



# The Tech MBA Student Handbook

School of Business and Economics

Michigan Technological University

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## Welcome

Welcome to the School of Business and Economics and the MBA program at Michigan Tech. The program targets undergraduate students who want to learn about decision making with a technological emphasis. You will learn to take an active role in the entrepreneurial movement in business and gain a competitive advantage in the job market. The program will broaden your current knowledge and skills for more effective business decisions, analysis, teamwork, and communication. You will also learn to view business issues through a sustainability lens and will strengthen your understanding of social, environmental, and ethical stewardship. As a graduate of the Tech MBA program, you will be able to create and manage the technology-driven businesses of the future.

## Program Objectives

The four general learning goals of the program are broken down into specific objectives, as listed below. For purposes of evaluating our MBA program, some of your work in your courses will be assessed in terms of how well it meets each of these learning objectives.

### **1: Graduates will understand the key functional business disciplines.**

Disciplines covered by the program are: Finance, Accounting, Management, Operations Management, Marketing, Economics, Strategy, and Management Information Systems.

### **2: Graduates will be capable of analyzing business situations within their technological, social, ethical, political, and economic contexts.**

- 1) Where appropriate, students will address technological issues in their business analyses
- 2) Where appropriate, students will address interpersonal and social issues in their business analyses.
- 3) Where appropriate, students will address legal and ethical issues in their business analyses, presenting a socially responsible set of recommendations.
- 4) Where appropriate, students will address political and economic issues in their business analyses.

**3: Graduates will have analytical and decision-making skills that use the appropriate disciplinary knowledge.**

- 1) Students will apply appropriate disciplinary knowledge to analyzing the business situation.
- 2) Students will address the important issues in their analysis.
- 3) Students will make recommendations that resolve most issues and that are possible to implement.
- 4) Students will display advanced, thought out reasoning in their analyses and recommendations.
- 5) Students will provide solid support for their analyses and appropriately cite this support.

**4: Graduates will be capable of professional communication, including presentation of business analyses.**

- 1) Students will communicate in a coherent, logical manner that is understandable and results in little confusion.
- 2) Students will use correct sentence structure and word choices with very few spelling, punctuation, and grammatical mistakes.
- 3) Students will use visually coherent communication designs (e.g., headings, figures, tables, slides, etc.) that provide appropriate emphasis.
- 4) Students will demonstrate professional, practiced, and fluent presentations with appropriate audience treatment.

## Admission Standards and Process

### Admission Standards

Admission is on a competitive basis. Satisfaction of the minimum standards does not assure admission. To be considered for admission to the MBA program, you must:

- Provide official transcripts showing the receipt of a bachelor degree from a 4-year, regionally accredited U.S. institution, or foreign equivalent, and all other higher education institutions attended.
- Complete the Michigan Tech Graduate School Application Form--your Statement of Purpose on the application form should make it clear how a Michigan Tech MBA degree is relevant to your personal and professional goals.
- Submit Graduate Management Admission Test (GMAT) scores
- Complete SBE required prerequisites
- If English is not your native language, submit a Test of English as a Foreign Language (TOEFL) score.
- In some cases, references that address your ability to be successful in a graduate program, or other additional materials, may be requested.

The following prerequisites must be completed prior to admission to the MBA program:

- Accounting Principles I (BA2300 or equivalent)
- Calculus (MA1150 or equivalent)
- Economics Principles (EC2001 or equivalent)
- Economic Decision Analysis (EC3400/BA3400 or equivalent)
- Statistics (MA2720 or equivalent)
- Quantitative Problem Solving (BA2110 or equivalent)

### Approval Process

Completed MBA applications are sent to the School of Business and Economics by the Graduate School Office. They are then reviewed independently by a group of two members of the School of Business and Economics Graduate Program Committee and the Graduate Business Program Director (or, in her absence, the Dean or the Associate Dean). Their recommendation is transmitted to the Graduate School Dean for final approval.

