

# THE MBA PROGRAM

The Master of Business Administration (MBA) is a professional degree designed to prepare graduates for managerial roles in business and not-for-profit organizations. The program does not assume new students have any academic or workplace experience in business; about 50% of new students come from a non-business undergraduate major.

**Basic computer knowledge is required of all students prior to entering the program. Proficiency must include word processing capability and spreadsheet analysis. Presentation graphics are also desirable. Students who require additional assistance developing these skills should contact the computer help lab as soon as they begin the program. Students are also expected to be proficient in college algebra prior to beginning the MBA program.**

The program consists of a series of courses categorized as either Managerial Tools, Required or Elective (Specialization).

Managerial tool courses are designed to provide a basic background in several functional areas and prepare students for the more advanced studies. These courses assume little or no prior knowledge of each field. Elective courses ensure depth and breadth in the program and allow students to further hone their skills in specialized areas of interest. A variety of courses are available to fulfill the elective requirements.

Capping off the degree program is Integrated Business Applications. This six credit, two consecutive semester course sequence is taken in the last two semesters of coursework to permit the integration of subject matter acquired earlier in the study of organizational processes. This includes integrating analysis and policy determination at the overall management level. Therefore, students should not anticipate taking this course until near the end of their matriculation.

**\*\*Note: 37 credit hour program students may not take IBA I their first semester. No exceptions will be made.**

## Managerial Tool Courses (20 Credits)

These are the basic skills of the MBA Program (Common Body of Knowledge). These courses provide the foundation for the specialization areas to follow:

<b><u>ACG 6025 Financial Accounting for Managers</u></b>	<b>2 credits</b>
<b><u>ACG 6075 Management Accounting and Control</u></b>	<b>2 credits</b>
<b><u>QMB 6305 Managerial Decision Analysis</u></b>	<b>2 credits</b>
<b><u>QMB 6603 Operations Management and Quality Enhancement</u></b>	<b>2 credits</b>
<b><u>MAN 6055 Human Behavior and Organization</u></b>	<b>2 credits</b>
<b><u>ECP 6702 Managerial Economics</u></b>	<b>2 credits</b>
<b><u>ECO 6204 Global Economic Environment of Business</u></b>	<b>2 credits</b>
<b><u>FIN 6406 Financial Management</u></b>	<b>2 credits</b>
<b><u>ISM 6021 Management Information Systems</u></b>	<b>2 credits</b>

**MAR 6815 Marketing Management**

**2 credits**

**\*\*Tool courses may not be used as electives in the MBA Program**

Undergraduate Business majors who have completed their degree within the past seven years from an AACSB accredited university may be eligible to waive the tool courses (20 credits). The minimum degree requirements for such students are 37 credits.

**Required Courses (10 credits)**

<b><u>GEB 6445 Social, Ethical, Legal Systems</u></b>	<b>2 credits</b>
<b><u>MAN 6930 Foundation of Leadership</u></b>	<b>2 credits</b>
<b><u>GEB 6895 Integrated Business Applications I</u></b>	<b>3 credits</b>
<b><u>GEB 6896 Integrated Business Applications II</u></b>	<b>3 credits</b>

**Areas of Specialization (18 – 27 credits)**

<b>Specialization Track #1</b>	<b>9 credits</b>
<b>Specialization Track #2</b>	<b>9 credits</b>
<b>Specialization Track #3 (Short program)</b>	<b>9 credits</b>

**\*Long program students only take two tracks**

**TOTAL Program Requirements 37-48**

**Constraints**

- 1. The maximum credits required is forty-eight (48). The minimum for a student with a business degree from a AACSB accredited institution within the last seven years is (37).**
- 2. Students with an undergraduate degree in Business who are eligible to waive the tool area courses must complete an advanced course in four of the seven areas waived. Students do not need an advanced course in their area of undergraduate major. Students who waive the tool courses are required to take a Business Skills Review course (non credit) in the first semester of enrollment.**
- 3. Students who are required to take the tool courses are required to take only two specialization tracks (18 hours). Students who waive the tool courses are required to take 3 specialization tracks (27 credit hours).**

