The mission of Portland State University’s School of Business Administration is to **change lives, build community and serve the economic and social vitality of the region**. Our graduate business programs are specifically designed to **create strong, effective and conscientious leaders of tomorrow** with whom we feel confident entrusting our future – **the future of our businesses, our city, our region and our planet**. Supporting this mission is the **collective responsibility** of all members of the School of Business Administration community.
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Updated May 2015
Welcome Message

Dear Student,

I would like to welcome you to Portland State University's School of Business Administration!

The entire Graduate Business Programs Staff is looking forward to serving you as you pursue your graduate business degree. Over the next one to three years, we hope you'll partner with our team to make the most of all the opportunities available to you.

Our top two tips for you as an incoming graduate business student are to start early and engage often. While our team is here to support you in your academic success and career development, it is your responsibility to maximize your experience at Portland State.

This handbook is a summary of our comprehensive student and career services, designed to help you get the most out of your program. Please take some time to review the resources available to you, as well as current academic policies.

Earning your Graduate Business Degree is a challenging and rewarding journey! It’s our pleasure to be here to support you along the way.

Best regards,

Pamela Dusschee

Executive Director

Graduate Business Programs Office
## Who We Are

### Student Services Staff

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  Assistant Director of Academic Advising                 | mitchep@pdx.edu  
  503-725-4733                                      | • registration issues  
                                                      | • graduation requirements  
                                                      | • transfers and MBA course waivers                     |
| **Jodi Nelson,**  
  Assistant Director of Career and Student Services      | jodi.nelson@pdx.edu  
  503-725-5930                                      | • career advising and events  
                                                      | • job/ internship search resources  
                                                      | • student organization support                     |
| **DeAnne Preston,**  
  Corporate Outreach Specialist                            | deanne.preston@pdx.edu  
  503-725-8083                                      | • business connections  
                                                      | • capstone project outreach                            |

### Academic Directors

<table>
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<tr>
<th>Who we are</th>
<th>How to contact us</th>
<th>How we can help</th>
</tr>
</thead>
</table>
| **Cliff Allen,**  
  MSGSCM Academic Director                              | cliffa@sba.pdx.edu  
  503-725-5053                                      | • curriculum issues  
                                                      | • elective planning  
                                                      | • academic advising/scheduling                        |
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  503-725-5175                                      |                                                                              |
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Incoming Students

ODIN Account
Before Orientation, create an ODIN account using the Odin Account Manager (OAM) system. For instructions, refer to this guide by the Office of Information Technology (OIT).

OAM serves as a centralized account management site where you can create your account, change your password, and manage your mail options. The account you create in OAM, also known as your ODIN account, gives you access to:

- **Google Apps** - Access your mail, calendar, groups, drive and all other PSU Google Applications
- **Banweb** - Access your student records, register for classes, change grading options, pay your student fees, and manage the business of being a student at PSU
- **Desire2Learn (D2L)** - Access your online courses to submit assignments, take quizzes, and complete related tasks.
- **PSU computer lab computers**
- **On-campus wireless internet**

Student ID: The PSU OneCard
The PSU OneCard is your official student ID used to access a variety of services on campus:

- **Free OneCard checking account**
  - Debit card off-campus (wherever MasterCard is accepted)
  - Financial Aid and other university refunds can be deposited to your OneAccount checking account, transferred to an existing bank account, or mailed to you via paper check
  - Activate your account here: [www.psuone.com](http://www.psuone.com)

- **Campus facilities such as:**
  - [Center for Student Health and Counseling](#)
  - [Student Recreation Center](#)
  - [Library Services](#)

- **TriMet Pass** (with purchase of the PSU FlexPass decal)

Your PSU OneCard will be mailed to the address that we have on file at PSU about one month prior to the start of your first term.

For more information about the PSU OneCard, including activation and features, contact the [ID Card Services Office](#). You can also visit the ID Card Services Office to have your photo taken for the card.

**Required Vaccinations**
Portland State University requires that all students show evidence of immunity to measles and mumps. Visit the [Measles and Mumps Requirement page](#) for more information.

Vaccinations can be obtained through the [Center for Student Health and Counseling](#).
Orientation
Orientation is a critical component of Portland State's graduate business programs. It is mandatory that all incoming students attend required sessions, but we highly encourage participation in additional events.

Get more information on your program schedule page:

- MBA Full Time
- MBA Part time
- MSFA Full Time
- MSFA Part Time
- MIM
- MRED Full Time
- MRED Part Time
- MSGSCM
Registration & Courses

How to Register
For information on how to register for courses, click here.

To see your schedule of classes, click on your cohort:

- MBA Full Time
- MBA Part time
- MSFA Full Time
- MSFA Part Time
- MIM
- MRED Full Time
- MRED Part Time
- MSGSCM

On each of these pages you will find your schedule. We encourage you to look up your schedule and go online to register for courses as soon as registration opens. Check the academic calendar to see when you can register for upcoming terms. It is important to register early because some faculty will email registered students with important information prior to the beginning of classes. Electives can be cancelled if enrollment is low, so please register early.

