Eller College of Management · Professional Admission Application Packet

Spring 2018 Timeline

Refer to the list below to track your progress through the Professional Admission process. Complete all steps in the specific order listed below in order to be eligible for admissions. Students are encouraged to use the checklist provided on page 13.

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
<th>Note</th>
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| Wednesday, Jan. 24th or Thursday, Jan. 25th | Attend Professional Admission Orientation:  
  • Learn more about Professional Majors and Major at Break-Out sessions |  
| Wednesday, Jan. 24th – Tuesday, Feb. 13th (by 12 pm-Noon) | ASAP-Complete the web-application in eSMS:  
  • Go to: http://ugrad.eller.arizona.edu  
  • Click on the “Apply Now” link  
  • Fill out and submit application through eSMS Admission (may require authentication)  
  • Schedule the mandatory Professional Admission Academic Advising appointment  
  • Print Application Summary Page (to submit with hard copy of application) |  
| Monday, Jan. 29th – Friday, Feb. 9th | Attend Mandatory Professional Admission Academic Advising Appointment to schedule Interview.  
  • Schedule advising appointment after submitting web-application |  
| Tuesday, Feb 13th 12:00 pm-Noon Deadline | Application Deadline-turn in hard copy of application and upload Letter of Intent and Resume to web-application...  
  No later than Tuesday, February 13th by 12:00 pm-Noon. | In McClelland Hall Room 201 turn in the following hard copies:  
  • 1 copy of application Summary Page (printed from web-application in eSMS)  
  • 2 signed copies of the 1-page Letter of Intent  
  • 2 copies of 1-page Resume  
| Friday, Feb. 16th | International/ESL Interviews and Written Assessment (see page 2) |  
| Friday, Feb. 16th | Global Cohort Applicant Interviews (see “Cohort Options” page 3) |  
| Friday, Feb. 16th | Skills Assessment Exam for International/ESL and Global Cohort Applicants Only |  
| Saturday, Feb. 17th | Professional Admission Skills Assessment Exam (8:00 am) and Interviews for all other Applicants (ESL and Global Cohort Applicants interview and test on the 16th) |  
| Wednesday, Feb. 21st | Make-Up Interviews & Skills Assessment (for applicants with conflicts on 16th/17th) |  
| Wednesday, February 28th | Professional Admission decisions emailed around 5:00 pm |  

Prerequisites Required at the Time of Application

- Minimum 2.75 GPA (based on 12 or more UA units) at the time of application. If student has attempted less than 12 UA units, a recalculated transfer institution GPA is used
- Minimum of 42 units complete at the time of application and 54 complete by the end of the application semester
- At least two out of three Business Math & Stats courses complete and the third in progress/complete
- At least one Accounting course complete and the other in progress/complete
- Last course in the English Composition sequence must be complete or in progress
- Remainder of Foundation courses must be successfully complete by the end of the application semester

Criteria Considered for Admission

- Cumulative GPA (the minimum GPA does NOT guarantee admission)
- Performance and GPA in Foundation courses (all attempts at Foundation courses will be averaged and repeated course attempts should show considerable improvement)
- Letter of Intent, Resume, and Interview demonstrating leadership, work experience, community service, and involvement in extra-curricular activities
- Intellectual and interpersonal abilities that contribute to the College’s academic and co-curricular programs
English language proficiency policy is in place:

- Listening, 
- Writing, 
- Speaking, 
- Reading

All students entering the professional program must possess a high level of English language proficiency. For current University of Arizona students, this fee is charged to the student’s Bursars account. Students not yet admitted to the University must submit a $55 check or money order with their application. Cash or credit cards not be accepted.

Students may only apply for Professional Admission two times (students who are denied on their first attempt have the option of reapplying in a future semester; students who are denied on their second attempt must look at other academic options outside the Eller College). Moreover, students who decline their admission prior to starting their first semester of the upper-division curriculum must reapply in a future semester.

- Among equally qualified applicants, preference is given to U.S. citizens and others who are qualified to hold permanent employment in the U.S.
- Students who are on Academic Probation at the University of Arizona at the end of the application semester will lose their Professional Admission. Students are not eligible to start the cohort while on University Probation.
- Late applications will not be accepted.
- The Eller College of Management charges a differential tuition fee each semester for the professional program.

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### Important Points

- Professional Admission into the Eller College of Management is a competitive and selective process.
- A $55 application fee will be charged to all students submitting an application. For current University of Arizona students, this fee is charged to the student’s Bursars account. Students not yet admitted to the University must submit a $55 check or money order with their application. Cash or credit cards not be accepted.
- Students may only apply for Professional Admission two times (students who are denied on their first attempt have the option of reapplying in a future semester; students who are denied on their second attempt must look at other academic options outside the Eller College). Moreover, students who decline their admission prior to starting their first semester of the upper-division curriculum must reapply in a future semester.
- Among equally qualified applicants, preference is given to U.S. citizens and others who are qualified to hold permanent employment in the U.S.
- Students who are on Academic Probation at the University of Arizona at the end of the application semester will lose their Professional Admission. Students are not eligible to start the cohort while on University Probation.
- Late applications will not be accepted.
- The Eller College of Management charges a differential tuition fee each semester for the professional program.

