Academic Advisement Binder

Contents

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7. Career Resources Center......................................................................Purple
Enter important dates and reminders in your calendar

- Add due dates for class assignments, quizzes and exams
- Add your mandatory advisement session
  During this session you will learn about what to register for next semester and how to register for classes using HUB. Students who do not attend this meeting will have a HOLD placed on their account and will be unable to register or resign classes. If you forgot when you are scheduled for your session, please call 716-645-3206 or visit 204 Alfiero.

- Check your midterm grades in your HUB Student Center in mid-October.
  If you have a D, F or MU grades in any classes:
  - Speak with your instructor about improving your performance and find tutoring
  - If you are concerned about passing the course, make an appointment with an academic advisor in 204 Alfiero before Friday, Nov. 13, the last day to resign standard Fall 2015 classes.

- Check the academic and student calendar in your binder for other important dates (see section titled Directories, Resources, and Calendars)

Review the academic advisement binder information

- Be familiar with all sections in the binder, pay attention to:
  o Directories, Resources, and Calendars
  o Academic Integrity and Citing Sources

Sign into your BIZLINK account with the Career Resource Center

- Watch the Bizlink demo at http://mgt.buffalo.edu/career/students
- Learn about the fairs, information session and workshops to help you with your concentration and career exploration
To be successful in any area in life you need to have the right attitude, which means you have to approach any task or job with determination, tenacity and above all plenty of enthusiasm.

In business, when it comes to choosing the right individual for a certain post or promotion, I have always gone for people who have PMA – in other words Positive Mental Attitude.

Leadership and business management comes with its own set of challenges and pressures and it is a common mistake to let these problems and distractions become the major focus – that is why it is so important for senior managers to always look forward rather than backwards.

Of course, it is important for people to have skills, training and experience but I have always been a huge believer in putting attitude above aptitude. You can come fully equipped for a role but without real enthusiasm the best skill-set will count for very little. You can train somebody and give them the tools but can’t give them the right attitude.

In my view there are two types of people in this world, and those who take the glass half empty approach are simply setting themselves up for failure no matter what targets they set themselves.

In any situation in life, people are looking for leaders to guide and direct them. That is particularly the case when you are going through a difficult or challenging period in the development of a company. Always remember there is only one person watching them and hundreds watching you.

I have always been a believer in leading by example and the nature or character of an organization is more often than not shaped by the person at the top – that is why it is so important for senior executives to set the right tone and atmosphere.

Staff can instinctively grasp when something is not right within a business and it is vital not to panic and send out the wrong message during those difficult times and tough trading conditions – in other words stay positive.

More importantly, having the right attitude can have a real impact on the business in terms of its performance. There are too many organizations which allow a blame culture to flourish without properly understanding the negative effect it can have on the business.

When I have a bad month in my organization, I get the senior management team together to discuss the reasons why performance isn’t the best. About 20 per cent of the meeting is normally taken up with looking at exactly what went wrong and the rest is spent discussing how to put the problem right.

Of course, it is really important to understand why something has not worked but it is even more important not to get caught up with the process of looking backwards. A firm which prefers to look to the past rather than to the future is always going to struggle in the long term.

The key to real success is an ability to adapt to change, and that will never happen if you approach every challenge with a negative attitude. People with the right mental attitude can always take something positive from a difficult situation and most important of all, will be constantly looking at ways of moving a business on to the next stage of its journey or development.
School of Management
Academic Advising Syllabus
Academic Advisement Syllabus

Class of 2019

Undergraduate Academic Programs Office
School of Management
University at Buffalo
204 Alfiero Center
Buffalo, NY 14260-4010
http://mgt.buffalo.edu
P: 716.645.3206  F: 716.645.2341
Hours: 8:30 a.m. - 5:00 p.m., Monday through Friday

Undergraduate Learning and Community Center
B20 Jacobs Management Center
P: 716-645-9200

Administration:
Diane Dittmar, Ph.D., Assistant Dean
Deidre Marriner, Director of Advising
Loreta Vukadin, Director of Student Success & Retention

Academic Advisors:
Jessica Farley
Craig Mathis
Mary Ann McQuade
Kirk Voskerichian

Admission Advisor:
Samantha Calabrese
Undergraduate Learning and Community Center
Connie Hanel, Manager

Student Services Staff:
Jennifer Schultz, Office Manager
Mary Dahl, Administrative Assistant
Candida Davis, Administrative Assistant
Joy Vella, Administrative Assistant

About Us:

Undergraduate Programs Office Mission Statement:

We in the Undergraduate Programs Office assist students in Business Administration and Accounting majors in the understanding of School of Management curriculum, policies and programs to help you prepare for various management roles and direct you to the tools you need to achieve success. Our academic advising staff works with you to foster a commitment to lifelong learning through one-on-one and group academic sessions with the goal of supporting and guiding you to become responsible, successful and independent in the pursuit of your educational plans, consistent with the University and School of Management programs and standards. We promote a value-added approach to undergraduate education by encouraging you to explore minors, participate in co-curricular activities and develop self-directed areas of academic excellence.
Academic Advisement Syllabus

Class of 2019

**Academic Advisement Sessions**
Long and short term planning, curriculum and policy information, and course selection guidance. Our advisors will refer students to relevant School of Management and campus resources, including the Career Resource Center (CRC), tutoring, financial aid advisement, and more.

**Small Group Advisement Appointments**
Offered each semester to give a brief review of basic requirements and a personalized semester recommendation prepared by an academic advisor. Individual questions are addressed. University resources relevant to the group are introduced. **Freshmen group advisement sessions are mandatory and held during the fall semester.** In addition to meeting with academic advisors at these group sessions, students are also introduced to the Career Resources Center (CRC).

**Individual Advisement Appointments**
Students are encouraged to schedule individual appointments with an advisor at least once per year, or when considering concentration/major changes, study abroad, experiencing academic difficulty, or considering opportunities that may negatively impact future planning.

**Degree Options, Curriculum Requirements, and University Policies:**

*Bachelor of Science in Business Administration* - Business career options are wide ranging and varied. Students are encouraged to pursue a concentration in one of the following areas:

- Financial Analysis
- Human Resources Management
- International Business
- Management Information Systems
- Marketing
- Operations and Supply Chain Management

Alternatively, students can choose three management electives from any of the above areas to graduate with General Management.

*Bachelor of Science in Accounting* - Accounting career paths generally start with employment in public accounting firms, industry, financial institutions, governmental agencies or other not-for-profit organizations. Within these organizations, there is often further specialization into financial accounting, managerial accounting, audit, internal audit, taxation and specialized consulting services. You may wish to eventually become a certified public accountant ("CPA"), certified management accountant ("CMA"), certified financial manager ("CFM") or certified internal auditor ("CIA") through satisfactory completion of a combination of licensing exams and experience requirements. Students interested in taking the New York State CPA examination need to be aware that the Bachelor of Science in Accounting is not sufficient to obtain the CPA as of and need to explore graduate studies to qualify, such as the Master of Science in Accounting in the School of Management. For information on the CPA please visit: [http://www.op.nysed.gov/prof/cpa](http://www.op.nysed.gov/prof/cpa).

*Undergraduate Catalog (http://undergrad-catalog.buffalo.edu/index.html)* - The policies and requirements listed in the undergraduate catalog are in effect for the entirety of the academic year. Please visit the
Undergraduate Catalog for general education requirements, university policies, and degree requirements for Business Administration and Accounting.

Accessibility Resources (http://www.ub-disability.buffalo.edu) - The University at Buffalo is committed to equality of opportunity for persons with disabilities to participate in and benefit from all of its programs, services, and activities. To that end, UB makes reasonable accommodations through the coordination and advocacy of Accessibility Resources. For further information, please visit Accessibility Resources’ website.

The School of Management Undergraduate Learning and Community Center - Opening fall 2015, the Undergraduate Learning and Community Center, located in the lower level of Jacobs Management Center, will be a destination for School of Management undergrads to connect with their peers and develop the skills necessary for success at UB and beyond.

- A Place to Gather: From the moment they step on campus, our undergraduates become part of the School of Management community. The new center will help students feel at home, with a large common area in which to meet with study groups and work on group projects.
- A Place to Learn: With three state-of-the-art classrooms for first-year seminars and other undergraduate courses, the new center also will be the academic home for our undergrads. A hallmark of the facility will be the many services it offers to help undergraduates develop sustainable academic skills and reach their goals. Tutors will be available to work with students one-on-one or in small groups, in all prerequisite courses required for management majors and ESL.
- A Place to Thrive: Students will find a meaningful network of resources in the center, including academic-success workshops, group tutoring, career workshops, academic-planning information sessions and more. Plus, the comfortable, inviting space will be a place for undergrads to get to know their peers—and flourish as members of a large but close-knit community in the School of Management

Explore
Life and Learning Workshops - http://workshops.buffalo.edu
Tutoring Resources http://advising.buffalo.edu/help/tutoring
Undergraduate Learning and Community Center

Engage
Lecture Series and Special Events - http://specialevents.buffalo.edu
Career Resource Center Programs - http://mgt.buffalo.edu/career/students/prep/registration
Career Services Bullseye - http://www.student-affairs.buffalo.edu/career/aboutbullseye

Educate
MyPlan Self-Assessment - http://www.student-affairs.buffalo.edu/career/assess
Know the Curriculum – http://mgt.buffalo.edu/undergrad
Complete the Library Skills Workbook - http://library.buffalo.edu/gethelp/libraryskillworkbook Discovery Seminars - http://discoveryseminars.buffalo.edu/
Academic Requirements and Planning Guides
In the first two years, students complete the university writing requirements, general education courses and seven prerequisite courses for the major. Freshmen who were directly admitted to the major when starting at UB must maintain the admission standards to continue in the major.