Registration Holds
Holds are placed on student records for a variety of reasons: measles vaccine requirement, past-due account payments, missing admissions data, unsatisfactory academic progress, and others. Often these holds restrict student access to registration. Information about holds and how to clear them is available in Banweb or by contacting Registration and Records.

Syllabi
Faculty often provide course information such as syllabi on their SBA Faculty Profile Page or on D2L. They may also send emails with the syllabi. Syllabi include a list of books, course packets, or other reading material to be purchased, as well as information about homework and deliverables. If it is available, you should access a course syllabus before the first class meeting. Some instructors require pre-work before the first class session. Not all professors will distribute syllabi before the first day.

Course Materials
Most courses will require you to purchase textbooks and/or other materials. You can access your book list through the PSU Bookstore website. You have the option to purchase your books through the bookstore or through independent retailers, but instructors will expect you to have the book in the first week of the term. If additional course materials are needed, faculty will include that information in syllabi.
MBA Course Waivers and Waiver Exams

The MBA is the only program that allows course waivers. If a course is waived, that means you do not need to take the class and the credits are deducted from the total required. Please see the website for a list of classes that may be waived. Scroll to the bottom of the page.

Transferring Courses

To request that a class be transferred, provide an official transcript and a course description or syllabus. The class must be graduate level, from an accredited university, within the seven year time limit of graduation from our program and graded B- or higher. It must also be relevant to your PSU program. There is a limit to the number of credits that may be transferred. Make your request to the Assistant Director of Academic Advising.

Electives

For elective planning, start by reading your program website. For more detailed advising about electives, contact the Academic Director for your program.

Tuition Payments

Your tuition amount will depend upon whether you are a full-time or part-time student and whether you are a resident or non-resident. The SBA Graduate Programs are designed so that they can be completed within three years. You will receive bills from Portland State University in the mail, or you can access your account online using Banweb.

To see your estimated tuition amounts, click on your cohort:

- MBA Full Time
- MBA Part Time
- MSFA Full Time
- MSFA Part Time
- MIM
- MRED Full Time
- MRED Part Time
- MSGSCM

Read more about the Tuition Payment Plan at this site to learn when your payment is due each term.

Financial Aid and Scholarships

To be eligible for federal aid, all prospective and current students who are US Citizens and Permanent Residents will need to file a Free Application for Financial Aid (FAFSA). The FAFSA institutional code number for PSU is 003216. Once you have submitted the FAFSA, Portland State University's Office of Financial Aid and Scholarships can assist you in utilizing federal, private, and institutional funding programs to assist you in financing your degree. When determining your financial need, the Financial Aid Office considers the tuition, cost of living, and other expenses to establish your maximum aid eligibility.

Portland State University offers a variety of scholarships to incoming and current students. Please follow the links below to explore opportunities.

- SBA Scholarships: www.pdx.edu/sba/sba-scholarships
- Office of Graduate Studies Scholarships and Awards: www.pdx.edu/ogs/scholarships-and-awards
- Future Graduate Students Scholarships: www.pdx.edu/scholarships/future-graduate
Graduate Business Programs
www.pdx.edu/gradbusiness

- International Student Scholarships: www.pdx.edu/scholarships/future-international
- Database of Additional Scholarships: www.sa.pdx.edu/scholarships

Graduation
You will apply for graduation by the first week of your final term. Graduation can occur every term. The University has one graduation commencement ceremony each year in June. The SBA has two Hooding Ceremonies each year. Please see the SBA website for more details about graduation and program checklists.
International Experiences

The Opportunities
Through a variety of opportunities, Portland State makes it possible for you to gain international experience and earn credit towards your graduate business degree. Our international experiences are designed to give you valuable insights into global economic systems and the influence of culture on business practices.

Most of our graduate programs have unique opportunities available for students to gain firsthand experience internationally. A few of our programs even have these experiences integrated into their curriculum (MBA, MSGSCM & MIM). To better understand what opportunities your program offers or requires, please visit the main International Experiences website.

Application Process
For all programs (except the MIM Asia Field study) you will need to apply by the first Thursday of Winter term in the calendar year you intend to travel.

Applications will become available online in mid-November for the upcoming calendar year programs. Please check the application site for more information.

Enrollment Considerations
Once you are accepted to a program, the Office of International Affairs will enroll you directly in the associated course(s). The fees(s) associated with your selected international experience will be billed as associated with this course. The Office of International Affairs will send you an email before billing you, explaining what you can expect to see on your account.

For more information about enrollment considerations, including SHAC (Center for Student Health and Counseling) eligibility, graduation and insurance, please visit the IE enrollment page.