### For International/“ESL-English as a Second Language” Applicants

All students entering the professional program must possess a high level of English language proficiency (speaking, writing, listening, and reading) and a high level of interpersonal communication competency. To meet this goal, the following English language proficiency policy is in place:

1. All international applicants from non-English speaking countries must have at least one of the following official proofs of English proficiency showing in UAccess at the time of application or by application deadline:
   - TOEFL score of at least 79 (iBT), 213 (CBT), or 550 (PBT)
   - IELTS score of at least 6.5
   - Completion of CESL Endorsement (Level 8 or 9) prior to matriculation to UA
   - ACT/SAT at point of admissions to University of Arizona
     - ACT English of at least 21 or SAT Critical Reading of at least 580

2. All International/ESL students will participate in both an ESL Interview and Written Interview Assessment on Friday, February 16th. During the interview phase, Eller College Associates and Business Communication Staff/Faculty who are specialists in language proficiency will interview International or ESL applicants. The interview includes an evaluation of both verbal and written competencies.

3. Applicants must demonstrate productive verbal language proficiency (listening and speaking) in an interview setting, as well as written language proficiency (reading and writing) through the Written Assessment. Based upon the evaluation of the applicant’s language proficiency during the interview phase, one of the following recommendations will be made:
   - **High-Level Proficiency: Eligible for Admission.** If admitted, no additional language support will be required. Students with high-level proficiency will be able to utilize continued drop-in support sessions during their first semester in the cohort.
   - **Mid-Level Proficiency: Eligible for Admission with Required Support Workshop.** If admitted, completion of three mandatory “Language Support Workshop” (for a fee of $120, subject to change) will be required prior to starting the upper-division cohort. Participation in the 3-Part Workshop is required in order to retain Professional Admission. Additionally, students with mid-level proficiency will be encouraged to utilize continued drop-in support sessions during their first semester cohort.
   - **Low-Level Proficiency: Admission Denied.** Based on their current English Language abilities, the student will be denied admission. In order to be eligible to re-apply in a future semester, student will need to participate in the “Eller Professional Language Skills Development Workshop” (for a fee of $250, subject to change). Students must participate in two in-person workshop and three online activities in order to be eligible to apply in a future semester.

4. Students must demonstrate Mid-Level or High-Level Proficiency in each of the following areas: speaking, writing, listening, and reading. Students who demonstrate language deficiencies and receive a Low-Level Proficiency evaluation in any of these areas will not be admissible to the Eller College.

5. International Students for whom English is a Second Language must have taken ENGL 101A/101 and 102 or 109H at the UA to meet the qualifications for Admission with Excellence (see page 3).
Cohort Options

The Eller College of Management currently offers courses in four different upper-division cohorts. Students not selected for their initial choice of cohort may be considered for the other cohorts if space is available. Please review the Cohort descriptions listed below:

Traditional Cohort:
Students complete their cohort in the regular Fall/Spring semesters. Majors available in this cohort include; Accounting, Business Economics, Business Management, Finance, Management Information Systems, Marketing, and Operations Management. Courses are available during the day in either the A (mostly morning classes with some afternoon/evening courses) or B (mostly afternoon classes with some morning/evening courses) cohorts. Before making your selection, please review A and B cohort schedules https://ugrad.eller.arizona.edu/advising/registration/professional. Available for Fall and Spring applicants.

Global Cohort (destination Brazil):
Available for students applying during the Spring 2018 Professional Admission process to start in Summer 2018. Students complete their first semester cohort requirements abroad in Brazil during the Summer 2018 sessions. Effective Fall 2018, remaining curriculum moving forward is under the Traditional Cohort model. Majors available in this cohort include; Accounting, Business Economics, Business Management, Finance, Management Information Systems, Marketing and Operations Management. Available for students applying in Spring only.

Online Cohort:
If you are interested in applying to the Online program. Please see: ugrad.eller.arizona.edu/online
Students complete their upper-division coursework fully-online, from anywhere, anytime. Business Administration is the only major offered in the online program. Due to the pace and interdisciplinary nature of the Business Administration Online major, students will not have the option of changing their Eller major or adding an additional Eller major. Available for students applying for Spring, Summer, and Fall semesters.

