduation-process](http://www.upei.ca/convocation/graduation-process)

To be awarded the Master of Business Administration degree, a graduate student must:

- successfully complete the program of studies as set out at the time of admission into the program or as agreed to by the MBA Committee,
- complete and submit an Application for Graduation form, and
- meet all other University regulations.

In addition, students must have paid all fees owed to the University and returned all library resources.

Degree candidates should make formal application for graduation no later than **June 15** of their academic year, using MyUPEI. Candidates for degrees, diplomas, and certificates can now fill out the graduation application via the "Student Toolbox" in MyUPEI. In "Student Toolbox," click "Student Planning," then "Graduation Overview" in the menu.



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## **MBA ORIENTATION SKILLS MODULE (Bus 6500)**

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### **GENERAL DATES**

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The MBA Skills Orientation Module for new students is held on September 2<sup>nd</sup> and September 3<sup>rd</sup>, 2020. For more information on the upcoming orientation session, contact the MBA Program office.

### **WHAT TO EXPECT**

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The Orientation Module (Bus-6500) is a set of skill-building workshops intended to promote presentation, intercultural communication, teamwork, and research skills. You will receive an introduction to academic literature searching, citation and referencing styles, and the principles of academic integrity. Additionally, you will get information on UPEI's online learning platform and what to expect from your MBA studies. The orientation is a non-credit mandatory course for all incoming MBA students.

Orientation is also an excellent opportunity to meet your fellow classmates, faculty, and staff and to brush up on skills that will help you succeed in the program.

The aim of the Faculty of Business faculty and staff is to make the orientation module as enjoyable and as informative as possible to ease your transition into the program.

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## **MBA-GL PROGRAM STRUCTURE**

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The MBA in Global Leadership is an intensive and cohort-model MBA program that is intended to be completed in twelve months. The curriculum and the offered courses are designed to develop students' skills to enable them to succeed in today's complex and dynamic international business environment.

### **COURSE SCHEDULE**

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The MBA in Global Leadership program is designed for individuals who wish to complete their MBA degree in twelve months and who are willing and able to immerse themselves in an intensive full-time program.

The program begins with an orientation module (usually offered in late August). The remainder of the program is offered over the next three academic semesters (five courses in the Fall semester, five courses in the Winter semester, and 4 courses in the Summer semester).

The required courses are delivered in the Fall and Winter semesters and run the length of the full semester. The four courses in the summer semester include 3 elective courses and the International Capstone Project (Bus 6610). The elective courses are generally offered one at a time in a condensed format (1 to 4 weeks in length), while the International Capstone Project runs over the full summer semester, but involves little class time.

### **MBA COURSES AND DESCRIPTIONS**

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Students enrolled in the MBA in Global Leadership must complete a total of 42 credit hours (14 courses). The components of the degree program include the MBA Skills Orientation Module (0 credit hours), eleven core courses (33 credit hours), and three elective courses (9 credit hours). Students are expected to complete the MBA program in twelve months, and they must complete all required courses within two years of being admitted to the program.

The required courses for the MBA in Global Leadership are as follows:

Business 6500 – MBA Skills Orientation Module  
Business 6510 – Global Leadership and Ethics  
Business 6520 – Negotiation within and across Cultures  
Business 6530 – Financial and Managerial Accounting  
Business 6540 – Financial Management  
Business 6550 – Management and Organizational Behaviour  
Business 6560 – International Marketing Management  
Business 6570 – International Operations Management  
Business 6580 – Statistics and Business Analytics  
Business 6590 – Project Management

Business 6600 – Strategy for the Global Organization  
Business 6610 – International Capstone Project

In addition to completing all the required courses, students must complete three of the following elective courses\*.

Business 7510 – Corporate Governance and Business Ethics  
Business 7520 – Disruptive Technologies and Creative Business Thinking  
Business 7530 – Global Banking and Capital Markets  
Business 7540 – Global Sourcing and Supply Chain Management  
Business 7550 – Innovation and Entrepreneurship in the Global Business Environment  
Business 7560 – International Trade and Finance  
Business 7570 – Managing People and Teams in a Global Context  
Business 7580 – The Future of Marketing  
Business 7590 – The Impact of Climate Change on Business  
Business 7950 – Special Topics in Business  
Business 7960 – Directed Studies in International Business

\*Not all elective courses will be offered each year.

### **MBA COURSE DESCRIPTIONS- REQUIRED COURSES:**

#### **BUS 6500 - MBA SKILLS ORIENTATION MODULE**

The orientation module is a set of skill-building workshops intended to promote presentation, intercultural communication, teamwork, and research skills. Students will receive an introduction to academic literature searching, citation and referencing styles, and the principles of academic integrity. Additionally, students will get information on UPEI's online learning platforms, campus life, and what to expect from their MBA studies. The course grade will be on a pass/fail basis.

**PREREQUISITE:** Admission into the program

#### **BUS 6510 – GLOBAL LEADERSHIP AND ETHICS**

This intensive course provides students with an overview of leadership research and helps them develop skills required for leadership in today's complex and dynamic business environment. Key areas of skill development include critical thinking, self-awareness, creativity, and problem solving. This course is also intended to advance students' ability to engage in ethical reasoning and action planning.