## Graduate School Policies and Forms

### Policies

Graduate School Policies can be found on the Graduate School website: [www.mtu.edu/gradschool](http://www.mtu.edu/gradschool) . You are responsible for reading and following these policies.

### Forms

There are a series of forms required by the Graduate School Office that you will need to fill out during your time here.

The first one, the **Graduate Student Patent, Research, and Proprietary Rights Agreement** needs to be completed and turned in to the Graduate School Office during your first semester.

The second form is the **M2** form. This specifies who will be your **advisor**. Fill in the name of the Graduate Business Programs Director as your advisor, and then give it to her to sign and turn into the Graduate School.

The third form, the **MBA Course Audit**, is a course plan that you will need to fill out and turn in to the Graduate Business Programs Director. You should make a copy for yourself before you turn it in. This form is due the 4<sup>th</sup> week of your first semester.

The **M4** form is your **Degree Schedule**. This is due by 10th week of the semester prior to the semester you intend to graduate. You will need to set up a meeting with the Graduate Business Programs Director to complete this form.

Continuous enrollment throughout the academic year (fall and spring semesters) is required until you complete your degree requirements. If you choose not to take classes one or more of these semesters before you complete your degree, you should submit the **Continuous Enrollment** form and enroll in the appropriate course: **UN5951** or **UN5953**. Otherwise, you will need to reapply for admission into the program.

The **M6-D** form (**Verification of Completion**) will be filled out by the Graduate Business Programs Director during your final semester.

Before receiving your degree, you will also need to complete and turn in (to the Graduate School Office) a copy of the **Life After Michigan Tech** questionnaire and the **Questionnaire for Exiting Graduate Students**.

There are other forms that will need to be completed in certain cases, such as the “early walk,” “transfer credits,” and “study abroad” forms.

All forms except for the MBA Course Audit are located at: <http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/masters> . The MBA Course Audit form can be found on the Graduate Business Program Blackboard site at [courses.mtu.edu](http://courses.mtu.edu).

## Scheduling MBA Courses

In a typical semester, you should plan to take 12 credits, including all of the core courses offered. Minimum full time is 9 credits for fall and spring semesters, and 1 credit or one course for the summer semester. 15 credits in one semester is possible, but requires a great deal of focused effort.

Eight core courses are required for the MBA degree. Following is when they are typically offered. Please note that these courses are usually offered only once a year. Plan accordingly.

<u>Fall</u>	BA5300: Accounting BA5400: Finance BA5700: Management and Organizational Behavior
<u>Spring</u>	BA5200: Information Systems BA5610: Operations and Quality Management BA5800: Marketing
<u>Summer</u>	EC5300: Economics BA5710: Business Strategy (capstone)

In addition, you will need to take four business-related electives. The electives offered will vary from year to year depending upon the composition of the current faculty and their areas of expertise. As an example, following is a list of electives that may be offered:

<u>Fall</u>	BA5650: Project Management ENG5510: Sustainable Futures I EC5640: Natural Resource Economics
<u>Spring</u>	BA5720: Entrepreneurship BA5690: Quantitative Models for Decision Making EC5650: Environmental Economics EC5620: Energy Economics
<u>Summer</u>	BA5790: International Management { BA5790: Intellectual Property Management or BA5790: Managing Change BA5640: Global Operations and Supply Chain Mgmt

**Co-Curricular Course:**

Every semester, you will attend a series of Intellectual Entrepreneurship Seminars. These seminars will teach you how to turn your knowledge into action and reinforce essential business skills and abilities, such as negotiation, self-leadership, cultural awareness, communication, and media relations. You will also connect with area business ventures and develop peer and professional networks. The seminars will be a one hour meeting, one time per week; date and time will be announced at the beginning of the semester.

**MBA focus:**

If you take BA5650, BA5690, and BA5640, you will have an operations management focus. We also have a number of elective courses that relate to technology management and innovation, sustainability, and the environment. You are welcome to take whatever combination of electives appeals to you. Proposed electives are subject to change based on faculty availability.