### Bachelor of Science in BUSINESS ADMINISTRATION

#### Freshman Year

<table>
<thead>
<tr>
<th>1st semester</th>
<th>2nd semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 181 Intro. To Macroeconomics ▲ (4)</td>
<td>ECO 182 Intro. To Microeconomics ▲ (4)</td>
</tr>
<tr>
<td>ENG 101 Writing (3)</td>
<td>ENG 201 Reading and Advanced Writing (3)</td>
</tr>
<tr>
<td>MTH 131 Mathematical Analysis for Business ▲ (4)</td>
<td>PSY 101 Introductory Psychology ▲ (3)</td>
</tr>
<tr>
<td>~ UGC 111 World Civilization I (Gen Ed) (3)</td>
<td>~ UGC 112 World Civilization II (Gen Ed) (3)</td>
</tr>
<tr>
<td></td>
<td>AACSB Elective (3 units)</td>
</tr>
</tbody>
</table>

#### Sophomore Year

<table>
<thead>
<tr>
<th>1st semester</th>
<th>2nd semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGA 201 Introduction to Financial Accounting ▲ (3)</td>
<td>MGA 202 Introduction to Management Accounting ▲ (3)</td>
</tr>
<tr>
<td>MGQ 201 Introduction to Statistics for Analytics ▲ (4)</td>
<td>Natural Sciences Sequence with Lab (Gen Ed) (4)</td>
</tr>
<tr>
<td>Natural Sciences Sequence (Gen Ed) (3)</td>
<td></td>
</tr>
<tr>
<td>~ UGC 211 American Pluralism (Gen Ed) (3)</td>
<td>AACSB Elective (3 units)</td>
</tr>
<tr>
<td>AACSB Elective (1 unit)</td>
<td>AACSB Elective (3 units)</td>
</tr>
</tbody>
</table>

### Bachelor of Science in ACCOUNTING

#### Junior Year

<table>
<thead>
<tr>
<th>1st semester</th>
<th>2nd semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGQ 301 Statistical Decisions in Management (3)</td>
<td>MGF 301 Corporation Finance (3)</td>
</tr>
<tr>
<td>MGS 351 Intro. to Management Information Systems (4)</td>
<td>MGI 301 Human Resources &amp; Labor Relations (3)</td>
</tr>
<tr>
<td>MGB 301 Organizational Behavior and Administration (3)</td>
<td>MGM 301 Principles of Marketing (3)</td>
</tr>
<tr>
<td>MGG 300 Career Strategies, Planning, &amp; Mgt. (2)</td>
<td>MGO 302 Production and Operations (3)</td>
</tr>
<tr>
<td>AACSB Elective (3 units)</td>
<td>Free Elective (3 units)</td>
</tr>
</tbody>
</table>

#### Senior Year

<table>
<thead>
<tr>
<th>1st semester</th>
<th>2nd semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 401 Public Policy, Law and Management (3)</td>
<td>MGO 403 Fundamentals of Strategic Management (3)</td>
</tr>
<tr>
<td>MGE 302 Applied Economics (3)</td>
<td>Management Elective (3)</td>
</tr>
<tr>
<td>Management Elective (3)</td>
<td>Management Elective or Free Elective (3)</td>
</tr>
<tr>
<td>Management Elective (3)</td>
<td>Management Elective or Free Elective or Internship (3)</td>
</tr>
<tr>
<td>Management Elective or Free Elective or Internship (3 units)</td>
<td>Free Elective (3 units)</td>
</tr>
</tbody>
</table>

### Undergraduate Academic Programs

**Alfiero Center 204 • Buffalo, New York 14260**

Tel: 716-645-3206 • Fax: 716-645-2341

http://mg.buffalo.edu

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**AACSB Elective** - 50% of minimum 120 units (60 units) for Business Administration or the minimum 122 units for Accounting are required for a liberal arts component (non-major courses). A maximum of 9 units of economics and 6 units of statistics may be counted. These electives MUST be non-business, non-economics, and non-statistics related.

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**Minimum Grades in MGA 201 and MGA 202 (each course):**

- 50%

**Total Minimum Units:**

- 122 units for Accounting (preferred standards)
- 120 units for Business Administration

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**Sequence of Program Requirements**

- Freshman Year: 2nd semester
- Sophomore Year: 2nd semester
- Junior Year: 2nd semester
- Senior Year: 2nd semester

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**Business Administration Junior/Senior year and concentrations are on the back of this sheet.**

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**Bachelor of Science in BUSINESS ADMINISTRATION**

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**DAM ONLY PROGRAM - No evening accounting courses**

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**BA in Accounting**

- Bachelor of Science in Accounting (3)
- MGA 314 Cost Accounting (3)
- MGA 303 Communication for Accountants (2)
- MGQ 301 Statistical Decisions in Management (3)
- MGS 351 Intro. to Management Information Systems (4)
- MGF 301 Corporation Finance (3)

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**BA in Business Administration**

- MGO 403 Fundamentals of Strategic Management (3)
- Management Elective (3)
- Management Elective or Free Elective (3)
- Management Elective or Free Elective or Internship (3)
- Free Elective (3 units)

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**BS in Business Administration (preferred standards)**

<table>
<thead>
<tr>
<th>Admission Standards to remain in major</th>
<th>BS in Business Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission standards are subject to change</td>
<td>(preferred standards)</td>
</tr>
<tr>
<td>Minimum cumulative GPA in seven management prerequisites (▲): PSY 101, ECO 181-182, MTH 131, MGQ 201, MGA 201-202</td>
<td>2.75</td>
</tr>
<tr>
<td>Minimum UB and Overall GPA</td>
<td>2.5</td>
</tr>
<tr>
<td>Class Standing</td>
<td>Junior standing</td>
</tr>
<tr>
<td>Minimum Grades in MGA 201 and MGA 202 (each course)</td>
<td>B</td>
</tr>
</tbody>
</table>

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**BA in Accounting**

- MGA 404 Advanced Financial Accounting (3)
- MGF 401, 402, 403, 405 or 407 (3)
- MGA 404 Advanced Financial Accounting (3)
- MGF 401, 402, 403, 405 or 407 (3)
- MGO 403 Fundamentals of Strategic Management (3)
- MGB 301 Organizational Behavior and Administration (3)
Concentrations under Business Administration are below. Plan in your concentration courses as indicated by “Management Elective” and “Free Elective” on the reverse side.

Learn more about credit-bearing internship with the School of Management’s Office of Internships and Experiential Learning at http://mgt.buffalo.edu/internships/students.

Concentrations for Business Administration

<table>
<thead>
<tr>
<th>FINANCIAL ANALYSIS (4 courses / 12 credit hours)</th>
<th>HUMAN RESOURCES MANAGEMENT (3 courses / 9 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGA 306 Financial Reporting and Analysis</td>
<td>MGI 415 HR Strategy Development and Implementation (required)</td>
</tr>
<tr>
<td>MGF 405 Advanced Corporate Finance</td>
<td>and two of the following:</td>
</tr>
<tr>
<td>MGF 402 Investments</td>
<td>MGB 425 (fall and spring) Power and Influence in Organizations</td>
</tr>
<tr>
<td>and ONE of the following: MGF 401, 403 (fall only), 407, or 420</td>
<td>MGI 416 (fall only) Talent Management</td>
</tr>
<tr>
<td>● MGA 306 can be taken after completion of MGA 201 and 202</td>
<td>MGI 417 (spring only) Performance Management and Rewards</td>
</tr>
<tr>
<td>● MGF 400 courses can be taken after completion of MGF 301</td>
<td>MGI 496 Credit-Bearing Internship (fall, spring, and summer)</td>
</tr>
<tr>
<td></td>
<td>● MGI 400 levels can be taken after completion of MGI 301</td>
</tr>
<tr>
<td></td>
<td>● MGB 400 levels can be taken after completion of MGB 301</td>
</tr>
<tr>
<td></td>
<td>● MGI 496 MUST see the internship office in Alfiero 308</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTERNATIONAL BUSINESS (3-5 courses / 9-19 credit hours)</th>
<th>MANAGEMENT INFORMATION SYSTEMS (6 courses / 20 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Business Courses are NOT OFFERED IN THE EVENING</td>
<td>MIS IS NOT OFFERED IN THE EVENING</td>
</tr>
<tr>
<td>2 SEMESTER PROFICIENCY IN A FOREIGN LANGUAGE</td>
<td>CSE 113 Programming I</td>
</tr>
<tr>
<td>GEO 330 (fall only) Dynamics of Int’l Business</td>
<td>MGS 314 (fall only) Applied Business Programming</td>
</tr>
<tr>
<td>GEO 333 (spring only) Bases of World Commerce</td>
<td>MGS 402 (fall only) Telecommunications Technology</td>
</tr>
<tr>
<td>GEO 334 (fall or spring) Int’l Cult. Environ. &amp; Com. Probs.</td>
<td>MGS 404 (fall only) Database Management Systems</td>
</tr>
<tr>
<td>MGM 483 (usually spring only) International Marketing</td>
<td>MGS 405 (spring only) Systems Analysis and Design</td>
</tr>
<tr>
<td>MGF 403 (fall only) Int’l Financial Management</td>
<td>MGS 425 (spring only) Management of IT Problems</td>
</tr>
<tr>
<td>● GEO courses can NOT be used to satisfy general management</td>
<td>● MGS 402 and 404 can be taken after completion of MGS 351</td>
</tr>
<tr>
<td>● GEO courses can be taken at any time SO, JR, or SR year</td>
<td>● MGS 405 can be taken after completion of CSE 113 and MGS 351</td>
</tr>
<tr>
<td>● MGM 483 can be taken after completion of MGM 301</td>
<td>● MGS 425 can be taken after completion of CSE 113, MGS 351, &amp;</td>
</tr>
<tr>
<td>● MGF 403 can be taken after completion of MGF 301</td>
<td>MGS 314; requires concurrent registration in MGS 405</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARKETING (3 courses / 9 credit hours)</th>
<th>OPERATIONS AND SUPPLY CHAIN MANAGEMENT (3 courses / 9 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGM 403 Marketing Research</td>
<td>OSCM IS NOT OFFERED IN THE EVENING</td>
</tr>
<tr>
<td>and two of the following:</td>
<td>MGO 303 (fall only) Supply Chain &amp; Logistics Mgmt.</td>
</tr>
<tr>
<td>MGO 402 Selling and Sales Force Mgmt.</td>
<td>MGO 304 (spring only) Service Ops. &amp; Extreme Events</td>
</tr>
<tr>
<td>MGO 404 Consumer Behavior</td>
<td>and one of the following:</td>
</tr>
<tr>
<td>MGO 405 Seminar in Marketing</td>
<td>MGO 330, MGO 450, MGB 425 (fall and spring), IE 409, IE 408, or IE 460</td>
</tr>
<tr>
<td>MGO 406 Product and Brand Mgmt.</td>
<td>(MGO 330 and MGO 450 - occasionally offered)</td>
</tr>
<tr>
<td>MGO 409 Advertising and Promotion</td>
<td>● MGO 303 can be taken after completion of MGO 301</td>
</tr>
<tr>
<td>MGO 483 (usually spring only) International Marketing</td>
<td>● MGO 304 can be taken after completion of MGO 301</td>
</tr>
<tr>
<td>● MGO 400 levels can be taken after completion of MGM 301</td>
<td>For OSCM electives see catalog for course enrollment requirements</td>
</tr>
</tbody>
</table>

