The Tech MBA® Program
Student Orientation Handbook

Academic Year 2015-16
Contents

Welcome ................................................................. 4
  SCHOOL OF BUSINESS AND ECONOMICS WELCOME ........................................ 4
  MBA PROGRAM MANAGER MESSAGE ................................................................. 4
  MBA ASSOCIATION GREETINGS .......................................................... 4
  SCHOOL OF BUSINESS AND ECONOMICS MISSION .............................................. 4
Tech MBA® Program Administrative Staff ......................................................... 5
Program Learning Goals & Objectives .............................................................. 6
Tech MBA® Program Basics ........................................................................ 7
  COURSES .................................................................................. 7
  REGISTRATION ....................................................................... 7
  PLANNING ............................................................................... 8
Graduate School Policies and Forms ................................................................. 9
  POLICIES .............................................................................. 9
  FORMS .................................................................................. 9
    Required Forms: ..................................................................... 9
    Additional Forms (not all students will need to complete these forms): .......... 9
Directed Study ............................................................................................. 10
  POLICIES ................................................................................ 10
External Transfer Credit Policy .......................................................................... 11
  COURSES ............................................................................... 11
Internal Transfer Credit Policy .......................................................................... 11
Good Academic Standing and Dismissal .......................................................... 12
Policies for Repeating Courses ....................................................................... 12
Academic Grievances/ Grade Appeals ............................................................. 12
What the Tech MBA® Program Faculty Expect of Graduate Students .......... 13
Tips for Doing Business Research Assignments ............................................. 14
  OBTAINING RESEARCH MATERIAL .................................................. 14
  FORMATTING PAPERS AND CITING RESEARCH MATERIAL ...................... 14
  SKILLS AND RESEARCH METHODOLOGY ......................................... 15
  ACADEMIC INTEGRITY (PLAGIARISM, CHEATING, FABRICATION, ETC.) ...... 15
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Attire</td>
<td>16</td>
</tr>
<tr>
<td>BUSINESS FORMAL</td>
<td>16</td>
</tr>
<tr>
<td>BUSINESS PROFESSIONAL/SEMI-FORMAL</td>
<td>16</td>
</tr>
<tr>
<td>BUSINESS CASUAL</td>
<td>17</td>
</tr>
<tr>
<td>PERSONAL GROOMING/ HYGIENE</td>
<td>17</td>
</tr>
<tr>
<td>Career Placement</td>
<td>18</td>
</tr>
<tr>
<td>CAREER CENTER</td>
<td>18</td>
</tr>
<tr>
<td>NETWORKING</td>
<td>18</td>
</tr>
<tr>
<td>VOLUNTEERING TO BUILD YOUR RESUME</td>
<td>18</td>
</tr>
<tr>
<td>EMPLOYMENT AS A STUDENT</td>
<td>18</td>
</tr>
<tr>
<td>MBA Course Audit</td>
<td>19</td>
</tr>
<tr>
<td>Course Plan Worksheet (optional)</td>
<td>20</td>
</tr>
</tbody>
</table>
Welcome

SCHOOL OF BUSINESS AND ECONOMICS WELCOME

Welcome to the School of Business and Economics and the Tech MBA® program at Michigan Technological University.

As a student wanting to learn about decision making with a technological emphasis, this program is for you. You will learn to take an active role in the entrepreneurial movement in business and gain a competitive advantage in the job market while broadening your knowledge and skills for more effective business decisions, analysis, teamwork, and communication. You’ll also learn to view business issues through a sustainability lens and strengthen your understanding of social, environmental, and ethical stewardship. As a graduate of the MBA program at Michigan Tech, you will be well-positioned to create and manage the technology-driven businesses of the future.

MBA PROGRAM MANAGER MESSAGE

Deciding to pursue an MBA is a decision that reaps life-long professional and personal rewards. Congratulations on making such a momentous decision! As you begin your educational journey, rest assured that others have traveled this same path and have achieved success while using their MBA to pursue goals. Such goals may be advancing in their current professions, achieving promotions, and starting their own businesses. You have joined a community of dedicated students seeking knowledge and skills for making a positive difference.