**Graduate Certificate in Sustainability:**

Offered through the Sustainable Futures Institute, the sustainability certificate integrates the economic, human behavior, and policy-making aspects of the social sciences, the engineering and technology of industrial ecology; and the science of environmental assessment and modeling to develop professionals who are knowledgeable in sustainability. Three of the five required courses can be completed within the MBA. Certificate details can be found at [http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/pdfs/GC\(SFI\)1.pdf](http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/pdfs/GC(SFI)1.pdf). BA5610 Operations and Quality Management or BA5790 International Management will substitute for BA5630. EC5640 Natural Resource Economics and EC5650 Environmental Economics will substitute for EC5600.

## Directed Study Policies and Procedures

### Policies:

- Graduate directed (independent) study courses cannot be substituted for core courses except in exceptional circumstances. The Graduate Program Committee must approve these substitutions. No more than one 3-credit directed study course can be used as a substitute for a core course in the program.
- Generally, students who have completed 9 hours of MBA coursework with a minimum 3.3 GPA are eligible for directed study.
- The opportunity to take a directed study course is not guaranteed. The student must find a professor willing to supervise the project.
- No more than two (3 credits each) directed study courses can be used for electives in the program.
- Graduate directed study courses need to be research- or project-related on an advanced topic not offered in the School of Business and Economics graduate school, but related to the student's plan of study. For instance, directed studies will frequently concern advanced research that build off previous coursework, or they may tie a 4000-level course together with advanced projects.
- The contract proposal requires review and approval from both the supervising professor and the Graduate Program Committee.

### Procedures:

- Directed study requests should be submitted before the academic term in which the course is proposed, but at the latest, no later than the end of the first week of that term.
- The student seeking graduate directed study credit will complete the directed studies proposal form with the supervising professor, developing a directed study contract for the course. The form can be obtained from the Director of the Graduate Business Program.
- The form and accompanying contract should be submitted to the Director of the Graduate Business Program, who will deliver it to the Graduate Program Committee.
- Both the professor supervising the project and the SBE's Graduate Program Committee must approve the project proposal and contract.
- The student will submit deliverables (as outlined in the contract) to the professor for grading.
- A copy of the contract must be retained in the Graduate Business Program Director's Office.

## Transfer Credit Policy

### Core Courses

Core course transfer credits will only be allowed on a limited, case-by-case basis. Transfer credit will only be accepted for core courses if:

- There are extenuating circumstances that can be verified by the Graduate Business Program Director
- The core course is offered at Michigan Tech only once a year
- The student will have all other coursework completed before the next time the course is offered at Michigan Tech.
- The course is equivalent in content to the Michigan Tech MBA course it is intended to replace
- The course meets the requirements for “All Courses”, below

### All Courses

The course to be transferred in must be pre-approved by the Graduate Program Committee before the end of the semester prior to the semester you intend to take the transfer course, must be taken at an AACSB-accredited institution, and must be equivalent in academic level to a Michigan Tech School of Business and Economics course. The course cannot duplicate courses that have already been taken. The student will provide the name of the university, a course number, name, and description, and the most recent syllabus for the course to the Graduate Business Programs Director. Transfer credit determination is made by the Director in consultation with the appropriate faculty.

The student must earn a “B” or better in the course to be transferred in.

The MBA program will accept a maximum of six graduate credits that are taken before the semester that you are formally admitted into and enroll in the program. This includes transfer credits from another institution, Senior Rule, and non-degree seeking courses. These courses must meet all transfer credit criteria. If the courses are from another institution, the institution must be AACSB accredited.

Students may reuse (double count) up to 12 credits from one Michigan Tech graduate degree program to another, with the approval of the Graduate Program Committee.

## **Policies for Repeating Core Courses**

If a student does not get the required B or above in a core course, he or she will need to retake the course.

Core courses cannot be retaken as independent study courses.

Core courses can only be repeated once. If a student fails to earn a B or above in a core course after taking the core course two times, the student will be recommended for dismissal from the program. This policy still applies when the course is repeated at another institution.