Learn more about concentrations and careers by doing independent career research and by following the Career Resources Career Passport Program.
AACSB Arts and Sciences Courses By Interest Area

Why choose an AACSB interest area?

- Graduates of AACSB International-accredited programs must have a well-rounded education, therefore AACSB requires at least 50% of an accounting or business administration degree be comprised of non-business, non-economics, and non-statistics courses.
- Many General Education courses also count toward the AACSB requirement. Most students will need at least 4-5 AACSB elective courses (3 or 4 units each) beyond General Education to meet School of Management curricula for general electives. AACSB interest areas give students the ability to create a self-directed and focused area of study that add value to their School of Management degree.
- This is not a comprehensive list of AACSB coursework—please see the Undergraduate Catalog for additional arts and sciences courses.

Artistic Expression

- AH 448 History of Photography
- APY 414 Museum Management
- ART 210 Introduction to Photography
- ART 211 Basic Painting
- ART 250 Introduction to Digital Practices
- CPM 225 Social Photography
- DMS 101 Basic Filmmaking (M, S)
- DMS 103 Basic Video (M, S)
- DMS 110 Programming for Digital Art (M, S)
- DMS 121 Basic Digital Art (M, S)
- ENG 207 Intro to Writing Poetry/Fiction
- MUS 108 Master Composer
- MUS 113 Music and Society
- MUS 114 Genres of Music
- MUS 115 Understanding Music
- MUS 116 Theory of Music for Non-Majors
- MUS 220 On the Edge Performance
- MUS 265 Rock Music
- TH 106 Introduction to Technical Theatre
- VS 150 Vis Theory Aesthetics & Criticism
- VS 200 Visual Studies Speakers

Critical Thinking, Philosophy, & Humanities

- CL 151 Medical Terminology
- COL 301 Literary Theory - 20th Century
- COM 353 Communication Ethics*
- ENG 301 Criticism
- ENG 399 Journalism (M)
- GR 101/102 Ancient Greek Lang & Culture
- LAT 101/102 Latin Language and Culture
- LIN 438/443 Semantics I & II
- LIN 108 Roots of English
- PHI 101 Introduction to Philosophy
- PHI 116 Critical Thinking (I, F, A)
- PHI 315 Symbolic Logic (I, F, A)
- PHI 316 Soc & Ethical Values in Med (I, F, A)
- PHI 320 Philosophy of Mind (I, F, A)
- PSY 321 Psych of Personality (M, I, H)
- SSC 414 Grant Writing for Nonprofits

Law and Government

- COM 101 Principles of Com*
- COM 231 Principles of Persuasion*
- COM 309 Written Communication*
- COM 326 Public Speaking*
- COM 337 Communication Theory*
- COM 420 Conflict Theory*
- COM 438 Non-Verbal Communication*
- CPM 449 Promotional Writing*
- CPM 382 Law and Urban Problems
- END 313 Local Gov't Policy & Politics (F, H, I)
- ENG 399 Journalism (M)
- JLS 130 American Jury Trials
- JLS 131 The Family and the Law
- JLS 132 Local Gov't Law & Politics (F, H)
- JLS 201 Intro to Law & Legal Practices (F, H)
- MFC 332 Paralegal Principles & Procedures
- MFC 334 Legal Research and Writing (F, H)
- MFC 336 Bankruptcy Law (F, H)
- MFC 365 Basic Real Estate Law (F, H)
- MFC 397 International Business Law (F, H)
- MFC 438 Non-Verbal Communication*
- MFC 449 Promotional Writing*
- MFC 530 Law and Urban Problems
- GEO 293 Social Research Methods
- GEO 367 Urban Social Geography
- GEO 435 Conservation Geography
- GEO 470 Integrated Environ Mgt
- GEO 475 Landscape Modeling with GIS
- GEO 479 GIS for Environ Modeling
- GEO 481 Geographical Info Systems

Planning and Sustainability

- COM 101 Principles of Communication*
- COM 231 Principles of Persuasion*
- COM 309 Written Communication*
- COM 326 Public Speaking*
- COM 337 Communication Theory*
- COM 420 Conflict Theory*
- COM 438 Non-Verbal Communication*
- COM 449 Promotional Writing*
- CPM 382 Law and Urban Problems
- GEO 201 Disasters: Study of Hazard
- GEO 397 Urban Social Geography
- GEO 435 Conservation Geography
- GEO 470 Integrated Environ Mgt
- GEO 475 Landscape Modeling with GIS
- GEO 479 GIS for Environ Modeling
- GEO 481 Geographical Info Systems

Social Responsibility

- AAS 333 Race, Ethnicity, and Education
- APY 414 Museum Management
- COM 231 Principles of Persuasion*
- COM 309 Written Communication*
- COM 326 Public Speaking*
- COM 337 Communication Theory*
- COM 449 Promotional Writing*
- CPM 209 Social Justice
- GEO 470 Integrated Environ Mgt
- PHI 337 Soc & Eth Values in Med (I, F, A)
- PSY 437 Cross Cultural Psychology (H)
- SPS 322 Abnormal Psychology (M, I, H)
- SSC 100 Careers in Human Services
- SSC 116 Intro to Environmental Studies
- SSC 238 Science, Religion, and Nature
- SSC 315 Field Ecology
- SSC 321 Environmental Politics
- SSC 326 Great Lakes Ecology
- SSC 406 Law and the Environment
- SSC 419 Wilderness
- SSC 441 Wildlife and Wetlands Mgt
- SSC 442 Environmental Movements
- SSC 493 Ecology of Unique Environments
- UE 142 Civic Engagement Academy I
- UE 143 Civic Engagement Academy II

Sustainability

- ARC 211 American Diversity and Design
- DMS 213 Immigration and Film (M, S)
- ELF 405 Sociology of Education
- HIS 161 US History I
- HIS 162 US History II
- HIS 341 Soc History of Women in the US
- HIS 401 Alcohol and Drugs in the US
- LIN 207 Lang, Society & the Individual
- LLS 305 Contemp Afro-Carb Religions
- PSY 414 Asses of Individual Differences (H)
- PSY 437 Cross Cultural Psychology (H)
- SOC 211 Sociology of Diversity
- SOC 395 Global Sociology
- SPC 457 Social Policies for Aging Societies
- UE 144 Global Perspectives Academy I
- UE 145 Global Perspectives Academy II
- Any AAS, AMS, APY, AS, GGS, or Language Course
- Any SOC Course except SOC 294 & 404

Sports and Wellness Administration

- ATH 190 Intro to Wellness Therapeutics
- ATH 201 Org & Admin of Rec Sports
- ATH 211 First Aid and Personal Safety
- ATH 222 Care and Prey of Athletic Injury
- ATH 230 Theories & Tech of Coaching
- ATH 299 Phil. Principles, & Org of Athletics
- NTR 301 Dietary Assessment
- OT 230 Therapeutic Interaction
- UHE 498 Health and Wellness Peer Educ
- Any ATH activity course
- CSE 111 Great Ideas in Computer Sci (C)
- CSE 113 Intro to Comp-Programming I (C)
- DMS 110 Programming for Digital Art (M)
- DMS 121 Basic Digital Arts (M)
- DMS 422 Programming Graphics I (M)
- DMS 424 Programming Graphics II (M)
- DMS 438 Virtual Worlds I (M)
- DMS 439 Virtual Worlds II (M)
- MFC 132 JavaScript
- MFC 146 Intro to C++
- MFC 149 Visual Basic
- MFC 314 Introduction to PERL
- MFC 215 Programming for the Web
- MFC 217 Introduction to LINUX

Why should you choose an AACSB interest area?