Evening Cohort:
Available for students applying during the Spring 2018 Professional Admission process to start in Summer 2018.
Students complete their first semester requirements on campus during the Summer 2018 sessions. This is an accelerated cohort and will be completed in 14 months. Evening courses begin at 5:00 pm and are not available during the day. Business Administration is the only major available during the evening program. Due to the accelerated pace of this program, Business Administration students will not have the option of changing their Eller major or adding an additional Eller major. Available for students applying in Spring only.

Admission with Excellence “AWE” Admission Process

Admission with Excellence initiative is designed to recognize the academic efforts of high-achieving Eller Pre-Business students and support them in their Professional Development during their time at the University of Arizona as they prepare for future career opportunities. AWE applicants will learn more during their advising appointment.

Students qualify for AWE if they:
- A 3.75+ Cumulative GPA at the time of application, based upon 12+ graded UA credits
- A 3.5+ Foundation GPA at the time of application
- Qualifying International Students must take ENGL 101A/101 and 102 or ENGL 109H at the UA

Eligible AWE applicants are guaranteed the following:
- Professional Admission to the Eller College
- First choice of Major
- Exemption from Skills Assessment Exam
- Interview with professional in their field of interest

AWE applicants along with other admitted students may still be required to complete professional competencies toward improving their resume, letter and/or interview skills, as determined by our career coaches in Eller’s Professional Development Center.
Frequently Asked Questions

Q: I will not have the required GPA until the end of the Spring 2018 semester. Can I still apply?
A: No, you are not eligible to apply. You can apply when you have the minimum required GPA at the time of application.

Q: I attended the UA quite a while ago and did poorly. I went to another institution where I took most of my Foundation courses and did very well. How will my UA GPA from years ago affect me?
A: Any student that has attempted 12 or more units at the UA must use their complete UA GPA regardless of when the GPA was established. You must have a minimum UA GPA of 2.75 to be eligible to apply. If unsure, contact your Eller Academic advisor for clarification.

Q: What is this “cohort” I keep hearing about?
A: The cohort is a structured model for your upper-division business core courses. Each cohort will be coordinated so you will have a more comprehensive business foundation. Furthermore, registration will no longer be a problem for students who follow the proper sequence of courses. Once admitted to the professional program students will automatically be registered into their required cohort major classes. More details on the Eller Undergraduate website for upper-division courses.

Q: What are the different cohort times?
A: There are two Traditional cohort times. Cohort A is mainly morning courses with a few afternoon/evening courses and Cohort B is mainly afternoon courses with a few morning/evening courses throughout the program. Refer to the Eller Undergraduate website to review the cohort schedule and determine which cohort will work best with your schedule.

Q: What if I am a part-time student and I don't think the cohort times will work for me?
A: Please address this issue with your academic advisor to discuss course sequencing.

Q: Will I have any classes on Fridays?
A: Students will not have Friday classes in their first semester of the upper-division. Fridays are reserved for required events and programs in the first semester. After the first semester, students may have classes on Fridays.

Q: I am planning on studying abroad next semester (Fall 2018). How will that affect my Professional Admission?
A: Students must start the cohort in the semester admitted. The classes you take in the first semester are crucial to the rest of your upper-division courses and you will miss important prerequisites to your major. We recommend you study abroad in the summer or in your second semester of the cohort. If you do plan to study abroad in the Fall 2018 semester, you cannot apply for Professional Admission this semester. You will need to apply in the Fall 2018 semester while abroad to start in Spring 2019. Work with your academic advisor to make the necessary arrangements to apply from abroad.

Q: Can I change my major/cohort after admissions to the professional program?
A: Students are encouraged to select their major/cohort carefully. Students admitted to the Traditional Cohort will not be permitted to change their major before the start of the first semester in the cohort. However, these students may request to change their major during their first or second semester in the cohort. If this request is approved, this change would become effective in the following semester, and may impact their graduation date due to the sequencing of major courses.

Q: I typically work with the DRC to request reasonable accommodations for exams. How do I ask for accommodations for the Skills Assessment Exam as well?
A: If registered with the DRC and would like to request accommodations for the Skills Assessment Exam, please be prepared to log in to the DRC student system and show your accommodations profile to your advisor during your advising appointment. The advisor will work with you to make the appropriate arrangements for taking the Skills Assessment Exam.

Q: Oh no, I have plans to be out of town on the Interview Day! Can I still apply?
A: We recognize that students have life commitments that may take them away from campus on the day of the interview. We will offer a “Make-Up Interview Day” on Wednesday, February 21. Please mention your time conflict to your advisor during your advising appointment and they will register you for the Make-up interview and assessment time.

Q: I think I qualify for Admission with Excellence. What do I do next?
A: Academic Advisors will confirm a student’s eligibility for Admission with Excellence during the advising appointment. Please submit your application online through eSMS and then schedule an advising appointment with an academic advisor. If you do meet the criteria for either program, the advisors will direct you in how to prepare for the individual interview experience, which must be completed by April 13, 2018.
Letter of Intent (1 page)

You are asked to write a Letter of Intent for your Professional Admission application. In a typical job application, you would write the letter based on the position description as an introduction to your Resume. Below is a statement that equates to a job description for the Eller College professional program. Please use this “position” description when developing your Letter of Intent.

