

**UNDERGRADUATE BUSINESS PROGRAM HANDBOOK
2013-14**

UNDERGRADUATE BUSINESS ADMINISTRATION STAFF

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INTRODUCTION

This handbook was prepared for use by the students, faculty and staff at the Tepper School of Business at Carnegie Mellon University. No parts of this handbook may be reproduced or distributed without written permission from Dr. Milton Cofield, Executive Director, Undergraduate Business Administration program. While this handbook is specific to your academic experience in the Tepper School, there are several other resources and offices undergraduate students are encouraged to consult during their tenure at Carnegie Mellon University.

- <http://www.cmu.edu/policies/GenPolicy.html>
- <http://www.cmu.edu/policies/StudentPolicy.html>

All questions regarding this publication or the University's policies should be directed to the Undergraduate Business Administration staff. *Students are responsible for knowledge of these policies.*

EXPECTATIONS

The Tepper School of Business is a diverse and inclusive community based on trust, respect, and support toward all individuals, facilities, intellectual endeavors and activities. It is expected that every individual will contribute everyday to recognizing, maintaining, and improving the community environment of the Tepper School. It is this shared environment of the Tepper School that best communicates and differentiates our uniqueness as a special learning place to earn your undergraduate business degree. We must continually protect and nurture our community environment for all of us.

CARNEGIE MELLON CODE

Students at Carnegie Mellon, because they are members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical, and moral conduct possible.

These standards require personal integrity, a commitment to honesty without compromise, as well as truth without equivocation and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, commitments kept.

As members of the Carnegie Mellon community, individuals are expected to uphold the standards of the community in addition to holding others accountable for said standards. It is rare that the life of a student in an academic community can be so private that it will not affect the community as a whole or that the above standards do not apply.

SECTION I ACADEMIC ADVISING

Academic advising is an integral part of the educational mission of the Undergraduate Business Administration (UBA) Program. UBA applies the University's statement on advising, which states:

"... Advising is an intentional process, grounded in teaching and learning, and provides each student with guidance for developing and achieving meaningful educational and personal goals. Successful advising at Carnegie Mellon is highly dependent upon a shared commitment of the students, advisors, and the university to the advising process. Academic advisors are to engage students in learning, to promote students' academic success, to foster students' personal and intellectual growth, and to assist students in carrying these goals into their roles as citizens and lifelong learners." (*Undergraduate Catalog*)

In UBA's advising model, all students are assigned to one advisor upon entry into the Tepper School. The UBA advisors guide students to:

- develop suitable educational plans;
- select appropriate courses and other educational experiences;
- evaluate progress toward their established goals;
- develop problem-solving and decision-making skills;
- become independent learners by reinforcement of their self-direction; and
- clarify career and life goals.

In their roles, UBA advisors

- communicate and interpret institutional requirements;
- refer students to institutional and community resources, including opportunities for research and internships;

In this advising model, the students' responsibilities are:

- scheduling, preparing for, and keeping advising appointments;
- knowing the requirements of their major, track, and minor;
- seeking out contacts and information as needed;
- bearing the final responsibility for making their own decisions according to the best information and advice available.

In addition to having an assigned personal advisor, students may contact any of the UBA advising staff for general information about requirements, policies, procedures, events, dates, and deadlines.

UBA advising staff:

Milton Cofield, GSIA 141, miltonc@andrew.cmu.edu

Stephen Pajewski, GSIA 137, pajewski@cmu.edu

Rubab Jafry O'Connor, GSIA 135, rjafry@andrew.cmu.edu

To make an advising appointment, students may use the online appointment scheduler:

www.tepper.cmu.edu/current-students/current-business-undergrads/advising/index.aspx

ADDITIONAL ADVISING RESOURCES

Track Advisors

Each of the eight BSBA curriculum tracks has a Tepper faculty member serving as an advisor to students. These advisors help students:

- address deep questions about their disciplines.
- They are particularly useful in discussion of how electives courses within the curriculum or other departments can be used to satisfy the track requirements.
- If you become interested in graduate study, especially towards doctoral degrees, they have unique insights as mentors and coaches.
- The best ways to approach them are with insightful questions about curriculum choices—through classroom discussion in order to establish personal relationships for mentoring opportunities.