**Note: Tool/core courses may not be counted as electives.**

**Thesis- Student may elect a 6 hour thesis in any of the areas of concentration of the college, subject to departmental approval.**

**MBA Specialization Tracks include the following:**

- Building Sustainable Enterprise**
- Entrepreneurship**

- **Finance**
- **Advanced Financial Management**
- **Government and Business**
- **Health Care in a Changing Business Environment**
- **International Business**
- **Advanced International Business**
- **Management**
- **Management Information Systems**
- **Advanced Management Information Systems**
- **Marketing Strategy**
- **Advanced Marketing**
- **Supply Chain Management**

**Note: Some Application Tracks may not be offered each year. Additional applications tracks may be developed based on students interests and needs.**

## **MANAGERIAL TOOL COURSES**

Full time students must complete Financial Accounting and Managerial Economics during the first term. Part time students must complete these two courses during the first two terms.

The eight week format was designed to facilitate students' ability to schedule and complete the tool courses more quickly and conveniently. It is strongly recommended that students (where possible) register for courses as they are sequenced. For example, Managerial Economics should be followed by Global Economics, and Managerial Decision Analysis should be followed by Operations Management and Quality Enhancement.

### **Prerequisites**

- **Financial Accounting is a prerequisite for Managerial Accounting**
- **Financial Accounting and Managerial Economics are prerequisites for Financial Management.**
- **The remaining tool courses should be scheduled according to offerings in the master plan.**

**Students should complete a majority or all of the Managerial Tool courses prior to enrolling in the elective track courses.**

## **ELECTIVE TRACKS AND INTEGRATED BUSINESS APPLICATIONS**

### **ELECTIVE AREAS (Specialization Tracks)**

Students select 2-3 areas of competency, with 9 credit hours (each) to fulfill each elective sequence. Areas of specialization or “tracks” include such subjects as:

Entrepreneurship	Government and Business
International Business	Management and Organization
Marketing Strategy	Management Information Systems
Health Care	Custom Designed Elective Sequence
Building Sustainable Enterprise	(Designed by student)
Supply Chain Management	

**\*\* See gold-colored pages for descriptions of these areas of specialization.**

## **SPECIALIZATION CERTIFICATES**

Students will receive a certificate of achievement for the successful completion of each designated elective track. Certificates are mailed after students are certified to graduate along with a letter of congratulations.

## **ELECTIVE/SPECIALIZATION TRACK GUIDELINES**

- Tracks may be discipline specific, or interdisciplinary.
- A student must take two-three elective tracks consisting of three courses each.
- Students must select at least two basic tracks. (ie no advanced tracks)
- One track may be custom designed based on the student’s interests. (short program students only)
- Custom designed tracks may not have more than two courses from the same discipline.
- Tool courses are not advanced electives and may not be included in elective tracks.
- With prior approval from the Director or Assistant Director of the MBA Program, students may take up to six credit hours of electives from another college as part of a custom designed track.

## **INTEGRATED BUSINESS APPLICATIONS**

Integrated Business Applications (IBA) is a six credit, two (consecutive) semester course sequence which emphasizes the integration and utilization of techniques and methods taught in the Tool and Application areas. The sequence involves working in both group and individual projects, with "live" as well as published cases. It utilizes a variety of computer applications, and includes the development of detailed business plans.

**Prerequisite: Student must be in second to last semester and all tool courses must be completed prior to enrolling in IBA I. Permits for registration are required in order to monitor the prerequisite.**

## GENERAL PROGRAM INFORMATION

1. The maximum number of required graduate semester hours is 48 and the minimum number is 37. The difference reflects educational objectives, course waivers or transfer credit (see Waiver Policy below.)
2. In order to ensure breadth of the program, students must take courses from 4 of the 8 functional disciplines. Courses which are waived may not be used to meet this requirement (unless the student does not take the waiver and completes the course instead). Disciplines include:

