JOE COYOTE
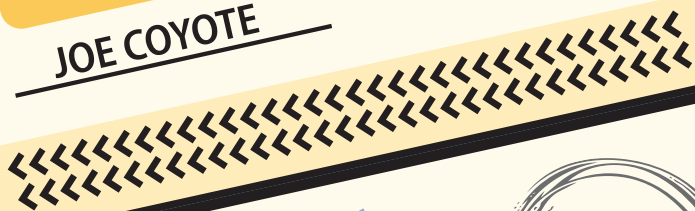
CSUSB

MBA JACK H. BROWN COLLEGE
Business & Public Administration

PASSPORT

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# PASSPORT PROGRAM INFORMATION

This passport will serve as a guide to the academic year, important university dates and signature activities hosted by the MBA Program Office, the JHBC Student Success Center, and both the Jack H. Brown College and University. At the end of the academic year, MBA students who earn **7 stamps*** from activities and events that represent the MBA Program Learning Goals will be awarded with an MBA Leadership Award; students earning **13 stamps*** in the academic year will receive the MBA Exceptional Leadership Award.



This symbol shows a pre-approved MBA Passport event. If the event is not hosted by the MBA Program, please provide proof of your attendance. Proof of attendance may come in the form of a picture at the event, a program, ticket stub, etc.

In order to receive a stamp for attending an event that is not listed, you must obtain pre-approval by e-mailing Kirstyn Hansen (**kirstyn. hansen@csusb.edu**) with event details and a one paragraph statement describing how the event aligns with one or more MBA Learning Goals. You will also need to submit proof of attendance in order to receive a stamp. To submit proof of attendance, click **here**.

**\* Stamps are to be completed during the 2022-23 academic year and are due by May 7, 2023 to the MBA Program Office for review.**

# NEW STUDENT ORIENTATION

It is imperative for all new students to attend orientation. During this time, faculty will review course information along with the value of each concentration. Staff will lead the orientation and discuss program, university, and curriculum policies. Students will have the opportunity to network and ask questions regarding their academic goals.

# JHBC LEARNING GOALS

**1**  **Specific Knowledge & Skills**
Each student should obtain required specialized knowledge and skills for the creation of value through integrated operations and distribution of goods, services, and information.

**2**  **Communication**
Each student can effectively communicate, either written or orally.

**3**  **Ethical Reasoning & Global Context**
Each student can identify and evaluate ethical issues within a global context and articulate a realistic recommendation to inform decision making.

**4**  **Problem Solving using Information Technology**
Each student can work through the problem solving process using information technology to identify a problem, evaluate solutions, and devise an innovative strategy to achieve a desired goal.

# MISSION STATEMENT

The Jack H. Brown College of Business and Public Administration is committed to nurturing a high quality educational environment that ensures student, faculty, and staff success in their pursuit of academic excellence and achievement. We seek to transform the lives of our students and alumni, ensuring that they become responsible management professionals within a dynamic region and a globally connected world.

MBA JACK H. BROWN COLLEGE
Business & Public Administration

AACSB ACCREDITED

# MBA PROGRAM STAFF

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# UNIVERSITY RESOURCES

**MBA Program Office**
JB-283
909.537.5703

**College Office**
JB-278
909.537.5700

**Financial Aid**
UH-150
909.537.5227

**Office of the Registrar**
UH-171
909.537.5200

**Graduate Studies**
CE-356
909.537.5058

**SSD**
UH-183
909.537.5238

**Professional Writing Office**
JB-462
909.537.3704

**Speaking Center**
JB-230
speaking.jhbc@csusb.edu

**Pfau Library**
1st Floor (PL)
909.537.5091

**Coyote Bookstore**
SMSU North
909.537.3966

**Student Financial Services**
UH-034
909.537.5162

**Associated Students, Inc.**
SMSU North 3304
909.537.5932

**Parking & Transportation**
UH-39
909.537.5912

**Campus Police**
UP-100
909.537.7777

**Student Health Center**
HC-101
909.537.5241

**Technology Support Center**
PL-1180
909.537.7677

# PASSPORT EVENTS

The following list provides examples of events that would qualify you to earn a passport stamp. However, there are many other types of events not listed here that would still qualify as an approved passport event. If you would like to participate in an event that has not been pre-approved, please refer to **page 7** for information on the necessary steps required to do so.

- Professional Conferences

- Any JHBC Department Event

- Development of/ Hosting Work Training

- Lectures

- Professional Skills Workshops

- Networking Events

- Various University Speaker Series

- Professional Accounting Meetings

- **Participating in a JHBC Club or Organization**

- **Completing a High Impact Practice**

# PROOF OF ATTENDANCE

Every approved Passport event you attend will require you to submit proof of attendance. In order to receive a stamp, you must fill out each entry field in the survey below. Once your event attendance has been approved, you will be notified via email.