Track advisors are:

Computer Information Technology: Dr. Wolfgang Gatterbauer

Entrepreneurship: Dr. Arthur Boni

Finance: Dr. Emilio Osambela

General Management (self-defined): Dr. Milton Cofield

Graphic Media Management: Dr. Anthony Stanton

International Management: Dr. John Hooker

Manufacturing Mgmt & Consulting: Dr. Mustafa Akan

Marketing: TBD

ADVISORS FOR MINORS AND ADDITIONAL MAJORS

All additional majors and minors in the other colleges at the University have academic advisors available to students. These advisors are helpful to students who are exploring their options.

Once UBA students declare their minors/additional majors, they should meet with these advisors at least once a semester.

CAREER AND PROFESSIONAL DEVELOPMENT ADVISORS

Career advisors help students develop professional skills to succeed in their careers. They provide perspective for self-assessment and enhance understanding of the relationship between academic studies and careers. They provide assistance on the following:

- Resume writing
- Interview preparation
- Cover letter writing
- Networking
- Researching companies and industries
- Creating opportunities to meet industry recruiters

The University's Career and Professional Development Center has a career counselor assigned for Tepper undergraduate business students:

Jennifer Frick: jenniferfrick@cmu.edu

Career Consultant, Undergraduate Business Administration

Career Center □ UC Lower Level □ 5032 Forbes Ave. Pittsburgh, PA 15213, 412-268-2064, phone 412-268-7839 fax <http://www.cmu.edu/career>

SECTION II

ACADEMIC POLICIES

Graduation Requirements

TOTAL UNITS, QUALITY POINT AVERAGE

To complete the BSBA degree, students must complete the following:

- At least 364 earned units.
- At least a 2.0 cumulative QPA
- Completion of the curriculum's course requirements (math, economics, statistics, programming, C@CM), business core, one track, and one minor.

Restrictions and variances

- Up to nine units of grades of "P" (Pass) may count toward the required 364 units (not including the three units earned for C@CM).
- Up to three approved courses taken at institutions outside Carnegie Mellon University may be transferred and applied toward the degree. See further restrictions below under the heading of "Transfer Credit."
- Students who complete an additional major may use that major as a substitute for the track and minor requirement.
- Students who enroll in an accelerated Master's degree program at Carnegie Mellon University may use that program as a substitute for a track and minor. In such cases, the BSBA degree will be completed upon completion of the Master's degree.

ACADEMIC STANDING

Good Standing

To graduate on time (after eight semesters), students need to earn an average of 45 units per semester and maintain at least a 2.0 QPA. All students who meet the minimum requirements are in good standing.

Warning

Students who complete fewer than 45 units in a given semester or are near 2.0 QPA in any semester receive a "warning letter" from UBA. Receiving this letter is a notice to the students that they need to consult with their advisor to address their progress and to determine a plan for completing their degree on time.

Academic Probation

Students who do not earn a 2.0 QPA in a given semester are placed on academic probation for the following semester. Probation is a status that is internal to the Tepper School and is not part of a student's official Carnegie Mellon University record.

Students who do not earn at least 36 units in a given semester are placed on probation regardless of their semester QPA.

Students with probation status will have their semester performance reviewed by the UBA Academic Actions Committee (comprised of Tepper School faculty) at the end of their probation semester. They will return to "good standing" if they've earned at least a 2.0 semester QPA and 45 units.

Academic Suspension

Students who do not earn at least a 2.0 semester QPA while on probation qualify for academic suspension. UBA follows the University policy of requiring a suspension be served by a student for one academic year.

