

Eller College of Management

Professional Admission Application Packet

Online Undergraduate Program

Refer to the list below to track your progress through the Professional Admission process.

1) Learn More:	Learn about the Eller Online Undergraduate program - Go to https://ugrad.eller.arizona.edu/online - Learn about pre-requisite courses needed and eligibility requirements to apply - Review the Eller Online curriculum carousel for either the Business Administration major or Accounting major - Learn about professional development expectations for Eller Online students - Plan for the program costs and learn about financial aid resources
2) Apply & Upload Resume & Cover Letter:	Complete the Eller Online Professional Admissions Application through eSMS - Go to https://admissions.esms.arizona.edu/ - Click on the “Apply Now” link Fill out application through eSMS Admission (<i>may require authentication</i>) Upload your Resume & Cover Letter (details in packet) - Note: The \$55 Eller Professional Admissions application fee will be charged to your UA Bursar’s account at the beginning of your first term in Eller Online. If not already a UA student, complete the UA Online application to be admitted to the UA - Go to https://admissions.arizona.edu/OnlineApplication - Create a new account or log into an existing account - Have your official transcripts, plus test credit (AP, IB, CLEP), if applicable, sent from ALL previously attended colleges or universities. - Pay \$65 UA Online Application Fee or apply for a fee waiver, if applicable
3) Advising Appointment:	Attend Mandatory Academic Advising Appointment Schedule and attend a Mandatory Advising Appointment with Eller Online Advisor - If a transfer student, email unofficial transcripts to Eller Online Advisor before appointment
4) Orientation Course & Interview:	Professional Admissions Orientation Course & Recorded Interview Complete Orientation Course in D2L/Brightspace Complete Recorded Interview in Module 8 of Orientation Course in D2L/Brightspace

Prerequisites Required at the Time of Application

- At least one English course completed and the other in progress/completed
 - At least two out of three required Business Math courses completed and the third in progress/completed
- At least one Accounting course completed and the other in progress/completed
 - Remainder of Foundational Business courses must be successfully completed by the end of the application semester
- Minimum 2.75 GPA (on 12 or more UA units) at the time of application. Recalculated GPA from transfer institutions will be used if student has attempted less than 12 UA units.

- Minimum of 36 units completed at the time of application and 50 completed by the end of the application semester

Criteria Considered for Admission

- Cumulative GPA
- GPA in Foundation courses (all attempts at Foundation courses will be considered)
- Cover Letter, Resume, and Interview demonstrating leadership, work experience, community service, and involvement in extra-curricular activities plus Orientation Course.

Important Points

- Professional Admission into the Eller College of Management Online is an open admission process based on criteria being met
- A \$55 application fee will be charged to all students submitting an application. This fee will be charged to the student's Bursars account upon beginning the Online program.
- 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 Online cohort while on probation at the UA

Frequently Asked Questions

Q: I don't have the required GPA. 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. Talk to the Eller Online Success Coach to determine necessary steps to increase your GPA or establish a UA GPA.

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 UA GPA was established. You must have a minimum UA GPA of 2.75 to be eligible to apply. You will want to discuss your academic history with your advisor.

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 since once admitted to the professional program they will automatically be registered into their required cohort classes. Refer to the Eller Online Undergraduate website for course sequencing details.

Q: What if I want to change my major after being admitted to the Online program?

A: Business Administration and Accounting are the two majors available through the online campus. Students are encouraged to select their major carefully. The Business Administration major is interdisciplinary and overlaps into all of Eller College's other professional majors. Once a student is admitted to the Eller Online Undergraduate program they are not permitted to swap between our other face-to-face programs.

Q: Do Eller Online students still complete an interview as part of the application process?

A: Yes! After meeting with the Eller Online Advisor and confirming your eligibility for the program, you'll be placed into an Orientation Course, in which you will go through the process of a "recorded interview" in Module 8.

Professional Admission Preparation

Professional Development Competencies Requirement

The Eller College of Management expects all students accepted into the upper-division cohort to demonstrate high professional competencies in a Cover Letter, Resume, and Professional Interview. Eller College Associates assess the Cover Letter, Resume, and Interview for each applicant as part of the overall interview experience. Students who do not demonstrate a standard competency level in each of the three areas will be required to meet with a Career Coach and revise.

Cover Letter (one page only)

Please write a Cover Letter 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 description when developing your Cover Letter:

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 are unique, help the reader understand your motivations and interests, and provide examples or evidence to support your assertions. Try to avoid generic statements. Instead, talk about yourself, your accomplishments thus far, and plans for the future. Show Eller Associates that you are unique and give them insight into the real you.