Finance	Management
Marketing	Information Systems
Economics	Decision Sciences
Accounting	GEB (not including Social Ethical Legal or the IBA Courses)
3. The maximum number of semester hours allowed in one functional discipline (for degree purposes) is 15. Students are encouraged to pursue three Elective Tracks (areas of specialization). See Page 3 for Elective Track guidelines.
4. No more than 6 semester hours may be taken as Independent Study and/or Directed Research. Such credits must be supervised by a full-time faculty member; I/S may not be used to meet constraint #2 above. Independent Study and Directed Research may only be taken as S/U and apply toward a custom designed elective track and do not provide breath coverage.
5. Integrated Business Applications may only be taken as part of the student's last two semesters of coursework.
6. No courses outside the College of Business Administration may be taken for degree credit **unless** prior approval is received. A maximum of 6 semester hours will be approved for coursework outside the college. All courses must be graduate level.
7. Writing a thesis is optional. Students should consult with the Director of the program when considering this option. See page 6 for further details.

## WAIVER POLICY

A reduction of the 48 semester credit hour program may be accomplished by waivers of the tool courses. When an applicant is accepted into the program, the Assistant Director will review the coursework completed and the student will be informed of any waivers granted.

The application of any waivers is usually based on transcript analysis. Undergraduate business majors may be eligible to waive up to 20 credit hours if their degree was obtained from an AACSB accredited school within the last seven years.

## COURSES

A complete list of all graduate courses including a description of their contents and any prerequisites can be found in the Graduate School Catalog (available on-line at [www.grad.usf.edu](http://www.grad.usf.edu)).

## COURSE SEQUENCING AND PREREQUISITES

**Students must meet all prerequisites for a course before taking it.** Students are expected to be proficient in college algebra prior to beginning the MBA program. Tool course must be taken prior to enrolling in an elective track course in the discipline.

Students required to complete tool courses should refer to the tool course master schedule. Evening tool courses are offered once a year, so following the master tool schedule is critical to timely completion of the program.

Most of the Tool courses must be completed before beginning the Elective (Track) coursework. Integrated Business Applications may only be taken as part of the final two sequences of coursework. All tool courses must be complete before IBA I.

Permission to enroll in courses that are not part of their degree program must be obtained in writing by the Director or Assistant Director of the MBA Program.

## M.Acc. COURSES

MBA students **must receive special written approval** to take Master of Accountancy courses. In order to receive special approval, students must meet the following criteria:

1. Student must have an undergraduate degree in Accounting with an acceptable grade point average and the proper prerequisites.
2. Approval for the specific course(s) must be received from the Master of Accountancy advisor in the School of Accountancy.

A maximum of 6 credit hours of M.Acc. courses (5000 and/or 6000 level) may be counted toward the MBA degree.

## INDEPENDENT STUDY/DIRECTED RESEARCH

Students may elect to do an independent study project or a directed research project at any time during their course of study. However, these generally should not be undertaken until Foundation courses or at least the Foundation course in the field chosen have been completed. These courses constitute an elective in the department the course is assigned to and can only be taken on S/U basis. Independent Study/Directed Research cannot be used to satisfy the breadth requirement in an area if a Tool course is waived. Independent Study/Directed Research are not applicable to specialization tracks unless specifically noted in the track description.

**\*\*Independent Study/Directed Research projects must represent more advanced learning experiences than regularly scheduled courses.**

Each project (whether independent study or directed research) is coordinated by a full-time faculty member who acts as an adviser. The normal procedure is for the student to select a subject area, develop an outline, and discuss it with interested faculty. The agreement between the faculty member and the student is formalized by an "Independent Study Contract" signed by the student, faculty member, department chairperson and the director of MBA programs. This form can be obtained from the Office of Graduate Studies and a copy of the completed form must be on file in that office before the student is approved to register for the course.

**\*\* Independent Study/Directed Research is limited to 6 hours total credit for the MBA degree and does not cover breadth area.**

## **THESIS**

Students may elect to do a 6 credit hour thesis in a specific area of interest, subject to departmental approval. The thesis hours do not count toward a "discipline specific" application area. This may however, be incorporated into a self designed application area.