Final Probation

Students who return from academic suspension are placed on "final probation." Such students must earn at least a 2.0 semester QPA upon their return or else they qualify to be "dropped" by the University. Students who are dropped have their enrollment at Carnegie Mellon University terminated.

ACADEMIC AUDIT REPORT

Students are responsible for monitoring their academic progress toward completing their degree. The University's Academic Audit Report is a valuable tool for this process, showing students a record of their own coursework and the requirements they have fulfilled for their major. Students should view their audit periodically – at least once per semester during their course planning for upcoming semesters. Students are advised to bring a hard copy of their audit to course planning meetings with their advisor for making notes. You can find the online Audit Report here:

(<https://enr-apps.as.cmu.edu/audit/audit>)

Reasons for using the Audit Report:

- Monitor your progress toward graduation.
- Plan course selection for upcoming semesters.
- Make sure your record is accurate and up-to-date (e.g., does the audit show all transfer credit posted to your record? Or, is an approved course substitution appearing in the correct place?)

- View audits of potential minors or additional majors to see which of their requirements you need to fulfill.

ACADEMIC HONORS

Dean's List

Every Fall and Spring semester, students who have earned at least a 3.50 QPA with at least 45 factorable units (while receiving no incomplete grades) will receive Dean's List honors.

University Honors

Students who earn a cumulative QPA of 3.50 or higher will graduate from Carnegie Mellon with University Honors.

College Honors

The Tepper School grants "College Honors" to graduating students who qualify with at least a 3.75 QPA and complete a year-long senior year honors thesis. Students must propose a thesis project prior to the start of their senior year. Approval is based on the quality of the thesis plan and having a faculty advisor. Students will earn 18 units for the completed project.

SEMESTER REQUIREMENTS

Course load

All undergraduate students must carry at least 36 units per semester to maintain full-time enrollment status with the University. The UBA Program expects students to carry at least 45 units per semester in order to maintain progress toward graduation. Students who earn 36-39 units may receive a warning letter from UBA regarding their progress. Those earning less than 36 may be placed on academic probation.

Students enrolling in summer courses at Carnegie Mellon University have a unit cap of 24 units combined across both Summer Session I and Session II.

QPA Requirements

Undergraduate business students must maintain a 2.00 cumulative QPA in order to remain in good academic standing. A letter grade of at least "D" must be earned in all core business and track course requirements in order to graduate and to use the courses to fulfill prerequisite requirements for other business courses.

Please note that some departments have grade requirements higher than "D" for advancing through their course sequences. The Economics Department, for example, requires final grades of "C" to advance from 73-100 to 73-230 and 73-240.

Registration & Waitlists

Students register for classes using Student Information Online (SIO, <https://s3.as.cmu.edu/sio/index.html>). Registration times are determined by the university based on student class levels.

All business students are encouraged to meet with their advisors before registering for courses. Academic advisor meetings are required for Juniors and Seniors prior to registration.

Students are often waitlisted for courses. UBA reserves space in each of its courses for UBA students, and adds students to courses based on seniority, their place on waitlist, and available space. Non-Tepper students must wait until all qualified UBA students have been enrolled before they are removed from the waitlist. UBA students are admitted to waitlisted courses based on waitlist rank and class year. Business majors and minors are given priority over students from other academic departments. Each department in Carnegie Mellon University handles waitlists differently. Please consult the appropriate department administration for all non-Tepper School course waitlist situations.

Course Overloading

All UBA students have a course unit cap of 50 units for each semester. Those with at least a 3.0 cumulative QPA – AND – at least a 3.0 QPA in their latest COMPLETED semester – qualify to get their cap raised to 60 units on the Monday after a given registration week. Students wanting to overload need to discuss their overload plan with their academic advisor.

Students needing more than 60 units in a semester (which is extremely rare), need to discuss their overload plan with their academic advisor – and – must have the approval of the student's Associate Dean.

