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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 Tech MBA program, you will be well-positioned to create and manage the technology-driven businesses of the future.

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 WELCOME

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 GRADUATE STAFF

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Interim Dean of School of Business and Economics

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Information about individual faculty is located at http://www.mtu.edu/business/people-groups/faculty-staff/
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 Goals and Objectives

The MBA learning goals are Goal 1: Display of Analytical and Decision Making Skills and Goal 2: Persuasive and Professional Communication of Analyses. As shown in the two tables directly below, a total of ten learning outcomes support these two learning goals.

Specific Objectives for Goal 1: Display of Analytical and Decision Making Skills

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.
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.

<table>
<thead>
<tr>
<th>Criterion</th>
<th>A-Above average/Sophisticated</th>
<th>B-Acceptable/Competent</th>
<th>C-Minimally acceptable</th>
<th>D-Not acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment Content</td>
<td>Applies broad range of disciplinary knowledge appropriately</td>
<td>Applies appropriate disciplinary knowledge</td>
<td>Uneven application of disciplinary knowledge</td>
<td>Significant gaps in disciplinary knowledge</td>
</tr>
<tr>
<td>Analysis</td>
<td>Comprehensive, no issues omitted</td>
<td>Includes most important issues</td>
<td>Overlooks/omits some issues</td>
<td>Omits most important issues</td>
</tr>
<tr>
<td>Contextual Consideration</td>
<td>Comprehensively considers all important technological, interpersonal/social, ethical/legal and political/economic issues</td>
<td>Includes consideration of most of the important contextual issues (technological, interpersonal/social, ethical/legal and political/economic)</td>
<td>Overlooks/omits some key contextual issues (technological, interpersonal/social, ethical/legal and political/economic)</td>
<td>Omits most of the important contextual issues (technological, interpersonal/social, ethical/legal and political/economic)</td>
</tr>
<tr>
<td>Recommendation s/ Decision Making</td>
<td>Clearly defines and resolves problem Various and innovative alternatives considered Detailed, possible implementation</td>
<td>Generally defines and resolves issues Reasonable consideration of alternatives Possible to implement</td>
<td>Problem definition very basic Resolves only some issues Few alternatives considered Implementation questionable</td>
<td>Problem definition confusing or unclear Does not resolve even major issues Only one alternative considered Impossible to implement</td>
</tr>
</tbody>
</table>

Specific Objectives for Goal 2: Persuasive and Professional Communication of Analyses

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

<table>
<thead>
<tr>
<th>Criterion</th>
<th>A-Above average/ Sophisticated</th>
<th>B-Acceptable/ Competent</th>
<th>C-Minimally acceptable/ Uneven quality</th>
<th>D-Not acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argument/ Persuasion</td>
<td>Interestingly and clearly advanced Original and creative</td>
<td>Clearly advanced Demonstrates thought</td>
<td>May be good but only implied Conventional or generic</td>
<td>Ambiguous or absent, generic or trite Superficial or incomplete</td>
</tr>
<tr>
<td>Support</td>
<td>Valid and sufficient support provided Informative, updated sources Citation format correct</td>
<td>Some gaps or weak support Common citations correct, uncommon missing/incorrect</td>
<td>Some support, but weak or not clearly relevant Common citations incorrect</td>
<td>Poor support or connections not shown No citations</td>
</tr>
<tr>
<td>Coherence, Logic, and Understandability</td>
<td>Establishes and follows an appropriate pattern Coherent and unified Transitions provided as needed Consistently clear and comprehensible</td>
<td>Follows a pattern Usually coherent and unified Transitions provided as needed Generally clear and comprehensible</td>
<td>Generally follows a pattern; some gaps Some incoherent or not unified Transitions sometimes missing Mostly clear and comprehensible</td>
<td>Unapparent pattern or hard to follow Incoherent or lacking unity Several needed transitions missing Confusing, unclear or incomprehensible</td>
</tr>
<tr>
<td>Word Choice, Sentence Style, Spelling, Punctuation and Grammar</td>
<td>Correct and varied sentences Precise, correct, creative word choice Correct/acceptable spelling, punctuation, grammar</td>
<td>Correct sentences, with some variety Correct word choice Very few spelling, punctuation, grammar mistakes</td>
<td>Correct, but elementary sentences Some debatable word choices Some spelling, punctuation, and grammar mistakes</td>
<td>Frequent misuse of words Misspellings, punctuation, grammar mistakes confuse meaning</td>
</tr>
<tr>
<td>Design/Layout/ Graphics</td>
<td>Visually coherent design provides appropriate emphasis Creative and helpful design and graphics</td>
<td>Visually coherent design provides appropriate emphasis</td>
<td>Understands visually coherent design, lacks appropriate emphasis</td>
<td>Little understanding/ application of design principles Misleading graphics</td>
</tr>
<tr>
<td>Presentation/ Appearance (for presentations only)</td>
<td>Professional appearance Smooth and practiced Good eye contact Elicited/handled questions very well Creative and appropriate use of media</td>
<td>Professional appearance Practiced but uneven Some eye contact Elicited/handled most questions very well Appropriate use of media</td>
<td>Unprofessional appearance Practiced but uneven Minimal eye contact Neither elicited nor handled questions well Some modification of media template</td>
<td>T-shirt, shorts, hat and/or sandals Unpracticed Read from script, never looked up Could not respond to basic questions Media template only or no visual aids used</td>
</tr>
</tbody>
</table>
REQUIRED COURSES

Twelve courses are required for the MBA degree. There are no elective courses. Please note that required courses are offered only once a year. Plan accordingly.

