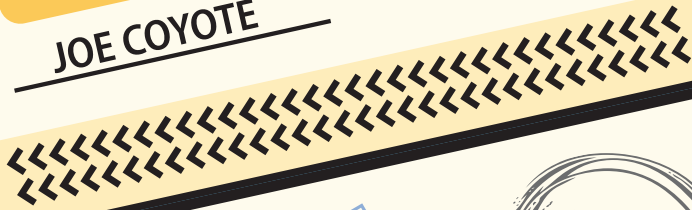
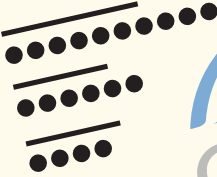




JOE COYOTE



MBA JACK H. BROWN COLLEGE
Business & Public Administration

PASSPORT

WE DEFINE THE
Future

PASSPORT PROGRAM INFORMATION

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



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

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

*** Stamps are to be completed during the 2023-24 academic year and are due by May 11, 2024 to the MBA Program Office for review.**

NEW STUDENT ORIENTATION

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

JHBC LEARNING GOALS

1

Specific Knowledge & Skills

Each student should obtain required specialized knowledge and skills for the creation of value through integrated operations and distribution of goods, services, and information.

2

Communication

Each student can effectively communicate, either written or orally.

3

Ethical Reasoning & Global Context

Each student can identify and evaluate ethical issues within a global context and articulate a realistic recommendation to inform decision making.

4

Problem Solving using Information Technology

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

MISSION STATEMENT

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

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UNIVERSITY RESOURCES

MBA Program Office

JB-134

909.537.5703

College Office

JB-278

909.537.5700

Financial Aid

UH-150

909.537.5227

Office of the Registrar

UH-178

909.537.5200

Graduate Studies

CE-356

909.537.5058

SSD

UH-183

909.537.5282

Professional Writing Office

JB-462

909.537.3704

Speaking Center

JB-230

speaking.jhbc@csusb.edu

Pfau Library

1st Floor (PL)

909.537.5091

Coyote Bookstore

SMSU North

909.537.5966

Student Financial Services

UH-034

909.537.5162

Associated Students, Inc.

SU-108

909.537.5932

Parking & Transportation

UH-039

909.537.5912

Campus Police

UP-100

909.537.7777

Student Health Center

HC-101

909.537.5241

Technology Support Center

PL-1180

909.537.7677

PASSPORT EVENTS

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

- Professional Conferences
- Any JHBC Department Event
- Development of/ Hosting Work Training
- Lectures
- Professional Skills Workshops
- Networking Events
- Various University Speaker Series
- Professional Accounting Meetings
- [Participating in a JHBC Club or Organization](#)
- [Completing a High Impact Practice](#)

PROOF OF ATTENDANCE

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

SUBMIT PROOF OF ATTENDANCE

https://csusb.az1.qualtrics.com/jfe/form/SV_8Hs82T7tHf69oXA

PASSPORT PROGRAM STEPS

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

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

Step 3: Attend pre-approved event.

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

https://csusb.az1.qualtrics.com/jfe/form/SV_8Hs82T7tHf69oXA

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

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



CLUBS & ORGANIZATIONS

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

- [Accounting Association](#) (AA)
- [Beta Alpha Psi](#) (BAP)
- [Business Intelligence and Analytics Club](#) (BIAC)
- [American Marketing Association](#) (AMA)
- [Association of Supply Chain Management CSUSB](#) (ASCM)
- [Upstarters Entrepreneurship Club](#)
- [Financial Management Association](#) (FMA)
- [Future Business Leaders of America](#) (FBLA)
- [Cyber Intelligence & Security Organization](#) (CISO)
- [American Society for Public Administration](#) (ASPA)
- [Society for Human Resource Management](#) (SHRM)
- [Society of Women in Cyber Security](#) (SWICS)

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

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



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HIGH IMPACT PRACTICES

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

INTERNSHIP

[Student Success Center](#)

Term/Year: _____

Course: _____

STUDY ABROAD

[Center for Global Management](#)

Term/Year: _____

Course: _____

WRITING OFFICE

[Professional Writing Office](#)

Term/Year: _____

Course: _____

SPEAKING CENTER

[Speaking Center](#)

Term/Year: _____

Course: _____

FALL 2023 EVENTS

August



8/18/2021 - 5:30-8:30

Fall 2023 New Student Orientation

<https://youtu.be/N6p0HDGrcJc>

September



9/20/2023 - 4:30-5:30

Career Path Series: How Your Definition of Success Might Be Setting You Up for Failure

