

Smith School
BUSINESS
MASTER'S
ORIENTATION



STUDENT INTRODUCTIONS

Spring Admitted Students:

- **8 Accounting (2 new to UMD)**
- **1 Business Analytics**
- **6 Finance (1 new to UMD)**
- **26 Information Systems (21 new to UMD)**
- **7 Management Studies**
- **1 Marketing Analytics**
- **2 Quantitative Finance**
- **2 Supply Chain Management**



MPO TEAM: KEY STAFF



Mike Marcellino
Assistant Dean, MBA & MS Programs
Oversees all MPO Operations



Amy Swann
Director of Business Master's Programs
Works with masters students, student club leaders



Gabrielle (Gigi) Gibson
Assistant Director
Advisor for MSSC



Kim Gonzalez
Assistant Director
Advisor for MiM & OMiM



Alex Mainardi
Program Manager
Advisor for MSBA & OMSBA



Feven Girmay
Program Manager
Advisor for MFin & MQF



Leean Thomas
Program Manager
Advisor for MSIS



Kathleen McAleese
Program Manager
Advisor for MSA & MSMA

MPO TEAM: KEY STAFF



Mary Susan Forsythe
Office Manager
Manages MPO operations

MPO = MASTERS PROGRAMS OFFICE

- Support Students
 - Advise individuals and student leaders
 - Facilitate community events and skill-building workshops
 - Communications
- Operations/Program Logistics
 - Course scheduling w/ departments
 - Scheduling/registration
 - Implement policies



MPO STAFF ARE HERE FOR YOU



2308 Van Munching Hall

Monday - Friday, 8:30 am - 4:30 pm

Conducting most advising meetings virtually

MPO FEEDBACK FROM STUDENTS

- 1:1 advising
- Track representative meetings
 - Meet with MPO staff weekly/biweekly
 - Provide current classroom insight
 - Representatives are elected at beginning of Term A
- Meetings with Dean Marcellino
- Surveys
 - Expectations survey - Term A
 - Satisfaction survey - Spring
 - Course evaluations

MPO COMMUNICATION TO STUDENTS: NETWORK

<http://network.rhsmith.umd.edu>

*Student-focused website
includes:*

- Curriculum & Academic Calendar
- Campus information
- Tuition information
- Event alerts
- Academic Policies & Procedures
- Contact information
- Club information

The screenshot shows the NETWORK website for the Robert H. Smith School of Business at the University of Maryland. The header includes the school's name and the NETWORK logo. A navigation menu lists categories: LIFE @ SMITH, SMITH MBA, BUSINESS MASTERS, COURSES & SCHEDULES, and NEWS & EVENTS. A search bar is located in the top right. The main content area features a large banner with a snowy campus scene and the text: "Welcome to Winter 2025", "Classes Begin: January 6", "University Closed: January 20*" (with a note for Dr. Martin Luther King Holiday), "Classes End: January 22", and "Final Exams: January 23-26**". A call to action box asks if the user is interested in learning R or SQL. Below the banner is a section for "Upcoming Events & Announcements" with dates for Dec 19 - Jan 26 and Jan 26 - Jan 26. On the right side, there are two tables: "My MBA Program" and "My Masters Program".

My MBA Program	
Baltimore	Dual Degree
College Park	Financials
DC Evening	Graduation
Rockville	Policies & Forms
Online	Registration

My Masters Program	
Accounting	Dual Degree
Business Analytics	Financials
Finance	Graduation
Info Systems	Policies & Forms
Mgmt Studies	Registration
Marketing Analytics	
Online Business Analytics	

ALEX (they/them)