Course Double-counting

The following policy applies to specific courses that potentially may fulfill requirements in both the Business major and a minor or additional major.

- Students may double-count up to three Business Core courses for a minor or additional major requirement.
- Student may not double-count any track courses with a minor or additional major requirement.
- No courses may double-count within the Business curriculum (such as having a track elective also fulfill a breadth requirement).
- There are no double-count restrictions for courses that fulfill the mathematics, statistics, economics, computer programming, and breadth requirements.

** Please note: when choosing to double-count courses, students must also verify the double-count policy of the academic department that offers the minor or additional major. Students need to abide by the policies of both UBA and the other department(s).

COURSE GRADE POLICIES

Letter Grades and Factorable Units

Any Carnegie Mellon University course taken to fulfill any course requirement for a major or minor must be completed with a letter grade (A, B, C, D, R), with the exception of Computing @ Carnegie Mellon. (99-101 or 102). Courses completed with a letter grade earn students "factorable" units, that are used in computing one's QPA.

Passing Grades

Completing a course with a passing grade ("P") results in earning the units for the course, but no factorable grade to count toward one's QPA. There is no limit to the number of courses a student may take for a P grade, though there is a limit of 9 units of P that students may apply toward the 364 units needed for the BSBA degree (with the exception of C@CM). Courses that issue "p" grade only include Physical Education (69-xxx) and STUCO (Student Taught, 98-xxx) courses. Students who wish to request a "p" grade for an academic course must follow the University's procedures.

"Undergraduate students may elect to take a free-elective course pass/fail unless precluded by the course, the course's department or the student's home department/college... A student must submit a Grade Option Request Form to Enrollment Services indicating the course they are electing as pass/fail before the end of the university's drop period. This decision is irreversible thereafter. No information regarding the student's decision will be passed on to the instructor. Instructors will submit letter grades, which will automatically be converted to pass/fail."

"A through D work will receive credit for units passed and be recorded as P on the student's academic record; below D work will receive no credit and will be recorded as N on the student's academic record. No quality points will be assigned to P or N units; P or N units will not be factored into the student's QPA."

Auditing

"Auditing is presence in the classroom without receiving academic credit, a pass/fail or a letter grade. The extent of a student's participation must be arranged and approved by the course instructor. A student wishing to audit a course is required to register for the course, complete the Course Audit Approval Form, obtain permission of the course instructor and their advisor, and return the form to The HUB prior to the last day to add a course." The audit grade appears on one's transcript as the letter "O".

Transfer Credit (TR)*

This may include approved college-level courses taken prior to matriculating at Carnegie Mellon University. Such pre-Carnegie Mellon University courses must be approved for transfer by the end of a student's first semester at Carnegie Mellon University. This three-course limit does not apply toward courses taken in a study abroad program. Courses taken elsewhere will

be considered for transfer if the courses and the institution offering them are of a level and rigor comparable to the Tepper School and to Carnegie Mellon. Students must receive department approval for transfer credit. Courses transferred to one's Carnegie Mellon record appear with the grade "TR" on one's transcript. The grade is not factorable into one's QPA.

Exemptions (from required courses)

Withdrawals (W)

"Students at Carnegie Mellon may drop a course by accessing on-line registration on or before the drop deadline as published in the official university calendar. This applies to all courses with the exception of mini-semester courses... When a course is dropped by these deadlines, the course is removed and does not appear on the academic record."

"After the deadline to drop, students may withdraw from a course by accessing on-line registration on or before the last class day, prior to the beginning of final examinations. After the deadline to drop, a W (withdrawal) grade is assigned and appears on the student's academic record."

Advanced Placement (AD)

"Carnegie Mellon may grant advanced placement and credit for scores of four and five on exams taken in the CEEB Advanced Placement program. When the test is taken, students should be sure to request that the results be sent to Carnegie Mellon. International students will only be given credit for scores on Higher Level (HL) exams of six or seven."