Funding Your International Experience
PLAN EARLY! Funding your International Experience is much like developing your financial plan for attending the university and may even include MORE options! Just like the rest of your graduate program, you will need to plan early on how to successfully fund this experience. Most students use some combination of Financial Aid, Personal Fundraising, Scholarships & Grants or Private & Federal Loans to help fund their International Experience.

Please note that for short term programs, scholarships are extremely limited. As a result, personal fundraising is one of your best options for mitigating the costs associated with the trip.

For more information about funding your international experience, please visit our funding website.
Student Communications & Involvement

Email Policy
The University will contact you through your PDX email account for all official correspondence. SBA faculty and staff use this email address as a primary communication source for official information. You are assumed to have knowledge of the content of official email and announcements. Instructions on how to forward the pdx.edu email to another email account is available [here](#).

Weekly Bulletin
The SBA sends The Weekly Bulletin each Wednesday at 10am. The Weekly Bulletin is the main source of communication from the Graduate Business Programs Office and will include information about student organizations, career resources, community events, international experience trips, upcoming deadlines, and more. You are assumed to have knowledge of these official announcements. This email is sent to you at your PDX email account.

Social Media
The School of Business Administration has a number of social media channels set up for you to connect with your classmates, alumni and the general business community. Tapping into these networks is also a great way to stay informed about recent news and upcoming events. We recommend the following:

- LinkedIn:
  - [Portland State Graduate Business Programs Alumni](#)
  - [Portland State School of Business Administration](#)
  - [Portland State University Company Page](#)
- Facebook:
  - [Portland State University School of Business Administration](#)
- Blogs:
  - [MBA Blog](#)
  - [MIM Blog](#)
- YouTube:
  - [Portland State University](#)
Cohort Communication
It is encouraged that each cohort set up their own communication channel(s). Many cohorts choose to start a Google group and/or Facebook page to facilitate communication about homework assignments, upcoming events, etc. These communication channels are not established nor regulated by the School of Business Administration.

Student Organizations
Many students choose to get involved in one or more of the active student organizations on campus. Engagement in these groups is highly encouraged because many of these organizations host guest speakers, recruiting sessions and other events that lead to strong connections in the business community, as well as job and internship opportunities. You can view the full listing of all student groups on the PSU campus here.

Graduate Business Student Ambassador Program
Ambassadors are authentic faces and voices of Portland State’s graduate business programs to prospective students, to the business community and to internal audiences.

Ambassadors are expected to:

- Be available to communicate with prospective students and in-progress applicants
- Write one blog story per quarter
- Attend quarterly meetings to discuss new ideas, upcoming events, etc.
- Promote student activities to classmates

Many ambassadors choose to get involved in other ways such as: participating in recruiting events, leading orientation events, acting as mentors to other students, providing feedback to administrators and more.

Being an Ambassador is a volunteer role for which we select students from each graduate business program during fall term. The benefits to being an Ambassador include: quarterly lunches with school leadership, an annual social event with Graduate Alumni Ambassador Council, profiles on the SBA website, and recognition as leaders within the SBA.

For more information, contact the Assistant Director of Career and Student Services.

Events & Calendar
There are many events open to students, hosted by the Graduate Business Programs office, the School of Business Administration or by the local community. Some of the regularly occurring events are:

- Age of Pacific (AOP) Lectures: The Master of International Management program brings in top-level executives from around the world to present to students. MIM students are required to attend, but students from other programs are encouraged to attend as well.
• Business Briefing Breakfasts: This is a series of events hosted by the Dean’s office, with various speakers and topics highlighted. The breakfasts are well attended by the local business community and also free to students.

• Career Events: The Career Managements Resources Team hosts multiple career workshops, networking events and recruiting activities throughout the year.

• Connect to Community Events: This is an opportunity for all current graduate business students to gather with alumni from the programs. The events are hosted once per term, on rotating days of the week.

• Executive Roundtables: Throughout the year, the Dean invites business leaders to campus as part of the Executive-in-Residence program. Part of that day includes a roundtable session with 8 – 12 students when participants are able to ask questions and interact with these top level executives.

All the above events, plus many more, will be announced in the Weekly Bulletin. You should also regularly check out the calendar. Most events require RSVP.
Career Management Resources

Our objective is more than helping you find a job after graduation, but also to prepare you for long-term success. We offer comprehensive career services through a range of programs, events and resources designed to help you succeed professionally and academically. You need to be an active participant in your own career development and to take advantage of resources provided in order to be successful and move forward in your career. Below is a listing of the resources available to students in all programs.

Research Tools

Informational Interviews: We encourage all students to build their network by participating in informational interviews. Informational interviews are when you meet with a professional contact to ask questions about their work, their industry, etc. You are not asking for a job. But these interviews can help you refine your areas of interest and help you build your network. Most professionals are willing to do informational interviews, especially for students. The Career Management team can help you make connections for informational interviews.

