

Oakland University
**BUSINESS STUDENT
GUIDEBOOK**
2018-2019



SCHOOL OF BUSINESS ADMINISTRATION

WELCOME

Welcome to Oakland University and the School of Business Administration!

In this guidebook you will find valuable information to help you become a successful business student.

Use this book to find tips for success in the classroom and information about the various resources available to you as an OU student. These will help you to get the most out of your academic experience at Oakland.

Your success is our priority.

School of Business Administration
Elliott Hall
Oakland University

YOU BELONG HERE

The first (and most important) tip: you belong here.

You've done enough to get here and to meet the requirements.

You belong in every business class that you take.

Maybe you're in a class, you're talking to other students, you're thinking, "Wow, they're so smart, I don't belong here."

That's the wrong conclusion to draw.

Having a rough time now and then, or often, is *normal*.

It doesn't mean you don't belong here.

Maybe you need some extra help. Maybe you need to study more efficiently.

But you do belong.

If you've made it here, you belong in the business school.

Thousands of other people, similar to you, have made it. You can, too.



SOCIAL CONNECTIONS

The second tip: You can't do it alone.

Your life will be so much easier if you work with other students and with your professors.

This is going to be hard for many of you.

Social anxiety is real.

Everyone is fearful, but to a different degree.

Don't worry too much what other people think of you.

Talking to people, even when you're afraid, will help you do your job better. Your job of absorbing knowledge and acquiring skills that you can then productively use later in life and career.

Asking for help is not a sign of weakness. It's a sign of maturity. Accepting what we all know to be true: we can't do it alone.

If someone asks you to explain something, do it. That will help you understand it better yourself.

If you're getting a "B" in a course, and you want an "A"; go find a tutor. Tutors are not just for people who are failing.

In a nutshell, the first thing is that you belong.

The second thing: don't be afraid to ask others for help. Connect with people. Start today.



STUDY TIME

The third tip: You need to make time to study.

You have to know the material before you get into the exam or start your assignment. The only way you'll learn is if you take the time to study thoroughly.

If you spend the time, then you'll succeed.

Even better, you'll learn a skill that you can productively utilize later on in life and career.

If you're a full-time student, try not to work more than 20 hours a week.

We understand that financial needs are a priority, but if you want to learn skills, you need to invest the time.

JOIN A STUDY GROUP! Meet with the group on a regular basis.

Use Your Study Time Efficiently and Well.

When you study, do things that are compatible with the way human brain works.

For example, spending a half an hour reading the highlighted notes in your textbook five times is not an efficient use of that half an hour. A more efficient use of that time is to hand your textbook to someone else, and have them ask you questions. Preferably someone taking the same class. Why talk about studying for a half an hour, and not an hour, or three hours? Because after a that period of time, you should switch subjects, or at least ask your brain whether it wants to switch subjects. A bit of accounting, then a bit of econ, then some math...breaking up the subjects can work well for students.

How do we know about efficient studying?

Because researchers have been studying learning for more than a century.

We know a lot about how our brains learn, and how to help them learn efficiently.

If you spend a few hours learning how to learn according to your own personal preferences, that will amplify the effect of every course you take.

On the business school website, oakland.edu/business, you can find the information for the advising office. You can meet with an Adviser to learn more about these helpful resources.

TIME MANAGEMENT

The fourth tip: Find a way to balance your academic, personal and professional obligations early in the semester.

You may become very busy while in college. The way you handle your schedule has a significant impact on whether or not you are successful in courses. Helpful action items to consider for a busy schedule include:

- **Plan ahead.** Write down everything you have to do in the upcoming few weeks. Invest a few minutes of your time to adding important dates to your planner. The image below outlines an example of items to be done in a week's time.
- **Locate an ideal space for study time.** The goal should be to have an environment that keeps you focused and productive on task at hand. *Pro tip: Kresge Library has different floors to meet various styles of learning such as the quiet floor.*
- **Reduce procrastination tendencies.** Complete your homework and submit assignments ahead of time. If you run into a problem, you should have ample time to reach out to your professor.
- **Prioritize your tasks.** Ask yourself, "What is the most important thing that needs to get done right now?" This keeps you on track and organized.
- **Self-reflect about whether you are an owl or a rooster.** Use that time when you typically have the most energy to tackle your most important tasks each day whether it's studying for a quiz or finishing up house chores.
- **Practice self-care.** You are a student that deserves good grades AND fun. Pursue experiences that keep you happy on a regular basis.

