



MENDOZA COLLEGE
OF BUSINESS

MBA New Student Orientation

Student Services Overview

June 4, 2018



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Welcome to Week 2

- ILD Takeaways
- ILD and your MBA
- Today's agenda
 - General information
 - Academics
 - Your ND MBA Experience



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Your Student Services Team

- Tracy Freymuth, Director
- Andrew Wendelborn, Associate Director
- Alice Obermiller, Assoc. Dir. Experiential Learning
- Rita Udvardy, Assistant Director
- Joseph Torma, Program Manager
- Jennifer Ransbottom, Administrative Assistant



What is Student Services?

- Academic advising
- Curriculum and scheduling
- Graduate Business (MBA, MSM, MSA) student leadership, clubs, committees
- Collaboration with faculty
- Interterm & other experiential learning opportunities
- International trips
- General support and campus resources
- Graduate Business Commencement Ceremony



Mark Your Calendars

- Saturday, May 18, 2019 at 10:00 am
- Graduation Requirements:
 - Minimum of 46 credits
 - Cumulative GPA of 3.0
 - One concentration
- Maintain academic good standing throughout program



Communication

- Email – Main mode
- Use ND Gmail account only
 - Change time zone please
 - For recruiting purposes (add signature)
 - READ all emails from us.....VERY IMPORTANT
 - You are responsible for information even if you don't read it!



Student ID and Building Access

- Obtain ND Student ID today (June 4)
 - Bring netID and driver's license or passport
- ID swipe card access 7 x 24 unless communicated
 - Limited access on football weekends
- Team rooms – Graduate Business students only
 - Some designated for specific programs
 - Policies in each room
- Giovanini
 - Two team rooms (all of Mendoza): swipe and enter code



Study and Work Spaces

- MBA Team Rooms
 - Two hour maximum; cannot be reserved; cannot be left unattended
 - Groups have priority over individuals; individuals have 15 minutes to vacate for a group
- Giovanini Team Rooms
- L068 additional team space when not in use as classroom
- Other study space
 - Giovanini
 - Student lounges
 - Hesburgh library
 - Law library



Lockers and Mailboxes

- Lower Level
- Mailboxes organized by group
- List of Lockers posted
- Bring your own lock
- Changing rooms



Student Health Insurance

- Health insurance required for all graduate students
- Automatic enrollment in student insurance plan
- Summer Premiums ~ \$1400 (more if children)
- If you have comparable coverage, you can waive the University-sponsored plan
 - Submit a waiver by June 15
 - Re-submit for academic year July 15 – September 15
- <https://uhs.nd.edu/insurance-billing/insurance-plans-rates/>
- Connie Morrow, cmorrow@nd.edu, 574-631-1882



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Finding Important Information

- Practice locating important information
 - Inside ND (inside.nd.edu)
 - GBP Student Services Portal
 - Other portals in InsideND
 - Registrar.nd.edu
 - Dining.nd.edu
 - Oit.nd.edu
 - Library.nd.edu
 - Faith.nd.edu



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Where to Find Important Information

- Inside ND: GBP Student Services Portal
 - Academic calendar, schedules, program requirements, sample syllabi, electronic signature, academic and honor codes
 - Campus resources, registration information, appointments
- Inside ND: Other Portals
 - Course schedule, class search
 - Grades, ND Roll Call
- Find.nd.edu
- Sakai



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Questions?





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Graduate Business Programs Values Statement

- Community & Responsibility
- Excellence
- Integrity
- Leadership
- Spirituality