The Eller College of Management is seeking talented, highly motivated, and hardworking individuals committed to excellence and sound ethical behavior. Candidates should demonstrate critical thinking and communication skills, work well in collaborative environments, articulate the importance of business and technology in today’s global marketplace, and understand their career goals and professional development needs. Candidates should use personal examples from a variety of experiences to highlight their unique contribution to the professional program cohort.

You should write about your accomplishments, goals, and strengths as a candidate for the Eller College professional program. The best letters have an individual feel and provide examples or evidence of the authors’ claims. Try to avoid generic statements and letters with a lack of focus. Instead, talk about yourself, your accomplishments thus far, and plans for the future. Show the interviewers that you are unique and give them insight into the real you.

Concentrate on and use proper grammar and spelling, and use clear and direct words. Letters of Intent are usually three to four short paragraphs in length, and no longer than 1 page, in 10-12 font.

Template of Letter of Intent Structure to use as a Guide:

Your Name*
(*not usually a part of a cover letter but needed for application purposes)

Your Present Address
City, State, and Zip Code

Date

Eller College Admissions Committee
McClelland Hall 204
1130 E. Helen St.
Tucson, Arizona 85721-0108

Dear Eller College Admissions Committee:

The OPENING PARAGRAPH should explain: What major you’re applying for, the reason why you selected this major, and how the selected major relates to your future career aspirations.

The MIDDLE PARAGRAPH(s) should: Highlight a specific instance from your co-curricular activities, work experience, and/or accomplishments. You should highlight transferrable skills from a specific experience and explain how those are applicable to what you are applying for. Consider the following:
What have you learned in through the experience you’ve highlighted?
What transferrable skills have you gained from this experience?
Summarize and relate how the experience and skills you outline above apply to your major/being admitted to Eller.

Paragraph 2 (Optional): Be sure to diversify this experience and set of skills from the one outlined above in Paragraph 1. Choose a different experience and skill set. Consider the following once again:

- What have you learned in through the experience you’ve highlighted?
- What transferrable skills have you gained from this experience?
- Summarize and relate how the experience and skills you outline above apply to your major/being admitted to Eller.

The CLOSING PARAGRAPH should:
Give some compelling yet specific reasons why you should be part of the Eller College. Consider the following:

- What can you contribute to this community? What makes you who you are?
- Sum up how you will be an effective member of the Eller College.

Sincerely,

Your Signature Here (Handwritten in Black or Blue Ink)

Your Typewritten Name Here (You should leave 4 spaces between your closing and your typewritten name.)
Resume (1 page)

A professional, high-quality Resume is a necessary step for your career. A good Resume cannot be written in just a few minutes; it requires thought and analysis. The Resume is a summary of your experiences, not your full-length biography. It is not simply a list of jobs held and duties performed; you must create a Resume that emphasizes your accomplishments and achievements. Communicate what skills you have to offer, not just what you have done. For Professional Admission and Eller College recruiting events, you should develop a one-page, chronological format Resume. **We have included a sample resume (page 8) that you are welcome to use as a guide as you develop your own personal resume.** The chronological Resume presents experience and education in reverse time order (most recent experience first). The format utilizes visuals, such as underlining, bolding, italics and bullets to make items stand out. Chronological Resumes should be written for the situation and the needs of the audience.

**Chronological Resume Suggestions:**
- Resume must be neat and error free – No spelling, grammar or typographical mistakes
- Limit Resume to one 8 1/2" x 11" page printed with a laser printer on high-quality, neutral color paper
- DO NOT use a MS Word template to create your Resume; if you use UA Resume Builder, download your Resume into Word to format correctly
- Use 10-12-point font (9-point font minimum); Times New Roman or similar font preferred
- Use even margins, minimum of ½ inch on the left
- Consistent use of punctuation, i.e. periods at the end of all bullets or none
- Use clear, simple, positive wording
- Use bullet points—skills and information should be easily identifiable, not buried in lengthy paragraphs
- Limit use of abbreviations/acronyms
- Use "action" words and action-verb phrases
- Avoid the use of pronouns and unnecessary articles such as "a," "an," "the"
- Use consistent tense throughout (present tense for current positions; past tense for previous work)
- Use conventional abbreviations and capitalization for Resumes
- Include month and year when you are including dates in your experience section; use consistent format
- Always include your degree and current major under your education section:  
  *Bachelor of Science in Business Administration*  
  **Major:** Pre-Business
- Include GPA, cumulative and/or Major, on Resume if a 3.0 or above
- Do not include personal statistics (age, weight, marital status, etc.) on Resume

