

School of Business and Management Day Business, Communications, Intensive Business, MBA, MPA and MSM

Student Advising and Mentoring

Student Opportunities

- Connect education and your life
- Explore your professional goals
- Design your individualized academic program
- Support your goals academically
- Expand your horizons

Faculty Mentors support you --

- Explore the Professions at faculty-led events
 - possibilities and requirements for using your interests and knowledge in communications, business and management
 - sharper career goals
 - paths: certifications, job opportunities, graduate education
- ⇒ Check for semester schedule -- **sbm.ndnu.edu**
- ⇒ Required participation of all Day Business Administration students each semester before Registration Advising meeting. Available and designed for all students.
- Talk about it with faculty and Program Directors
 - discussions of your interests & opportunities
 - support for your applications - internships, jobs, graduate school
- ⇒ Judy Buller (jbuller@ndnu.edu), Communications Director
- ⇒ Peter Young (pyoung@ndnu.edu), Day and Intensive Business Director
- ⇒ James Fogal (jfogal@ndnu.edu), Graduate Programs Director

Advising Analysts support you

- Schedule individual registration advising meetings
- Understand NDNU degree requirements
- Register for classes
- Check out tools (2-year Planning Schedules, Syllabi) -- **sbm.ndnu.edu**
- Online Advising Module
campusweb.ndnu.edu/cgi-bin/login.mbr/login
- ⇒ Louella Jorgensen (ljorgensen@ndnu.edu), Undergraduate Business & Communications Analyst
- ⇒ Beth Prejean (bprejean@ndnu.edu) Graduate MBA, MPA & MSM Analyst
- ⇒ Sylvia Shafto (sshافتo@ndnu.edu) Faculty Schedule Advisor for all programs

Online Services for School of Business and Management Students

1. School of Business and Management Home Page: sbm.ndnu.edu
 - What's happening: Distinguished Speakers, Faculty Mentor events, special speakers, Happiness Index
 - Student tools: syllabi, 2-year planning schedule, registration advising
 - Course syllabus: retrieve approximately one week in advance (3 weeks Intensive). Follow links for Graduate, Intensive, Day
2. NDNU email: Every student at NDNU is assigned an NDNU email account. USE IT PLEASE.
 - Guidelines at http://news.ndnu.edu/oit/student_e-mail.html. You receive identifier and an initial password in your acceptance letter.
 - Use NDNU email instead of your personal or professional accounts for communicating with instructors, administrators and other students.
 - NDNU email is screened for viruses and spam by Postini
 - ⇒ CHECK THIS ACCOUNT WEEKLY. IT IS THE **ONLY** COMMUNICATION LINE FROM NDNU ADMINISTRATION and SBM FACULTY and ADVISING ANALYSTS
3. Online course work: many courses use the WebCT online course management system
 - Syllabus may give advance (before first meeting) instructions for access and postings – check out syllabus
 - Can access your class WebCT site one week before class begins if you have registered for the course.
 - Login <http://online.ndnu.edu>, read FAX for access and use of WebCT. You can change the password.
4. Campus Web Account - grades, bills, Advising Module
 - Secure access to your personal registration, financial aid and business account. Get final course grades, review your transcript and remaining requirement needs.
 - When admitted to NDNU, an email to your student account gives you identifier and password. You cannot change unique password.
 - Guidelines <http://www.ndnu.edu/schedule/campuswebinfo.html>
5. Semester Course Schedule - The Registrar's office maintains the official
 - Access schedule through your Campus Web Account, or start from <http://www.ndnu.edu/schedule/index.html>.
 - Advising and Registration: research your course plans for the next semester BEFORE meeting with Advising Analyst

Day Business Administration and Communications Students Career Development Requirements

SBM students majoring in undergraduate day business administration or communications all participate in an internship experience to strengthen their understanding of the professional world and its connection to their academic experiences.

The required upper division internship course provides supervised instruction in the specific career field of the student's interest, such as corporate communication, marketing, finance, organizational management, media, public relations, and promotional or technical writing.

During the junior or senior year (fall, spring, summer):

- Communications students successfully complete 6 units (two courses) of CM160 Communication Internship; 3 units (one semester) with a for-profit organization, and 3 units with a non-profit organization
- Business Administration (Day program) students successfully complete 3 units of GB188 Business Internship, working with an organization

Resources

- Faculty Mentoring events and discussions help students explore professional possibilities, prepare for intern experience (required workshops for Day Business Administration).
- School of Business and Management Home Page: sbm.ndnu.edu
Watch for a portal to Internship tools and Information (fall 2006)
- Advising Analysts and Faculty Schedule Advisor provide guidance for schedule planning and anticipating pre-work including required Faculty Mentoring for internship experience
 - ⇒ Louella Jorgensen (ljorgensen@ndnu.edu), Undergraduate Business & Communications Analyst
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Career Development Center

- Located in St. Mary's Hall Room 128,
<http://www.ndnu.edu/career/index.html>
- Getting started: workshops, courses, identifying goals, searching for prospective internship
- Carrie McKnight (cmcknight@ndnu.edu), Director of the Career Development Center