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## From the Director

I offer my sincere congratulations to the 2007-2008 MBA graduates. The Graduate Office is hosting a breakfast reception for all graduates participating in the Commencement exercises. We'll serve refreshments and help the graduates with their Masters "hoods." Commencement exercises will be held on May 20 at 8 am (MBA participants should arrive at JH 4117 by 7:15 am). Immediately following commencement (i.e. about 10 am), we invite all graduates and their families, friends and classmates, to join us back in JH 4117 for a reception. We have special MBA Alumni gifts for our graduates.

## Summer Classes

All summer classes filled quickly. We are maintaining wait lists for all classes. We are also maintaining a wait list for MGT 620, which we may be able to offer. Please email Wendy if you need to be added to a wait list.

### *MBA Summer 2008 Schedule*

#### **Session 2: May 27 – July 8**

MW: 6:00 pm – 10:00 pm: FIN 635, Professor Phillips\*(**also meets all day Saturdays: 5/31 and 6/7; he will accordingly adjust weeknight schedule**)

TR: 6:00 pm – 10:00 pm: MKT 640, Professor DeShields

(Note: due to Memorial Day and Independence Day holidays, Session 2 ends on Tues 7/8, Session 3 starts the next day, Wed. 7/9.)

#### **Session 3: July 9 – August 19**

MW: 6:00 pm – 10:00 pm: SOM 686, Professor Paik

TR: 6:00 pm – 10:00 pm: GBUS 691, Professor Cours

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## **NOMINATIONS SOUGHT FOR OUTSTANDING GRADUATE FACULTY TEACHING AWARD**

Each year, the College of Business and Economics in partnership with the Masters of Business Administration Alumni recognize the Outstanding Graduate Faculty.

The process for the award requires initial nomination by current students. Nominated faculty are then evaluated by a committee consisting of former award winners and a board member from the MBA Alumni chapter. Therefore, while nominations are not considered “votes,” their number and quality do impact the committee’s decision.

Please take a moment to think about the graduate level courses you’ve taken in the program and consider nominating a professor who has added value to your degree and who has achieved the mission of the MBA program (see mission below) through excellence in teaching.

Nominations are due no later than **May 5, 2008**. Each student may only nominate one professor. As noted above, multiple nominations (from different students) are accepted for a professor, and the number of nominations and their quality, are considered in the decision.

### **Letters for nominations should include the following:**

- ❖ The name of the professor you are nominating  
You may only nominate faculty from a course you have completed (with the exception of MGT 693).
- ❖ The 500- or 600-level course(s) and the semester you completed it
- ❖ Nomination rationale  
Be specific as you can and include items such as:
  - ❖ Excellence in teaching as it relates to the MBA mission (below)
  - ❖ Pedagogy, commitment to teaching, preparation, etc.
- ❖ Turn in letters to the Graduate Office, JH 3109 no later than 7 pm on **May 5th** or email to [mba@csun.edu](mailto:mba@csun.edu).
- ❖ Nominations must be signed. However, we do not inform the professor of who provided the nomination(s).

### **MBA PROGRAM MISSION**

The MBA program prepares students for professional growth by integrating current business theory and practices with their own career experience. Designed to be accessible to the fully employed student, the interdisciplinary program emphasizes analytical thinking, clear communication, effective teamwork, a global perspective and ethical practices. A spirit of collegiality among the student, faculty and business community is fostered through social and professional activities.

## Paperwork!

You can fulfill most of your MBA paperwork needs through the “All Purpose Form” available in our office.

### *Classification*

If you were admitted with conditions (such as foundation coursework, the UDWPE, and/or other criteria), you must apply for classification as soon as you’ve satisfied these requirements. You need to satisfy the conditions prior to completing more than 12-units of coursework at the 600-level. To apply, complete the “MBA All Purpose Form.”

### *Formal Program*

After being classified, you must apply for your formal program. This is where you tell us what specific electives you plan to take, what concentration (if any) you are pursuing, and whether you plan to take the comprehensive exam or MBA graduate consulting project. You use the All Purpose Form to request your formal program. We typically discourage the use of 400-level classes to satisfy electives in the MBA program. We want to maximize your experience with other graduate students. Further, AACSB, our accrediting body, discourages graduate work in undergraduate courses. However, if you are pursuing an interest that can’t be satisfied through our existing courses, you may request permission to take a 400-level course as an elective. This requires advance permission of the MBA Director and the professor, and documentation of extra work assigned to qualify for graduate credit.

### *Apply for Graduation/Change Date of Graduation*

You need to apply for graduation the semester before you plan to graduate. If something changes, don’t forget to update that information with Admissions and Records. These actions require forms available on the A& R website, and you process the form and fee through that office.

### *Verification / Notification*

Please make sure to follow up on your paperwork. If you filed for classification or formal program, you should receive verification from Graduate Studies within about 4 weeks. If you don’t receive your verification within that time frame, check back with our office.

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## Dates to Remember!

**May 6 (approximately)**, Fall registration information sent to students

**May 20**, 8 AM: 2008 Commencement

7 am: breakfast and hooding in JH 4117. Reception immediately following the ceremony, everyone invited.