LinkedIn: Creating and maintaining a LinkedIn profile is an important part of your career development plan. It is a great tool for you to research and connect with people and companies. It is also a place for potential employers to find you, and learn what you can offer their organization. Be sure to join the Portland State Graduate Business Programs Alumni group on LinkedIn.

Portland Business Journal: The PBJ is a helpful tool to help you identify and learn about target companies and industries. You can access the PSU subscription to PBJ through CareerForward. From there you have access to the weekly publication each Friday or the Book of Lists, an annual publication ranking organizations in different categories. If you are not planning to stay in Portland, you can also view the Business Journal publications for 20+ partner cities.

Career Events

(NOTE: To view the dates and times for these events, please refer to the SBA Events Calendar.)

Career Visioning Workshop: This workshop is designed for students who are seeking clarity on what career path(s) to pursue. You will be required to complete a CareerLeader assessment before attending the session. CareerLeader is a fully integrated approach to business career self assessment built on the premise that your interests, motivators and skills will drive your future career success and satisfaction.

Career Fundamentals Workshop: This is the core seminar for all graduate business students and it is required for full-time students in their first fall term (encouraged for part time students). This seminar touches on the key aspects of a career development plan: researching industries and companies, networking and informational interviewing, and building a strong resume.

Interview Workshop: In this workshop, you will learn the skills you need to sell yourself in an interview: utilizing resources and connections to locate job opportunities; preparing for phone, one-on-one, and panel interviews; and following up after an interview.
Career Panels & Roundtables: Career panels are some of the most useful and therefore well attended career management events. At these events, you meet professionals who work in various fields and you will have the opportunity to ask questions to panelists to learn more about careers and industry trends. There will be time for one-on-one discussions following the panel. Past topics have included: Consulting, Athletic & Outdoor Industry, Technology Industry, and more.

Career Changer Panel: If you have already worked several years in a career and are struggling with how to transition to a new career, then you will find this event helpful. We know the unique challenges you face due to the time you have already invested into your current career. There will be a panel discussion with alumni who have successfully transitioned to a new career so you will hear firsthand how they did it. This is an ideal event for part-time and online students, as well as full-time students with significant work experience.

Networking Events: Portland State University has deep connections to business professionals and alumni in the Portland area and around the world. With that, you have access to many networking opportunities. Most students report that they obtain their post-graduate degree employment through networking so we highly encourage you to make time to participate in these events. Examples include Connect to Community, Executive Roundtable Series, Business Briefing Breakfasts and others.

Additional Events & Workshops: There are other opportunities to interact with Career Management Resources team and outside presenters on topics such as the mentor program, social media, salary negotiation and more.

Career Advising

One-on-One Career Advising: You can work with an advisor to further customize your strategic career plan. We offer advising throughout your career development, from initial exploration to salary negotiations. Appointments can be done in-person, on the phone or via Skype.

Mock Interviews: Interviewing for jobs can be intimidating and we want you to be as prepared as possible. We offer the opportunity to practice your skills in a few formats, including interviews with a real recruiter or filmed interviews that can be reviewed with an advisor.

Career Programs

Mentor Program: This program is designed to provide an opportunity for you to gain clarity on your career goals and develop your own business networks through a mentor relationship with a business professional. With the guidance and support of a mentor, you are given opportunities to observe the work environment, learn about the range of career opportunities, and develop confidence in interacting with professionals.

Company Visits: The Career Management Resources team sets up a variety of visits to local companies that are seeking to hire PSU students. These visits often include a tour of the facilities, presentations about the culture and opportunities at the company, and time to network with managers and executives.

Resume Building Opportunities

Job Shadows: Participating in a job shadow is a great way to experience first-hand what it would be like to work in a particular role or company. It is also a way to build your network. We set up job shadow opportunities for students that could last one day, or multiple days. Usually there are a limited number of spots and therefore a competitive application process.
Student Organizations: Many students take the opportunity to gain leadership experience and network with community members by joining a student organization. Groups are organized by industry, job function or interest and there are countless ways for you to plug into an existing group or start a new group.

Student Competitions: There are a number of competitions that happen throughout the year that give you the chance to highlight your skills and possibly win some prize money. The competitions range from pitching your startup idea to a group of investors to valuating a stock and providing recommendations. All these experiences are great additions to your resume, especially if you do not have a lot of professional experience in your industry.

Internships: Internships are a valuable learning experience and can be an important part of shaping your career. Whether you are pursuing a new career path or building work experience, an internship is a great way to put your academics into practice. We do not place students into internships, but we do post opportunities on PSUCareerForward and will help you prepare your resume and other application materials. Student can choose to earn academic credit associated with an internship. Please refer to the Student Handbook for more information.