- Graduates of AACSB International-accredited programs must have a well-rounded education, therefore AACSB requires at least 50% of an accounting or business administration degree be comprised of non-business, non-economics, and non-statistics courses.
- Many General Education courses also count toward the AACSB requirement. Most students will need at least 4-5 AACSB elective courses (3 or 4 units each) beyond General Education to meet School of Management curricula for general electives. AACSB interest areas give students the ability to create a self-directed and focused area of study that add value to their School of Management degree.
- This is not a comprehensive list of AACSB coursework—please see the Undergraduate Catalog for additional arts and sciences courses.

*Suggested courses are indicated by parentheses, with a designation for Accounting (A), or a Business Administration Concentration: Financial Analysis (F), Human Resources Management (H), International Business (I), Management Information Systems (S), Marketing (M), and Supply Chain and Operations Management (C).

See reverse for additional CRC recommendations.

* Communication (COM) courses are recommended by the Career Resource Center (CRC) for all Business Administration concentrations.


"[Employers need] flexible thinkers with innovative ideas & a broad knowledge base derived from multiple disciplines."
## CRC-Recommended AACSB* Courses by Major/Concentration

### Accounting
- Any Philosophy/Ethics Course (except PHI 236)
- Any Communication Course (except COM 217, COM 223, COM 317, COM 443, COM 451, and COM 455)
- Any Math Course (except MTH 411, 412, 458, and 459)
- PHI 162 Law, Morality, and Authority

### Financial Analysis
- Any Communication Course (except COM 217, COM 223, COM 317, COM 443, COM 451, and COM 455)
- Any Math Course (except MTH 411, 412, 458, and 459)
- Any Philosophy/Ethics Course (except PHI 236)
- Any Law Course
  - PHI 115 Critical Thinking
  - PHI 162 Law, Morality, and Authority

### Human Resources Management
- Any Psychology Course (except PSY 207 and PSY 250)
- Any Law Course
- Any Political Science Course (except PSC 408)
- Any Communication Course (except COM 217, COM 223, COM 317, COM 443, COM 451, and COM 455)
- PSY 414 Assessment of Individual Differences
- COM 236 Small Group Communication
- COM 337 Communication Theory
- COM 420 Conflict Theory
- COM 438 Non-Verbal Communication

### International Business
- Any Psychology Course (except PSY 207 and PSY 250)
- Any Culture, Diversity, and Sociology Course
- Any Communication Course (except COM 217, COM 223, COM 317, COM 443, COM 451, and COM 455)
- PHI 236
- PSY 437 Cross Cultural Psychology
- COM 202 Intercultural Communication

### Management Information Systems
- Any Computer Science Course
- Any course in the Technological Applications Focus Area
- Any course in the Artistic Expression Focus Area
- Any Communication Course (except COM 217, COM 223, COM 317, COM 443, COM 451, and COM 455)
- Any Media Study Course

### Marketing
- Any Media Study Course
- Any Communication Course (except COM 217, COM 223, COM 317, COM 443, COM 451, and COM 455)
- Any Psychology Course (except PSY 207 and PSY 250)
- PSY 321 Psychology of Personality
- PSY 322 Abnormal Psychology
- COM 101 Principles of Communication
- COM 231 Principles of Persuasion
- COM 240 Survey of Mass Communication
- COM 300 Written Communication
- COM 449 Promotional Writing
- COM 326 Public Speaking
- COM 337 Communication Theory
- ENG 399 Journalism
- MFC 215 Programming for the

### Supply Chain and Operations Management
- Any Communication Course (except COM 217, COM 223, COM 317, COM 443, COM 451, and COM 455)
- Any Computer Science Course
- Any course in the Technological Applications Focus Area
- Any Public Speaking Course

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For more information about AACSB focus areas, contact:

Office of Undergraduate Programs
204 Alfiero Center
P: 716.645.3206

*AACSB International is the premier accrediting organization for schools of management.*
**HUB ENROLLMENT INSTRUCTIONS**

**Step 1:** Log-in to your MyUB (myub.buffalo.edu). Click on the HUB Student Center tab from MyUB tab.

**Step 2:** Select the ENROLL link

*Important Note: HOLDS will prevent you students from performing enrollment actions (adding, dropping or resigning courses).*

**Step 3:** Select the TERM (example: Fall 2014) and then click Continue

**Step 4:** Click on the SEARCH button of the screen, unless you know the 5 digit class number.

**Step 5:** SELECT “View All Section” to review the list of open courses and select class for your shopping cart

**Attention:** For a course with several parts – lecture and multiple recitations or labs, you may select either, but you have to follow the steps to insure you select any remaining components.

*For example:* UGC 111, UGC 112, ECO 181, ECO 182, MGA 201, MGA 202, MGQ 201 are courses that require enrollment in both the LECTURE and RECITATION (REC) or LAB or DISCUSSION (DIS).

For some of these courses may be LINKED or chained; where by selecting recitation for the class you are automatically enrolled into the corresponding lecture.
If required, select the additional open component (as noted with green circle) of the course and click on the NEXT.

Click NEXT to add to your shopping cart.

Step 6: Continue to Search and add classes to your shopping cart. When you are satisfied with your class selections, select the “Process to Step 2 or 3” tab.

Step 7: View the status report for enrollment confirmation and errors.

If you get a red X in the Status column, it would indicate that the class has not been added to your schedule. Look at the Message column for an explanation.

If you get a green check mark, in the Status column, the course was added to your schedule.

Finally, view your schedule by selecting the “My Class Schedule” tab.
Calculate your Prerequisite Grade Point Average (PGPA)

1. Determine how many quality points have you earned for each prerequisite course

This is calculated by multiplying the number of credit hours times the number of grade points for the specific grade.

\[ \text{CREDIT HOURS} \times \text{GRADE POINTS} = \text{QUALITY POINTS} \]

Example:
ECO 181 (4.0 credit hrs.) earned B grade

\[ 4.0 \text{ (credit hrs.)} \times 3 \text{ (grade pts. for a B grade)} = 12 \text{ (quality pts.)} \]

What grade counts if or when a course is repeated?
If a course is repeated, the grade that is counted is the grade earned the second time, even if the grade is lower than the grade earned the first time. Please be advised that you may only retake a course one time.

Review the list of required prerequisite courses for the major at http://mgt.buffalo.edu/programs/undergrad/admissions

2. Next, divide the total number of quality points earned by the total number of credit hours attempted.

\[ \frac{\text{TOTAL QUALITY POINTS}}{\text{TOTAL CREDITS ATTEMPTED}} = \text{PGPA} \]

Example:
Courses (Credit hours): Grade Earned (Grade Points)

ECO 181 (4.0 credit hrs): B (3.0) = 12 (quality pts)
ECO 182 (4.0 credit hrs): B- (2.67) = 10.68 (quality pts)
PSY 101 (3.0 credit hrs): C (2.0) = 6 (quality pts)

Total Quality Points: 12 + 10.68 + 6 = 28.68
Total Credit Hours: 4 + 4 + 3 = 11

\[ \frac{28.68 \text{ (total quality pts)}}{11 \text{ (total credit hrs)}} = 2.60 \text{ (PGPA)} \]

Review the minimum GPA standards for admission to the major at http://mgt.buffalo.edu/programs/undergrad/admissions
The Library Skills Workbook is designed to help UB undergraduates develop their library research skills. It is a General Education requirement for all UB undergraduate students, including transfer students. All undergraduate students are required to complete it during their first year of study at UB.

You may access your Workbook score at any time by logging into the Library Skills Workbook on UB Learns and clicking on "My Scores" from the main left navigational menu. Within 48 business hours of completing and passing the Workbook, your HUB Academic Advising Report will be updated to indicate that you successfully completed it. See below for instructions on printing your HUB Academic Advising Report. Please feel free to send questions to ub-library-skills@buffalo.edu.

**Discipline-Specific Versions.** We now offer 6 discipline-specific versions of the Workbook. Each of these are optional, alternate versions of the Workbook. Any UB student may choose to complete one of these versions or the general version addressed above; any one of them will fulfill the requirement. **Students should complete only one version.** The 6 discipline-specific versions are: Architecture, Business & Management, Engineering, Health Sciences, History and Music.

**How to enroll in the Library Skills Workbook**

1. Go to [UB Learns](http://library.buffalo.edu.gate.lib.buffalo.edu/help/instructional/libraryskillsworkbook.html) to get started.
2. Click on **User Login**. Enter your UB IT Name and **Password**.
3. Click on the Courses tab on top.
4. Enter **Library Skills Workbook** in the Course Search box in the upper left corner and click **Go**.
5. Click the small drop down box arrow, and then **Enroll**, to the right of the Course ID listed as:
   - Library Skills Workbook, OR
   - Library Skills Workbook - Architecture Version, OR
   - Library Skills Workbook - Business & Management Version, OR
   - Library Skills Workbook - Engineering Version, OR
   - Library Skills Workbook - Health Sciences Version, OR
   - Library Skills Workbook - History Version, OR
6. **All Business Administration and Accounting Majors should select the Business and Management version.**
7. Click Submit and then click **OK**. This completes the enrollment process.
8. You must complete ALL sections of the workbook.
9. To verify completion of the workbook, please check your HUB Academic Advisement Report. It may take a few days for this requirement to show as satisfied on your report.
10. For further information, email ub-library-skills@buffalo.edu.

Source: [http://library.buffalo.edu.gate.lib.buffalo.edu/help/instructional/libraryskillsworkbook.html](http://library.buffalo.edu.gate.lib.buffalo.edu/help/instructional/libraryskillsworkbook.html)
Learning Outcomes and Responsibilities
1) *On-Time Enrollment* - Students will be prepared and eligible to register on the first day of their enrollment appointment.