The core course can be repeated at another university and credits transferred in only if:

- 1) The core course is offered at Michigan Tech only once a year and
- 2) The student will have all other coursework completed before the next time the course is offered at Michigan Tech and
- 3) The course to be transferred in was pre-approved by the School of Business and Economics Graduate Committee before the end of the semester prior to the semester you intend to take the transfer course and is being taken at an AACSB accredited institution and
- 4) The student earned a "B" or better in the course to be transferred in.
- 5) All other transfer credit policies have been satisfied.

## Good Academic Standing and Dismissal

The School of Business and Economics follows the Graduate School policies on Good Standing and Grading Policy [www.mtu.edu/gradschool](http://www.mtu.edu/gradschool) > Policies and Procedures. In addition to the Graduate School policy, the following School of Business and Economics policies apply:

### School of Business and Economics Policy

School of Business and Economics faculty teaching graduate courses will identify students who do not appear to be performing at the “B” level or better midway through the semester, and send an e-mail message to both the student and the Graduate Business Programs Director. The Program Director (or Dean or Associate Dean) may choose to discuss their performance and their prospects for succeeding in the program, especially if their performance is inadequate in two or more courses. At this stage, withdrawal may be considered by the student.

At the end of each semester, students receiving grades below “B” (but still meeting graduate policy for good academic standing) in courses that were intended to be applied toward the MBA must meet with the Program Director. The student will be placed on internal academic probation.

Students will automatically be recommended for dismissal from the program after two continuous semesters of internal academic probation or if they have earned a BC or lower in 2 different courses or the same course twice.

Students who do not complete conditional admission requirements within the first semester of their MBA must meet with the Program Director, who may recommend academic probation, suspension, or dismissal from the program.

If dismissal is recommended by the Program Director, the Graduate Program Committee will review the case prior to recommending dismissal to the Graduate School. The student will be notified of the dismissal recommendation, and will have one week to reply in writing. The reply will be reviewed by the committee, and they will forward a written recommendation to the School of Business and Economics Dean with a copy to the student. The recommendation should include, as attachments, all appropriate supporting information.

If the committee’s recommendation is that the student be dismissed, the School of Business and Economics Dean will review the committee’s recommendation and will meet with the student to discuss the committee’s recommendation. If the dean agrees with the committee’s recommendation and is satisfied that the student understands the basis for the recommendation and has had an opportunity to reply, a letter recommending dismissal or change of status will be sent to the dean of the Graduate School, together with all appropriate supporting information. A copy of the letter and all supporting information will be sent to the student.

## What the School of Business and Economics Faculty Expect of Graduate Students

Students need to enter graduate school with a new way of seeing the education process. Graduate school is very different from the undergraduate experience in that you are now expected to take **full** responsibility for your own learning and therefore, relationships between graduate students and faculty are more collegial than hierarchical. By this we mean:

- Take a genuine interest in learning the course material. It is in the curriculum for a reason. Take each course seriously. All of them are important. Put your education ahead of recreation, work, social life, etc.
- Show this genuine interest in learning by participating actively in class by asking and answering questions about course material. Be willing to disagree with text material or your peers' or professor's views. Be willing to discuss them in a calm, respectful, mature manner and provide reasoning to support your viewpoint.
- Come to class on time and prepared. This means having done all assigned readings, given some thought to those readings, and prepared questions about those topics or issues which you have found confusing, unclear, or with which you disagree.
- Genuinely try to do your best on all course assignments. Turn your assignments in on time. Edit your assignments carefully before you turn them in. Spelling and grammar matter. Organization and clarity matter. In business, appearance matters too.
- Be professional in all class presentations. Give them standing up, in business professional dress, using good eye contact and using media appropriately. These presentations should be practiced ahead of time and should engage the audience. Also, have a contingency plan for possible technology failure.
- Seek help if you are confused, fall behind, or are uncertain. All faculty are here to help you learn. However, at the same time, avoid being a "high maintenance" student. Faculty are not here for hand-holding.
- Recognize that all course material is cumulative and does not come in discrete chunks that can be forgotten after each quiz, exam, or course. Faculty expect you to remember what you learned, to take responsibility for relearning it if you need it and have forgotten it, and to integrate your knowledge across the business disciplines when appropriate.