Job & Internship Search Resources
PSUCareerForward.com: This website is designed to give you timely access to important career resources. Most importantly, jobs and internships are posted on CareerForward on a regular basis. These postings cover a broad range of functions, industries and experience-levels. Additionally, you are able to schedule meetings with advisors and RSVP for events through the system. Many other tools are available such as a free online subscription to the Portland Business Journal.

Career Fairs: There are several career fairs, both on and off campus. At these fairs, you get to explore specific companies and talk one-on-one with recruiters looking to hire our students.

On-Campus Recruiting/ Company Information Sessions: Employers seeking to increase awareness of their company among business students conduct information sessions any time of the year. Many of these recruiters have an established relationship with our program and seek to hire our students every year. Company information sessions are great events to learn more about a particular company, its recruiting timeline, the qualifications for its program/position, and different roles available to you. Many companies also conduct on-campus interviews.
Internships

Internships are valuable learning experiences and can be an important part of shaping your career. Whether you are pursuing a new career path or building work experience, an internship is a great way to put your academics into practice. Career Management Resources encourages you to consider internships, either over the summer or during the academic year, as a strategic component of your professional development.

An internship is an opportunity to work for an organization to apply and demonstrate the skills you’ve learned in your graduate business program. Internships allow you to gain experience in your field, determine if you have an interest in a particular career, and build a professional network. For early career and career changes, internships can add a lot of value to your resume.

Internships can involve a wide range of business activities within many types of organizations: start-ups, small to large companies, government agencies, and nonprofits. Internships must be outside your normal or usual work assignment (in other words, it cannot be part of your daily job duties). Ideal internships for graduate business students provide the opportunity to develop functional skills (finance, logistics, marketing, etc.) as well as strategic planning, analysis, and leadership.

When to do an Internship

Most full-time graduate business students have time to complete at least one internship during their program. In addition to traditional, full-time summer internships (often completed by full-time, two year MBA students), internships are available throughout the academic year. Internships offered during the academic year are often 10 to 15 hours per week, offer flexible hours, and last about three months. As a busy student, you might find internships with even shorter timeframes or for as little as five hours per week. We encourage you to take an opportunistic approach to internships, fitting them in when you can.

If you are an international student, you are required to apply for Curricular Practical Training (CPT) before accepting an internship. International students are eligible for CPT after nine consecutive months of attending a university full-time.

Applying for Internships

Career Management Resources aims to assist students by locating internship opportunities, posting them for students, and helping students apply. Students are not “placed” or “matched” with internships. To obtain an internship you will apply for it in the same way you apply for full-time jobs. Therefore, it is ultimately up to you to locate, apply and interview for any internships.

Intern opportunities arrive continually throughout the year and are posted on CareerForward. Be sure to check regularly for new postings. In addition, you can search for internships on PSU's main Career Connect job board, through internet job boards and company websites. Many students find internship opportunities by networking and completing informational interviews with business leaders.

Internship Pay

The majority of internships for graduate business students offer an hourly wage. Typically Career Management Resources does not allow for-profit organizations to post unpaid internships. However,
unpaid internships from nonprofits are accepted. Rarely, and on a case-by-case basis, unpaid internships from start-up firms that offer graduate business level opportunities to gain experience and mentoring are allowed. Organizations that post unpaid internships are required to ensure compliance with the Oregon Bureau of Labor and Industries guidelines as well as the U.S. Department of Labor’s Fair Labor Standards Act.

**By Arrangement Academic Credit**
You can apply for By Arrangement in relationship to an internship and earn academic credit. The internship, by itself, does not qualify for academic credit. By Arrangement allows you to work directly with a faculty member to complete an academic assignment in addition to the time spent on the internship. You and the faculty member will mutually agree to specific learning objectives and one or more academically-based assignment(s). The learning objectives and assignment(s) provide the opportunity to deepen learning related to the internship experience. By Arrangement is optional with the exception of international students who are required to receive By Arrangement credit for internships.

A total of 40 hours of work is required to earn one credit. Thus, a student must complete 160 hours of work for 4 credits. By Arrangement credit is usually limited to 4 credits. Check with your **Academic Director** for more information about how an internship can fit into your curriculum.

**By Arrangement Academic Approval Steps**
If you apply for By Arrangement academic credit, all usual tuition and fees apply. In addition, all By Arrangements (related to paid or unpaid internships) will need to be sponsored by an SBA full-time graduate professor or academic director. You and your sponsor will complete a Contract and By-Arrangement form that outlines the learning objectives and additional assignments related to your internship. A total of 40 hours of work is required to earn one credit.