Incomplete Grades (I)

"Carnegie Mellon students are expected to complete a course during the academic semester in which the course was taken. However, if the instructor agrees, a grade of I (incomplete) may be given when a student, for reasons beyond his or her control, has been unable to complete the work of a course, but the work completed to date is of passing quality and the grade of incomplete provides no undue advantage to that student over other students."

"In awarding an I grade, an instructor must specify the requirements for completing the work and designate a default letter grade where no further work is submitted. Students must complete the required course work no later than the end of the following academic semester, or sooner if required by prior agreement. The instructor must record the permanent grade by the last day of the examination period of that following semester, or Enrollment Services will administratively assign the default grade."

Mid-Semester Grades

"Mid-semester grades provide valuable feedback to students as they assess their performance in courses. Furthermore, mid-semester grades and the QPA's they generate are used by Deans and advisors in identifying and dealing in a timely way with students in academic trouble."

“Mid-semester grades are not permanent and are kept only until final grades are recorded. Because mid-semester grades are not permanent, changes of mid-semester grades as a rule will not be accepted.”

Carnegie Mellon University’s Policy on Grade Changes:

“A student who believes that an assigned grade is incorrect, may request that a final grade be changed. Final grades will be changed only in exceptional circumstances and only with the approval of the instructor and, for undergraduates, with the approval of the dean’s office of the college/school offering the course... The intention of this policy is to insure that, under normal circumstances, all students in a class are treated equally and no student is unduly advantaged.”

SECTION III

TRANSFER COURSE CREDIT

TRANSFER COURSES

Courses taken elsewhere will be considered for transfer if the courses and the institution offering them are of a level and rigor comparable to the Tepper School and to Carnegie Mellon. A final letter grade of B or better is required for credit to transfer. Grades do not transfer and do not affect students' Carnegie Mellon grade point average (except for Cross-registration courses, such as those taken at the University of Pittsburgh).

- Primary BA majors may transfer up to three courses (including any taken prior to enrolling at Carnegie Mellon University)
- Students with Additional BA major may transfer up to two courses for the major;
- BA minors may transfer one BA course (70-xxx) requirement;
- No online courses will be approved;
- Courses from four-year institutions are strongly preferred;
- Primary BA majors may not take more than two courses for transfer at the same time during the Summer.

Exceptions

These limits do not apply to credit approved through Advanced Placement and International Baccalaureate, and Cambridge Exams, Cross-Registration through PCHE, or Study Abroad programs.

Internal Transfer Students

This policy applies retroactively to students who enter undergraduate Business through internal transfer and have already taken courses elsewhere for transfer credit.

Request Transfer Credit Approval:

<https://wpweb2.tepper.cmu.edu/UgradBusiness/transfer.asp>

CROSS REGISTRATION

“Full-time Carnegie Mellon students may take subjects for credit through the Pittsburgh Council on Higher Education (PCHE). The purpose is to provide opportunities for enriched educational programs by permitting full-time paying undergraduate and graduate students to cross-register for one course at any of the ten PCHE institutions. Carnegie Mellon students should not cross-register for a course that is offered at Carnegie Mellon during the semester unless the associate dean feels there are exceptional circumstances. For many students, it is not advisable to cross register for any class in the last semester before graduation as final grades may not be available in time for certification for graduation. “

“Students who are registered as full-time Carnegie Mellon students will not have additional tuition charges, except for special course or laboratory fees for cross-registered courses.”

SECTION IV

INDEPENDENT STUDY AND COURSE WORK

The UBA Program supports student research through credit-earning independent study with Tepper School faculty members. Below are the Program's guidelines, policies, and application process for students getting approval and for ensuring a successful experience.