Define Your Notre Dame Experience



Tips for Success

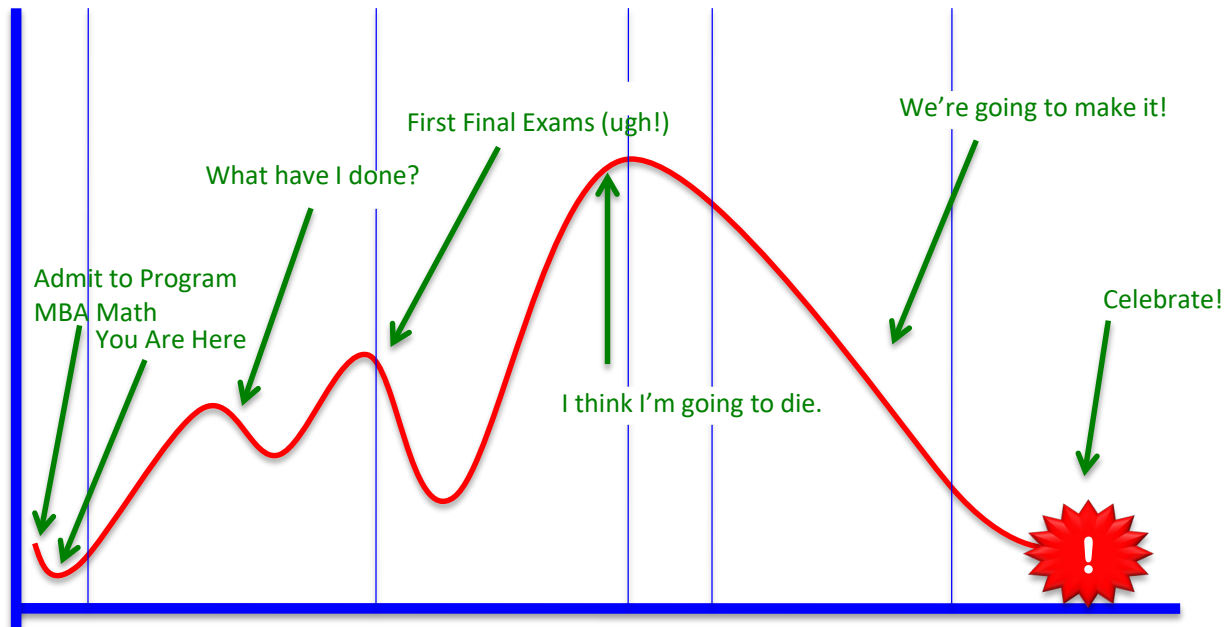
- Focus on the learning not just grades
- Work closely with Career coach
- Build your human capital
- Be on time and be prepared
- Have an open mind
- No cells or laptops in class – faculty specific
- If you have a question, just ask



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MBA Stress Curve



(adapted from Emory University)



Academic Advising

- Required advising sessions for Fall 2018 term
 - Early July
 - Sessions last up to 30 minutes
- We'll discuss...
 - Program requirements
 - Concentration track courses & electives outside track
 - Registration process and course selection
 - Interterm and international travel options



Academic Planning: Concentration Tracks & Registration

- One concentration required; two can be declared
- Not listed on diploma; on transcript only
- Course registration priority given based on concentration tracks
- Tentative plan for academic year
 - 4 modules
 - 4-9 credit hours (2-4 classes) per module
 - 1 interterm course per semester



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“Interterm”

- Applied learning opportunity
- Held week 8 of fall and spring semesters
- Required in fall and spring (unless taking BOTFL or an International Immersion trip in spring)
- 1 credit hour
- More information in early fall



International Immersions

- March 2019: Interterm Week and Spring Break Week
- Options: China, Chile/Argentina, or South Africa (Beijing/Shanghai, Santiago/Buenos Aires, or Johannesburg/Cape Town)
- \$1,700 administrative fee
- What is covered by administrative fee: hotel, intracontinental travel, some meals, and bus transfers
- What is not covered: flights to/from countries, extra activities



Module 2: Santiago, Chile

- Full module in Santiago (7 weeks, late October – early December)
- \$1,000 administrative fee
- Courses
 - International Marketing
 - International Finance
 - Latin American Economics
 - Spanish
- Information session in summer prior to registration



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Application Courses

- AIM - Applied Investment Management
 - Spring 2019 for one-year and second-year students
 - Live portfolio management (\$10 million)
 - Information and application in the fall
- Business on the Front Lines (BOTFL)
 - Spring 2019 - for one-year and second-year students
 - Information and application in the fall
 - [BOTFL \(short video\)](#)



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Questions?





Academic Integrity and Honor Code

- Why Is There an Honor Code?
 - Both students and faculty share in the responsibility for cultivating a learning environment.
- Honor Code Pledge
 - Every Notre Dame graduate business student is expected to make the ethical and moral commitment to act honestly and to not tolerate academic dishonesty on the part of other students.



What would you do?

- Please discuss in groups the following situations
- Situation 1
- Situation 2
- Situation 3
- Situation 4



GBP Academic Code

- Section 5.3.1 In Good Standing

“To maintain academic good standing, a business graduate student must achieve a cumulative G.P.A. of at least 3.000 in every semester.”