To receive credit:

1. Email the **Assistant Director for Academic Advising** to obtain copies of the Contract and By-Arrangement Forms.
2. Locate a **faculty sponsor**. If you are in the MBA program, your faculty sponsor will be any SBA full-time graduate professor in the academic area that best represents the function of your internship (finance, human resources, logistics, etc.). For all other programs, your faculty sponsor will be the program **Academic Director**.
3. Complete the Contract and the By-Arrangement form with your faculty sponsor. On the Contract, write your proposed Learning Objectives and discuss this with the professor. Submit both forms back to the **Assistant Director for Academic Advising** for signature. The advisor will submit the forms to the Registration office and a CRN will be assigned by the Registration office. Normally, you will be registered within 3-4 business days.
4. If you are an international student, you must also apply for **CPT** by submitting a CPT authorization form, a copy of the completed by-arrangement form and an official offer letter from the employer to the Office of International Affairs.
Professionalism
Our goal is to help you to be a confident and polished member of the professional community. With this in mind, we expect you to practice professionalism in your interactions with us and with faculty members, as well as with one another in the classroom, and at all PSU sponsored events. This includes punctuality and preparedness for meetings, professional language in written and oral communication, and professional dress where required. Expect our staff and your instructors to provide you with feedback to help improve these skills, which will in turn allow you to positively brand yourself in the community.

Student Expectations
In order to realize the mission of the School of Business Administration, we expect you to maintain the highest standards of integrity and honesty during all interaction with peers, faculty, staff and guests of the school. You will demonstrate your commitment to our shared mission by your willingness to:

- be resilient, flexible and coachable
- be punctual and prepared to participate in class
- take responsibility for setting and achieving your academic goals
- actively participate and be accountable for your career development
- behave ethically with integrity and honesty
- demonstrate professionalism and respect for others in all situations
- be an active member in group and team situations
- show initiative to meet commitments and to seek help when needed
- show self-awareness, strive for cultural competence and engage a global mindset

The School of Business also expects students to abide by the Portland State University Student Code of Conduct.

What to Wear
Below is a guide of acceptable attire and when it should be worn:

<table>
<thead>
<tr>
<th>When to Wear It</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Casual</td>
<td></td>
</tr>
<tr>
<td>• Class (unless you are presenting)</td>
<td>• Jeans or cargo pants/shorts</td>
</tr>
<tr>
<td>• Group Meetings</td>
<td>• T-shirts, sweatshirts or other cotton shirts</td>
</tr>
<tr>
<td>• Advisor Appointments</td>
<td>• Athletic shoes or sandals</td>
</tr>
<tr>
<td>• Career Seminars</td>
<td></td>
</tr>
<tr>
<td>Business Casual</td>
<td></td>
</tr>
<tr>
<td>• Career Panels</td>
<td>• A reasonable length skirt or trousers of a non-denim material</td>
</tr>
<tr>
<td>• Mentor Meetings</td>
<td>• A top such as a dress shirt, polo, or sweater set</td>
</tr>
<tr>
<td>• Informational Interviews</td>
<td>• A dress with appropriate skirt length</td>
</tr>
<tr>
<td>• Class Presentations</td>
<td>For women:</td>
</tr>
<tr>
<td></td>
<td>• Trousers (non-denim) with a belt</td>
</tr>
<tr>
<td></td>
<td>• A collared shirt such as a dress shirt or polo shirt</td>
</tr>
<tr>
<td></td>
<td>• A blazer or business jacket is optional</td>
</tr>
<tr>
<td></td>
<td>For men:</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>Business Professional</th>
<th>Modest shoes with socks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job or Internship Interviews</td>
<td>For women:</td>
</tr>
<tr>
<td>Career Fairs</td>
<td>• Suit with matching jacket and trousers or reasonable length skirt</td>
</tr>
<tr>
<td>Company Information Sessions</td>
<td>• Button-down shirt, blouse or sweater</td>
</tr>
<tr>
<td></td>
<td>• Closed toe shoes with nylons (if a skirted suit)</td>
</tr>
<tr>
<td></td>
<td>• Modest jewelry</td>
</tr>
<tr>
<td>For men:</td>
<td>• Suit with matching jacket and trousers</td>
</tr>
<tr>
<td></td>
<td>• Solid color button-down shirt with tie</td>
</tr>
<tr>
<td></td>
<td>• Leather shoes with socks</td>
</tr>
</tbody>
</table>
Online Tools
There are a number of online tools available to you in order to help facilitate teamwork, communication with faculty, student group activities and more. We recommend you spend some time becoming familiar with these tools in order to maximize your time and your student experience.

D2L
The Desire2Learn Learning Management System (LMS) is the current hosting platform utilized by Portland State University. Desire2Learn is a LMS that manages the courses and users, holds course content, allows for testing, displays grades, and provides a class list. Additionally, the Desire2Learn LMS is a secure environment which requires you to utilize your PSU Odin account and password to login. You can find assistance with common FAQs on the Student D2L Help webpage.

Google Apps
As a PSU student, you have the full Google Apps suite available. Besides the email and calendar features, a few of the others applications that students commonly use to facilitate group work include:

Google Drive: PSU Google Drive securely stores all of your Google Documents, while automatically saving the files online. Many students use this application to manage documents, spreadsheets, and presentations for group projects. To access the drive, go to drive.pdx.edu.