Students who wish to do a thesis should contact the Chairperson of the appropriate department. This person will assign a three member thesis committee which will supervise and approve the thesis. The thesis must conform to the guidelines in the University of South Florida's *Handbook of Graduate Theses and Dissertations* which is available at: <http://www.grad.usf.edu>

## **BRANCH CAMPUS OFFERINGS:**

MBA courses are currently offered at the main campus in Tampa and the Downtown Center (evening courses only). While a complete evening program is offered at the Downtown Center, the track options may be limited. The MBA program at USF St. Petersburg varies significantly from the program offered in Tampa. Please contact the COB Graduate Studies Office at (813 974-3335) to take MBA courses at USF St. Petersburg.

## **Downtown Center**

An additional fee of approximately \$30.00 per credit over the off-campus rate is assessed for courses taken at the Downtown Center. Students taking courses only at the Downtown Center are not required to purchase a USF Parking Pass. For security purposes, students must show a photo ID to access the building (Tampa Port Authority). See the map at the end of the handbook for directions.

# ACADEMIC PROCEDURES

## ADVISING

There are two types of graduate advising available to MBA students: academic and administrative. Academic advising for specializations offered in the MBA Program may be provided by the Chairman in each department or the contact person designated for a particular track. The Office of Graduate Studies may also offer advising for curriculum choices as it relates to program requirements. However, the aforementioned sources are recommended for questions concerning curriculum planning to maximize selected career path opportunities.

Administrative advising (answering administrative questions, providing course approval, reviewing program requirements, etc.) is provided by designated personnel in the Office of Graduate Studies (BSN 103). An individual adviser is not assigned to each student. Each student is expected to take primary responsibility for tailoring the program to meet his/her needs.

## COURSE LOADS/TIME LIMITATION

Acceptable course loads are normally decided by the individual students. The following guidelines have been established:

- Full-time is 9 or more credit hours per semester.
- Part-time students are encouraged to enroll for 6 credit hours per semester.

The MBA degree must be completed within five years from the time a student is officially accepted.

## Enrollment Requirements

**Degree-seeking graduate students who have not been in attendance at the University during any of the three semesters immediately preceding the semester enrollment is desired, must apply for reinstatement through the College of Business Office of Graduate Studies (BSN 103).**

## GRADING

The details of the grading system are as follows:

<u>Letter Grade</u>	<u>Grade Point Average</u>	<u>Letter Grade</u>	<u>Description</u>
A+	4.00	I	Incomplete

A	4.00	M	Missing
A-	3.67	N	Audit
B+	3.33	S	Satisfactory
B	3.00	U	Unsatisfactory
B-	2.67	W	Withdrawal
C+	2.33	Z	Continuing registration in thesis
C	2.00		
C-	1.67		
D+	1.33		
D	1.00		
D-	0.67		
F	0.00		

Grades of FF, I, IF, IU, M, MF, MU, N, R, S, T, U, W, and Z that are described in the current catalog will be continued as they currently are used.

Faculty have the option to use the plus and minus grades, merely by electing to ignore those options in their assignment of grades. However, faculty who choose not to use the plus and minus options should make that choice clear in their syllabi that are distributed to students at the outset of each semester.

A student's grade point average is computed by multiplying each course's credit hour value by its respective quality point value, adding each of these values together, and dividing by the total number of credit hours. All course work is counted toward calculation of the GPA including any undergraduate work taken while registered as an MBA student. **There is no grade forgiveness at the graduate level.** If a course is retaken; the previous grade is not dropped. Any courses in which a grade of C- or lower or a grade of U has been received cannot be used to meet degree requirement. Courses cannot be audited without special permission.

## INCOMPLETE GRADES

The grade of "I" (signifying incomplete performance of course material in the allotted time) is assigned only upon demonstration of satisfactory performance in the course and some exceptional situation which makes it impossible to complete the specific course requirements within the normal academic period.