**Action Words and Phrases:**

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<th>Administered</th>
<th>Established</th>
<th>Provided</th>
<th>Assisted in the coordination of…</th>
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<td>Analyzed</td>
<td>Increased</td>
<td>Recommended</td>
<td>Compiled data for…</td>
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<td>Approved</td>
<td>Implemented</td>
<td>Reduced</td>
<td>Handled sales volume of…</td>
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<tr>
<td>Coordinated</td>
<td>Increased</td>
<td>Reorganize</td>
<td>Improved…resulting in…</td>
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<td>Conducted</td>
<td>Managed</td>
<td>Responsible</td>
<td>Initiated and implemented new…</td>
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<td>Created</td>
<td>Participated</td>
<td>Supervised</td>
<td>Received extensive training in…</td>
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<td>Developed</td>
<td>Planned</td>
<td>Supported</td>
<td>Responsible for marketing and selling…</td>
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<td>Directed</td>
<td>Proved</td>
<td>Trained</td>
<td>Increased sales by…</td>
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Wilbur Wildcat
800 E. Wildcat Way #124, Tucson, AZ 85719
520-555-2505 | WilburWildcat@email.arizona.edu | Linked/in/Wilbur-Wildcat

EDUCATION
The University of Arizona, Eller College of Management
Bachelor of Science in Business Administration
Tucson, AZ
Expected May 2020
- **Major**: Pre-Business
- **GPA**: 3.5
- **Honors/Awards**: Traditions of Excellence Scholarship Award, Minority Student Achievement Scholarship Award, Hughes Employees Association – Tucson Scholarship

PROFESSIONAL & LEADERSHIP EXPERIENCE
The University of Arizona Department of Residence Life
Resident Assistant at Coronado Hall
Tucson, AZ
August 2017 – Present
- Supervise 35 students by promoting safety and security within the residence hall
- Motivate students to connect with others and challenge them to seek learning opportunities
- Facilitate intentional learning opportunities for students to grow and develop

USA Baseball – Executive Office
Junior Olympic Intern / Coordinator
Los Angeles, CA
June 2017 – August 2017
- Coordinated baseball tournaments for 64 teams to select national athlete representatives
- Trained and supervised 15 volunteers and assigned projects based on their interpersonal skills
- Directed day-to-day office operations while executive staff were out of town

Management Information Systems Association (MISA)
Active Member
Tucson, AZ
August 2016 – August 2017
- Attended weekly meetings to learn about careers in information technology
- Networked with IT professionals and upper classmen to further knowledge and understanding
- Served on the event planning committee, planned 13 events that built community among members

Canyon Ranch Health Resort and Spa
Server, Dining Room
Tucson, AZ
August 2016 – December 2016
- Maintained extensive menu knowledge associated with Canyon Ranch Health and Fitness plans
- Trusted to open and close the restaurant and prepare daily sales logs for over $2,000 per shift
- Responsible for training 15 new employees and demonstrating best practices

ACTIVITIES, SKILLS & INTERESTS
**Activities**: Coronado Residence Hall Government Representative, Eller Make a Difference Day
**Skills**: Proficient in Microsoft Office Products (Word, Excel, PowerPoint), Fluent in Spanish (reading, writing, speaking)
**Interests**: Multi-cultural inclusion, Baseball, International travel
Professional Admission Interview

The Professional Admission interview is a 25-minute interview with up to two business professionals. The interview may be in person or virtual via Skype (or other technology) with professionals outside of Tucson. There are several components of the interview, which include the One-Minute Introduction, the Ethics Case, and a series of behavioral-based interview questions related to the Eller College learning outcomes.

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<tr>
<th>Before the Interview</th>
<th>Topics to Consider</th>
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<tr>
<td>• Arrive early, at least 5 minutes, to allow yourself time to find your interview</td>
<td>• Short-term and long-term career goals</td>
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<tr>
<td>room and relax</td>
<td>• Reason for selecting major</td>
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<td>• Do a thorough self-assessment</td>
<td>• Co-curricular involvement</td>
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<td>• Think about experiences in work, classes, and activities that have</td>
<td>• Experience outside academics</td>
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<td>provided you with opportunities to utilize different skills and qualities</td>
<td>• Leadership</td>
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<tr>
<td>• Have good examples about teamwork, leadership, and motivation</td>
<td>• Academic profile and successes</td>
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<tr>
<td>• Practice answering behavior-based questions about your education, experience,</td>
<td>• Motivation</td>
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<tr>
<td>skills, goals, and accomplishments</td>
<td>• Individual contribution to cohort</td>
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<th>During the Interview</th>
<th>Professional Dress Guidelines</th>
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<tr>
<td>• Introduce yourself in a courteous manner</td>
<td>• Business Professional Attire</td>
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<tr>
<td>• Have a firm handshake</td>
<td>• For Men:</td>
</tr>
<tr>
<td>• Listen attentively</td>
<td>o A suit or blazer and trousers</td>
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<tr>
<td>• Use good body language to show interest—smile, nod, and give nonverbal feedback to</td>
<td>o A dress shirt and tie</td>
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<td>the interviewers</td>
<td>o Professional shoes and socks</td>
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<td>• Make eye contact</td>
<td>o Appropriate conservative accessories</td>
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<tr>
<td>• “Sell yourself” and your skills with confidence</td>
<td>o Minimal cologne/perfume</td>
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<tr>
<td>• Speak slowly and clearly and don’t be afraid to pause for a moment to collect your</td>
<td>• For Women:</td>
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<tr>
<td>thoughts</td>
<td>o A pant or skirt suit, or a conservative dress; skirt must be of appropriate</td>
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<tr>
<td>• Be honest, confident, friendly, cooperative, enthusiastic, and positive</td>
<td>length</td>
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<tr>
<td></td>
<td>o Hosiery with professional shoes</td>
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<tr>
<td></td>
<td>o Appropriate conservative accessories</td>
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<td>o Minimal cologne/perfume</td>
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One-Minute Introduction or Elevator Pitch