Take time to get to know your fellow students and your faculty. A key component to business professionalism is networking and always putting your best foot forward.

MBA ASSOCIATION GREETINGS

Welcome to the Tech MBA® program! As an MBA student you are automatically a member of the MBA Association (MBAA)—a student organization focused on graduate and prospective graduate business students. Our mission is to facilitate student, faculty, and professional interaction in a collegial environment. Members have the opportunity to hold leadership positions within the organization and help plan and organize fundraising events, participate in social outings, and organize professional development opportunities for fellow MBA students. The MBAA is a wonderful way to enhance your MBA experience.

SCHOOL OF BUSINESS AND ECONOMICS MISSION

The School of Business and Economics integrates the University’s technological prominence with experience-based learning to develop leaders in global business and innovation and to advance knowledge through research.
Program Learning Goals & Objectives

Disciplines covered in the Tech MBA® Program are: Finance, Accounting, Management, Operations Management, Marketing, Economics, Strategy, and Management Information Systems. The two learning goals of the program contain learning objectives:

Goal 1: Display of Analytical and Decision Making Skills
   Objective 1: Students will display knowledge of fundamental terms, concepts, theories, and research in the discipline and will apply appropriate disciplinary knowledge to analyzing the business situation.
   Objective 2: Students will address the important issues in their analysis.
   Objective 3: Where appropriate, students will address technological, social, ethical, and economic contexts in their analysis.
   Objective 4: Students will make recommendations that resolve most issues and that are possible to implement and they will display advanced, thought out reasoning in their analyses and recommendations.

Goal 2: Persuasive and Professional Communication of Analyses
   Objective 1: Students will provide advanced, thoughtful arguments that are persuasive in nature.
   Objective 2: Students will provide solid support for their analyses and appropriately cite this support.
   Objective 3: Students will communicate in a coherent, logical manner that is understandable and results in little confusion.
   Objective 4: Students will use correct sentence structure and word choices with very few spelling, punctuation, and grammatical mistakes.
   Objective 5: Students will use visually coherent communication designs (e.g., headings, figures, tables, slides, etc.) that provide appropriate emphasis.
   Objective 6: Students will demonstrate professional, practiced and fluent presentations with appropriate audience treatment.

Coursework will be assessed for the purpose of tracking success in meeting learning objectives.
**Tech MBA® Program Basics**

**COURSES**

Twelve courses are **required** for the MBA degree, with each course offered once a year (so plan accordingly):

**Fall**  
EC5300 Managerial Economics  
BA5610 Business Process Management  
BA5200 Information Systems Management and Data Analytics  
BA5740 Managing Innovation and Technology

**Spring**  
BA5300 Financial Reporting and Control  
BA5700 Managing Behavior in Organizations  
BA5720 Launching Entrepreneurial Ventures  
BA5800 Marketing, Technology, and Globalization

**Summer**  
BA5400 Financial Risk Management and Decision Making *(Pre-req—BA5300)*  
BA5710 Business and Corporate Strategy *(Pre-reqs—BA5300, BA5700, BA800 and Co-req—BA5400)*  
BA5770 Managing Change *(Pre-req—BA5700)*  
BA5780 Managing in the Global Environment *(Pre-reqs—BA5700 and Co-req—BA5400)*

**REGISTRATION**

- The Class Schedule and Graduate Catalog are located at:  
  [http://www.mtu.edu/registrar/students/registration](http://www.mtu.edu/registrar/students/registration)

- If you encounter any difficulties, contact the MBA Program Manager.

- Course drops and adds can be completed through the first week of class without penalty.

- If you have not paid for your courses by Wednesday of the first week of classes, your courses will be dropped.
PLANNING

To graduate within one Academic Year (fall, spring, summer), successfully complete 12 credits each semester starting in the Fall or the Spring semesters.

Course content key:
- Technology and Decision Making
- Leadership and Management Skills
- Innovation and Strategy

(Course Prerequisites are listed in parentheses.)