An "I" grade may be awarded at the discretion of the instructor only when the student is otherwise earning a passing grade and only if the incomplete is due to the omission or fault of the student. Students are advised to initiate a written contract for incomplete grades. Forms for this are available in the Office of Graduate Studies. The contract should include a description of the work to be completed, the date by which the work is to be submitted and should be approved and signed by the course instructor. Until removed, the "I" is not computed in the grade point average. **If not removed after two terms (including summer), "I" grades will be converted to "IF" (Incomplete-Fail).**

Students do not re-register for courses in which they are only completing previous course requirements to change an "I" grade. If a student wants to audit a course for

review in order to complete course requirements, full fees must be paid. All "I" grades must be removed before graduation.

## **PETITIONS**

Petitions are the administrative vehicle employed when a student seeks some special consideration concerning his/her academic program. It could be a request that deviates from the norm or a way to document a specific action. They are obtained from the Office of Graduate Studies and should be completed in such detail that the problem or situation is adequately explained. The petition must contain any supporting data that would aid the decision process. Further, the petition should be signed by the faculty member involved prior to submission. The completed Graduate Council Petition should be returned to the Office of Graduate Studies where it will be reviewed for consideration by the Assistant Director of Graduate Studies for the College of Business and the Graduate School. The student will be notified by the Graduate Office in writing as to the review results.

## **TRANSFER OF COURSES**

Transfer of course credit is limited to 9 semester hours. The work must have been done within the previous seven years at an AACSB accredited school at the graduate level. In addition, normally, no more than twelve credit hours earned as a Special Student at the University of South Florida may be applied toward the graduate degree. Exceptions to these rules can only be made by the Director or Assistant Director. In some cases, students may transfer in credits from other AACSB programs after beginning USF's program (i.e., in case of company transfer).

## **PROBATION/DISMISSAL**

All students are expected to maintain a cumulative grade point average of 3.0 (B) throughout the program and a minimum GPA of 3.0 is required for graduation. Failure to maintain the "B" average places the student on academic probation. Any student accepted with "provisional" status must meet the provision or be subject to dismissal.

Notification of probation is made in writing to the student by the Graduate School. Concerted effort will be made to aid the student in re-establishing good standing. At the end of the probationary semester, the Office of Graduate Studies will recommend to the Graduate School dean one of three alternatives:

- (1) Removal of probation**
- (2) Continued probation**
- (3) Dismissal from degree program**

If the student is unable to reach a 3.0, the student may be dismissed from degree-seeking status after one semester of probation. Please refer to the Graduate Catalog for additional information.

**Note: Students placed on academic probation will be placed on a registration hold. The hold will be removed only after the grades come in from the current semester and it is determined the student either cleared probation or will be placed on continuing probation.**

## **GRADUATION PROCEDURES**

At the beginning of the final term, each student must complete the "Application for Degree" form obtained from the Graduate Studies Office by the deadline designated by this office. This form should be completed very carefully because the information on it will be used to print the diploma. If the student fails to complete all requirements during the term in which application is made, the student must reapply. The application must be signed in the Graduate Studies Office before being turned into the USF Registrar.

There is a full graduation ceremony at the end of each semester. Diplomas will be mailed out about 6-8 weeks following the end of each term.

## **MBA LISTSERV**

In order to receive information for subsequent semesters, you must subscribe to the MBA listserv. All MBA students will be responsible for information that is disseminated through the list.

### **Subscribing to the List**

Joining over the Web:

1. Go to <http://mailman.acomp.usf.edu/mailman/listinfo/mba-list>
2. The login screen for the list will appear
3. Enter the e-mail address you prefer to have important messages and updates regarding the MBA program and job opportunities sent to
4. Enter a password for accessing the list-serv, and then reenter it again
5. Ensure the option "Would you like to receive list mail batched in a daily digest?" is set to "No" (this is normally the default selection, and is so everyone receives messages as they are contributed and may receive attachments)
6. Click on "Subscribe".
7. The server will send an E-mail message to you, follow the instructions on the message to complete the subscription.

### **Unsubscribing from the List**

1. Go to <http://mailman.acomp.usf.edu/mailman/listinfo/mba-list>
2. Scroll down to the bottom of the page
3. Enter the e-mail address you used to subscribe to the list
4. Click "Unsubscribe or edit options"
5. Click on "Unsubscribe"

6. A confirmation message will be sent back to you. Read the message and follow the directions.

# REGISTRATION INFORMATION AND PROCEDURES

## REGISTRATION

Registration information, including a course schedule, is sent via the listserv and website to all continuing MBA students each semester. The Registrar's Office also mails out information, including appointment dates for graduate students to register using Oasis.