Note: Based on "Professor Hall's Expectations for Students and Himself", Professor Thomas Hall, DePauw University. <<http://fs6.depauw.edu:50080/~thall/expect.HTM>> (retrieved Sept. 7, 2006).

## Tips for Doing Business Research Assignments

### Obtaining Research Material

Professors expect up-to-date research from reliable sources. Thus, you will be using the library extensively. Following are some activities you should become practiced at in order to obtain the best research for your business papers.

- 1) Become familiar with navigating the library online catalog as well as finding books and journals on the shelves.
- 2) Become familiar with how to search the various electronic databases related to business that the library has, such as Lexis Nexis, FirstSearch (EconLit, PsycFirst, Wilson Business), Thompson Gale, and ABI/Inform.
- 3) Learn how to evaluate various information sources such as journals and websites for accuracy, objectivity, credibility, and reliability and use the most objective, credible, and up-to-date sources.
- 4) Become familiar with accessing the journals you need, including using "HuskyFetch" and Interlibrary Loan.

The J. R. Van Pelt Library ([www.lib.mtu.edu](http://www.lib.mtu.edu)) offers extensive library services both on site and online. See a library guide developed for MBAs at library under Course Guides > Other Useful Guides > MBA Orientation, [http://www.lib.mtu.edu/xmldata/course\\_guides/81.aspx](http://www.lib.mtu.edu/xmldata/course_guides/81.aspx). A good first contact is Rhianna Williams, Reference Librarian, 487-2698, [rlwillia@mtu.edu](mailto:rlwillia@mtu.edu), or click **Ask a Librarian** on the Library's website.

For information on Off-campus library access, go to:  
<http://www.lib.mtu.edu/eresources/eresearch/isohelp.aspx>

Here are some library resources that other Tech MBA students have found helpful. It is not meant to be an inclusive list:

Databases:

Search by Providers: EBCSO  
ProQuest  
ABI/Inform  
First Search

Search by Subject Headings: Business and Economics  
scholar.google.com

### Formatting Papers and Citing Research Material

All of your instructors expect you to cite and document sources of information in your work. Different instructors will prefer different formatting styles. The most common style used for business research papers is APA (American Psychological Association) format. Information on this format can be obtained at [http://www.lib.mtu.edu/xmldata/course\\_guides/52.aspx](http://www.lib.mtu.edu/xmldata/course_guides/52.aspx). Alternatively, you might want to purchase a copy of the *Publication Manual of the American*

*Psychological Association*. 5th ed. Washington: American Psychological Association, 2001.

Other guides on writing style that you might find helpful are listed below.

Books:           *Chicago Manual of Style*. 15th ed. Chicago: University of Chicago Press, 2003.  
                  *MLA Handbook for Writers of Research Papers*. 6th ed. New York: Modern  
                  Language Association of America, 2003.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and  
Dissertations*, 6th ed. Chicago: University of Chicago Press, 1996.

*Scientific Style and Format: the CBE manual for authors, editors, and publishers*.  
6th ed. New York: Cambridge University Press, 1994.

Web sources: <http://www.economist.com/research/StyleGuide/>  
<http://exlibris.memphis.edu/resource/unclesam/citeweb.html>  
<http://www.wpunj.edu/library/citing.htm>

## **Business Attire**

The two common types of attire for business are business professional and business casual. If you're uncertain, then wear business formal. It's easy to move from formal to casual if needed.

In all cases, hair should be clean and styled. Avoid extreme hair colors and scraggly beards. Fingernails should be clean and neatly trimmed. Clothing should not be overly revealing or expose cleavage or midriffs. Clothing should be clean, free from obvious wear, and fit properly.