OFFICE OF STUDENT CONDUCT

<https://www.studentconduct.umd.edu>



OFFICE OF STUDENT CONDUCT FAST FACTS

CODE OF STUDENT CONDUCT

- Applies to incidents ranging from alcohol use/possession and drug use/possession to disorderly conduct that occur both on and off campus.
- The preponderance of evidence standard is used to determine responsibility for *Code* violations. Preponderance of the evidence means that based on the evidence, if it is more likely than not that the violation occurred, a student will be found responsible.
- If a student is found responsible, three things happen:
 - A disciplinary record is created. If a student is suspended or expelled, the record is permanent and noted on the transcript. Otherwise, there is no transcript notation and the disciplinary record is voided after three years.
 - An Administrative Sanction will be assigned: Disciplinary Reprimand, Disciplinary Probation, Suspension, and Expulsion (from least severe to most severe).
 - Educational Sanctions will be assigned.
- Read our policy at: go.umd.edu/conduct-code

CODE OF ACADEMIC INTEGRITY

- Five forms of academic misconduct: Cheating; Fabrication; Facilitation; Plagiarism; Self-Plagiarism
- The standard of clear and convincing evidence is used to determine responsibility for *Code* violations. Clear and convincing evidence means that based on the evidence, if it is highly probable that the violation occurred, a student will be found responsible.
- If a student is found responsible, three things happen:
 - A disciplinary record is created and maintained for three years. If a student is suspended or expelled, the record is permanent and noted on the transcript. Otherwise, there is no transcript notation and the disciplinary record is voided after three years.
 - A grade-based sanction is assigned.
 - Educational Sanctions will also be assigned.
- Read our policy at: go.umd.edu/academic-code



@CONDUCTUMD
STUDENTCONDUCT.UMD.EDU

OFFICE OF STUDENT CONDUCT



“I pledge on my honor that I have not given or received any unauthorized assistance on this exam or assignment.”

OFFICE OF STUDENT CONDUCT



Cheating



Fabrication



Facilitation



Plagiarism



Self-Plagiarism

go.umd.edu/academic-code



Kathleen McAleese

THEY/THEM

M.Ed in Higher Ed Administration - Merrimack College

BA in Journalism - Ithaca College

Puppy raiser,
gardener, home cook,
hobby ceramicist,
your MSMA advisor!

PROGRAM COMPLETION

To graduate, all students must:

1. Complete the total number of required credits
 - 30 for MS and MFin
 - 36 for MQF
2. Maintain at least a **3.0 cumulative GPA**
B- = 2.7 B = 3.0

International students: 3.0 cumulative GPA necessary for CPT



ELMS-CANVAS

<https://elms.umd.edu>

UNIVERSITY OF MARYLAND



ELMS-Canvas

Students and Instructors

LOG IN

- [ELMS Management Tool](#)
- [ELMS Support](#)
- [About ELMS and How Tos](#)
- [Privacy Policy](#)
- [Terms of Use](#)

Kim Gonzalez



*Mom, Disney lover, UCF grad, Cheer Coach,
Yoshi expert, your Advisor/Assistant Director*

EMAIL COMMUNICATION

- [DirectoryID]@umd.edu is default email for UMD graduate students
- Log in at <http://mail.google.com>
- Forward your @terpmail.umd.edu to @umd.edu

MPO weekly emails and SMSA emails will be sent to your [DirectoryID]@umd.edu email address

TUITION AND FEES

- UMD's Office of Student Financial Services and Cashiering handles bill payments
- Tuition
 - Based on program
 - Posted on Networth
- Mandatory Fees
 - Health center, recreation, shuttle bus, etc.
 - Student Association Fee



Gabrielle 'Gigi' Gibson



*I love my Family, Travel, Music/Concerts, Food, Darts,
and I'm your Advisor/Assistant Director*

STUDY SPACE

Van Munching Hall - UID swipe access

- 3300 - Study Suite
- 3507 - Study Lounge

McKeldin Library

- 5th floor - Graduate student multipurpose room
- 3rd floor - Study carrels
- Group study (3+) Terrapin Learning Commons (reservations at <http://umd.libcal.com/booking/tlc>)