- Section 5.4.2 Other Dismissals

“The University may dismiss any student whose health status or general conduct may be judged, in the sole discretion of the University, as clearly detrimental to the best interests of 17 either the student or the University community. The University may also dismiss students for disciplinary reasons as set forth in du Lac: A Guide to Student Life at <http://dulac.nd.edu>, and for violations of the Mendoza College of Business Graduate Academic Code of Honor. Academic, financial, or other consequences depend upon the stipulated effective date of dismissal.”



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In Your Own Work

All submitted work must be your own —no matter how small or insignificant the assignment, whether it is graded or ungraded, a draft or a final version. This reflects your personal commitment to academic integrity and being truthful.



In Working with Other Students

- Collaborative study that has been explicitly forbidden by your instructor is also forbidden by the Honor Code
- Be mindful about sharing information, especially between groups or during a take home exam

What is Your Responsibility

- Be sure to learn from each of your instructors how the Honor Code applies specifically to that course; clarify any questions you have about individual and group work
- When in doubt--ASK



Honor Code Violations

- Plagiarism - Submitting without citation work that incorporates someone else's ideas; for example:
 - Sentences copied from a book, article, essay, website, or newspaper, whether or not the material in question is copyrighted
 - Information copied from another student's paper, notebook, or exam
 - Statements paraphrased from written or printed media material, including websites
 - Ideas lifted from books, essays, and websites
- Cite all sources!



Other Honor Code Violations

- Giving or receiving unauthorized aid on an exam or quiz
- Falsifying data of any kind
- Giving a false reason for requesting a make-up examination, an extension on an assignment, or an excused absence
- Turning in the same work for two or more courses without the explicit approval of all of the instructors involved
- Failing to take responsible action upon witnessing or becoming aware of an Honor Code violation



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IF YOU WITNESS AN HONOR CODE VIOLATION

- If you witness a violation of the Honor Code or believe it has been violated, consider talking with the suspected student
- If the student admits responsibility, urge the student to report him/herself to the instructor
- If you are not comfortable confronting the student, you may choose to discuss the observed action(s) with the instructor, not naming those involved, and determine if the act merits action
- Report the specific act of alleged academic dishonesty to the instructor



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Honor Code Pledge & “Quiz”

- **The Graduate Business Honor Code Pledge**

“The MCOB graduate business students, united in a spirit of mutual trust and fellowship, mindful of the values of a true education and the challenge posed by the world, agree to accept the responsibilities for honorable conduct in all academic activities, to assist one another in maintaining and promoting personal integrity, and to abide by the principles and procedures in this Honor Code.”

- Online quiz to complete by 11:59 pm Sunday, June 10
- Email with instructions
- Complete copy of Honor Code in folder to use as guide in quiz



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Summer

- Focus on getting a good start
- First four weeks are especially intense
- Learning teams
 - Summer faculty may use teams for group work
 - Great support for studying and questions
 - Review what you covered in ILD on setting expectations, goals and conflict resolution strategies for your team
 - Learning Team 360 end of summer session
- Community of support and resources



Other Opportunities

- MBAA Leadership
 - Executive Vice President
 - Multiple Vice President Opportunities
 - Elections held in July
 - MBAA meets on Mondays at noon all year
- Clubs and Committees
 - Fair second week of classes in fall
- Case Competitions
 - Opportunities throughout the year



Experience Notre Dame

- Make a plan to enjoy your time at Notre Dame
 - Notre Dame history and tradition
 - Notre Dame sports
 - Travel
 - Service
 - South Bend/Michiana area
 - Clubs and extra curricular activities
- Any recommendations?



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Social Media

Please share your experience and promote the program.

- Facebook: NotreDameMBA
- Twitter: @nd_mba
- Instagram: notredamemba
- For all platforms, the program uses #NDMBA



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General Summary

- Welcome – we are excited to have you here
- Remember your ILD experience and the importance of focusing on your personal leadership development
- Student Services and GBP team here to assist
- Read all communication from us!
- Review Academic and Honor Codes
- Start exploring GBP Portal and InsideND
- Begin defining what you want your ND experience to include – your growth this year will depend on your efforts
- Share - #NDMBA



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Reminders

- Writing and Assessment and MBA Math should be completed
- Student IDs – today
 - Need NDid and driver's license or passport
- Core Course Waiver requests – due June 8
- Accounting pre-work – June 11
- Health Insurance Waivers – June 15
- Career Services – be sure you've completed their tasks as well
- Enjoy your ND experience!!!



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