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA5200: Information Systems Management and Data Analytics</td>
<td>BA5700: Managing Behavior in Organizations</td>
<td>BA5710: Business and Corporate Strategy (BA5300, BA5700, BA5800 and Co-requisite: BA5400)</td>
</tr>
<tr>
<td>BA5610: Business Process Management</td>
<td>BA5720: Launching Entrepreneurial Ventures</td>
<td>BA5770: Managing Change (BA5700)</td>
</tr>
<tr>
<td>BA5740: Managing Innovation and Technology</td>
<td>BA5800: Marketing, Technology, and Globalization</td>
<td>BA5780: Managing in the Global Environment (BA5700 and Co-requisite: BA5400)</td>
</tr>
</tbody>
</table>
Graduate School Policies and Forms

POLICIES

Graduate School Policies can be found on the Graduate School website:
http://www.mtu.edu/gradschool/administration/academics/policies-procedures/
You are responsible for reading and following these policies.

FORMS

Required Forms/Training:

There are several forms required by the Graduate School Office that you will need to fill out during your time here. These forms and timeline can be found at the following location:
http://www.mtu.edu/gradschool/administration/academics/timeline/coursework/

- Graduate Student Patent, Research, and Proprietary Rights Agreement needs to be completed and turned in to the Graduate School Office during your first semester.
- Responsible Conduct of Research (RCR) Training (Basic and Advanced) needs to be completed within the first 2 semesters of being an MTU Graduate Student. Online options and more information is available on this website:
  http://www.mtu.edu/gradschool/administration/academics/resources/rcr/
- Degree Schedule (M4). This is due by the 10th week of the semester prior to the semester you intend to graduate. You will need to set up a meeting with the MBA Program Director once you complete this form.
- Verification of Final Degree Requirement should be filled out during your final semester and turned in to the MBA Program Director.
- Degree Completion Form to be submitted to Graduate School Office
- Online Questionnaire for Exiting Graduate Students. The Graduate School requests that all students complete this questionnaire.

Additional Forms (not all students will need to complete these forms):

- Commencement Application (Walk) Form If you are going through commencement and "walking early," complete the form, print a copy, and bring it to the MBA Program Manager. If you are NOT walking early, you need NOT complete this form.
- Continuous Enrollment. Continuous enrollment throughout the academic year (fall and spring semesters) is required until you complete degree requirements. If you choose not to take classes one or more semesters before you complete your degree, you should submit the form and enroll in the appropriate course: UN5951 or UN5953. Otherwise, you will need to reapply for admission into the program and be subject to a readmission fee.
Directed Study Policies

POLICIES

- Note that directed study would be in addition to the required courses. Choosing to develop a directed study is something extra you would choose to supplement the MBA curriculum and will not count for required MBA courses.
- Graduate directed (independent) study courses cannot be substituted for required MBA courses.
- The opportunity to take a directed study course is not guaranteed. The student must find a professor willing to supervise the project.
- 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.
- The proposal requires review and approval from the supervising professor, the Director of Graduate Programs and the Graduate Program Committee. Submit requests to the MBA program Manager.
- 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 MBA Program Manager.
External Transfer Credit Policy
This section applies to transferring credits from another university or college.

- The Tech MBA® program will accept a maximum of six (6) transfer credits toward the MBA degree.
- To count toward degree a grade of “B” or better must be earned in the course to be transferred in.

Courses
- Approval of course transfer credits requires that the student requesting the transfer will have all other coursework completed before the next time the course is offered at Michigan Tech.
- The proposed course to be transferred in must be pre-approved by the MBA Program Committee before the end of the semester prior to the semester you intend to take the transfer course, and must be taken at an AACSB-accredited institution. 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 MBA Program Manager. A School of Business and Economics faculty member responsible for teaching the course will be consulted as to whether the proposed course is of equivalent content.