A Cover Letter should also contain proper grammar and spelling and use clear and direct words. Cover Letters are usually three to four paragraphs in length, and no longer than 1 page, in 10-12 size font.

Signing your Cover Letter – choose one of the options below

- Use a free online e-signature site (i.e. DocuSign) to create an electronic signature
- Sign your name on a blank sheet of paper, scan your signature, save the image as a jpeg, and then insert the signature into your Cover Letter (best to save it as a PDF)
 - Print out your Cover Letter, sign it, and rescan the entire letter (best to save it as a PDF and not as a .docx or JPEG)
 - Type your name in cursive font (not ideal, but it will suffice for Professional Admission purposes)

Please upload your Cover Letter and Resume as PDFs into your eSMS admissions portal—this ensures that the formatting will not get messed up if your documents were reformatted on a different system.

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 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 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 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 Eller College.*

Sincerely,

Your Signature

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

Resume (one page only)

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. You must communicate what skills you have to offer and not just what you have done. For Professional Admission and Eller College recruiting events, you should develop a **no more than 1-page**, chronological format Resume.

We have included a sample resume 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:

- Your Resume should be neat and error free – No spelling, grammar or typographical mistakes
- Limit your Resume to **one** 8 ½" x 11" page
- DO NOT use a MS Word template to create your Resume; if you use Resume builder tool, 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 and positive wording
- Use bullet points—skills and information should be highlighted and easy to spot, not buried in lengthy paragraphs
- Limit use of abbreviations/acronyms
- Use "action" words and action-verb phrases
- Omit all pronouns and unnecessary articles such as "a," "an," "the"
- Avoid the use of pronouns ("I" and "me")
- Use consistent tense throughout (present tense for current positions; past tense for previous work)
- Use conventional abbreviations and capitalization for Resumes
- Include the 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 (i.e. Bachelor of Science in Business Administration, Major: Accounting for example)
- Include your GPA on your Resume if it is a 3.0 or above for your major and/or cumulative GPA
- Do not put personal statistics (age, weight, marital status, etc.) on your Resume

Action Words and Phrases:

Administered	Established	Provided	Assisted in the coordination of...
Analyzed	Increased	Recommended	Compiled data for...
Approved	Implemented	Reduced	Handled sales volume of...
Coordinated	Increased	Reorganize	Improved....resulting in....
Conducted	Managed	Responsible	Initiated and Implemented new Completed
Created	Participated	Supervised	Received extensive training in....
Developed	Planned	Supported	Responsible for marketing and selling...
Directed	Proved	Trained	Increased sales by...

Wilbur Wildcat

1130 E. Helen Street, Tucson, AZ 85721
520-621-2505 | wilburwildcat@email.arizona.edu | Linked/in/Wilbur-Wildcat

EDUCATION

University of Arizona

Bachelor of Science in Business Administration – GPA: 3.82

Tucson, AZ

(Expected) August 2022

Pima Community College

Associate of Business Administration – GPA: 3.7

Tucson, AZ

May 2020

WORK & LEADERSHIP EXPERIENCE

Honeywell Aerospace

Engineering Technician Level 2

Tucson, AZ

July 2016 – July 2017

- Collaborated with engineers to develop, construct and test aviation systems and components.
- Produced maintenance manuals that increased efficiency and streamlined the repair process by 20%.
- Managed a quick response repair team that improved supply chain logistics and eliminated waste.

L3 Communications

Field Service Representative

Bagram, Afghanistan

Aug 2013 – May 2016

- Utilized critical thinking skills to identify defective components and prevent future deficiencies.
- Led two aircraft maintenance quality control inspection teams which reduced error rates by 14%.
- Restructured troubleshooting procedures which returned damaged aircraft 3 days ahead of schedule.

State Farm Insurance

Independent Agent

Tucson, AZ

Jan 2012 – July 2013

- Refined marketing strategies to compete with other individuals and companies that sell insurance.
- Examined policies and recommended investment and estate planning techniques to preserve wealth.
- Designed individualized risk management plans to protect personal assets from the unexpected.

Tierra Antigua Realty

Real Estate Agent

Tucson, AZ

July 2009 – July 2012

- Negotiated with escrow companies, lenders and home inspectors on the behalf of clients.
- Created home buying workshops that provided money saving tips and guidance to home owners.
- Formulated unique marketing strategies to sell homes 30 days under the national average.

United States Air Force

Staff Sergeant

Tucson, AZ

Jan 2001 – July 2009

- Organized and managed 120-day inspections for 76 aircraft while maintaining a 97% pass rate.
- Implemented a precious metal recovery program saving over 50K annually in production costs.
- Developed comprehensive training programs for new electricians that increased productivity by 15%.