### **Business Formal**

Men: Tuxedos (black tie)

Women: Evening gown

### **Business Semi-Formal**

Men: Tuxedo or dark suit

Women: Cocktail dress or evening gown

### **Business Professional (sometimes called Business Informal)**

Men: Dark suit, conservative shirt, tie, t-shirt, dark socks, leather dress shoes in black or brown.

Women: Dark suit with skirt or slacks, conservative shirt, bra, nylons, leather low-heeled, closed-toe shoes in black or brown.

All: Shoes should be in good repair and shined if appropriate. Keep jewelry and other accouterments to a minimum.

### **Business Casual**

This should be your everyday wear for your MBA classes.

Men: suit pants or khakis; a pressed, buttoned, collared shirt (tie is optional and a jacket/blazer can also be appropriate) or polo shirt; and traditional black or brown shoes.

Women: dress pants or khakis; a pressed, buttoned, collared dress shirt or blouse, polo shirt, or sweater; and a coordinating dress shoe. Also acceptable is a skirt and blouse or dress.

Business Casual excludes workout gear, rumpled clothing, shorts, micro-miniskirts, underwear as outerwear, athletic socks with street shoes, and flip-flops. (Redefining Business Casual, Paul Burnham Finney, 23 Oct 2007, The New York Times)

Many inexpensive alternatives exist as you search for casual wear. Thrift stores in the local area include Goodwill, St Vincent DePaul, and the Salvation Army.

### **Personal Hygiene**

You will be sharing space with others, so bathe daily and change your clothes regularly.

## Other Resources for Students

### School of Business and Economics Graduate Lab

The Graduate Lab, located in room 120 of the Academic Office Building, has computers, a printer, a whiteboard, a refrigerator, and a table for group work. It also has subscriptions to *Business Week*, the *Wall Street Journal*, and *The Economist* that students might find useful for their classes or for informative reading. (Please do not remove these resources from the room.) Students can also borrow a laptop and/or projector from the Director of the Graduate Business Program for use in the room. Entry to the room is controlled by a card reader, so you must remember to bring your Michigan Tech ID card. Please ensure the windows and doors are shut if you are the last to leave the room.

An alternative computer work space is the ground floor computer lab. In addition, the printer in the ground floor lab can be used for large print jobs.

### Tidwell Student Center

There is also plenty of study space in the Tidwell Student Center on the ground floor. The Tidwell Center is very comfortable for group work, and has a conference room that students can reserve.

### Communication Coach

A communications coach is available to mentor you on written and oral presentations. For your convenience, you may also access the coach's services via e-mail. The coach will provide you with guidance on how well you make your case or develop your argument, how well your paper flows, missing elements, and other substantive issues. For help with spelling, grammar, and punctuation, please visit the Michigan Tech Writing Center.

Based on an assessment of writing ability, some students will be required to bring all assigned papers to the communications coach before they turn them in. This requirement may exist for one or more semesters. All students are welcome to use the services of the communications coach, whether they are required or not.

### Instructional Technologies Support

An instructional technologist is available to assist you with the use of our state-of-the-art instruction tools and equipment.

### Advisor

Your MBA advisor is the Director of Graduate Business Programs.

## **Professional Tools**

You will have a personalized set of web collaboration tools, access to web conferencing, and the use of two professional conference rooms.

## **Travel Funds**

Funds are available for student travel to competitions, conferences or plant trips. Students should obtain the request form from the Director of the Graduate Business Programs.

## **E-mail List**

You will be added to the e-mail list [mba-l@mtu.edu](mailto:mba-l@mtu.edu) and receive e-mails periodically from the Director of the Graduate Business Programs concerning things like graduate school forms that are due, business-related speakers on campus, and available on-campus work such as tutoring.

## **Blackboard**

All of your courses will make use of Blackboard, which is an online learning environment. You can get to Blackboard at [www.courses.mtu.edu](http://www.courses.mtu.edu). Additional information about the MBA program is available on the Graduate Business Program Blackboard site at [courses.mtu.edu](http://courses.mtu.edu).

## **Career Services**

See the following section on Placement.