SUBMIT PROOF OF ATTENDANCE

**https://csusb.az1.qualtrics.com/jfe/form/SV_3yOGl3TkmLVjwcC**

# PASSPORT PROGRAM STEPS

**Step 1:** Send approval request for any event that is not pre-approved to Kirstyn Hansen (**kirstyn.hansen@csusb.edu**) at least two (2) weeks before the event takes place. The request should include event details (where, when, etc.) and a one paragraph description about how the event meets one or more of the learning goals listed on **page 3**.

**Step 2:** Receive email confirmation from the MBA program that your event qualifies for a stamp in your passport.

**Step 3:** Attend pre-approved event.

**Step 4:** Submit proof of event attendance and required attachments/information via Qualtrics by clicking the link below:

**https://csusb.az1.qualtrics.com/jfe/form/SV_3yOGl3TkmLVjwcC**

**Step 5:** You will receive a confirmation email that you have been issued your stamp and your event attendance will be recorded. Please make note of this in your passport. It is recommended that you save all of your confirmation emails.

**Step 6:** Once you successfully obtain **seven or more** stamps, you will receive your MBA Leadership award. The awards are given out once a year.

# CLUBS & ORGANIZATIONS

Clubs and organizations provide CSUSB students with valuable organizational experience as well as professional and social contacts. The following list of clubs are affiliated with JHBC; however, any club or organization that is part of CSUSB will qualify.

- **Accounting Association** (AA)

- **Beta Alpha Psi** (BAP)

- **American Marketing Association** (AMA)

- **American Production & Inventory Control Society** (APICS)

- **Upstarters Entrepreneurship Club**

- **Financial Management Association** (FMA)

- **Future Business Leaders of America** (FBLA)

- **Cyber Intelligence & Security Organization** (CISO)

- **American Society for Public Administration** (ASPA)

- **Society for Human Resource Management** (SHRM)

- **Toastmasters**

- **Society of Women in Cyber Security** (SWICS)

For more information about CSUSB clubs and organizations, please visit:

**csusb.edu/student-engagement/student-clubs-organizations**

**CSUSB**

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# HIGH IMPACT PRACTICES

By participating in any of the following pre-approved activities, all four JHBC Learning Goals will be met and you will qualify for a stamp. Activities include participating in an internship, Study Abroad program, or utilizing services offered by either the JHBC Professional Writing Office or Speaking Center.

## INTERNSHIP

**Student Success Center**

Term/Year: _____

Course: _____

## STUDY ABROAD

**Center for Global Management**

Term/Year: _____

Course: _____

## WRITING OFFICE

**Professional Writing Office**

Term/Year: _____

Course: _____

## SPEAKING CENTER

**Speaking Center**

Term/Year: _____

Course: _____

# FALL 2022 EVENTS

## August

☐ **8/19/2021 - 5:30-8:30**
**Fall 2021 New Student Orientation**
csusb.zoom.us/j/85731900476

## September

☐ **9/16/2022 - 4:30-5:30**
**Career Path Series:  How to Stop Sabotaging Your Success**
csusb.zoom.us/meeting/register/
tZcpcOCorD4qGtGQm7OxwTKVszgBS44D82ti

☐ **9/20/2022 - 4:00-5:30**
**MBA Student Open House**
Jack Brown 2nd Floor Terrace

☐ **9/21/2022 - 4:00-5:30**
**MBA Student Open House**
Jack Brown 2nd Floor Terrace

☐ **9/23/2022 - 4:30-5:30**
**MBA Speaker: Danny Chung**
csusb.zoom.us/j/89239097714

## October

☐ **10/7/2022 - 4:30-5:30**
**Career Path Series:  Topic TBD**
csusb.zoom.us/j/88200661268

☐ **10/13/2022 - 4:30-5:30**
**MBA Speaker:  Mariatu Browne**
csusb.zoom.us/meeting/register/
tZcoc-6hrD4oG9J6Nd3JR2NFxn_dS_IMa5Ji

# FALL 2022 EVENTS

## October

**10/15/2022  - 2:00-4:00**
**Oktoberfest**
September's Rialto

## November

**11/3/2022  -  4:30-5:30**
**MBA Speaker**:  **Alfonso Anaya**
https://csusb.zoom.us/meeting/register/
tZMrdOmspzkiGNJ7DwZLkbv4lFCVQsbYTUFp

**11/18/2021  -  4:30-5:30**
**Career Path Series**:  **How to be the Ideal Candidate**
https://csusb.zoom.us/j/88413874055

# SPRING 2023 EVENTS

## January

☐ **1/19/2023 - 5:30-7:30**
**Spring 2023 New Student Orientation**
csusb.zoom.us/j/89807149443