Internal Transfer Credit Policy
Students may double count up to 12 credits from one Michigan Tech graduate program toward Tech MBA® Program course credits with the approval of the MBA Graduate Program Committee. Graduate credits earned toward the completion of a graduate degree at an institution other than Michigan Tech cannot be applied toward the MBA degree (this is a Michigan Tech University policy).
Good Academic Standing and Dismissal

The School of Business and Economics follows the Graduate School policies on Good Academic Standing and Grading Policy. Go to www.mtu.edu/gradschool then select Policies and Procedures and read the section on Good Standing & Grading Policy.

Policies for Repeating Courses and Graduation

- Course grades below B do not count toward the MBA degree resulting in the course having to be retaken.
- A maximum of 6 credits of BC or C is acceptable; in order to graduate no more than 6 credits of BC or C can appear on the transcript.
- Failure to maintain a GPA of 3.0 results in academic probation and possibly removal from the program.
- The MBA degree will not be awarded if the GPA is below 3.0.
- If a student fails to earn and acceptable grade in a course after taking it twice, the student could be dismissed from the program. This policy applies even when the course is repeated at another institution.

Academic Grievances/ Grade Appeals

Students wishing to appeal a grade assigned by a faculty member in the School of Business and Economics should follow the procedure described in the Michigan Tech Policy Statement under Academic Grievances found at http://www.mtu.edu/student-affairs/interests/handbook/academic/information/
What the Tech MBA® Program Faculty Expect of Graduate Students

Graduate school is very different from the undergraduate experience. Students are expected to take full responsibility for learning.

Matters of importance:

- Course material is in the curriculum for a reason. Take each course seriously.

- Actively participate in class. Show an interest in learning by asking and answering questions about course material. Be willing to disagree with text material or your peers’ or professor’s views. Discuss them in a calm, respectful, mature manner and provide reasoning to support your viewpoint.

- Be on time for class and be prepared in class. Before class, complete all assigned readings, give thought to those readings, and prepare questions about those topics or issues which you have found confusing, unclear, or with which you disagree.

- Do your best on all course assignments. Turn in your assignments 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 presentations in business professional dress, maintain good eye contact, and use media appropriately. These presentations should be practiced ahead of time and should engage the audience. Always have a contingency plan for possible technology failure.

- Seek help if you are confused, fall behind, or are uncertain. Bring your questions to the instructor sooner than later—do not wait until right before exams and assignment due dates.

- Faculty are here to help you learn and set office hours in blocks of time solely dedicated to helping you in your course. However, keep in mind that faculty are also busy with university activities not directly related to your course—be sure to use their, and your, time wisely.

- 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.

- Review lecture/course materials after each class to strengthen your understanding. Reviewing materials in a timely fashion is one of the most important components of smart learning.
Tips for Doing Business Research Assignments

OBTAINING RESEARCH MATERIAL

Professors expect up-to-date research from reliable sources. Some activities you should practice to obtain the best research for your business papers include:

- Become familiar with navigating the J.R. Van Pelt Library online catalog as well as finding books and journals on the shelves.
- 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.
- 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.
- Become familiar with accessing the journals you need, including using "HuskyFetch" and Interlibrary Loan.

The J.R. Van Pelt Library (http://www.mtu.edu/library/) offers extensive library services both on site and online. See a library guide developed for MBAs on the Library's website http://libguides.lib.mtu.edu/business or http://libguides.lib.mtu.edu/content.php?pid=87295. A good first contact is click Ask a Librarian on the Library's website.

Here are a few library resources that might be helpful (not meant to be an inclusive list):

- Databases:
  - Search by Providers: EBCSO
  - ProQuest
  - ABI/Inform
  - First Search
- Search by Subject Headings: Business and Economics
- Google Scholar: www.scholar.google.com

FORMATTING PAPERS AND CITING RESEARCH MATERIAL

Professors expect you to cite and document sources of information in your work. Different Professors might prefer different formatting styles. The most common style used for business research papers is APA (American Psychological Association) format. Alternatively, you might want to purchase a copy of the Publication Manual of the American Psychological Association. If you decide to purchase this publication style manual, be sure you get the most recently published.
SKILLS AND RESEARCH METHODOLOGY

Work as early as possible with faculty members who are in charge of the research assignments to determine which methodology is to be used and what skills you are expected to have in order to successfully carry out the research project.