2) *Timely Graduation* - Students will have the opportunity to take advantage of the necessary tools and guidance from the Undergraduate Programs Office to graduate in four years (freshmen admission), or four semesters from acceptance into a School of Management degree program (junior year admission).

3) *Career Exploration, Assessment, and Development* - Students will use available tools, for example, MyPlan and CareerLeader, to self-assess career goals, ambitions, and talents. Students will receive guidance from the Career Resource Center (CRC), including information on credit bearing internships, mentorships, and various networking events. In addition, students will successfully navigate and utilize resources offered by the CRC to establish thoughtful, sound career objectives ([http://mgt.buffalo.edu/career/students/prep/tools/exploration/process](http://mgt.buffalo.edu/career/students/prep/tools/exploration/process)). Upon graduation, students will be excellently prepared for the job market and/or graduate school.

4) *Curriculum and Policy* - Students will understand relevant university, school and major policies, and understand how their major and academic record articulate with their career goals.

5) *Information Technology* - Students will successfully use and navigate the relevant student information technology systems (i.e. HUB, UBLearns, MyUB), etc.... Additionally, students ought to visit [http://mgt.buffalo.edu/internal/computingreqs](http://mgt.buffalo.edu/internal/computingreqs) to learn more about computer/technology recommendations for School of Management majors.

6) *Resource Identification* - Students will successfully use university resources, understand when to seek assistance, and advocate for and articulate their needs to relevant campus offices (i.e., CRC, advising, financial aid, etc.)
<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Advisor Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive prepared for your advising session with some questions in mind, and copies of any relevant documentation (supporting statements for petitions, HUB Academic Advising Report/Transfer Credit Report, etc.).</td>
<td>Review your academic record prior to one-on-one or group advising appointments to anticipate potential topics that need discussion.</td>
</tr>
<tr>
<td>Develop educational and career goals, and be prepared to discuss these goals with an academic advisor and the Career Resources Center (CRC) staff.</td>
<td>Provide referrals for career advice and development through the Career Resource Center (CRC).</td>
</tr>
<tr>
<td>Understand the admission and completion requirements of your degree program(s), and understand all relevant university, school, and degree policies and procedures.</td>
<td>Explain School of Management curriculum requirements, sequencing, and relevant university, school, and degree policies.</td>
</tr>
<tr>
<td>Log onto MyUB, your HUB Student Center and UB email every day to check for updates and messages. Clear enrollment holds before your enrollment window.</td>
<td>Communicate effectively with students by phone and through email when appropriate. Review the accuracy of student data on the HUB system and update as needed.</td>
</tr>
<tr>
<td>Schedule and attend a one-on-one or group advising session with the Office of Undergraduate Programs at least once per year. Promptly attend all scheduled advising sessions and all relevant mandatory group advising sessions. Give at least 24 hour notice if cancelling an appointment.</td>
<td>Be accessible to students for appointments. Begin and end advisement appointments on time. Assist students with scheduling additional appointments if necessary.</td>
</tr>
<tr>
<td>Make timely progress toward your degree, and apply for degree conferral on time. Assume responsibility for your educational goals and decisions.</td>
<td>Assist students with creating long range academic plans. Maintain a running academic planning worksheet to identify nuances in student records that might delay degree conferral.</td>
</tr>
<tr>
<td>Keep all relevant documentation of advisement sessions in your academic advisement binder and bring your binder to all advisement appointments.</td>
<td>Properly document your academic advising record, including agreements about transfer course articulation, course waivers, and other exceptions to traditional course requirements.</td>
</tr>
<tr>
<td>Recognize when you need to seek additional advisement with the Undergraduate Programs Office. Possible reasons include: academic difficulty in one or more courses, events in your personal life that may impact your academics, considering resigning a course or courses, and planning forms of study that might impact your time to degree (i.e. taking courses outside of UB, Study Abroad, etc.).</td>
<td>Provide students with accurate and up to date information on university resources, including counseling services, leaves of absence, and other student assistance tools. Provide instructions for calculating GPAs to assist students in academic difficulty. Maintain appropriate confidentiality and adhere to FERPA regulations.</td>
</tr>
<tr>
<td>Understand general education and AACSB requirements, and articulate their relevance to the curriculum.</td>
<td>Review your progress to degree, incorporating general education and AACSB requirements into long and short term planning.</td>
</tr>
<tr>
<td>Participate in School of Management, CRC, and university-wide events and co-curricular activities.</td>
<td>Provide students with information about various academic and co-curricular resources on campus; i.e. tutoring, special lecture series, School of Management and CRC events.</td>
</tr>
</tbody>
</table>
Directories, Resources, and Calendars
## Resources

### Class of 2019

### University Directory/Service Offices

<table>
<thead>
<tr>
<th>Resource</th>
<th>Where They Are</th>
<th>What They Do</th>
<th>What You’ll Find</th>
</tr>
</thead>
</table>
| School of Management Undergraduate Academic Programs Office | 204 Alfiero Center P: 716-645-3206 F: 716-645-2342 [http://mgt.buffalo.edu/undergrad](http://mgt.buffalo.edu/undergrad) | Provide academic advising, curricular planning, orientation, degree clearing, referral to appropriate services, etc... | • Curriculum Guides  
• Academic Advisement Information  
• Admission Requirements  
• Registration Information  
• Scholarship Opportunities  
• Study Abroad Scholarships |
| School of Management Undergraduate Learning and Community Center | B20 Jacobs Management Center P: 716-645-9200 | Provides academic coaching and tutoring for prerequisite courses for major | • Academic Skills Workshops  
• Tutoring  
• Group or individual study space |
| School of Management Career Resource Center (CRC) | 308 Alfiero Center P: 716.645.3232 [http://mgt.buffalo.edu/career](http://mgt.buffalo.edu/career) | Provide career advice and guidance; internship opportunities | • Credit-Bearing Internship Referrals  
• Networking and Resume Advice  
• Career Development Tools  
• Interviewing Guidance |
| Office of the Registrar | 232 Capen Hall [http://registrar.buffalo.edu](http://registrar.buffalo.edu) | Maintain student academic and demographic records, academic calendars, and university policies and procedures | • Class Registration Information  
• Deadlines for Degree Conferral Application  
• Directions for Enrollment and Degree Verification  
• Explanation of Grades and Grading Policy  
• Information on Requesting an Official Transcript  
• Student Record Forms, including Leave of Absence, Name and Address Changes, Grade Recovery and S/U Grading, etc. |
| Financial Aid | Porter Hall #2, Room 115 Ellicott Complex P: 716-645-8232 [http://financialaid.buffalo.edu](http://financialaid.buffalo.edu) | Provide information on types of aid and loans available. | • Instructions to Accept/Decline Financial Aid  
• Costs of Attendance/Tuition Rates  
• Financial Aid and Loan Forms, including Revision Requests, Aid for Part-time Study, Appeals, Dependency Overrides, and Financial Aid Worksheets, etc. |
| Student | 232 Capen Hall (SRC) | Answer quick questions on | • Obtain an Official Transcript (student copy) |
## University Directory/Service Offices

<table>
<thead>
<tr>
<th>Service Office</th>
<th>Location</th>
<th>Contact Information</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Response Center</strong></td>
<td>In-Person Only</td>
<td></td>
<td>- Submit Appropriate Forms for Registrar, Student Accounts, and Financial Aid</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Quick Questions About Billing, Tuition, and Student Records.</td>
</tr>
<tr>
<td><strong>Counseling Services</strong></td>
<td>120 Richmond Quad P: 716.645.2720 <a href="http://ub-counseling.buffalo.edu">http://ub-counseling.buffalo.edu</a></td>
<td></td>
<td>- Crisis Counseling, Coping with Stress, Handling Transition to College, Anxiety, Eating Disorders, Drug Use, Assault/Abuse, Relationship Conflicts, grief, academic stress, and family issues.</td>
</tr>
<tr>
<td><strong>Student Accounts</strong></td>
<td>232 Capen Hall (SRC) P:716.645.1800 <a href="http://studentaccounts.buffalo.edu/forms">http://studentaccounts.buffalo.edu/forms</a></td>
<td></td>
<td>- Billing and Payment Instructions and Deadlines, Liability, Payment Plan, Refund and Direct Deposit Information.</td>
</tr>
<tr>
<td><strong>Study Abroad Programs</strong></td>
<td>210 Talbert Hall P: 716.645.3912 <a href="http://buffalo.edu/studyabroad">http://buffalo.edu/studyabroad</a></td>
<td></td>
<td>- Information on UB and non-UB Study Abroad Programs.</td>
</tr>
<tr>
<td><strong>English Language Institute</strong></td>
<td>320 Baldy Hall P: 716.645.2077 <a href="http://buffalo.edu/eli">http://buffalo.edu/eli</a></td>
<td></td>
<td>- Listening Lab and Chat Room to practice English skills, ESL instructors and staff.</td>
</tr>
</tbody>
</table>
Web Resources
Class of 2019

Policies and Procedures:

Undergraduate Catalog - http://undergrad-catalog.buffalo.edu
Office of the Registrar - http://registrar.buffalo.edu
Academic and Student Calendars - http://registrar.buffalo.edu/calendars
School of Management - http://mgt.buffalo.edu/undergrad
Finish in 4 - http://advising.buffalo.edu/fif
UB Homepage - http://www.buffalo.edu

Academic Tools:

UBLearns - https://ublearns.buffalo.edu
MyUB and HUB Student Center - https://myub.buffalo.edu/myub/pw/template/myub.html
HUB Tips and Tricks - http://buffalo.edu/hub
Tutoring Resources - http://advising.buffalo.edu/help/tutoring
Student Support Services - http://buffalo.edu/vpaa/sss