1. The motivation for, and selection of, the subject to study should come from the student, with these guidelines:
 - The study may be in-depth research in an area that is covered only on a general level in another course that the student has taken previously (to extend/deepen learning).
 - The study may be an interdisciplinary project that connects learning from other courses already taken (to connect/synthesize previous learning).
 - The study can be a research paper with a hypothesis or an applied industry project (with or without a sponsor).
 - The study cannot be used as a substitute for an existing course in the undergraduate catalog; thus, no independent study plan can be approved as a substitute for a curriculum requirement.
 - Students should not use independent study for the sole purpose of earning credit to expedite graduation or to fulfill specific curriculum requirements for a major or minor.
 - Independent study may not be used for track electives without the permission of the track advisor.
2. All independent study plans require the active involvement of a faculty advisor. The faculty advisor is responsible to agree to the course structure and content activities, agree to the metrics used to evaluate the course outcomes and goals, and submit a final grade.
3. Students must be in good academic standing (not on probation), and may conduct only one independent study during the degree program. The study may be conducted only in the junior or senior year.
4. At the end of the independent study a final documentation of the course structure and activities, assessment activities, and summative report of the study outcomes must be submitted to the BSBA program office before a final grade can be entered.
5. Student from colleges outside the Tepper School should not, in general, seek to enroll in independent study credit through a Tepper School independent study.

Independent Study Application Process

Students seeking enrollment in an independent study must complete two items: a study proposal and the attached application with all required signatures, and submit it to the Executive Director of the UBA program.

Students will be enrolled in the independent study course by the Program staff after receiving approval from the Executive Director. Approval must be obtained by the **tenth day of classes** of the semester during which the study is to be done.

Here is the process for proposing independent study and receiving approval to do it:

- The student must first meet with the UBA Executive Director to discuss the project plan's coherence and feasibility.
- The student shall then draft a study proposal based on the attached guidelines and through consultation with one's faculty advisor. The advisor must approve the study based on the validation that the study is not a duplication of an existing course, has a scope and level of difficulty commensurate with course units, and that the student has appropriate motivation and determination for completing the study.
- The student shall then submit the proposal along with a completed independent study application form (attached) to the Executive Director.
- The UBA Program will approve the student's request for the study's registration based on the same criteria as the faculty, with additional emphasis on how the course complements the student's academic plan and degree requirements.
- Once approved, the independent study will be added to the student's schedule of classes by the UBA Program.

The Independent Study Proposal Requirements

The independent study proposal should be a minimum of two pages in length and address the following items in detail and structure:

- Overview and brief description of the independent study idea: this overview and background should provide the foundation for establishing that the study has merit. A strong reason for proposing the study idea as an independent study should be a part of the description in this background and rationale part of your proposal.
- A statement of the measureable goals or objectives that will be reached with the completion of the study.
- A timeline detailing the specific tasks that will be completed at each milestone date in the semester.
- A bibliography of published books, articles, or internet information sources that provide an academic basis for the ideas of the independent study. Note that all of the items in the bibliography cannot be from internet-only resources.
- A metric for grading the outcome of the study that includes details of how each grade in the grade distribution would be determined.

The completed study proposal should be the basis of your discussion with the faculty member supervising the independent study.

Independent Study Proposal Guidelines

The following questions should be addressed as fully as possible in the proposal.

Description of study

What is the topic? What is the specific area(s) of focus? What is the specific research question(s) to be answered? What is the goal(s) of this topic?

Why is this topic interesting and/or important to you?

How did you arrive at this topic? Is this study an extension of a topic addressed in a previous course? Is it to learn more about your intended track of study or career direction? Do you find that existing literature on the topic needs further study? Or is it simply intellectual curiosity?

Why study this topic as an independent study?

Will you not have an opportunity to study this topic in an existing course? Do you have any particular resources or opportunities available to you now that will enable you to conduct your study?

Deliverables and Timeline

Studies usually consist of submitting a series of documents throughout the semester, such as a syllabus or outline, literature review, paper drafts, and a final draft. Some studies result in just one paper; some result in several short papers. What is your plan, and what is your proposed timeline for completion of each item?