	Monday	Tuesday	Wednesday	Thursday	Friday
6 am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
7 am	Workout	Workout	Workout	Workout	Workout
8 am		WRT 1060		WRT 1060	
9 am		WRT 1060		WRT 1060	
10 am	MTH 1221	Work	MTH 1221	Work	MTH 1221
11 am	MTH 1221	Work	MTH 1221	Work	MTH 1221
12 noon	Lunch	Lunch	Lunch	Lunch	Lunch
1 pm	ECN 2010	Work	ECN 2010	Work	ECN 2010
2 pm	ECN 2010	Work	ECN 2010	Work	ECN 2010
3 pm		Work		Work	
4 pm	Study	Study	Study	Study	Study
5 pm	Study	Study/Dinner	Study	Study	Study
6 pm	Dinner	MIS 1000	Dinner	Dinner	Dinner
7 pm	Relaxation Time	MIS 1000	Friend Time	Friend Time	Family Time
8 pm	Study	MIS 1000	Study	Study	

EFFECTIVE COMMUNICATION WITH PROFESSORS

The fifth tip: Make a good impression. Practice professional communication with these 10 best practices.

1. Ask questions if you do not understand something!
2. Find out how your professors want to address questions in class. Not everyone does things the same way.
3. Some may want you to ask a question at any time during the lecture, others may want questions at different times. Know what the rules are. Professors want students to ask questions if they need clarification.

4. Know your professor's name.
5. Find out how your professors want you to address them.
6. Start out by addressing them as Professor XXX. Some professors prefer that students address them formally while others prefer a more informal style. Do not call a professor by their first name unless they tell you to!

7. Go to your professor's office hours. This gives you a chance to get your questions clarified. It also gives you and your professor an opportunity to get to know each other! This is very important in your learning process. You and your professor share the common goal that you should maximize your learning in the class.
8. Be polite.
9. Choose your words carefully.
10. Do not use profane or derogatory language, or slang. That does not have any place anywhere.



EMAIL COMMUNICATIONS

Emails to your professors should be treated like professional letters.

Be clear about the subject of your email and state it properly in your subject line.

Begin with “Dear Professor XXX,” or “Professor XXX.”

Avoid “hey”, “hi”, and other informal communication styles unless a professor tells you to. Assume most professors do not accept casual greetings.

Proofread your email. Use proper grammar and spelling.

Do not write in a text message style. Avoid “LOL”, “i”, “u”, and other informal communication styles.

Be respectful of your professor’s time. If you missed class, find out what was covered from the syllabus and ask specific questions.

Your professors are busy people! Allow them some time to respond to your message.

If you miss class, get notes from a friend. Open-ended questions like “What did I miss?” are unlikely to produce detailed responses from your professors.

Do not send angry messages if you do not receive a reply right away. If you have not heard back after a reasonable time has passed, send a polite reminder. If you still do not hear back, stop by during office hours.

What should you say in the email message to your professor?

Dear Professor Google,

My name is Carlos, and I am a student in your ECN 2020 class on Wednesdays at 8:00a.m. I enjoyed our lecture on inflation, disinflation and deflation, but am still confused on how to apply this concept to the homework assignment. I am unable to attend office hours next week. Are you available on other days/times to briefly meet with me? If so, please let me know your availability. Thank you for your time.

Sincerely, Carlos Jones

CLASSROOM ETIQUETTE

The sixth tip: Maximize your time in the classroom.