**PREREQUISITE:** Business 6500

**BUS 6520 – NEGOTIATION WITHIN AND ACROSS CULTURES**

This intensive course introduces students to the theory and practice of negotiation. Topics covered include negotiation strategy, collective bargaining, the psychology of persuasion, creative problem solving, and conflict management and resolution. Through lectures, group discussions, and role plays, students are expected to develop analytical, self-awareness, and interpersonal skills essential to successful negotiations anywhere in the world.

**PREREQUISITE:** Business 6510

**BUS 6530 – FINANCIAL AND MANAGERIAL ACCOUNTING**

This course develops students' proficiency at understanding, interpreting, and using financial statements and other accounting information for the purposes of decision-making. The course employs international standards and addresses how accounting is used in decision-making in a global context.

**PREREQUISITE:** Business 6500

**BUS 6540 – FINANCIAL MANAGEMENT**

This course provides students with a broad overview of corporate finance and financial markets. The focus is on the conceptual and analytical techniques necessary for making financial decisions with particular emphasis on information collection, problem-solving, and decision-making skills inherent in the finance function. Key concepts include the relevance of financial markets to the firm, understanding the relationship between risk and return and its importance in all financial decisions, and learning how to value financial and real assets and the impact on a company.

**PREREQUISITE:** Business 6500

**BUS 6550 – MANAGEMENT AND ORGANIZATIONAL BEHAVIOUR**

This course examines the behaviour and management of individuals and groups in organizations. Organizational behaviour topics, including motivation, decision making, leadership, and work and organizational design, will be studied at different levels of analysis – individual, team, and organization. Students also learn about managing people in organizations, with a focus on the personnel processes involved in the recruitment, development, and retention of human resources in the global workplace.

**PREREQUISITE:** Business 6500

**BUS 6560 – INTERNATIONAL MARKETING MANAGEMENT**

This course is a detailed examination and application of the marketing function in the era of globalization. Emphasis is given to local consumer behaviour and the cultural, competitive, economic, political, and regulatory environments prevailing within and across world, regional, and national markets. Students will focus on the strategic and operational aspects of marketing including assessment of country attractiveness, mode of entry strategies, multinational product development and management, pricing strategies, promotional campaigns, and marketing networks and channels.

**PREREQUISITE:** Business 6500

**BUS 6570 – INTERNATIONAL OPERATIONS MANAGEMENT**

This course focuses on the management of processes. Applicable processes span a wide range including: one-time or on-going, international manufacturing or service, and pro-actively or reactively controlled. Topics include mapping operational processes, coordinating a firm's supply and demand, managing inventory, and managing quality of production. Students are required to demonstrate competence through logical solving of relevant problems and cases in operations.

**PREREQUISITE:** Business 6500

**BUS 6580 – STATISTICS AND BUSINESS ANALYTICS**

This course teaches students how to effectively collect and use data to support decision-making in a business context. The course focuses on understanding and interpreting statistical data; understanding how data collection methodology affects the quality of statistical results; and assessing the reliability, usefulness and limits of statistical information for a particular business situation.

**PREREQUISITE:** Business 6500

**BUS 6590 – PROJECT MANAGEMENT**

This course provides students with the tools and skills necessary to reduce project risk and increase their ability to complete projects on time and on budget. The course incorporates the latest research on project management methodologies, providing students the ability to evaluate each methodology on their merits and how they have been applied within different industries and situations. The course also examines the evolution of the project driven organizational structure and the impact project management has on the strategic planning within an (international) organization.

**PREREQUISITE:** Business 6500

**BUS 6600 – STRATEGY FOR THE GLOBAL ORGANIZATION**

This course focuses on strategic thinking, analysis, and management in a global business context. Topic include: industry analysis; competitive advantage; strategic change; global strategies; mergers, acquisitions and alliances; management of international portfolios; and intellectual property strategies.

**PREREQUISITE:** Business 6560

**BUS 6610 – INTERNATIONAL CAPSTONE PROJECT**

This course provides students with an opportunity to work on a live project for a local company seeking to enter new international markets or to establish new international operations. Working in teams, students will draw on skills, concepts, and knowledge acquired throughout the MBA program. Students will develop a business plan for entry into the chosen location. Students will also deliver a public presentation with recommendations for the particular company.

**PREREQUISITES:** Business 6530, 6540, 6550, and 6560

## **MBA COURSE DESCRIPTIONS- ELECTIVE COURSES:**

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### **BUS 7510 – CORPORATE GOVERNANCE AND BUSINESS ETHICS**

This course looks at both the fiduciary and strategic role of the board and management in governance with a global and local perspective. The course reviews the importance of strong business ethics and the critical elements in developing a strong corporate culture. Within the course students explore many of the pressing and evolving challenges faced by corporations and executives.