Grading

Grading will be completed by the faculty member based on the quality of work, timely completion, and revalidation that the work is worthy of the course credits being granted. Do you have any particular grading criteria to propose?

Literature citations relevant to topic

Provide a list of citations of articles and/or books that you plan to use as primary references in your study.

Independent Study Form can be found at the following link:

<http://www.tepper.cmu.edu/current-students/current-business-undergrads/advising/forms/index.aspx>

SECTION V

CAREER AND PROFESSIONAL DEVELOPMENT

Carnegie Mellon University has a dedicated center, [The Career and Professional Development Center](#), whose staff motivates and empowers students to explore options and pursue careers. The center provides a comprehensive range of services, programs, and materials focusing on career exploration and decision-making, skill development, experiential learning, and career resolution. The Career and Professional Development Center is committed to assisting employing organizations meet hiring needs for the mutual benefit of Carnegie Mellon students and employers.

Students are encouraged to schedule advising appointment or attend regularly scheduled Walk-in Advising sessions at the Career Center and at the Tepper School (see website for most up-to-date times).

Career Center □ UC Lower Level □ 5032 Forbes Ave. Pittsburgh, PA 15213 412-268-2064 phone 412-268-7839 fax <http://www.cmu.edu/career>

Jennifer Frick: jenniferfrick@cmu.edu □ Career Consultant, Undergraduate Business Administration

SECTION VI

UNDERGRADUATE BUSINESS CLUBS AND ORGANIZATIONS

BUSINESS TECHNOLOGY CLUB (BTC)

The Business Technology Club brings together the computer science, information systems, and business interests of Carnegie Mellon students in order to foster knowledge, network with company recruiters, and promote business technology events.

CARNEGIE MELLON BUSINESS ASSOCIATION (CMBA)

CMBA is an officially recognized organization and seeks to prepare students for the professional world of business through etiquette dinners, business fashion shows, and information panels.

ENACTUS (FORMERLY STUDENTS IN FREE ENTERPRISE / SIFE)

Enactus stands for Entrepreneurs in Action for the greater good (us). This organization focuses on empowering local and international communities by applying business knowledge and strategies.

FINANCIAL FRONTLINE SOCIETY (FFS)

The Financial Frontline Society offers a forum for news discussion to all Carnegie Mellon students interested in business. By acquiring a substantial amount of knowledge of the business world, students learn more about real-world finance, better preparing them for interviews and jobs. Events include weekly news discussion, industry analysis and article writing.

TARTAN STUDENT FUND

Tartan Student Fund is an undergraduate student organization focused on managing an investment portfolio. We provide learning materials and lectures to improve our analysts' market and securities knowledge, while examining trading options and strategies for utilization in portfolio management.

UNDERGRADUATE CONSULTING CLUB (UCC)

UCC is a small diverse group of 10-20 students from various disciplines across Carnegie Mellon University. UCC Solutions gives students from all programs and majors the opportunity to gain real-world work experience and to improve business/technical skills in the field of consulting.

UNDERGRADUATE ENTREPRENEURSHIP ASSOCIATION (UEA)

UEA is a student-run organization dedicated to promoting the entrepreneurial spirit at Carnegie Mellon through competitions, business development, and networking with community entrepreneurs.

UNDERGRADUATE FINANCE ASSOCIATION (UFA)

UFA's mission is to prepare students with the tools needed for a successful career in financial services. To this end the Undergraduate Finance Association maintains a network of friends on Wall Street who can share their experiences with members, creates simulations that allow students to prepare for real world scenarios, and hosts discussions with faculty, alumni, and companies.

UNDERGRADUATE INVESTMENT CLUB (UIC)

UIC is an officially recognized organization on campus that brings together Carnegie Mellon students with interests in investing or trading.