Students register by web via Oasis. If students wish to enroll for more than 18 hours, prior approval should be obtained from the Director of the MBA Program.

**Due to the limited space availability in each course, students are strongly encouraged to register only for those courses which they plan to attend.**

## ALTERNATIVE CALENDAR REGISTRATION

Students may register by web during the regular (early) registration period for all coursework, including those courses which are offered in the second eight weeks of the semester.

**Do not drop 2<sup>nd</sup> 8 week courses via Oasis.**

Students also have the option of registering "**midsemester**" for the second 8 week block of courses. In order to do this, students must be currently registered for other courses. Registration at this time, is considered alternative calendar and will take place during the first week of class for the second eight week session. **Students may not register by web at this time.**

### Alternative Calendar Registration Process:

- Obtain an alternative calendar registration form from the Graduate Studies Office.
- Return the alternative calendar registration form along with payment to the Cashier's Office on or before the end of the first week of the 2nd block of courses.

## LATE REGISTRATION

Students must register by Friday (5:00PM) prior to the first day of class or a \$100.00 late fee is assessed: Students are encouraged to register early since there is a strong likelihood that course selection will be limited due to closed sections.

## DROP/ADD

Regular drop/add is conducted each term during the first five days of the semester. While courses can only be added until the end of the first five days of class, they

can be dropped without academic penalty until approximately halfway through the term. Students are fee liable for courses after the fifth day of the semester. Consult the University Schedule of Classes or the *USF Graduate Catalog* for the respective dates.

A fee adjustment will be made for any courses dropped or added before the end of the first five days of classes. If a student wishes to drop a class, he/she may do so by web through the first five days of class.

The College of Business uses the **Mandatory First Class Attendance** policy for **graduate** as well as undergraduate students. The first class roll is used by the professors to **drop students not attending the first day of class in a course**. However, in order to avoid fee liability and academic penalty, the student is responsible for ensuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of the semester. We recommend that, if you plan not to take a course, **that you drop the course via the web** to avoid any academic or financial penalty.

Students wishing to add a course after the first five days of classes or drop a course after the drop deadline must submit a Graduate Council Petition. These petitions may be obtained in the Office of Graduate Studies and are approved only for exceptional reasons or in special circumstances.

**Please note that 4 and 8 week courses have a different withdraw deadline from that published for 16 week courses. For 8 week courses, the deadline will be approximately midway through the abbreviated term** (approximately the 4th week for first 8 week courses and approx. the 12th week for second 8 week courses). Please check with the Graduate Studies Office for specific dates (or refer to our website).

## **STUDENT I.D. CARDS**

Student I.D. cards are made the first term a student attends classes at USF. This card is retained throughout the time spent at USF. Student I.D. cards are made at the USF Card Center in the Marshall Center.

Student I.D. cards are validated each term after all fees are paid. This can be done during registration or at the Student ID Office located in the Marshall Center (UC). If the fee payment is mailed, time should be allowed for the payment to arrive at USF and be processed.

## **VEHICLE REGISTRATION**

All bicycles, motorcycles, and automobiles used on campus must be registered with the University Police. This is handled through the Traffic Office, University Police Headquarters (UPB). Consult the USF Schedule of Classes for further information or call the Traffic Office.

Parking permits are color coded to correspond to Resident, Commuter, and Staff parking lots. Parking in a lot not designated by the sticker will result in a fine if caught between 7:00 a.m. and 5:00 p.m., Monday through Friday. For further information, see "Traffic and Parking Regulations" available from the University Police.

Students only attending courses at the Downtown Center are not required to purchase a USF Parking Pass.

## **FINANCIAL AID INFORMATION**

### **GUARANTEED STUDENT LOANS**

These loans are guaranteed by the federal government and are made available through private lending institutions. The amount which can be borrowed varies depending on such factors as time remaining in the program and financial need. Apply through the Financial Aid Office at least 60-90 days before the money is required. Further information may be obtained through that office (974-2621).