Edward St. John Learning Center

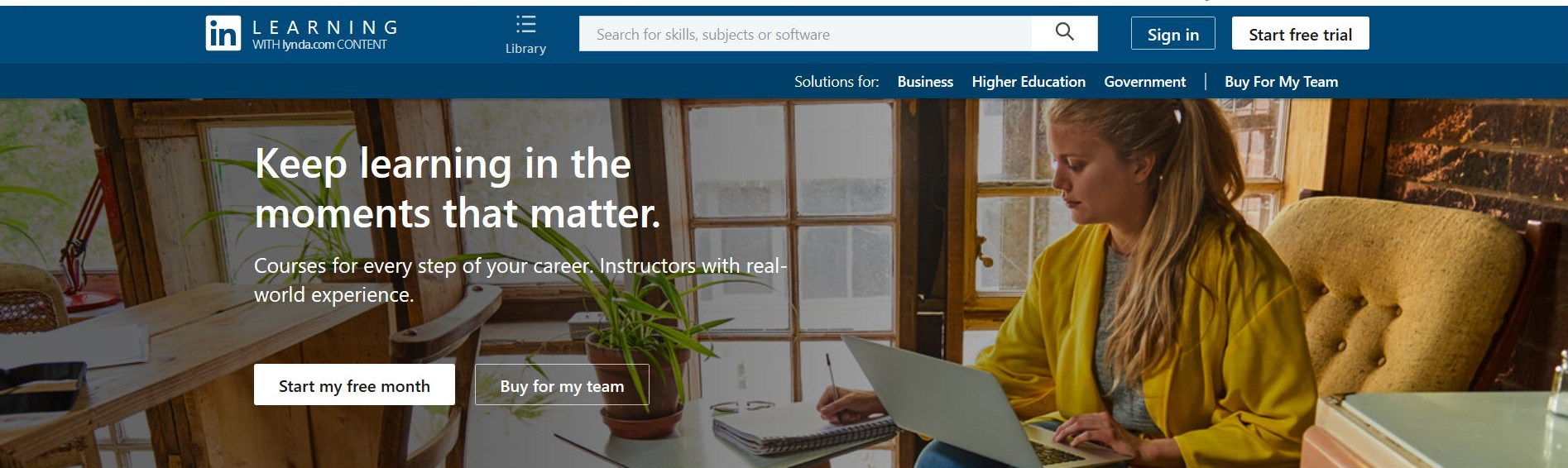
- Huddle rooms (reservation required at <https://esj.umd.edu/howtoreserve.html>)



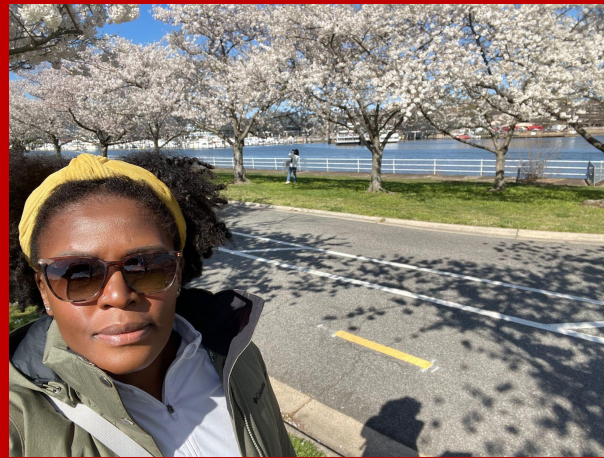
LINKEDIN LEARNING

<https://linkedin.com/learning>

- Click "Sign In" on the top-right corner
- Click "Sign in with your organization account"
- Enter your @umd.edu email address
- Log into UMD's CAS
- Log into LinkedIn using your LinkedIn account information



Leean Thomas



*Beach lover, runner & fitness enthusiast, Rutgers
& GW Alum.*

GRADUATE SCHOOL WRITING CENTER

<https://go.umd.edu/GSWC>

Graduate School Writing Center

The GSWC offers support for graduate students at every stage of their development as academic and professional writers.