UNDERGRADUATE MARKETING ORGANIZATION (UMO)

The Marketing club provides opportunities for students to interact with professionals in both business and education. Students participate in a variety of marketing activities.

SECTION VII CARNEGIE MELLON UNIVERSITY POLICIES

POLICY STATEMENT

In any manner of presentation, it is the responsibility of each student to produce her/his own original academic work. Collaboration or assistance on academic work to be graded is not permitted unless explicitly authorized by the course instructor(s). Students may utilize the assistance provided by Academic Development, the Global Communication Center, and the Academic Resource Center (Carnegie Mellon University-Q) unless specifically prohibited by the course instructor(s). Any other sources of collaboration or assistance must be specifically authorized by the course instructor(s).

In all academic work to be graded, the citation of all sources is required. When collaboration or assistance is permitted by the course instructor(s) or when a student utilizes the services provided by Academic Development, the Global Communication Center, and the Academic Resource Center (Carnegie Mellon University-Q), the acknowledgement of any collaboration or assistance is likewise required. This citation and acknowledgement must be incorporated into the work submitted and not separately or at a later point in time. Failure to do so is dishonest and is subject to disciplinary action.

Instructors have a duty to communicate their expectations including those specific to collaboration, assistance, citation and acknowledgement within each course. Students likewise have a duty to ensure that they understand and abide by the standards that apply in any course or academic activity. In the absence of such understanding, it is the student's responsibility to seek additional information and clarification.

POLICY VIOLATIONS

Cheating occurs when a student avails her/himself of an unfair or disallowed advantage which includes but is not limited to:

1. Theft of or unauthorized access to an exam, answer key or other graded work from previous course offerings.
2. Use of an alternate, stand-in or proxy during an examination.
3. Copying from the examination or work of another person or source.
4. Submission or use of falsified data.
5. Using false statements to obtain additional time or other accommodation.
6. Falsification of academic credentials.

Plagiarism is defined as the use of work or concepts contributed by other individuals without proper attribution or citation. Unique ideas or materials taken from another source for either written or oral use must be fully acknowledged in academic work to be graded. Examples of sources expected to be referenced include but are not limited to:

1. Text, either written or spoken, quoted directly or paraphrased.
2. Graphic elements.
3. Passages of music, existing either as sound or as notation.
4. Mathematical proofs.
5. Scientific data.
6. Concepts or material derived from the work, published or unpublished, of another person.

Unauthorized assistance refers to the use of sources of support that have not been specifically authorized in this policy statement or by the course instructor(s) in the completion of academic work to be graded. Such sources of support may include but are not limited to advice or help provided by another individual, published or unpublished written sources, and electronic sources. Examples of unauthorized assistance include but are not limited to:

1. Collaboration on any assignment beyond the standards authorized by this policy statement and the course instructor(s).
2. Submission of work completed or edited in whole or in part by another person.
3. Supplying or communicating unauthorized information or materials, including graded work and answer keys from previous course offerings, in any way to another student.
4. Use of unauthorized information or materials, including graded work and answer keys from previous course offerings.
5. Use of unauthorized devices.
6. Submission for credit of previously completed graded work in a second course without first obtaining permission from the instructor(s) of the second course. In the case of concurrent courses, permission to submit the same work for credit in two courses must be obtained from the instructors of both courses.

ACADEMIC INTEGRITY

Students at Carnegie Mellon are engaged in intellectual activity consistent with the highest standards of the academy. The relationship between students and instructors and their shared commitment to overarching standards of respect, honor and transparency determine the integrity of our community of scholars. The actions of our students, faculty and staff are a representation of our university community and of the professional and personal communities that we lead. Therefore, a deep and abiding commitment to academic integrity is fundamental to a Carnegie Mellon education. Honesty and good faith, clarity in the communication of core values, professional conduct of work, mutual trust and respect, and fairness and exemplary behavior represent the expectations for ethical behavior for all members of the Carnegie Mellon community.