### **COOPERATIVE EDUCATION**

The cooperative education program provides alternating terms of full-time study and full-time employment in a private enterprise or government agency over the course of the academic year. Apply through the Career Resource Center which is located in the Student Services building.

### **GRADUATE ASSISTANTSHIPS**

A limited number of graduate assistantships are available in the College of Business Administration. Assistantships provide part-time (20 hours per week) employment in various academic departments. Assistantships involve an assortment of duties, which include research, teaching and administration. These are only available to full-time students.

- Applications are available in the Office of Graduate Studies (BSN 103). However, hiring decisions are made by individual departments.
- Assistantships usually carry some fee waivers as a benefit.

### **OTHER**

There may be other scholarships available from time to time for graduate students. Information will be posted on the MBA List.

## **FACILITIES AND SERVICES**

### **OFFICE OF GRADUATE STUDIES**

The Office of Graduate Studies is located on the first floor in the new annex to Chester Ferguson Hall (COB Building) (BSN 103, phone 974-3335). This office handles administrative duties for the MBA program, administrative counseling and course approvals. Any

questions that are not answered in this handbook should be referred to this office. The office is open from 8:00 am to 6:00 pm, Monday thru Thursday and 8:00 am to 4:00 pm on Friday. Hours may be adjusted during holidays and breaks.

## **COMPUTER FACILITIES**

The College of Business has two open-use computer labs for students: one in BSN 2401/4 and one in CIS 1035. The BSN Lab is open Monday through Thursday from 8:00 AM to 11:00 PM, Friday from 8:00 AM to 5:00 PM, Saturday from noon to 5:00 and Sunday from noon to 10:00 PM. The CIS Lab is open Monday through Thursday from 9:00 AM to 10:00 PM, and Friday from 9:00 AM to 5:00 PM. A Help Lab, staffed by student assistants, is located within the BSN Lab. The student assistants provide support for Microsoft Office software and computer programming.

## **UNIVERSITY LIBRARY**

The University Library (LIB) has six floors plus a basement level and houses over 500,000 volumes. The Reserve reading area is on the first floor and Government services and information are in the basement; periodicals, microfilms, and copy services are on the second floor; and the general book collection is on the third, fourth, and fifth floors. Also housed on the fourth floor is the Florida Collection. A snack bar is located near the library entrance.

Literature on the layout of the library and the location of various services is available at the library information desk. The library staff has prepared lists of reference materials relating to a number of topics. These are located near the computers on the first floor. The library is normally open from 7:30 a.m. to midnight, Monday through Thursday, 7:30 a.m. to 6:00 p.m., Friday and Saturday and noon-midnight Sunday. These schedules may vary from time to time but open hours are posted outside the building.

## **CAREER RESOURCE CENTER**

The USF Career Center and the College of Business's Office of Employer Relations exist to support every aspect of your career planning and job search. They have a variety of programs and services available in which you are encouraged to participate.

The Career Center is located on the second floor of the Student Services Building (SVC 2088). On-campus interviewing, job search workshops, mock interviews, and resume referral are offered through this office. In order to participate in on-campus interviewing, students must complete a Resume Release Form, available in the Career Center and the College of Business, and upload a resume to the Career Center's website.

The Office of Employer Relations is located on the second floor of the Business Building (BSN 2202). Here, MBA Students can obtain detailed career advice and resume reviews. In addition, a number of specific career events are planned for MBA students to gain access to top employers. A calendar of career events, including company information sessions, on-site tours, and networking events, can be found on the COBA Career Services website. Students are encouraged to submit their resume to the online resume book that is viewed by

employers on a regular basis. The MBA Program Listserv is also utilized as a means of distributing current position information to students.

## **TUTORIAL SERVICES**

A number of tutorial laboratories are available to graduate students at no charge. These include a statistics lab located in BSN 2407 and a computer help lab located in BSN 2400. The hours for these labs vary so students should check the posted schedules or check with the respective departments. In addition, some of the departments maintain lists of tutors available on a fee basis.