Remember:

- The use of statistics is normally a very helpful quantitative skill when conducting business research. Not only should you be able to use a variety of statistical tools, but also expect to utilize your results in productive and insightful ways.
- It is encouraged to have working knowledge of a computer programming language such as C, C++, MatLab, Mathematica, SAS, etc.
- Writing/communication skills are essential for a successful business career. Michigan Tech provides different assistance to improve your professional writing/communication. You should treat each and every writing/communication assignment as an opportunity to improve communication skills.

ACADEMIC INTEGRITY (PLAGIARISM, CHEATING, FABRICATION, ETC.)

Academic integrity and honesty are central components of a student's education, and ethical conduct fostered in an academic context will be carried into a student's professional career. Academic integrity is essential in a community of scholars searching and learning to search for truth. Anything less than total commitment to integrity undermines the efforts of the academic community. Both students and faculty are responsible for insuring the academic integrity of the University.

For more information about policies related to Academic Integrity, visit: http://www.mtu.edu/dean/conduct/policy/academic-integrity/
Business Attire

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

In all cases, hair should be clean and styled. Avoid extreme hair colors and scraggy 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 should 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:** Men should wear business suits if possible; however, blazers can be worn with dress slacks or nice khaki pants. Wearing a tie is a requirement for men in a business professional dress code. Sweaters worn with a shirt and tie are an option as well. Men should wear dark-colored dress shoes.

**Women:** Women should wear business suits or skirt-and-blouse combinations. Women adhering to the business professional dress code can wear slacks, shirts and other formal combinations. Women dressing for a business professional dress code should try to be conservative. Women can wear heels or flats. Women should avoid open-toe shoes and strapless shoes that expose the heel of the foot.

**Men and Women:** Revealing clothing should be avoided, and body art should be covered. Jewelry should be conservative and tasteful.

**What Not to Wear**

Never wear jeans, athletic apparel or athletic footwear. Offensive T-shirts, distracting jewelry and rips in clothing are not appropriate in a business professional dress code. Women adhering to a business professional dress code should avoid shirts that expose cleavage and back areas. Shorts are never allowed in a business professional dress code. Women should wear pantyhose or stockings as not to expose their bare legs. Head wear is not permitted in a business professional dress code unless it is for religious significance.
**Business Casual**

**Ideally, this will be your everyday wear for your MBA classes.**

**Men:** Men’s shirts can be either long- or short-sleeved. Be careful to tuck shirt ends into trousers. Buttoned-up or polo shirts are apt. Men also may wear knit shirts, sweaters, cardigans and casual jackets. Although men need not wear ties with their shirts, donning a tie just might earn bonus points with the boss. Never include T-shirts as part of your business casual wardrobe. Men should wear trousers--slacks, khakis and cotton or corduroy pants--with dress shirts. Men may wear regular trousers or chinos, but not jeans, in conservative colors such as black, navy, brown or khaki.

**Women:** Women may choose either long-sleeved or short-sleeved tops as well, including blouses, tailored shirts, turtlenecks, casual jackets, cardigans, sweaters and dressy, plain T-shirts. Do not wear shimmering clothes, which constitute party-going, informal wear. Choose tops that do not exhibit cleavage, an exposed midriff or bare back. Women may wear skirts that reach at least to the knees and are not tight-fitting. If you choose to wear pants, wear loose-fitting slacks in a classical color such as black, navy, gray, brown or khaki.

Business Casual excludes workout gear, rumpled clothing, shorts, micro-miniskirts, underwear as outerwear, athletic socks with street shoes, and flip-flops.

**Personal Grooming/Hygiene**

American habits of personal hygiene and grooming make their own cultural statements. In other cultures, it is perfectly acceptable to wash and deodorize less frequently than is common in the United States. To fit in well in American life, however, it pays to be aware of some important American priorities regarding cleanliness and grooming. Americans do not like to sense even a mild level of body odor in others.