SKILLS, ACTIVITIES

Certifications & Training: Fiber Optics Certification, FCC Radio Operators License

Activities: Tau Sigma Honor Society

Recorded Interview

The Professional Admission interview is a 5-question recorded interview that you will find in Module 8 of the Orientation Course. There are several components of the interview which include the One-Minute Introduction, the Values Case, and a series of behavioral based questions related to the Eller College learning outcomes.

One Minute Introduction or Elevator Pitch (“Tell me about yourself”)

An elevator pitch is a brief statement to quickly and simply tell someone about how your interests and experiences have led you to this point, and about your future goals. You should *not* read or memorize your introduction. Rather, be mentally prepared to talk naturally about your experiences and goals.

To begin building your Elevator Pitch consider the following question prompts:

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 are you involved with outside of class? (Work, Clubs, Volunteer Organizations, etc.)*
- *What are 2-3 relevant accomplishments?*

Future:

- *What do you want to do after college?*
- *How do they match your top interests and motivators?*

Behavioral Interview Questions

The behavioral Interview Questions are built around topics related to Eller College’s learning outcomes. Students are encouraged to answer using the **STAR method of interviewing**:

- **Situation** – Describe a specific event or situation that you were in. The who, what, where, when, etc.
- **Task** – Explain the task you had to complete highlighting any specific challenges or constraints.
- **Action** – Describe the specific actions that you took to complete the task. These should highlight desirable traits you think the interviewer is looking for based on the job description and your research about the position.
- **Result** – Close with the result of your efforts being sure to also highlight what you learned from the experience.

These questions are likely to start with the phrase, “tell me about a time when...” You’re encouraged to provide a specific example that aligns with the question. To prepare, think about experiences you have had that relate to skills like communication, leadership, time management, critical thinking and collaboration.

Post-Degree Aspirations

Going through Professional Admission into your chosen major is a big milestone! In a typical job interview, you will be asked why you are interested in this particular role and/or company. As part of the Professional Admission Interview, you will be asked to give consideration to your post-degree aspirations. What industries or career paths are you considering? Now is the time to think about your unique reason for pursuing this degree and where you want to go from here.

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 ethical thinking process during the interview. Read the story below and utilize the Ethical Decision-Making Framework to organize your thoughts.

Values Case – Ethical Dilemma

You have been in your first full-time role at a financial services firm for 6 months. In your role, you often communicate directly with representatives from business clients. After sending an email to one of your clients with relevant documents, you notice that you accidentally included a document that was marked for internal use only. It is against company policy to share documents like this with anyone outside of your company.

- *Consider the four elements of the analysis model (below) and consider what you might do in this scenario.*

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.
2. **Review the financial implications.** Review the long-term and short-term financial implications of a potential problem and solution.
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.

Eller Professional Admissions Checklist

Please use the following checklist to prepare for the Eller Professional Admission process:

- Fill out and submit Professional Admission Application online through eSMS as soon as possible
- You can return to the application later to upload your Cover Letter and Resume; but you must first submit the application to schedule the Mandatory Academic Advising Appointment
- *Note: You will need to authenticate through the eSMS Admissions portal*
- After submitting your Online Professional Admission Application, schedule a Mandatory Academic Advising Appointment through eSMS (Note: Incoming Transfer students should bring unofficial copies of all transcripts to this appointment)
- After your Mandatory Academic Advising Appointment, you will be placed in an Orientation Course in D2L/Brightspace
- If you have not yet developed and uploaded your Cover Letter and Resume, utilizing resources from this packet, do so now
- Complete your Orientation Course in D2L/Brightspace
- Prepare for your Recorded Interview in Module 8 of Orientation Course
- Select appropriate Professional Business Attire for interview
- Be sure your technology works, plus set up good lighting and a clutter-free background, or blur background
- Practice your One Minute Introduction
- Review the STAR Method to prepare for the “Behavioral Interview Questions”
- Read the Values Case/Ethical Dilemma story and be prepared to discuss your decision-making process in the interview
- Consider your Post-Degree Aspirations

Online Professional Admission Deadlines

- **Fall Admission: August 1st**
- **Spring Admission: January 1st**
- **Summer Admission: May 1st**

Online Professional Admission decision will be contingent upon meeting 2.75 GPA requirement plus completion and submission of:

- **Resume**
- **Cover Letter**
- **Recorded Interview**
- **Eller Online Orientation course**

Eller Professional Development Center
 McClelland Hall Room 203
<https://pdc.eller.arizona.edu/>

Business Administration Advisor & Career Coach
 Anna Urman- annaurman@arizona.edu
Online Accounting Advisor
 Tricia Hadley – thadley@arizona.edu