## **THE GRADUATE BUSINESS ASSOCIATION (GBA)**

The GBA is an active forum for the exchange of information among and between students, faculty, administrators, and the business community. The GBA sponsors:

- distinguished speakers
- the Graduate Student Annex (BSN 2100)
- various social events such as picnics, banquets, and sports contests
- career networking

Perhaps most importantly, the GBA acts as a support network for graduate students of business.

## **GRADUATE COMPUTER LAB**

The GBA Computer Lab is located in the GBA Lounge, room 2100. There are 10 workstations students can use to complete required coursework. Each workstation is connected to the World Wide Web and students have access to Pay-For-Print located in BSN 2400. There are additional network jacks for those students who have personal laptops equipped with a network card. There is also a strong wireless signal in that area. If you find the GBA Lounge locked, currently enrolled business graduate students can gain access by going to COBA Graduate Studies (BSN 103) and asking for assistance.

## **GRADUATE STUDENT ANNEX (BSN 2100)**

The Graduate Student Area is located on the second floor of the College of Business Administration building. It is coordinated by the Graduate Business Association for the use of the graduate student body and serves as a graduate student lounge, a graduate study area, and a meeting room for the Graduate Business Association. Current career-related articles and magazines are available for your use. The telephone number is 974-4069.

## **INTERNATIONAL BUSINESS BOARD (I.B.B.)**

The International Business Board (I.B.B.) is designed to provide students with additional knowledge, perspectives, skills and experience necessary for successful careers in a global business environment. Depending upon the student's intended career path, the preparation for, and level of involvement in international business issues, will vary. However, most will need some level of exposure to the challenges and opportunities that this field presents. The I.B.B. facilitates:

- interaction among students interested in international business;
- information about career opportunities;
- access to international business functions and networking with guest speakers; and
- orientation and assistance for international students in the College of Business.

## **GENERAL INFORMATION**

### **THE STUDENT BODY**

As of Fall 2007 there are approximately 500 students enrolled in the MBA programs, 57% of which are seeking their degrees on a part-time basis. Roughly 40% of the student body is female. All of these individuals have demonstrated excellence in academics and/or the workplace.

### **STUDENT ORGANIZATIONS**

There are a number of social, academic, honor, and honorary societies which a student can join. All students are encouraged to participate in extracurricular activities. The following organizations are active within the College of Business Administration.

- *Beta Alpha Psi* - The national professional accounting fraternity devoted to the promotion of the profession, inspiring professional ideals, and recognizing academic achievement.
- *Beta Gamma Sigma* - Honorary society which encourages and rewards outstanding scholarship among business students.
- *Delta Sigma Pi* - Fosters the study of business and a close association between students and the business world.
- *Economics Club* - Provides a forum for discussion of economic issues, and actively encourages communication between the economics faculty and all students interested in economics.
- *Graduate Business Association* - An association of graduate students seeking to enhance the quality of the graduate experience and foster fellowship among graduate students and faculty.

- *Pi Sigma Epsilon* - A professional society interested in marketing, sales management, and selling.
- *Student Finance Association* - An organization which provides exposure to the many facets and opportunities in the field of finance.

In addition to the student societies, there are numerous professional societies available, such as the American Marketing Association, American Management Association, and the Financial Management Association. Outstanding students may be elected into the Phi Kappa Phi honor society (Phi Beta Kappa is not active at USF).

### ***GRADUATE COUNCIL***

The Graduate Council is responsible for advising the President & Vice-President for Academic Affairs, and the University Dean of the Graduate School on principles, policies, and procedures affecting graduate studies at the University of South Florida as well as reviewing and recommending for approval or disapproval of all new graduate courses and course changes.

### ***GRADUATE POLICY COMMITTEE***

The Graduate Policy Committee is responsible for establishing principles, policies, and general procedures affecting graduate studies in the College of Business Administration within the guidelines set by the Graduate Council. The Graduate Policy Committee consists of seven members including graduate students representing the Graduate Business Association.

### ***Use of Photo/Image***

**From time to time, we use pictures of currently enrolled students on our website and in publications for the MBA Program.**

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