## February

☐ **2/7/2023 - 4:30-5:30**
**MBA Speaker: Sergio Quero**
csusb.zoom.us/j/88685849937

☐ **2/8/2023 - 4:00-5:30**
**MBA Student Open House**
Jack Brown Hall 2nd Floor Terrace

☐ **2/9/2023 - 4:00-5:30**
**MBA Student Open House**
Jack Brown Hall 2nd Floor Terrace

☐ **2/17/2023 - 4:30-5:30**
**Career Path Series: Loan and Financial Management**
csusb.zoom.us/j/86520789423

☐ **2/26/2023 - 9:00-12:00**
**Business Brunch**
The Hilltop San Bernardino

## March

☐ **3/8/2023 - 4:30-5:30**
**MBA Speaker: Selina Palmer**
csusb.zoom.us/j/84494564207

# SPRING 2023 EVENTS

## March

☐ **3/17/2023  - 4:30-5:30 Career Path Series: Time Management**
csusb.zoom.us/j/89989678782

## April*

☐ **4/13/2023  -  4:30-5:30 MBA Speaker:  Christine Arendas**
https://csusb.zoom.us/j/86909973946

☐ **April TBD  -  4:30-5:30 Career Path Series:** TBD
TBD

☐ **4/29/2023  -  2:30-5:30 MBA Mixer & Student Awards**
Location TBD

**\*Dates and locations subject to change**

# ACADEMIC SCHEDULE

## Fall 2022 Session 1: August 22 - October 1

| | |
|---|---|
| ADMN 6020 | Advanced Managerial Communications |
| MGMT 6010 | Organization Theory & Behavior |
| IST 6090 | Info Systems & Tech Management |
| SCM 5150 | Project Management (Elective) |
| ADMN 6980 | MBA Portfolio |

## Fall 2022 Session 2: October 10 - November 19

| | |
|---|---|
| ADMN 6010 | Data Driven Decision Making |
| ACCT 6060 | Acct. for Managerial Decision Making |
| MKTG 6050 | Marketing Management |
| MGMT 6410 | Human Resources Management |
| ADMN 6981 | Comprehensive Exam |

## Winter Session 2023: November 28 - January 7

| | |
|---|---|
| SCM 6070 | Managing the Supply Chain |
| MGMT 6850 | Strategic Management |
| ACCT 6200 | Internal Auditing & Management Controls |

## Spring 2023 Session 1: January 23 - March 4

| | |
|---|---|
| ADMN 6020 | Advanced Managerial Communications |
| FIN 6020 | Financial Theory & Corporate Finance |
| IST 6090 | Info Systems & Tech Management |
| MKTG 6700 | Global Marketing Strategies (Elective) |
| ADMN 6980 | MBA Portfolio |

# ACADEMIC SCHEDULE

## Spring 2023 Session 2: March13 - April 22

| | |
|---|---|
| ADMN 6010 | Data Driven Decision Making |
| MGMT 6010 | Organization Theory & Behavior |
| MKTG 6050 | Marketing Management |
| ENTR 6210 | Entrepreneurship and New Ventures Elective) |
| ADMN 6981 | Comprehensive Exam |

## Summer 2023 Session 1: Dates TBA

| | |
|---|---|
| FIN 6020 | Financial Theory & Corporate Finance |
| SCM 6070 | Managing the Supply Chain |

## Summer 2023 Session 2: Dates TBA

| | |
|---|---|
| MGMT 6850 | Financial Theory & Corporate Finance |
| ACCT 6060 | Acct. for Managerial Decision Making |
| ADMN 6981 | Comprehensive Exam |
| ADMN 6980 | MBA Portfolio |

# MBA 9 STEPS TO SUCCESS

In an effort to make your transition through the MBA program as smooth as possible, the MBA Program Office has developed 9 Steps to Success checklist. By following these steps, you will ensure success in your MBA program.

**Step 1:** Apply to the MBA Program and complete your application requirements.

**Step 2:** Get accepted and confirm your attendance.

**Step 3:** Attend the New Student Orientation.

**Step 4:** Complete the MBA Boot Camps and review the MBA Student Success Module.

**Step 5:** Visit the MBA Program Coordinator for semester advising.

**Step 6:** Attend all required courses for your program of study.

**Step 7:** Sign your Program Plan and file your Graduation Check.

**Step 8:** Request enrollment for your MBA Comprehensive Exam.

**Step 9:** Register for Commencement and *GRADUATE!*

# MBA

## JACK H. BROWN COLLEGE

### Business & Public Administration

**JACK BROWN HALL | ROOM 283**

**909.537.5703**  mba@csusb.edu



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**SAN BERNARDINO, CA 92407**

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