- Be on time! Most professors go over key announcements at the beginning of class. You will miss those announcements if you are late.
- Walking into class in the middle of a lecture is disruptive and disrespectful. Your peers and professors will not appreciate the disruption.
- Some professors come to class early and allow students to ask questions before class. Take advantage of this opportunity. It also gives you an opportunity to know your classmates and make new friends.
- Leave class only when it concludes. If you need to leave early for a scheduled appointment, inform your professor ahead of time and sit in a place from where you can leave easily.

- Once your professor starts class, pay attention. Take notes and participate!
- Do not engage in other conversations with your friends. Understand the professor's policy for laptop and other electronic device use during lectures.
- Your professor is always trying to help you learn the material. Cell phones and other distractions hinder their ability to teach. Put your cell phones away.
- Do not sleep in class or put your head down. If you are sleepy before class starts, bring a cup of coffee if the room allows food and drinks.



- Follow the syllabus and read ahead. This will help you to understand the material better during lectures. If you have a question, raise your hand and be recognized.
- Many professors give participation points. Know the rules for how to effectively engage in classroom conversation.
- This is a great opportunity to learn how to participate in groups. Practice and get the most out of the experience. Most professors like students who are engaged in their learning. This is a great way to communicate that you care about your learning.

COURSE MANAGEMENT

The seventh tip: Pay attention to critical classroom tools.

SYLLABUS

- Your professor for each course will distribute a course syllabus. Some professors choose to hand out a printed copy, others post them electronically.
- Be familiar with the syllabus. It offers all important course-related information, policies for assignments, exams, and grades, and more.
- Mark the exam and other critical dates on your calendar. Discuss any conflicts you may have well ahead of time to avoid penalties.
- It is the responsibility of each student to familiarize themselves with the requirements of their courses.
- Find out how to contact your professor, office hour times and location, and other communication policies.

MOODLE

- Go to moodle.oakland.edu to find the courses you are registered for. Many professors will make extensive use of Moodle to post lecture notes, assignments, grades, and other important course material. The extent of Moodle use varies—not all professors will use it the same way.
- Some professors will send email communications through Moodle. Know the policies for each course and avoid missing important course related information.

GRADES

- Use the syllabus to find out your professor's grading policy. Like many other policies, this varies from professor to professor. There is no fixed relationship between course averages and final grades. Find out what your professor's policy is.
- The school has a grade dispute policy. If such a situation arises, contact your adviser and professor to find out how to proceed.

ACADEMIC POLICIES

The eighth tip: As you begin your academic career at Oakland University, you will have to learn the policies that govern student behavior. Maximize your time in the classroom.

Review each **syllabus** carefully and have a thorough understanding of the policies of your instructor.

Academic Integrity is a high priority and it is the responsibility of each student to become familiar with the Student Code of Conduct found on the Dean of Students website.

Academic misconduct related to collaborations in completing assignments, when such collaborations are not permitted, and plagiarism are serious offenses. Know what they are and how to avoid getting involved!

When in doubt, ask your professors.

RESOURCES

ADVISING

Make it a point to know your assigned Advisers. They will provide critical information to help you make the most of your educational experience at Oakland University.

First Year Advising Center | North Foundation Hall, Room 121 | (248) 370-3227 | oakland.edu/fyac

Undergraduate Advising Office | Elliott Hall, Room 232 | (248) 370-3285 | oakland.edu/business/advising

CAREER SERVICES

Make an appointment to seek internship or job search advice from a Career Services professional! It is never too early to start. Also, please be sure to create an account on Handshake. It is the portal for all job postings and career-related events.

Centralized Career Services | North Foundation Hall, Room 154 | (248) 370-3250 | oakland.edu/careerservices

Recommended for drop-in advising and first-year students

School of Business Career Services | Elliott Hall, Room 232

Recommended for all SBA students after their first visit to the Centralized office

INTERNSHIPS AND ACHIEVE

Learn more about internships and how to secure one. You can find the Internship Coordinator's contact information on oakland.edu/business.