Google Plus Hangout: Google Plus Hangout creates a great opportunity for you to interact with peers in real-time. In this environment, you can discuss assignments, exchange ideas and facilitate working on group projects. Google Plus platform is designed so that you can meet face-to-face online with up to 10 other people. Prior to starting a hangout session, you must activate your pdx.edu Google Plus account. Once activated, you can initiate a hangout and begin to create Google circles with classmates. You will need a microphone, strong internet connectivity, and a webcam. When you are interacting in a Google Plus Hangout with your classmates, you can watch videos as a group, voice chat and text chat while watching a video.

OrgSync
OrgSync is managed by the Student Activities and Leadership Programs (SALP) office and is an online student group management system. Many student organizations will use this tool to manage events, budgets and more. As a student, you can create a profile in OrgSync. In the group section you will have the chance to request group membership for the organizations you are interested in. Some organizations may have membership requirements. Joining the organization through the OrgSync system allows you to get event updates, news, and more.

OIT Help Desk
If you need help with any of the above tools, then please contact the User Support Services Helpdesk at (503)725-4357.
Campus Resources

School of Business Administration Building Hours
The SBA building will be unlocked Monday through Friday from 7:30am to 8pm, Saturdays 8:30am to 5pm and Sundays 11:30am to 5pm. Students will be able to gain entry until 9:30pm Monday through Friday, but unless arranged for, will not have access outside of the hours mentioned above for Saturdays and Sundays.

Computer Labs
The SBA Graduate Programs computer lab is located on the third floor of the SBA building, room 370. You are allowed 500 free printing pages per term; if you go over that number, a charge will be made to your account. Click here to view the current lab schedule and more information.

There are numerous other computer labs located on campus. Click here to visit the OIT Website for a list of locations and open hours.

Study Rooms
An open study room available to all SBA students (not to be reserved) is on the east side of the building, on the third floor.

You can request to reserve rooms in the SBA building. Classrooms are usually only available between 4:00-5:30. Rooms 590 and 690 are available more hours. All rooms are available to reserve Monday-Friday only. To reserve, email Faculty Services at: facultyservices@sba.pdx.edu. Give your name, the name of the class you are registered in, the date(s) and start and end times you would like the room. Faculty Services is located in room 560.

Other group study rooms are located in the Millar Library. Visit their website for more information.

Library
The Library has many resources available for students including group study rooms, Video/DVD viewing rooms, photocopiers, personalized research assistance, and computer labs on both the first and second floor.

Writing Center
The staff members at the Writing Center are trained professional consultants who provide nonjudgmental, collaborative support in all stages of the writing process. The services offered by the Writing Center are free. You may bring in any writing project—academic or nonacademic, personal or professional.

Center for Student Health and Counseling (SHAC)
If you are enrolled in 5 in-load (not online) credits or more, then you are eligible for health services through your university health insurance plan, including primary health care, health education, outreach activities, and emergency care to the campus at large. The Center for Student Health and Counseling (SHAC) also provides counseling and psychological services. All services are confidential.
In addition, you can receive dental treatment at the PSU Dental Services. All treatment is done by certified, experienced providers. Although there is no student dental insurance plan, fees are greatly reduced compared to those of a private dental clinic.

Student Recreation Center
Campus Rec offers members the opportunity to participate in a variety of activities, including six program areas all uniquely designed to offer recreation in the areas of:

- Aquatics
- Fitness and Health Promotions
- Intramurals and Special Events
- Rec Clubs
- Inclusive Rec and Community Service
- Outdoor Program

Student membership is included in students’ tuition and fees for those taking one credit or more. Drop-in Group X fitness classes are included in the membership at no additional cost. Your PSU ID is required to enter the facility and sign up and paying for special classes, events, tournaments, intramural leagues, locker/towel memberships, etc.

Public Safety
The Campus Public Safety Office provides emergency response, emergency campus dispatching, and patrol services to the campus 24/7. CPSO works with our university partners to ensure that Portland State University is a safe place. The escort service is available to anyone, 24 hours a day, 365 days a year, free of charge. A Campus Public Safety Officer will escort students, faculty, staff, and visitors to their bus, car, apartment, or office on campus and up to two blocks off campus. Call 503-725-4407 to request an escort.

Student Resource Centers
There are a number of Student Resource Centers on the Portland State University campus, including:

- Disability Resource Center
- Native American Student and Community Center
- Office of Global Diversity and Inclusion
- Queer Resource Center
- Student Legal Services
- Veterans’ Services
- Women’s Resource Center

Office of International Affairs
The Office of International Affairs oversees all of the major international activities at PSU. It provides support for the international student population, and international scholars and faculty. It also provides opportunities for PSU students to study abroad. The office includes centers and institutes focusing on specific geographic centers, and administers special programs for foreign students visiting the US.