<https://csusb.zoom.us/j/84182782262>



9/27/2023 - 4:00-5:30

MBA Student Open House

Jack Brown Hall 134



9/29/2022 - 4:30-5:30

Career Path Series: Work-Life Balance

<https://csusb.zoom.us/j/83071797718>

October



10/6/2023 - 4:30-5:30

Career Path Series: Functions of Internal Audit in Banking

<https://csusb.zoom.us/j/82763361456>



10/13/2023 - 4:30-5:30

MBA Speaker: Eileen Pena

<https://csusb.zoom.us/j/82307045271>



10/14/2023 - 2:00-4:00

Oktoberfest

September's Rialto

FALL 2023 EVENTS

October



10/18/2023 - 4:00-6:00

CIA: Information Session and Resume Workshop

<https://csusb.zoom.us/j/87475456337>

November



11/3/2023 - 4:30-5:30

Career Path Series: Topic TBD

<https://csusb.zoom.us/j/88601374249>



11/18/2021 - 4:30-5:30

MBA Alumni Speaker: Jill Baxter

<https://csusb.zoom.us/j/83156142600>

SPRING 2024 EVENTS

January



1/18/2024 - 5:30-7:30

Spring 2024 New Student Orientation

<https://csusb.zoom.us/j/84611923758>

February



2/7/2024 - 4:00-5:30

Spring Open House

Jack Brown Hall 134



2/11/2024 - 9:00-11:30

Business Brunch

Location TBD



2/13/2024 - 4:30-5:30

MBA Alumni Speaker: Jenell Fontes

<https://csusb.zoom.us/j/87595028200>

March



3/1/2024 - 4:30-5:30

Career Path Series: Branding

<https://csusb.zoom.us/meeting/register/tZMufuyprTkjG9Gf9GcJ1i3uMyGcOg74OhDa>



3/27/2024 - 4:30-5:30

Resume Workshop

<https://csusb.zoom.us/j/82614949306>

April



4/18/2024 - 3:00-6:00

Business Career Fair

SMSU

ACADEMIC SCHEDULE

FALL 2023

August

- 17 Academic Year Begins
- 17 Fall 2023 Orientation
- 19 First Day of Fall Saturday Classes
- 24 First Day of Fall Classes

September

- 2-4 Labor Day Campus Closed
- 21 Fall Census

October

- 16-30 Spring 2024 Graduate Advising
- 30 Spring 2024 Registration Begins

November

- 10 Veterans Day - Campus Closed
- 17 Spring 2024 Registration Ends
- 23-26 Thanksgiving Break - Campus Closed

December

- 8 Last Day of Fall Classes
- 9 Last Day of Fall Saturday Classes
- 11-16 Final Exams
- 16 Fall 2023 Commencement
- 22 Winter Intersession Begins
- 27 Winter Intersession Census
- 25-31 Winter Break - Campus Closed

ACADEMIC SCHEDULE

SPRING 2024

January

- 1 New Year's Day - Campus Closed
- 15 Martin Luther King Day - Campus Closed
- 16 Winter Intersession Ends
- 18 Spring 2024 Orientation
- 20 First Day of Spring Saturday Classes
- 22 First Day of Spring Classes

February

- 16 Spring Census
- 19 President's Day - No Classes

March

- 11-29 Fall 2024 Graduate Advising

April

- 1 Cesar Chavez Day Observed-Campus Closed
- 2-6 Spring Break
- 8 Summer 2024 Registration Begins
- 25 Summer 2023 Registration Ends
- 29 Fall 2023 Registration Begins

May

- 4 Last Day of Spring Saturday Classes
- 10 Last Day of Spring Classes
- 16 Fall Registration Ends
- 11-17 Final Exams
- 18 Spring 2023 Commencement
- 25-27 Memorial Day - Campus Closed

MBA 9 STEPS TO SUCCESS

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

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

Step 2: Get accepted and confirm your attendance.

Step 3: Attend the New Student Orientation.

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

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

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

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

Step 8: Request enrollment for your MBA Comprehensive Exam.

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



MBA JACK H. BROWN COLLEGE

Business & Public Administration

JACK BROWN HALL | ROOM 134

909.537.5703 mba@csusb.edu



 CAL STATE SAN BERNARDINO

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