SBC ACHIEVE courses information can be found on oakland.edu/business/achieve. Use your ACHIEVE courses to get prepared for your interviews.

BUSINESS DATA ANALYSIS LAB

Elliott Hall, Room 327

Through its 10 Bloomberg finance terminals, Business Data Analysis offers the business school community access to a powerful tool that financial and business professionals across disciplines rely upon for instant access to databases, financial news, company reports, economic statistics, industry research, information from foreign exchange markets and more. With the recently completed renovation, the lab also houses an additional 22 stations that offers access to standard Windows software, data analysis and other specialized software. Check out how to become certified.

CHECKLIST FOR COURSE SUCCESS

- Learn how to access your MySail account, Moodle, Oakland Webmail account, and any other tools you are expected to use.
- Review the academic calendar on oakland.edu/registrar to learn about important dates related to course add/drop/withdrawal dates, final exam schedules, holidays, and more.
- Make the most of your academic experience! Get to know your professors, visit them during office hours, and actively engage in classroom discussions.
- Visit The Tutoring Center and/or the School of Business Peer-to-Peer tutors! Check out their websites early in the semester to learn about the tutoring schedules.
- Create a weekly schedule that includes time for studying, sleep and leisure activities.
- Make note of upcoming homework assignments, exams or other projects related to each class throughout the semester. Be sure to add it to your planner or the tool you use to stay organized.
- Locate an ideal space that keeps you focused and productive during your study time. *Pro tip: Kresge Library has different floors to meet various styles of learning such as the quiet floor.*
- Identify a way for you to decompress as busy times in the semester arise. The Recreation and Well-being Center is free for students!

FRESHMAN ROAD TRIP TO BUSINESS SUCCESS

EXPLORE THE BUSINESS SCHOOL'S HOME IN ELLIOTT HALL

- Advising Lounge
- Healy Café, serving Starbucks
- Elliott Computer Lab
- Classrooms
- Stinson Center
- Study Rooms
- Business Data Analysis Lab

FOLLOW THE LATEST NEWS

Prepare to discuss current trends with your business professors.

- OU Business School — oakland.edu/business
 - *Wall Street Journal* — wsj.com
 - *The Economist* — economist.com
 - *Detroit Free Press* — freep.com

Visit **Peer-to-Peer Assistance** for free tutoring in ECN, MTH, ACC, QMM and resumes in Elliott Hall.

Check out oakland.edu/business for schedule.

Connect with a **B-school Student Ambassador** at **business events** to get the scoop on how to be a successful business student.

EXPLORE YOUR DREAM COLLEGIATE INTERNATIONAL EXPERIENCE

- Study abroad
- Study away
- International class trips

Check out international opportunities at oakland.edu/ie.

Volunteer for events to become engaged in your community and gain transferable skills to add to your resume.

DISCOVER BUSINESS STUDENT ORGANIZATIONS

- Business Student Org Expo (Fall)
- Attend the monthly meetings and events of different organizations

Check out MySail to access Grizzorgs and view student organization information.

ATTEND CAREER EVENTS TO LEARN ABOUT YOUR MAJOR AND NETWORK WITH EMPLOYERS

- Career Fair (late September and January)
- Business Major/Minor Expo (November)
- Explore Business Careers events (February)
- Internship Mixer (February)
- Student to Professional Conference (March)

PREPARE TO LAND YOUR FIRST INTERNSHIP

1. Visit the Internship Coordinator or Career Services Professional in Elliott Hall for your first **resume review**.
2. Create a profile on **Handshake**, **OU's job posting** site through Career Services to view current internship and job postings.
3. Create a **LinkedIn profile** to start connecting with other students and professionals. Visit university.linkedin.com for help.

Stay current with Oakland business school news and events — look for “Connect with Business” in your Oakland email each month.



School of Business Administration



Academic assistance is available to Oakland business majors across campus. Whether you have a few questions or feel you're struggling, check out these free resources and get the support you need to succeed.



Check out these resources on your own or talk to your academic adviser to learn which option is right for you. Schedule an appointment with your adviser at oakland.edu/business/advising.