## **Writing Center**

The Michigan Tech Writing Center works with students, faculty, and staff to address the challenges of learning and communicating in complex and culturally diverse environments. Here is a short list of what they can do for you: help you get a paper started, hold a brainstorming session with you, read over your papers for clarity, provide tips on reading critically, help you practice a speech, provide detailed feedback, give you some time management strategies, assist you with strategies for organizing a paper or presentation, clarify which citation style to use, and teach you how to enhance your listening skills. Find out more at [www.hu.mtu.edu/hu\\_dept/wc/](http://www.hu.mtu.edu/hu_dept/wc/)

## **English as a Second Language**

The ESL Program provides international students with the English language instruction and cultural training needed for success in academic study at the university, and in North American society. For more information, contact Frances Wiideman, 487-1858, [fmwiidem@mtu.edu](mailto:fmwiidem@mtu.edu).

## Graduate School

The Graduate School is here to help you with the administrative process of graduating with a degree from Michigan Tech. They have a set of forms that must be filled out in order for you to graduate. These forms can be found online at

<http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/masters>

## Mail

There is a post office drop slot in the Memorial Union building, main floor hallway. The Bookstore sells stamps at it's Tech Express Desk. You can also rent a mailbox from Tech Express. These mailboxes are located in the hallway across from the bookstore, next to the mail drop.

## Parking

Graduate students can purchase access to parking lot 34 or lot 5 (which is part of lot 9). To sign up for parking, login to Banweb, then, under the Personal Information tab, choose Self Serve Parking. Alternatively, go to <http://www.mtu.edu/registrar/students/parking-vehicle/commuter/>. In order to register for parking, your vehicle must be registered with the University. Please note that parking and registration will only be available online and will not be available through the Registrar's Office. You can see the parking lots at [www.mtu.edu/maps](http://www.mtu.edu/maps).

During off-hours and weekends, all lots are open to you for parking. However, from November 1 to April 30, parking is NOT allowed in academic lots between 2:00 a.m. and 7:00 a.m.

See [www.mtu.edu/registrar/students/parking-vehicle](http://www.mtu.edu/registrar/students/parking-vehicle) for more details.

## Building Access

After hours building access for the Academic Office Building is on the west side of the building. You must have your Michigan Tech ID card to get into the door.

## ID Card

The Tech Express Card is your official Michigan Tech University I.D. and can be used as your on-campus debit card, library card, to open your Computer Lab, buy a snack, and use as cash. It's also a great way to pay for services and make purchases at stores on campus.

You can get your Tech ID card from the Tech Express counter in the Bookstore. The first card is free. There is a fee to replace lost cards.

## Student Organizations

Potential employers will look at the activities that you are involved in to get a measure of your character, your leadership abilities, and how well-rounded you are.

The Graduate Student Council (<http://gsc.students.mtu.edu>) is an excellent leadership opportunity. It represents the professional, intellectual, and academic concerns of graduate students to the various governing and policy-making bodies of the university, and informs graduate students of newly developing policies and procedures affecting them.

Graduate students are eligible to join most Michigan Tech student organizations. To learn more, visit the student organizations page at [https://www.banweb.mtu.edu/pls/owa/stuorg.STU\\_ORG\\_DATA.p\\_list?orderby=name](https://www.banweb.mtu.edu/pls/owa/stuorg.STU_ORG_DATA.p_list?orderby=name)

## **Experience Tech**

The Experience Tech initiative gives MBA students free access to Mont Ripley Ski Hill, the Portage Lake Golf Course, the Gates Tennis Center, Department of Visual and Performing Arts events, hockey games, and intramural sports.

Golf is one of the languages of business. Says Business Week (18Nov02) "In the world of international business, many factors go into building a financial relationship: cultural nuances, inflections in language, understanding local markets. But when golf is involved, the path to this mutual understanding is often easier. If your playing partner is sizing up a 20-foot putt, and you are trying to negotiate a tricky lie in the bunker, you quickly become comrades in pursuit of a common goal--a respectable score. Later, when it's time to close the deal, you'll have a deeper understanding of each other."