**PREREQUISITE:** Business 6500

### **BUS 7520 – DISRUPTIVE TECHNOLOGIES AND CREATIVE BUSINESS THINKING**

This course develops students' ability to think creatively, and to manage within an environment of disruptive technologies. The course examines the research on disruptive technologies to enrich students' understanding of the pace and direction of change and how it will influence companies as they adapt to the changing business world. The course also examines the research on creativity.

**PREREQUISITE:** Business 6500

### **BUS 7530 – GLOBAL BANKING AND CAPITAL MARKETS**

This course provides students with the conceptual foundation for sound financial decision-making regarding corporate finance, international finance, and banking. The course first examines currencies, with an in-depth analysis of exchange rates, international monetary systems, and contemporary currency regimes, with an emphasis on practical applications. The course then examines international capital markets, investment in foreign financial assets, and international corporate finance. Topics include managing exposure to various kinds of exchange rate risks, and the methods and financial instruments such as options and futures used to manage those risks.

**PREREQUISITE:** Business 6540

### **BUS 7540 – GLOBAL SOURCING AND SUPPLY CHAIN MANAGEMENT**

This course familiarizes students with key features of global supply chains and their importance to international business. Topics include: supplier selection, negotiation of contracts, international logistics and importing, transportation, inventory control and warehousing, managing distribution networks, and integration with the firm's other activities. Application and cases will be relevant to both manufacturing and service-based businesses.

**PREREQUISITE:** Business 6570

### **BUS 7550 – INNOVATION AND ENTREPRENEURSHIP IN THE GLOBAL BUSINESS ENVIRONMENT**

This course focuses on the management of innovation and the pursuit of entrepreneurship in different regions of the world and in trans-national settings. The concepts covered are relevant to existing businesses aiming to structure their innovation portfolio and to new, aspiring businesses looking to create value from market opportunities. Topics include change management, technological innovation, entrepreneurship around the world, entrepreneurial marketing, entrepreneurial finance, and characteristics of entrepreneurs. Students are required to demonstrate competence through in-depth analysis of relevant cases related to these topics.

**PREREQUISITE:** Business 6500

### **BUS 7560 – INTERNATIONAL TRADE AND FINANCE**

This course focuses on the global marketplace and explores implications of globalization for trade and finance. Students will develop a comprehension of international economic and financial issues so that they understand the drivers underlying international trade and foreign investment. The course also examines management issues related to currency exchange rates and government imposed trade restrictions.

**PREREQUISITE:** Business 6540

### **BUS 7570 – MANAGING PEOPLE AND TEAMS IN A GLOBAL CONTEXT**

This course will examine human resource management (HRM) in an international context. Students will examine core HRM functions, including staffing, training, motivating, and retaining human resources, with special emphasis on the opportunities and challenges brought on by increasing internationalization. Students are expected to acquire the knowledge, cross-cultural skills, and global mindset needed to effectively work with, manage, and lead others in the globalized workplace.

**PREREQUISITE:** Business 6520

### **BUS 7580 – THE FUTURE OF MARKETING**

The course will examine current trends and innovations in marketing including shifting thought paradigms, global (cross-cultural) issues, customer relationship management, service marketing, sustainability and green marketing, and the role of social media. The course involves article discussions, in-class exercises, guest speakers, individual student reflections, case analyses, and a written research paper and presentation.

**PREREQUISITE:** Business 6560

### **BUS 7590 – THE IMPACT OF CLIMATE CHANGE ON BUSINESS**

This course provides the knowledge and skills for an informed understanding of climate change science, policy and business. Students will develop skills to critically evaluate scenarios for future climates, assess the effectiveness of different policy approaches, and determine suitable business responses to the climate change challenge. Assignments will focus on how climate change influences product quality and markets; and the important role of climate change in business risk assessment.

**PREREQUISITE:** Business 6500

**BUS 7950 – SPECIAL TOPICS IN BUSINESS**

This course typically covers a specific topic in business and is intended to enhance and expand the selection of elective offerings from semester to semester.

**PREREQUISITE:** Business 6500

**BUS 7960 – DIRECTED STUDIES IN INTERNATIONAL BUSINESS**

In this course, students may pursue a specific topic or issue in international business through an independent research assignment, consulting project, or business plan for an entrepreneurial venture. Before approval is granted, each student must prepare a detailed outline of the topic to be studied and obtain the consent of a faculty member to supervise the work.

**PREREQUISITE:** Business 6500



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## FINANCIAL ASSISTANCE

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### **SCHOLARSHIPS AND AWARDS:** (902) 620-5187

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[www.upei.ca/scholarships-and-awards](http://www.upei.ca/scholarships-and-awards)

Information on UPEI scholarships, bursaries, and awards can be found on the UPEI Awards and Scholarships website

Scholarships and Awards - Registrar's Office

Tel.: (902) 620-5187

E-mail: [scholarships@upei.ca](mailto:scholarships@upei.ca)

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## FACULTY AND STAFF CONTACT INFORMATION

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Contact	Phone Number
Robertson Library	(902) 566-0583
Emergency Services	(902) 566-0384
Sports Centre	(902) 566-0368
Bookstore	(902) 566-0625



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