Note: Areas of campus are currently under construction. Building and parking access may vary. Go to oakland.edu/map for updates.

Oakland University Campus Resources

Office Name	Location	Phone #	Website
Career Services	North Foundation Hall, Room 154	(248) 370-3250	oakland.edu/careerservices
Center for Multicultural Initiatives	North Foundation Hall, Room 104	(248) 370-4404	oakland.edu/cmi
Office for Student Involvement	Oakland Center, Room 49	(248) 370-2400	oakland.edu/osi
Dean of Students	Vandenberg Hall, Room 120	(248) 370-3352	oakland.edu/deanofstudents
Disability Support Services	North Foundation Hall, Room 103A	(248) 370-3266	oakland.edu/dss
Student Financial Services	North Foundation Hall, Room 120	(248) 370-2550	oakland.edu/financialaid
Gender and Sexuality Center	Oakland Center, Room 47	(248) 370-4333	oakland.edu/gsc
Graham Health Center	Graham Health Center	(248) 370-2341	oakland.edu/ghc
Honors College	Oak View Hall, Room 210	(248) 370-4450	oakland.edu/hc
Housing Office	Hamlin Hall, Room 448	(248) 370-3570	oakland.edu/housing
International Students and Scholars	328 O'Dowd Hall	(248) 370-3358	oakland.edu/isso
Mathematics & Statistics Department	Mathematics and Science Center, Room 368	(248) 370-3430	oakland.edu/math
Modern Languages Department	O'Dowd Hall, Room 372	(248) 370-2060	oakland.edu/languages
OU Counseling Center	Graham Health Center, East Wing	(248) 370-3465	oakland.edu/oucc
Recreation and Well-being Center	Recreation and Athletics Center	(248) 370-4732	oakland.edu/recwell
Registrar's Office	O'Dowd Hall, Room 100	(248) 370-3450	oakland.edu/registrar
The Research Office	Wilson Hall	(248) 370-2762	oakland.edu/research
Research Paper Consultations	Kresge Library	(248) 370-4426	library.oakland.edu
Student Technology Center	Oakland Center, Room 44	(248) 370-4832	oakland.edu/stc
International Education(Study Abroad)	O'Dowd Hall, Room 328	(248) 370-2889	oakland.edu/ie
The Tutoring Center	North Foundation Hall, Room 103	(248) 370-4215	oakland.edu/tutoring
The Writing Center	Kresge Library, Room 212	(248) 370-3120	oakland.edu/ouwc
Veteran Support Services	North Foundation Hall, Room 116	(248) 370-2010	oakland.edu/veterans
Writing & Rhetoric Department	O'Dowd Hall, Room 378	(248) 370-2746	oakland.edu/wrt
Advising Offices	Location	Phone #	Website
First Year Advising Center	North Foundation Hall, Room 121	(248) 370-3227	oakland.edu/fyac
Bachelor of Integrative Studies	Dodge Hall, Room 137	(248) 370-3229	oakland.edu/bis
College of Arts and Sciences	O'Dowd Hall, Room 130	(248) 370-4567	oakland.edu/casadvising
School of Business Administration	Elliott Hall, Room 232	(248) 370-3285	oakland.edu/business/advising
School of Education & Human Services	Pawley Hall, Room 363	(248) 370-4182	oakland.edu/schs/advising
School of Engineering & Computer Science	Engineering Center, Room 301	(248) 370-2201	oakland.edu/secs/advising
School of Health Sciences	3070 Human Health Building	(248) 370-2369	oakland.edu/shs/advising
School of Nursing	Human Health Building, Room 3027	(248) 370-4253	oakland.edu/nursing
Other Resources	Location	Phone #	Website
Macomb University Center	44575 Garfield Road Clinton Township, MI 48038-1139	(586) 263-6242	oakland.edu/macomb
Anton/Frankel Center	20 South Main Street Mount Clemens, MI 48043-2370	(248) 370-3910	oakland.edu/macomb