TUTORING

- Instructor recommendation preferred
- Academic director of department chair referral



Feven Girmay

Friend & Family

Travel

Cook & Eat

Beach

Netflix

Feven Girmay
Program Manager/Academic Advisor
MFINJMQF



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EVENT/ACTIVITY CALENDARS

SMSA

<https://networth.rhsmith.umd.edu/smsa/smsa-events>

MPO

<https://networth.rhsmith.umd.edu/events>

SMSA/MPO Skill Building Workshops

<https://networth.rhsmith.umd.edu/smith/skill-building>

Career Services

<https://www.rhsmith.umd.edu/office-career-services/hiresmith>

Campus

<http://calendar.umd.edu/>





Group - Smith Master Student Association

Clubs

Constitution

Officers

Photo Galleries

SMSA Events

Smith Master Student Association (SMSA)

View Edit Revisions Clone

The **Smith Master Student Association (SMSA)**, founded in May 2012, is an organization governed by masters students at the Robert H. Smith School of Business, with a focus on building connections among students. SMSA encourages students to organize club activities; SMSA-recognized clubs are eligible to receive funding from SMSA, and eligible for access to other resources within the Smith School of Business. There are several SMSA-recognized [clubs](#) that serve the current masters students.

Smith Master Student Association

Robert H. Smith School of Business
3335 Van Munching Hall
University of Maryland
College Park, MD 20742-1815

smith-club-smsa@umd.edu

2025 SMSA Officers

Darrell Lipscomb

President
MS in Accounting Candidate

Gurleenkaur Bhatia

Executive Vice President of Operations
MS in Business Analytics Candidate

Sameer Kumar

Executive Vice President of Administration
MS in Information Systems Candidate

Afra Nawar

VP of Finance
Master of Finance Candidate

Lavanya Malhotra

VP of Marketing & Communications
MS in Marketing Analytics Candidate

Rasika Pande

VP of Community and Professional Development
MS in Business Analytics Candidate

Prakruthi Kanganti Shivakumar

VP of Student Affairs
MS in Business Analytics Candidate

Abena Owusu-Brako

VP of Diversity, Equity, and Inclusion
MS in Business Analytics Candidate



Contact SMSA at: smith-club-smsa@umd.edu

Smith School

SPRING 2025 ACADEMIC CALENDAR

January 27	Semester & Term C Begin
March 14-15, 24-25	Term C Finals
March 17-21	Spring Break
March 26	Term D Begins
May 14-19	Semester & Term D Finals <small>Dates will be in syllabi</small>
May 20-22	Commencement Ceremonies

Use Networth academic calendar:

<https://networth.rhsmith.umd.edu/courses/academic-calendars>

Do NOT use the University academic calendar

CAREER SERVICES

- Services available to masters students:
 - Access to HireSmith
 - Programming
 - Coaching Appointments
- Additional information: <https://www.rhsmith.umd.edu/office-career-services>
- General questions: smithocsservice@umd.edu



INCLUSION OF CREDITS



THE GRADUATE SCHOOL

2123 Lee Building
7809 Regents Drive
College Park, MD 20742
301-405-3644
gradschool@umd.edu

REQUEST FOR TRANSFER OR INCLUSION OF CREDIT FOR MASTER'S DEGREES

Before completing this form, please read carefully the "Criteria for Acceptable Transfer Credit" printed on page two of this document. These courses are to be included in the cumulative credit for the graduate program listed below. Only nine (9) credits taken as a Non-Degree Seeking Student may be applied to a degree program and will be calculated in the GPA.

Date: _____

_____ Student University ID Number (UID)

_____ Graduate Program

_____ Address

_____ Degree Sought _____

_____ City, State, ZIP

_____ (Area Code) Telephone _____ Email Address

Name and Address of Institution Where Courses Were Taken:

Course (Prefix, Number, Title)	Semester/Year	Credits	Grade	Revalidation*

* (a) examination, (b) advanced course that includes knowledge, (c) comprehensive examination that includes course knowledge, (d) teaching comparable course, (e) publishing research demonstrating course knowledge, (f) other (please explain) _____

Advisor (Print Name then Sign) Date Telephone extension and Email Address

Director of Graduate Program (Print Name then Sign) Date Telephone extension and Email Address

Graduate School Representative (International review) Date

ISSS Approve ISSS Disapprove

Welcome to Maryland Smith!



ROBERT H. SMITH
SCHOOL OF BUSINESS