Within the Office of International Affairs, the Office of International Student and Scholar Services (ISSS) provides immigration advising, life advising, programming and support for more than 2000 international students from nearly 100 different countries.

Transportation and Parking Services
A variety of transportation options are available from the PSU Transportation and Parking Services.
If you want to park on campus, then you must purchase a parking permit. Parking permits are recommended if you come to campus several days per week. There are many options to accommodate schedules. Purchasing a term permit online is recommended because parking is limited on the PSU campus, and many types sell out before the term begins.

PSU also offers the Student FlexPass, a discounted term-long transit pass for PSU students. This All Zone, TriMet Transit Pass is valid on all TriMet buses and the MAX light rail. All PSU students can use the entire Portland Streetcar System without purchase of a FlexPass. Just show your valid PSU ID card to the fare inspector. Click here for a map of Streetcar system.
Policies

Attendance
You are expected to arrive to class on time, stay the full class period, and participate fully in classroom activities. While each professor will make a decision as to how to treat tardiness or leaving early (e.g., he/she could count two tardy arrivals as one full absence). In general, the School of Business Administration expects you to treat each class as though it were a very important business meeting at which your attendance is crucial.

If you need to miss a class, you will be responsible for contacting the instructor directly and working out what needs to be done to make up the material missed in class. However, the instructor is not required to provide make-up projects; therefore your grade may be affected. If you know you will be missing more than the allowed class meetings in any course, you should plan on dropping the course and retaking that course the following year.

Entering late and leaving early is disruptive to the professor, the speaker and to other students. If arriving late or leaving early is unavoidable, you should inform the instructor prior to the start of class and minimize the disruption by being quiet and by sitting near the door if possible.

Enrollment Requirements
Continuous enrollment is expected. You have seven years to complete your program, after that credits will be lost. If enrollment does not occur for three consecutive terms, you will be automatically changed to Inactive status by the University. To prevent moving to Inactive status, you must request a Leave of Absence.

If you want to request a Leave of Absence, you must email the Assistant Director for Academic Advising before being absent. Students in good standing may petition for Leave of Absence (LOA) for a maximum of three consecutive terms. A LOA does not constitute a waiver of the time limit (seven years) for completion of the graduate degree. Please note that SBA tuition increases every year and after three years, students’ tuition will increase to be the same as for new, incoming students.

If your status is changed to Inactive, you must request re-enrollment. To be eligible for re-enrollment, you must have a GPA of at least 3.0 in all graduate work taken subsequent to admission to the PSU graduate program. If you enrolled in coursework elsewhere after PSU admission, then you must submit one sealed official transcript to the School of Business Administration and one to the PSU Office of Admission from each institution attended subsequent to PSU graduate admission. You have seven years to complete the program, after that credits will be lost.

Academic Honesty
Academic honesty is expected of each student. Academic dishonesty, such as cheating or plagiarism, will lead to a grade of F for that assignment, and can lead to suspension from the program.

Cheating is defined as fraud, deceit, or dishonesty in an academic assignment. Examples include, but are not limited to:
copying work from someone else's test, paper or project

• attempting to use unauthorized information, materials or study aids during any academic exercise

Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

If you have any uncertainty about what constitutes plagiarism or cheating on an assignment, consult with your professor or with your Academic Director.

Cell Phones and Electronic Devices
You are expected to demonstrate professional courtesy by ensuring your cell phone is turned off or switched to silent before entering each class or event. You should not take any calls during class, except for cases of emergency.

Professors will have guidelines for the appropriate use of laptops and other electronic devices in the classroom. Inappropriate uses include, but are not limited to: email, instant messaging, texting, receiving phone calls, social media websites, video gaming, web browsing, reading material not related to the current class and any other activity that may distract the student, peers or faculty.

Grading and GPA
Grades are posted online on Wednesday morning in the week following Finals Week. It's important that you check your grades online at the end of each term. If you have any concerns, contact your instructor immediately. For more information on PSU grading policies, please refer to the current PSU Bulletin under the Graduate Studies section.

An I (Incomplete) is only assigned in specific situations. An Incomplete must be completed and the grade changed by the instructor within the agreed upon period (not to exceed one year).

You must maintain a GPA above 3.0 at all times. If your cumulative GPA falls below 3.0, you have nine graded credits to bring up your GPA to 3.0 or higher. If you cannot raise your GPA above 3.0 in nine credits, you will be placed on academic suspension for the span of one calendar year and will not be allowed to register for any classes within that time period. After one year, you must petition both the School of Business and the University Graduate Programs Office for re-admission. Moreover, if your GPA dips under 3.0 again, you will be academically disqualified from the program.

Student Information Change Form
You can change your current address, phone number, email, and name with the Student Information Change form. It is important to keep this information current so PSU can maintain accurate records and mail tuition bills, financial aid checks and other important communication to your current address.