Career and Pre-Professional Resources:

Career Resource Center - http://mgt.buffalo.edu/career
Bizlink - http://mgt.buffalo.edu/career/students/bizlink
Pre-Health Advising (for students interested in careers in medicine, veterinary medicine, dentistry, and other health related fields) - http://prehealth.buffalo.edu
Pre-Law Advising (for students interested in law school) - http://sas.buffalo.edu/prelaw
Job Fairs and Event Calendar - http://mgt.buffalo.edu/career/students/opportunities/events
UB Career Services - http://www.ub-careers.buffalo.edu
Center for Undergraduate Research & Creative Activities - http://curca.buffalo.edu

Student Organizations and Activities:

Honor Societies - http://undergrad-catalog.buffalo.edu/uboverview/honoraries
Honors College - http://honors.buffalo.edu
Management Student Clubs - http://mgt.buffalo.edu/about/contact/studentclubs
University Clubs and Student Associations - http://www.sa.buffalo.edu
Undergraduate Academies - http://academy.buffalo.edu

***Social fraternal organizations shall open their membership to regularly enrolled full-time University at Buffalo students. Invitations for membership may be extended to students who are not considered first semester freshmen. The School of Management discourages any pledging in the second semester of the first year or pledging for any student who has not achieved academic excellence.***
UB Academic Calendar
UB’s Academic Calendars for undergraduate, graduate, and pharmacy include dates for the start and end of semesters, official holidays and final exams.

http://registrar.buffalo.edu/calendars/academic/index.php

UB Student Calendar
The Student Calendars include important dates and deadlines for undergraduate, graduate, and pharmacy students for course registration, drop/add and course resign.

http://calendar.registrar.buffalo.edu/calendar/

August
30 – Last day to register without $40 late fee for new students
31 – First day of fall 2015 classes

September
7 – Labor Day observed
8 – Last day to drop/add 15W (standard session) and 7W1 (first 7 week session) classes. You MUST see an advisor in 204 Alfiero Center before 5:00 p.m. on September 8 if you plan to drop a course. YOU MAY NOT SWITCH SECTIONS OF A CLASS AFTER THIS DATE.

October
2 – Last day to resign 7W1 classes
21 – First day of 7W2 (second 7 week session) classes
24 – Last day to drop/add 7W2 (second 7 week session) classes

November
13 – Last day to resign 15W (standard session) classes
21 – Last day to resign 7W2 (second 7 week session)
25-28 – Fall Recess

December
11 – Last day of fall 2015 classes

Dropping vs. Resigning
If you drop a class before the relevant session deadline, the class will not appear on your record or transcript. If you resign a class before the relevant session deadline, the class will appear on your transcript with a grade of ‘R’. Please be aware that “R” grades can also have a negative impact on student progress, registration, etc.

See http://registrar.buffalo.edu/calendars for future calendars and deadlines.
Center for Excellence in Writing
(from http://writing.buffalo.edu/)

Baldy 211

UB’s Center for Excellence in Writing supports writers across the university as they compose, construct, and share meaning. Since learning to write is a life-long endeavor, all members of the UB community are also students of their own writing processes. Committed to the idea that writing both creates and communicates knowledge, understanding, and individual reflection, the CEW provides attentive, respectful readers, offers workshops on writing and writing instruction, and conducts research to guide the future development of writing practices.

The Math Place
(from http://tlc.buffalo.edu/lcmath.htm)

Baldy 209

The Math Place is a free tutoring service specifically designed for students enrolled in Learning Center mathematics courses (ULC 147 & 148), and MTH 115, 121, 122, 131, 141, 142).

Students should feel free to drop in any time the Math Place is open for help with their math work. Students can bring problems or questions to the Math Place and the tutors will provide assistance. Students should remember to bring their textbook and notes in order to aid the tutors in explaining the relevant material.
INSTRUCTIONS AND TIPS FOR UBE 101

MyPlan is a tool designed to help you think about your career interests & occupational options. Before using MyPlan, please read the following instructions to help you make the best of this tool.

Step 1: Set up Your Free Account
- Log on to buffalo.myplan.com and click on the “Create Free Account” button.
- Complete the account information and click “Continue.”
- Complete the information and enter license code AECCRUHU when requested.
- Be sure to check the box to Share Results, and then click “Submit Registration.”

Step 2: Take the 3 MyPlan Assessments
- Click on the “Take an Assessment” button.
- Take each of following licensed assessments: Career Interest Inventory, Career Skills Profiler, and Career Values Assessment.

Step 3: Record your Results
- Upon completing each assessment, click the “Printable View” button and print all 3.
- After completing all 3 assessments click on “Composite Score” on the left-hand toolbar.
- Use the following response sheet to record your results and offer your reflection.

Step 4: Attend a MyPlan Debrief during your assigned UBE 101 class
This satisfies the MyPlan career component for Finish in 4 students
- You are required to bring your printed results from all 3 assessments to your MyPlan Debrief.

Step 5: Consider meeting with Career Services or your Advisor
- In addition to attending the in class debrief, you may wish to continue your academic and career exploration by meeting 1-on-1 with a career counselor. To make an appointment call Career Services at 645-2231 or stop into 259 Capen.
- Your information will be saved in MyPlan, but you may wish to print pages of interest and bring those with you to your appointment if you choose to make one.
- Be sure to meet with your advisor afterwards to learn about majors that relate to your interests, skills, and values.

Additional Resources:
- Search the Career Database and Video Library for more information on occupations of interest.
- Click on Browse Industries to learn about occupations you can find within particular industry areas.
- Click the Majors tab to research over 1,200 majors and find out what you can do with each degree.
- For a complete list of majors available at UB, review the UB Undergraduate Catalog at: undergrad-catalog.buffalo.edu.
EXPLORING PERSONAL INTEREST AREAS

Use the boxes below to identify your top two interest areas (Realistic, Investigative, Artistic, Social, Enterprising, Conventional). Identify what words in the descriptions of those interest areas best describe you.

Interest Area #1

Interest Area #2

As you read the description of this interest area what words resonate most with you?

As you read the description of this interest area what words resonate most with you?

IDENTIFYING YOUR SKILLS

Complete the following table using your “Skills Test” report. Identify your top 5 Career Categories (found at the top of the test report), the top 5 skills you rated the highest, and the bottom 5 you rated the lowest.

<table>
<thead>
<tr>
<th>Top 5 Career Categories</th>
<th>Top 5 Rated Skills</th>
<th>Bottom 5 Rated Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1.</td>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
<td>2.</td>
<td>2.</td>
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<tr>
<td>3.</td>
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<td>4.</td>
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<td>4.</td>
</tr>
<tr>
<td>5.</td>
<td>5.</td>
<td>5.</td>
</tr>
</tbody>
</table>

UNDERSTANDING YOUR WORK VALUES

When reviewing your Work Values Cluster on the “Values Test” what was your top value? Write about a time when your actions were influenced by this value. Was it easy or difficult to come up with an example?

Value:

YOUR NEXT STEPS

What is at least one action step you could take as a result of your MyPlan debrief?
EXPLORING PERSONAL INTEREST AREAS
Use the boxes below to identify your top two interest areas (Realistic, Investigative, Artistic, Social, Enterprising, Conventional). Identify what words in the descriptions of those interest areas best describe you.

Interest Area #1

As you read the description of this interest area what words resonate most with you?

Interest Area #2

As you read the description of this interest area what words resonate most with you?

IDENTIFYING YOUR SKILLS
Complete the following table using your “Skills Test” report. Identify your top 5 Career Categories (found at the top of the test report), the top 5 skills you rated the highest, and the bottom 5 you rated the lowest.

<table>
<thead>
<tr>
<th>Top 5 Career Categories</th>
<th>Top 5 Rated Skills</th>
<th>Bottom 5 Rated Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>5.</td>
<td>5.</td>
<td>5.</td>
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</tbody>
</table>

UNDERSTANDING YOUR WORK VALUES
When reviewing your Work Values Cluster on the “Values Test” what was your top value? Write about a time when your actions were influenced by this value. Was it easy or difficult to come up with an example?

Value:

YOUR NEXT STEPS
What is at least one action step you could take as a result of your MyPlan debrief?
Benefits of Seeing an Academic Advisor
Benefits of Seeing an Advisor
Class of 2019

Costly Mistakes and Consequences to Avoid

1. **Taking courses that will not count toward major requirements, general education, AACSB, or credit toward graduation...**
   a. You didn’t realize you have a course waiver, and you’re taking the course anyway? You get credit, but it is money and time that could have been better spent on something you actually needed. Or, maybe you didn't realize already have credit for the course (i.e. transfer or AP), and you’re taking it anyway. Did you know that you will lose your original credit and original grade – even if the first grade was better than the second?

2. **Repeating courses that might lower your GPA, or have no beneficial impact...**
   a. Every student situation is different! Repeat rules are multi-faceted, and dependent on (among other things) the number of times a student has taken the course, the institution at which the course is taken (UB or transfer), and in some cases the course itself (limited enrollment). If you are considering repeating a course, either at UB or another school, you must speak with an advisor first to review the possible benefits to your GPA, and more importantly, any detrimental effects that may occur should you repeat the course. Remember – repeating classes might help you, but it might make your situation worse.

3. **Losing all or part of your financial aid...**
   a. Dropping below full time status, repeating and/or resigning courses can impact financial aid status...especially if you are not making satisfactory progress toward a degree.