An elevator pitch is a brief statement to quickly and simply tell someone who you are and what you’re about, your Past, Present and Future.

**Example:**

*Past:*
“My name is Taylor and I’m from San Diego, California. I decided to come to the University of Arizona because touring the Eller College and learning all about the programs that are available made it clear this was the right fit for me. I have always had a passion for working with others. I have been involved in volunteering with various non-profit organizations, have played soccer, and ran cross country throughout most of my life”.

*Present:*
“Since coming to campus I have become an active member of the UA community. I’m currently developing my leadership skills through pledging a business fraternity and am gaining professional experience through my on campus job at the UA Bookstore as a Social Media Coordinator. Being so involved on campus has taught me to effectively manage my time and prioritize my responsibilities.”

*Future:*
“I’m planning to major in Business Management because I would love to combine my passion for volunteering and working with others to eventually manage a non-profit organization within the San Diego Community. I also chose Management as my major because I can adapt the skills I would gain from this degree to other areas of business if my career goals change.”
To begin building your Elevator Pitch consider the following:

Past:
- Your name? Where are you from? Why did you come to the University of Arizona/Eller?
- How have your background & experiences prepared you for Eller/the major you are applying for? Or how have they inspired interest in Eller/the major you’re applying for?
- What skills have you learned through your background and experiences?

Present:
- What you are majoring in? (Pre-Business)
- What are involved outside of class? (Work, Clubs, Volunteer Organizations, etc.)
- What are 2-3 relevant accomplishments since you’ve been in college?

Future:
- What do you plan to major in?
- What do you want to do after college?
- How do they match with your top interests and motivators?

VALUES CASE

During the Professional Admission Interview, you will be expected to reflect upon and articulate your thoughts on the following values case. As you prepare for this portion of the interview, we value the interactive exchange of ideas, and encourage you to discuss this situation with friends and family as you explore how you would approach the situation. Students will be expected to demonstrate their thinking process during the interview.

Unauthorized Chargebacks
Adapted from original case written by Eller College Associate Member Dawn Welter, April 2013

You work for a large retail company and have been recently promoted to a Sr. Buyer position. You buy clothing from vendors in New York, and one of your primary responsibilities is to negotiate with these vendors to provide markdown dollars for merchandise that has been bought that does not sell well. These markdown dollars are referred to as chargebacks.

One of the largest vendors that you buy from has named a new account representative that you will be working with. During the first month in your new job, this account rep comes to you and says it appears as if the previous buyer submitted unauthorized chargebacks. Since both you and the rep are new, neither of you has any knowledge of these chargebacks. The rep says her company wants you to document hundreds of thousands of dollars that were charged back over the previous two years.

You begin working on this and find it to be a very time consuming process as it requires matching paperwork from the previous buyer (that is not readily available) to figure out what was authorized and what was not, so this process takes months. The previous buyer was fired, so you cannot get any information from him. Your boss is putting the entire blame on the previous buyer and claims she was unaware that he was submitting these chargebacks. She tells you that she wants all of your documentation to go to her so that she can deal with the vendor since you are new. It is rumored among your peers in the division that your boss knew about the unauthorized chargebacks, but this is hearsay and there is no proof. After months of going through paperwork, you give your boss a report showing close to a million dollars in unauthorized chargebacks.

The vendor accepts the documentation and agrees that your company will pay back $500,000 to the vendor. After the meeting you and your boss discuss the ramifications of the money that will be charged back to your company. You express your discomfort with the fact that only half of the chargebacks were acknowledged, but she tells you that she is not really sure that the total amount was unauthorized, and that the company simply could not afford to pay back the entire amount because it would impact the profitability for the current year.