An American will take a bath, or more commonly a shower, at least once a day. People involved in sports or fitness activities may shower more than once a day. Many Americans use talcum powder after their bath or shower, but virtually all well-groomed Americans use an underarm deodorant before they get dressed. Americans purchase several billion dollars worth of deodorant every year.

Poor hygiene affects more than an individual’s self-esteem and attitude. In a business or office, it can also impact the morale and performance of others. You will be sharing space with others, so bathe daily and change your clothes regularly.
Career Placement

CAREER CENTER

Use the career center for help with interviews and resumes. You should attend the campus Fall and Spring Career Fairs for employment leads. Contact Stephen Patchin, Career Center Director, 487-2313 or www.career.mtu.edu for more information.

NETWORKING

Students will be invited to attend networking events. If asked, you should dress and behave professionally. Use this as an opportunity to meet and network with business. This networking may be advantageous when seeking a job.

VOLUNTEERING TO BUILD YOUR RESUME

To build your resume, you may consider performing volunteer work. This can be an opportunity for you to gain experience and develop skills in an area of interest to you. Working on a regular basis will also provide you with a professional reference. Volunteer opportunities abound on campus and in the community. An online source can be found at http://upvolunteer.org.

EMPLOYMENT AS A STUDENT

Part-time on-campus employment opportunities for students may be available. Check www.mtu.edu/employment. The career center also maintains a list of local jobs aimed at Michigan Tech students: www.career.mtu.edu/students/jobpostings.php, and www.career.mtu.edu/students/jobresources.php

All MBA students are expected to complete the Online questionnaire for Exiting Graduate students found at http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/masters/
MBA Course Audit
2015-16 Requirements

Name: __________________________ M#: __________________________

Expected Graduation Term: ____________ Today's Date: ____________

Course Based Curriculum

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
<th>Term</th>
<th>Grade*</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC5300</td>
<td>Managerial Economics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA5200</td>
<td>Information Systems Management and Data Analytics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA5300</td>
<td>Financial Reporting and Control</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA5400</td>
<td>Financial Risk Management and Decision Making</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA5610</td>
<td>Business Process Management</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA5700</td>
<td>Managing Behavior in Organizations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA5710</td>
<td>Business and Corporate Strategy</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA5720</td>
<td>Launching Entrepreneurial Ventures</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA5740</td>
<td>Managing Innovation and Technology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA5770</td>
<td>Managing Change</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA5780</td>
<td>Managing in the Global Environment</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA5800</td>
<td>Marketing, Technology, and Globalization</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*All courses are required; transfer credits for courses will only be allowed on a limited, case-by-case basis
*Grade must be a B or higher to count toward your degree (6 credits may be accepted at B/C or C)

Total credits required for MBA: 36

Required Forms—turn in to your advisor

<table>
<thead>
<tr>
<th>Form</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patent Form, 1st semester</td>
<td></td>
</tr>
<tr>
<td>RCR Training (Basic and Advanced), By 2nd semester</td>
<td></td>
</tr>
<tr>
<td>M6-D, Verification of Degree Requirements, last semester</td>
<td></td>
</tr>
<tr>
<td>Commencement (Walk) Application (10 weeks before ceremony)</td>
<td></td>
</tr>
<tr>
<td>Degree Completion form, last semester</td>
<td></td>
</tr>
</tbody>
</table>

Refer to the Graduate School website for the forms and deadline information
http://www.mtu.edu/gradschool/administration/academics/forms-deadlines/masters/
Course Plan Worksheet (optional):

- You must take all 12 MBA Courses
- Full time status requires 9 credits in the Fall and Spring semester; 1 course in the summer.
- You must maintain continuous enrollment until you graduate.
- See the Graduate School website for more details.

<table>
<thead>
<tr>
<th>Term</th>
<th>Course #</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Course #</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Course #</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name/University</th>
<th>Credits</th>
<th>Term</th>
<th>Grade*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>