4. **Choosing the wrong courses...**
   a. It is generally recommended that non-science students choose a natural science requirement designed for non-science majors. Higher level sciences are designed for science majors, i.e. Pharmacy, Engineering, and Pre-Med, and require more rigorous science training. Do not put your GPA at risk by taking higher level courses that you do not need, and will not provide any benefit to you in your School of Management studies.
   b. You must take at least 45 credit hours of AACSB coursework. Not sure what qualifies for AACSB? Don’t guess; get the facts.

5. **Taking classes out of sequence...**
   a. Attempting to take calculus without taking pre-calculus is like trying to drive a car without putting gas in it first. You won’t get very far. You will throw yourself off sequence, and may delay graduation due to poor performance and inadequate preparation.

6. **Don’t wait to begin career exploration or postpone post-graduate plans...**
a. You should begin to think about your career interests/concentration or major interests as a first-year student and invest time, energy, and thought in this on an ongoing basis. Don’t wait until junior year to visit the Career Resources Center and learn more about career options.

b. Do not wait too long to begin thinking about and applying to graduate school. Many graduate program entrance exams are best taken before the start of senior year. Also, graduate schools offer assistantships to talented applicants, but these are often available on a first-come basis. Your advisor can direct you to graduate school planning resources that will be invaluable in your search for the right program.

c. Not sure about requirements to take the CPA exam? See http://www.nasba.org/exams/cpaexam/newyork.

7. **Mistakenly calculating transfer credit and articulation...**
   a. Transfer articulation rules are complex, and change from year to year. If you are considering taking a course or courses outside of UB, you must consult with an advisor to verify the correct articulations and review any special considerations (i.e. minimum grade rules, possible loss of credit due to a repeat, GPA concerns, etc.)
Benefits of Seeing an Advisor
Class of 2019

Navigating Academic Difficulty:
When to See an Academic Advisor

1. **You might be failing a course. You should:**

   Visit your instructor during office hours, and ask questions about material you do not understand and especially make sure you understand where you stand in terms of the grade in the course.

   Make an appointment with an advisor to discuss alternatives, for example, resigning the course (please note that you should not resign without talking with an advisor in 204 Alfiero Center.)

   Remember that although you are able to resign a course until 11:00 p.m. on the last day, administrative offices are only open until 5:00 p.m. Monday through Friday, so you can wait until the last minute to take action.

2. **You are considering resigning from a course, or dropping a required course during drop/add. Things you should know:**

   There can be adverse, and unforeseen, consequences of resigning a course. Your advisor will be able to explain those potential consequences and help you make an informed decision.

   If you drop/resign certain courses, either pre-requisites or Management core courses, without taking into account course sequencing and/or curriculum matters, you may delay your time to graduation. You should discuss decisions to resign and/or drop classes with an advisor before doing so.

   Anytime you make any changes to your schedule, you NEED to print it to verify that you actually completed the transaction that you intended.

3. **You are filing a leave of absence. You need:**

   To meet with an advisor to verify that you meet the requirements for a leave of absence, and sign the form.

   Schedule an appointment with an advisor in 204 Alfiero to review the requirements for a leave, make sure you have the necessary documentation (for example, call-up orders if you have been called for military service) and discuss your planned return date.

4. **You are petitioning for an academic withdrawal. You must:**

   Schedule an appointment with an advisor, who will instruct you on the necessary steps. Depending on the timing, your advisor may ask you to resign your courses. Also, an advisor needs to review your petition before it can be submitted for University review.
5. You are experiencing personal, family, or medical issues that might impact your academic performance. Resources that can help:

An academic advisor can refer you to Counseling Services offered at UB and to a variety of tutoring resources. It is important to discuss any academic difficulty with an advisor so that we can assist you in finding the tools necessary to succeed.
Academic Integrity and Citing Resources
A Guide to Academic Integrity*

What is plagiarism? Plagiarism is the act of using another person's ideas or work without acknowledging the original source and giving proper credit. It is unethical and, in some cases, it is illegal. Plagiarism is a form of academic dishonesty, and it is considered by the University at Buffalo to be a serious offense.

How should students avoid plagiarism? Students must carefully read class assignments to ascertain their instructors' preferences in terms of citation style. If there is any question, students are strongly encouraged to speak with their instructors for clarification.

To avoid plagiarism, students must provide proper credit when using:

- another person's ideas, opinions, or theories;
- any information that is not common knowledge (e.g., facts, statistics, graphs, illustrations);
- quotations of another person's spoken or written words; or
- paraphrases of another person's spoken or written words.

Students who require assistance in providing proper credit should consult the University at Buffalo Libraries' Citing Sources web guide (http://library.buffalo.edu/libraries/asl/guides/citing-sources.html).

What is and what is not considered common knowledge? Common knowledge is defined as factual information that is generally known by many people, and that can be found in numerous places. It is not necessary for students to cite common knowledge information.

- An example of common knowledge:

  Abraham Lincoln was the sixteenth President of the United States.

  This is generally known information. It is not necessary for students to cite an information source for this fact. However, students must document facts that are not generally known, or ideas that interpret facts.

- An example of information that is not common knowledge:

  According to Bridget Stutchbury, the scientist who wrote the book, Silence of the Songbirds, it is possible that one half of the world's songbird populations have been lost since the 1940s.

The idea that songbird populations have been lost is not a fact but an interpretation based upon the author's observations. Students must provide a proper citation for this kind of information.

What are the penalties for plagiarism? The University at Buffalo considers plagiarism a form of academic dishonesty and a serious breach of academic integrity. The penalties for plagiarism can be severe, including grade reduction, course failure, student suspension, and even student expulsion. University instructors are continuously developing more sophisticated methods of detecting plagiarism, including the use of detection software programs. Examples of academic dishonesty, departmental procedures for penalizing students, and university policies related to plagiarism are available on the University's Academic Integrity web site.

*Reprinted from the UB Libraries http://library.buffalo.edu/libraries/asl/guides/plagiarism.html. Authors: Chris Hollister and Tiffany Walsh
Citing Sources: APA Style

General Guidelines:

1. Always list the last name first – i.e. Smith, J.
2. Always list the date of publication with the author’s name – i.e. Smith (2008).
3. When in doubt, cite your source!

In-Text Citations:

1. Single Author:
   a. Smith (2008) found that markets trend upward... (p. 98)
   b. Markets trend upward... (Smith, 2008, p. 98)
2. Two Authors:
   a. Smith and Brown (2008) found that markets trend upward... (p. 98)
   b. Markets trend upward... (Smith & Brown, 2008, p. 98)
3. Two or more works by the same author:
   a. List the entries in date order, with the earliest entry first. If multiple works were written by the same author in the same year, list alphabetically by title and add 'a', 'b', etc. to distinguish the works when citing in text.
      i. In References:
      ii. In text:
         2. .... (Elkind 2008a, p. 14).

Online sources:

1. When citing an online article, include publication information as for a print periodical and add information about the online version.
2. Online articles and books sometimes include a DOI (digital object identifier). APA uses the DOI, when available, in place of a URL in reference list entries.
3. Use a retrieval date for an online source only if the content is likely to change. Most of the examples in this section do not show a retrieval date because the content of the sources is stable; if you are unsure about whether to use a retrieval date, include the date or consult your instructor.
4. If you must break a DOI or a URL at the end of a line, break it after a double slash or before any other mark of punctuation; do not add a hyphen. Do not put a period at the end of the entry.

References

Duke University Libraries and Bedford/St. Martin’s Research and Documentation Online.
<table>
<thead>
<tr>
<th>Source</th>
<th>Example</th>
<th>Guidelines and Tips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multiple Author (Book)</td>
<td>Mulvaney, S. A., Mudasiru, E., Schlundt, D. G., Baughman, C. L., Fleming, M., VanderWoude, A., R. Rothman, R. (2008). Self-management in Type 2 diabetes: The adolescent perspective. <em>The Diabetes Educator</em>, 34, 118-127.</td>
<td>List up to seven authors (Last Name, First Initial.) If there are more than seven, use three dots between the sixth author and last author</td>
</tr>
<tr>
<td>Article in a Magazine</td>
<td>McKibben, B. (2007, October). Carbon's new math. <em>National Geographic</em>, 212(4), 32-37.</td>
<td>Cite as a journal article, but give the year and the month for monthly magazines; add the day for weekly magazines.</td>
</tr>
<tr>
<td>Newsletter article</td>
<td>Setting the stage for remembering. (2006, September). <em>Mind, Mood, and Memory</em>, 2(9), 4-5.</td>
<td>The abbreviation &quot;Eds.&quot; is for multiple editors. If the book has one editor, use &quot;Ed.&quot;</td>
</tr>
<tr>
<td>Article published only online</td>
<td>Samuel, T. (2009, March 27). Mind the wage gap [Supplemental material]. <em>The American Prospect</em>. Retrieved from <a href="http://www.prospect.org/">http://www.prospect.org/</a>.</td>
<td>If an article in a journal, magazine, or newspaper appears only online, give whatever publication information is available in the source and add the description &quot;Supplemental material&quot; in brackets following the article title.</td>
</tr>
<tr>
<td>Type of Source</td>
<td>Example</td>
<td>Guidelines</td>
</tr>
<tr>
<td>---------------</td>
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</tr>
<tr>
<td>Document from a Web site</td>
<td>Archer, D. (n.d.). Exploring nonverbal communication. Retrieved from <a href="http://nonverbal.ucsc.edu">http://nonverbal.ucsc.edu</a>.</td>
<td>List as many of the following elements as are available: author's name, publication date (or &quot;n.d.&quot; if there is no date), title (in italics), and URL. Give your retrieval date only if the content of the source is likely to change. If a source has no author, begin with the title and follow it with the date in parentheses.</td>
</tr>
<tr>
<td>Entry in a wiki</td>
<td>Ethnomethodology. (n.d.). Retrieved August 22, 2008, from <a href="http://en.stswiki.org/index.php/Ethnomethodology">http://en.stswiki.org/index.php/Ethnomethodology</a>.</td>
<td>Begin with the title of the entry and the date of posting (use &quot;n.d.&quot; for &quot;no date&quot; if the entry does not have a date). Then add your retrieval date, the name of the wiki, and the URL for the wiki. Include the date of retrieval because the content of a wiki is often not stable. If an author or an editor is identified, include that name at the beginning of the entry.</td>
</tr>
<tr>
<td>Report from a private organization</td>
<td>Ford Foundation. (n.d.). <em>Helping citizens to understand and influence state budgets</em>. Retrieved from <a href="http://www.fordfoundation.org/pdfs/library/state_fiscal_initiative.pdf">http://www.fordfoundation.org/pdfs/library/state_fiscal_initiative.pdf</a>.</td>
<td>If the publisher and the author are the same, begin with the publisher. For a print source, use &quot;Author&quot; as the publisher at the end of the entry; for an online source, give the URL. If the report has a number, put it in parentheses following the title.</td>
</tr>
</tbody>
</table>
### Academic Integrity and Citing Sources