Ethical Decision Making Framework
Resolving ethical dilemmas requires sound decision-making. To minimize the subjective nature of decision-making, the following objective framework should prove helpful when confronted by a personal or professional ethical dilemma. Remember, this requires time and thought, but the more the framework is applied, the better one will become in their ethical decision-making.
1. **Identify all stakeholders.** Identify who will be benefited or harmed by certain decisions or outcomes.


3. **Consider the law.** Consider existing laws, pending litigation, and regulations that could impact the outcome of a situation.

4. **Apply ethical thought.** Apply an ethical school of thought to guide decision-making including, but not limited to a results based (e.g., the ends justify the means) or duty based (e.g., the means justify the ends) approach.

This model was developed by Dr. Paul Melendez, Department of Management and Organizations, The University of Arizona. August, 2004.

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### Professional Development Competencies Requirement

The Eller College of Management expects all students accepted into the upper-division cohort to demonstrate high competencies in creating a professional Letter of Intent and Resume, and in their performance in a professional interview setting. Eller College Associates assess the Letter of Intent, Resume, and Interview for each Professional Admission applicant as part of the applicant’s Interview. Students who do not demonstrate a standard competency level in each of these three areas will be **required** to participate in a workshop and/or view an online Professional Competencies Workshop led by a member of the Eller Professional Development Center, and submit an assignment demonstrating their developed skills. If identified as needing additional support to improve their professional competencies, students are notified via email of their options for fulfilling their required Competency Consultation with an Eller Career Coach at the time that admission decisions are sent. Students who do not fulfill their Competency workshop and assignment requirement will have their Professional Admission revoked.

### Skills Assessment Exam

All students must successfully complete a Skills Assessment Exam in order to achieve Professional Admission. The assessment assesses comprehension of basic concepts covered in previous Foundation courses. The test will be administered at **8:00 am** on Saturday, February 17th for all student except Non-ESL and Global Cohort applicants. ESL and Global Cohort applicants will test on Friday, February 16th. Please note: **Students applying for the Eller Online Cohort will be required to complete assessment modules.**

Students requesting DRC accommodations will take the Skills Assessment Exam sometime the week of February 19th, along with students in need of the Make-Up Interview.

#### Information about the Assessment

- 20 multiple-choice questions
- 40 minutes to complete
- #2 pencil and a calculator are provided (outside calculators not permitted)
- Passing score is at least 75% or 15/20
  - If conditionally admitted and score below a 75%, applicant will have a **2nd attempt**
  - If below a 75% on 2nd attempt, applicant must attend a mandatory Skills Assessment Workshop (for a fee of $120) that reviews key concepts in preparation for the 3rd and final attempt. Admitted students must obtain a passing score on the final attempt to retain Professional Admission. Admitted students who fail the 3rd attempt will have their Professional Admission revoked.
- Review materials and sample questions can be found at [http://ugrad.eller.arizona.edu/admissions/eller/skills-assessment](http://ugrad.eller.arizona.edu/admissions/eller/skills-assessment)

#### Topics Covered

- Financial Accounting
- Business Statistics
PDC “Tools for Success” in Professional Admissions

Get help with your Letter of Intent, Resume, and Interview through the Eller Professional Development Center

**Preparation Opportunities:**

- **Feb 8:** Resume Check Day (by appt in eSMS)
- **Feb 9:** ESL Mock Interviews (RSVP in eSMS)
- **Feb 14:** Interview Skills Workshop (RSVP in eSMS)
- **Feb 15:** Mock Interview Day (by appt in eSMS)
- **Ongoing:** PDA appointments (by appt in eSMS)

**To Schedule an Appointment:**

1. Log in to eSMS
2. Click “New Appointments”
3. Select “Career & Professional Development” as the appointment type
4. Choose your desired appointment

**To RSVP for the Interview Skills Workshop:**

1. Log in to eSMS
2. Click “New RSVP”
3. Select “Professional Admission” as the appointment type
4. Choose your desired event

Transfer Students can call the Eller Front Desk at 520-621-2505 for assistance with the RSVP process.

**Professional Development Associates (PDA) Appointments:**

15-minutes; make an appointment ahead of time in eSMS.

The Eller Professional Development Associates (PDAs) are a team of trained upper-division students that serve as peer career advisors. During Professional Admissions, you can make an appointment with Eller PDAs for assistance with Letter of Intent, Resume, or Interview. To schedule your appointment in eSMS: Select “Career and Professional Development Advising” under Appointment type.

**Professional Development Center Walk-In Hours:**

Quick Letter of Intent, Resume, and Interview help on a first-come, first-served basis during the following times each week:

→Mondays - Thursdays: 10am – 4pm

*We recommend you first try to make an eSMS appointment with a Coach or Associate in advance. Walk-in wait times can exceed 2 hours during busy periods.