## **Director of Graduate Business Programs**

The Director of Graduate Business Programs can help you with most MBA issues that you encounter. She is also your advisor, and will help you develop a degree plan, help you navigate the university's administration, and be your advocate in problem solving. Please contact her if you have any questions:

Ruth Archer  
 Academic Office Building Rm 108B  
 Phone: 906-487-3055  
 Website: [www.mba.mtu.edu](http://www.mba.mtu.edu)  
 Email: [mba@mtu.edu](mailto:mba@mtu.edu)  
 Blog: [www.tinyurl.com/bestMBA](http://www.tinyurl.com/bestMBA)  
 LinkedIn: [www.linkedin.com/in/RuthArcher](http://www.linkedin.com/in/RuthArcher)  
 Twitter: [www.twitter.com/MBAatMichTech](http://www.twitter.com/MBAatMichTech)  
 Facebook Fan Page: Michigan Tech MBA

## **International Programs and Services (IPS)**

IPS serves as a home away from home for more than six hundred international students on visas and provides immigration counseling, advocacy, and support services to them.

IPS also offers information and services to students interested in study-abroad opportunities in various countries of the world. [www.ips.mtu.edu](http://www.ips.mtu.edu), [ips@mtu.edu](mailto:ips@mtu.edu)

## **Housing**

There are many convenient housing options for Michigan Tech students. If you want to live on campus, graduate students may live in the residence halls, and also are eligible to live in Daniell Heights. There is an online application. In addition, the Ruppe House is located on Woodland Road, and has been remodeled for graduate housing. Online, go to <http://www.housing.mtu.edu/>, and click on Apartment Life.

## **Barkboard**

A forum for Michigan Tech students, faculty, and alumni. One area of the forum is the “ride” board, consisting of three different forums: the general ride board, break board and carpooling board. The break forum updates depending on what school break is next and usually contains quite a few posts as the break gets closer. The most frequently posted forum is the “for sale or rent” board. This forum includes books, computers, vehicles, housing, and general. The books forum gets really busy around the end and beginning of the semester as people are posting the books they have for sale and the books they are looking to buy. There is an “activities and interests” board that is used to update students on when Huskies sporting events will be taking place and when Michigan Tech has upcoming events. The interests’ forum is a great way to meet new people with similar interests. Whether it is card games, video games, movie marathons, or whatever, this is the place for people to form groups and make new friends. There is also a “discussion” board that can be quite popular at times. It consists of three forums: the general discussion, computer discussion, and the flame forum. The newest board is the “lost and found.”

## **Ride Board**

In addition to the ride board on Barkboard, you may find this other ride board useful:  
[www.mtu.edu/rideboard](http://www.mtu.edu/rideboard)

## Placement

### Career Fairs and Career Center

Use the career center for help with interviews and resumes. In addition, you should plan on attending the Fall and Spring Career Fairs for finding internships and job leads. Contact Jim Turnquist, Career Center Director, 487-2313 or [www.career.mtu.edu](http://www.career.mtu.edu), for more information.

### Networking

Students are expected to create a LinkedIn account ([www.linkedin.com](http://www.linkedin.com)) and connect with the Michigan Tech MBA Alumni Group. All MBA degree candidates, alumni, faculty, and staff from the School of Business and Economics at Michigan Tech University are encouraged to join this group to expand their networks and leverage their School of Business and Economics Tech MBA degree.

Students will be invited to attend networking events. If asked, you should dress and behave appropriately. Use this as an opportunity to meet and network with people from industry. This networking may be advantageous in seeking a job.

### Other Assistance

As they become available, job and internship leads will be uploaded to the LinkedIn Michigan Tech MBA Alumni Group. Jobs are also posted by alums on the Michigan Tech Alumni group on LinkedIn.

### Student Employment

Part-time on-campus employment opportunities may be available. Check [www.mtu.edu/employment](http://www.mtu.edu/employment)