**Class of 2019**

<table>
<thead>
<tr>
<th>Type of Source</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture, speech, or address.</td>
<td>Fox, V. (2008, March 5). Economic growth, poverty, and democracy in Latin America: A president's perspective. Address at the Freeman Spogli Institute, Stanford University, Stanford, CA.</td>
</tr>
<tr>
<td>Film or video (motion picture)</td>
<td>Guggenheim, D. (Director), &amp; Bender, L. (Producer). (2006). An inconvenient truth [DVD]. United States: Paramount Home Entertainment. Give the director, producer, and other relevant contributors, followed by the year of the film’s release, the title, the description “Motion picture” in brackets, the country where the film was made, and the studio. If you viewed the film on videocassette or DVD, indicate that medium in brackets in place of “Motion picture.” If the original release date and the date of the DVD or videocassette are different, add “Original release” and that date in parentheses at the end of the entry. If the motion picture would be difficult for your readers to find, include instead the name and address of its distributor.</td>
</tr>
<tr>
<td>Television program</td>
<td>Pratt, C. (Executive producer). (2008, October 5). Face the nation [Television broadcast]. Washington, DC: CBS News. List the producer and the date the program was aired. Give the title, followed by “Television broadcast” in brackets, the city, and the television network or service.</td>
</tr>
</tbody>
</table>

*Examples, guidelines, and tips are from Duke University Libraries and Bedford/St. Martin’s Research and Documentation Online.*
Career Resources Center
Welcome!

From orientation to graduation and beyond, the Career Resource Center (CRC) serves as your primary resource for career exploration and job search. Our mission is to create an environment that enables and motivates you to be successful in reaching your career goals.

The corporate world has long acknowledged the superior work ethic, business acumen, preparedness and professionalism of our students during interviews and once they are hired. The CRC works with you from day one through our Career Passport Program to help you develop your career strategy and hone the tools that you will need for an effective job search and a successful career. The Career Passport program is designed to provide you with comprehensive and coordinated opportunities for career development, emphasizing interpersonal and social skills required for success in business. You will have the opportunity to engage in a wide variety of career exploration and professional development programming throughout their time in the School of Management. This program is generously sponsored by the School of Management Alumni Association.

In order to be successful in your job search, you must be self-motivated. There are many career planning and professional development opportunities available through the School of Management. Take a moment and look over the programs and events the CRC is offering this fall; be sure to attend at least one.

Familiarize yourself with our career planning tools, the Career Resource Center website (mgt.buffalo.edu/career) and BizLink (mgt.buffalo.edu/bizlinkstudent). Our website has everything you need to begin your career planning. Visit our site today to find information on career development and exploration, selecting a concentration, industry information, career prep tools (workshops, guides, and templates), and career videos. BizLink is your “one stop shop” for information on career programs, events, internships and jobs. For more information on BizLink see our article on page 2.

We look forward to seeing you at our programs and events this fall. If you have any questions or concerns please contact our office by calling 645-3232 or visiting our office at 308 Alfiero Center.

*Begin with the end in mind.*
Steps to Success

1. Set up your BizLink Account
2. Visit our website for more information on internships, careers, and ways to engage this year (mgt.buffalo.edu/career)
3. Attend 1 CRC event each semester (Coffee Cup Conversation, Career Passport Conference, Career Connection Series, Employer Expectation Series)

Are you linked to BizLink?

The Career Resource Center invites you to use BizLink, our online recruiting system. This system is for the exclusive use of School of Management students.

BizLink offers various services to help you achieve your career goals. Use your UB IT name and password to log in to BizLink. Once you accept the privacy policy and update your profile, you will have the ability to view and apply for jobs and internships, sign up for information sessions and workshops and view upcoming events. In addition, you can select whether or not you would like to include your résumé in résumé books, which can be requested by employers. If you have any questions about BizLink and the services offered, contact the CRC at 716-645-3232 or mgt-crc@buffalo.edu. We will be using this system to communicate with you about important events and career-related services, so please take just a few minutes to log in.

In order to take full advantage of all of the wonderful opportunities that BizLink offers, you should check the system daily for updates on job and internship opportunities as well as CRC events. Log onto BizLink (mgt.buffalo.edu/bizlinkstudent) today to set up your profile and get started in taking the first step towards success!
## Fall Programming Descriptions

*Attend at least one CRC event each semester to ensure that you are on track with your career planning!*

### School of Management Club Fair
- **Wednesday, September 9**
- **10 a.m. – 2 p.m.**
- **Alfiero Atrium**

Get involved! Consider becoming a student leader. Come meet the School of Management clubs, see which club(s) you should join and meet current members. Club involvement is a great résumé builder.

### Career Passport Conference
- **Saturday, September 12th**
- **9 a.m. – 1 p.m.**
- **Student Union**

Join us for this special event and learn about ways to engage with the School of Management. The conference will commence with an engaging keynote speaker before you make your way to a networking session with alumni and student leaders. The conference will conclude with a student engagement fair with information on student clubs, management volunteer program, internships and more.

### Management Volunteer Program
- **Ongoing throughout the semester**

The Management Volunteer Program (MVP) is an ongoing program throughout the fall semester. Students are required to volunteer with one approved organization throughout the semester for 25 hours and complete all of the program requirements. Gain real world experience while working to improve the Western New York community. For additional details attend one of our information sessions.

To learn more information visit: [http://mgt.buffalo.edu/mvp](http://mgt.buffalo.edu/mvp)

### Coffee Cup Conversations
- **Monthly (beginning September 24)**
- **320 Jacobs Management Center**
- **5:30 – 7 p.m.**

This inter-active monthly program invites guest speakers from a variety of professional backgrounds to come and share their expertise on topics that include: exploring unique career path opportunities within the field of Management, tips and strategies to succeeding in the workplace and how to find the right fit and land the ideal internship or job. Coffee Cup Conversations are generously sponsored by the School of Management Alumni Association.

### Career Connection Series
- Visit [BizLink](http://www.bizlink.buffalo.edu) for further details on dates and time

Interested in learning more about what you can do with your concentration in the working world? Then attend one of our Career Connection workshops! We will cover typical career paths, information on internships and what you can be doing now to prepare yourself for your future career. Sign up on BizLink, space is limited.

### Management Career Fair
- **Monday, October 12**
- **Noon – 3 p.m.**
- **Buffalo Niagara Marriott**

Only open to UB School of Management students and graduates. The Frank L. Ciminelli Family Career Resource Center (CRC) at the University at Buffalo School of Management invites you to our Annual Management Career Fair. Attend this event to identify potential internship or full time job opportunities, or even to make connections with professionals who can help you make career decisions. **Professional business dress required.**
## Fall Calendar of Events

**Important Dates (Subject to change):**

<table>
<thead>
<tr>
<th>September 2015</th>
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<tbody>
<tr>
<td>September 9</td>
<td>School of Management Club Fair</td>
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</tr>
<tr>
<td>September 12</td>
<td>Career Passport Conference</td>
<td>9 a.m. – 1 p.m.</td>
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<tr>
<td>September 16</td>
<td>Meet the Professionals</td>
<td>6 – 9 p.m.</td>
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<tr>
<td>September 16</td>
<td>Success in a Snap: Sophomore Internship Conference</td>
<td>6 – 8 p.m.</td>
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<tr>
<td>September 17</td>
<td>Management Volunteer Program Information Session</td>
<td>12:30 – 1:30 p.m.</td>
</tr>
<tr>
<td>September 23</td>
<td>Management Volunteer Program Information Session</td>
<td>12:30 – 1:30 p.m.</td>
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<tr>
<td>September 24</td>
<td>Coffee Cup Conversations</td>
<td>5:30 – 7 p.m.</td>
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<th>October 2015</th>
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<tbody>
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<td>October 12</td>
<td>Management Career Fair</td>
<td>Noon – 3 p.m.</td>
</tr>
<tr>
<td>October 22</td>
<td>Coffee Cup Conversations</td>
<td>5:30 – 7 p.m.</td>
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<thead>
<tr>
<th>November 2015</th>
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<tbody>
<tr>
<td>November 12</td>
<td>Coffee Cup Conversations</td>
<td>5:30 – 7 p.m.</td>
</tr>
<tr>
<td>November 19</td>
<td>Employer Expectation Series: Insider Information for the International Candidate</td>
<td>6:30 – 8 p.m.</td>
</tr>
<tr>
<td>November 20</td>
<td>Passport to Employment</td>
<td>TBD</td>
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</table>

*Additional information on all programs and events can be found on BizLink.*