**Resume Check Day – Thursday, February 8th, 8am – 5pm**

15-minutes; make an appointment ahead of time in eSMS

You may schedule a 15-minute appointment through eSMS to meet with a Career Coach or Associate and receive feedback on your resume.

**Interview Skills Workshop – Wednesday, February 14th, 5 – 6pm**

60-minute presentation; sign-up online in eSMS (RSVP)

Learn about techniques for your professional admissions interview.

**Mock Interview Day – Thursday, February 15th 8am – 5pm**

15-minutes; make an appointment ahead of time in eSMS

You may schedule a 15-minute appointment through eSMS to meet with a Career Coach or Associate to practice interview questions.

All appointments and events take place at McClelland Hall in the Karl and Stevie Eller Professional Development Center; please check in with the Undergraduate Programs Front Desk.
Please use the following checklist to prepare for the Eller Professional Admission process:

- Attend **Professional Admission Orientation** on January 24th or 25th
- Read **Professional Admission packet and website** ([https://ugrad.eller.arizona.edu/admissions/eller](https://ugrad.eller.arizona.edu/admissions/eller))
- Explore **Eller Professional Majors** and select top 3 choices ([https://ugrad.eller.arizona.edu/academics/majors](https://ugrad.eller.arizona.edu/academics/majors))
- Explore sample **Cohort times** and select preference (note: **Cohort preference is NOT guaranteed**): ([http://ugrad.eller.arizona.edu/advising/registration/professional](http://ugrad.eller.arizona.edu/advising/registration/professional))
- Fill out and submit **Professional Admission web-application online** through eSMS ASAP (direct link: [https://admissions.esms.arizona.edu/](https://admissions.esms.arizona.edu/))
  - You may return to the application at a later time to upload Letter of Intent and Resume; but you must first submit the application in order to schedule the required academic advising appointment
    - Note: You may need to authenticate through the eSMS Admissions portal to complete the application
- After submitting web-application and **schedule first available academic advising appointment through web-application** ASAP and for no later than Friday, February 9th
  - Incoming Transfers need to bring unofficial copies of all college transcripts to appointment
  - Students with DRC test accommodations need to log in to the DRC student portal showing their accommodation profile to advisor during appointment
  - International Students who still need to prove language proficiency must submit TOEFL, IELTS, or CESL Endorsement (see page 2 for qualifying scores). Scores must display in UAccess by appointment.
- **Update Career Profile** through eSMS Profile indicating career interests
- Develop **Letter of Intent and Resume** with help from the following:
  - Eller Professional Development Center (3rd Floor McClelland Hall)
  - UA Student Engagement & Career Development (4th Floor Student Union Memorial Center)
  - Friends, family, and associates
- Submit hard copies of **application materials** to McClelland Hall Room 201 by 12:00 pm on Tuesday, February 13th, with the following in your packet:
  - 1 copy of the **Application Summary Page** - printed through the eSMS Admissions portal by logging into your original web-application at [https://admissions.esms.arizona.edu/](https://admissions.esms.arizona.edu/) and selecting "Click Here to Print your application"
  - 2 copies of signed **Letter of Intent**
  - 2 copies of **Resume**
  - Additional reminders:
    - Bring Interview Reminder Card (given at advising appointment) to be stamped as your receipt
    - Upload Letter of Intent and Resume to application in eSMS by same deadline
    - DO NOT staple or bind documents in application
    - Late applications NOT accepted
- Prepare for interview and “**Behavioral Interview Questions**” with help from the following:
  - Eller Professional Development Center PDAs and/or Mock Interviews (schedule through eSMS)
  - Friends, family, and associates
- Develop and practice **One-Minute Introduction**
- **Read and discuss the Values Case**. Be prepared to discuss your decision making process in the interview
  - Remember to become familiar with the Ethical Decision-Making Framework provided in packet
- **Review for Skills Assessment Exam** ([https://ugrad.eller.arizona.edu/admissions/eller/skills-assessment](https://ugrad.eller.arizona.edu/admissions/eller/skills-assessment))
- **Select appropriate Professional Business Attire** for interview
  - ESL and Global Cohort Interviews and Skills Assessment Friday, February 16th
  - General Population Skills Assessment and Interviews Saturday, February 17th
  - Make Up Interviews Wednesday, February 21st
- Attend **Skills Assessment Exam** for applicants (excluding ESL & Global Cohort) at 8:00 am (Room TBD) on Saturday, February 17th and mark calendar for assigned **interview day and time** (scheduled during academic advising appointment):
  - Non-ESL Interviews on Saturday, February 17th
  - Global Cohort Applicants and ESL Interviews with Written Assessment on Friday, February 16th
  - Make-Up Interviews (for students with schedule conflicts) on Wednesday, February 21st
- **Await Professional Admission decision email** sent around 5:00 pm on Wednesday, February 28th