**Fall**
- EC5300 Managerial Economics
- BA5610 Operations 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

You can find the Class Schedule and Graduate Catalog at this website (http://www.mtu.edu/registrar/students/registration). Drops and adds can be completed through the first week of class without accruing any late penalty. If you have not paid for your courses by Wednesday of the first week of classes, your courses will be dropped.

Go to your MYMichiganTech Portal, review the check list as it relates to your status as a graduate student, complete all required forms, training etc., otherwise your course registration will be blocked or your enrollment will be cancelled. To avoid problems, this task should be completed prior to the start of classes for the first semester you are enrolled.
**PLANNING**

**To graduate within one calendar Year (Fall, Spring, Summer),** 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 <em>(BA5300, BA5700, BA5800 and Co-requisite: BA5400)</em></td>
</tr>
<tr>
<td>BA5610: Operations Management</td>
<td>BA5720: Launching Entrepreneurial Ventures</td>
<td>BA5770: Managing Change <em>(BA5700)</em></td>
</tr>
<tr>
<td>BA5740: Managing Innovation and Technology</td>
<td>BA5800: Marketing, Technology, and Globalization</td>
<td>BA5780: Managing in the Global Environment <em>(BA5700 and Co-requisite: BA5400)</em></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/](http://www.mtu.edu/gradschool/administration/academics/policies-procedures/)

Students are responsible for reading and following Graduate School 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/](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 Graduate 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 you will be subject to a **readmission fee**.

**Directed Study Policies**

**POLICIES**

• Graduate directed (independent) study courses **cannot** be substituted for required courses.

• The opportunity to take a directed study course is not guaranteed. The student must connect with a professor willing to supervise the project.

• Note that directed study would be in addition to the required courses.

• 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. 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.
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 Tech MBA degree.
- To count toward the Tech MBA a grade of “B” or better must be earned in the course to be transferred in.

REQUIRED COURSES

- Approval of required course transfer credits requires that the student requesting the transfer will have all other coursework completed before the next time the required 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. A School of Business and Economics faculty member responsible for teaching the required course will be consulted as to whether the proposed course is of equivalent content.

INTERNAL TRANSFER CREDIT POLICY

Students might be able double count up to 12 credits from one Michigan Tech graduate program toward Tech MBA 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 Tech MBA degree (this is a Michigan Tech 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

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/
Policies for Repeating Courses
B OR BETTER GRADE POLICY

Up to SIX (6) credits of your course may be accepted with a B/C or C grade. Any grade below C does not apply toward degree requirements, the course must be repeated. Overall a 3.0 GPA must always be maintained, failure to do so will result in academic probation.

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

Prerequisites
The MBA Program has two prerequisites: EC2001 Economics and MA2720 Statistics. In certain circumstances a student lacking one or both of these courses might be granted provisional admittance into the MBA Program. The provision is that the prerequisite course be successful completed during the first semester of enrollment in the MBA Program. Under such a provision the grade earned in either of the prerequisite courses will count in the student’s overall graduate grade point average (GPA).

What the Tech MBA Faculty Expect of Graduate Students

- 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. Thus, you will be using the library
extensively. Some activities you should practice to obtain the best research for your business papers
include:

- Become familiar with navigating the 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, and 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](http://libguides.lib.mtu.edu/business) or [http://libguides.lib.mtu.edu/content.php?pid=87295](http://libguides.lib.mtu.edu/content.php?pid=87295) A
good first contact is Ellen Marks, Director of the Library, ebmarks@mtu.edu or click **Ask a Librarian** on
the Library’s website.

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

**Databases:**
- Search by Providers: EBSCO
- ProQuest
- ABI/Inform
- First Search

**Search by Subject Headings:** Business and Economics

**Google Scholar:** [www.scholar.google.com](http://www.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. 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 proper use of statistics is a valuable quantitative skill when conducting business research. Not only should you be able to use a variety of statistical tools, but you also need to be able to interpret and utilize 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. This will allow you to carry out more complex business analyses.
- Writing/communication skills are essential to 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 hone your 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, please visit the following address: http://www.mtu.edu/dean/conduct/policy/academic-integrity/

Career Placement

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 Stephen Patchin, Career Center Director, 487-2313 or www.career.mtu.edu, for more information.

NETWORKING

Students are expected to create a Linkedin account (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. Once you graduate, you should also join the Michigan Tech Alumni group on Linkedin.
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.

One Last Item to Address

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/
Progress Sheet and Course Planner

Progress Sheet
Name: ___________________________ M#: ___________________________

Expected Graduation Semester: ___________________________ Today’s Date: ___________________________

Required Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
<th>Semester</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>Operations 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>
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</tr>
</tbody>
</table>

*Grade must be a B or higher to count toward your degree (6 credits may be accepted at B/C or C). A grade lower than a C means the course must be repeated.

Total credits required for MBA: 36

Required Forms—turn in to your advisor
Patent Form, 1st semester ___________________________
RCR Training (Basic and Advanced), By 2nd semester ___________________________
M6-D, Verification of Degree Requirements, last semester ___________________________
Commencement (Walk) Application (10 weeks before ceremony) ___________________________
Degree Completion form, last semester ___________________________

Date completed

Refer to the Graduate School website for the forms and deadline information
http://www.mtu.edu/gradschool/administration_academics/forms-deadlines/masters/
Course Planner

- You must successfully complete the 12 Required Courses
- Full time status requires a minimum 9 credits in the Fall and Spring semester and a minimum of three credits in the summer.

<table>
<thead>
<tr>
<th>Semester:</th>
<th>Course #</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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Transfer Credits

A maximum of two transfer courses can be counted toward your degree. All transfer courses must be pre-approved in writing. The student must also complete the Transfer Credits form.

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<tr>
<th>Course #</th>
<th>Course Name/University</th>
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*Transfer grade must be at least a B otherwise no credit will be awarded.