

Smith School **BUSINESS MASTER'S** ORIENTATION



 ROBERT H. SMITH
SCHOOL OF BUSINESS

STUDENT INTRODUCTIONS

Spring Admitted Students:

- **11 Accounting**
- **5 Business Analytics**
- **5 B&M (1 new to UMD)**
- **3 Finance (1 new to UMD)**
- **5 Information Systems**
- **2 Marketing Analytics**
- **1 Supply Chain Management**

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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
Program Manager
 Advisor for MSIS & MSSC



Kim Gonzalez
Program Manager
 Advisor for MSA & MSMA



Kara Korab
Program Manager
 Advisor for MSBA, MSBM,
 & OMSBA



Feven Girmay
Program Manager
 Advisor for MFin & MQF



MPO TEAM: KEY STAFF



Mary Susan Forsythe
Office Manager
 Manages MPO operations

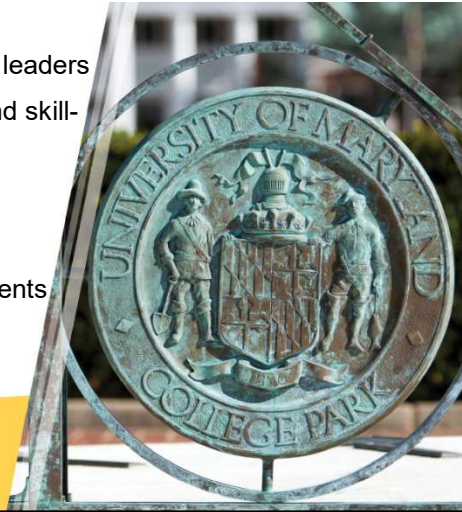


Eugenia Martin
Assistant Director, Financial Awards
 Advises on merit scholarships, and Graduate Assistantships



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

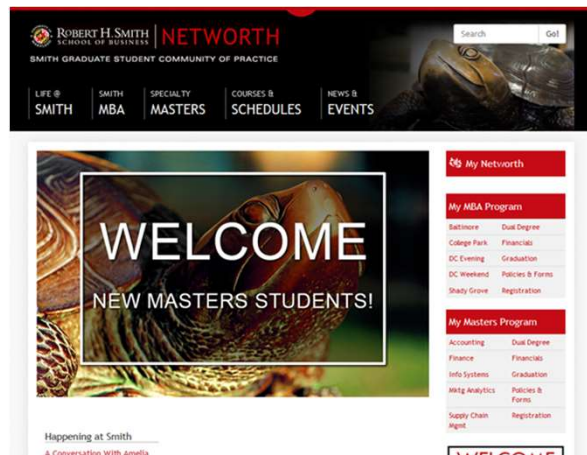


MPO COMMUNICATION TO STUDENTS: NETWORTH

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

Student-focused website includes:

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



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

PROGRAM COMPLETION

To graduate, **all students must:**

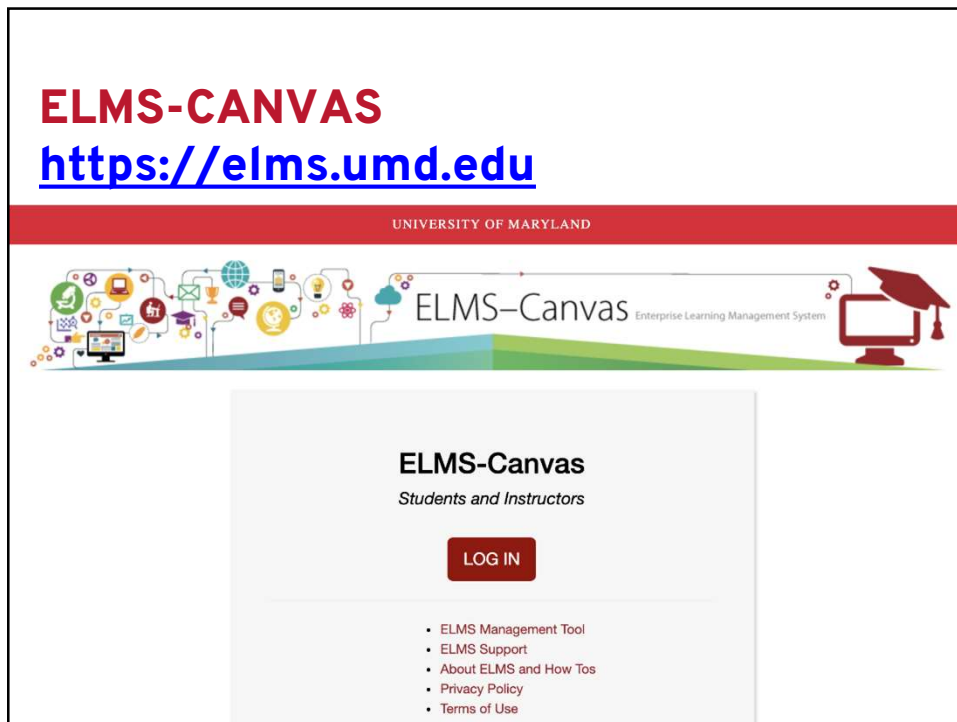
1. Complete the total number of required credits
 - 30 for MS and MFin
 - 36 for MQF

2. Maintain at least a **3.0 cumulative GPA**

B- = 2.7 B = 3.0

International students: 3.0 cumulative GPA **necessary** for CPT





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

2022-2023 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
- Email MPO staff at SmithFinancials@umd.edu with questions



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

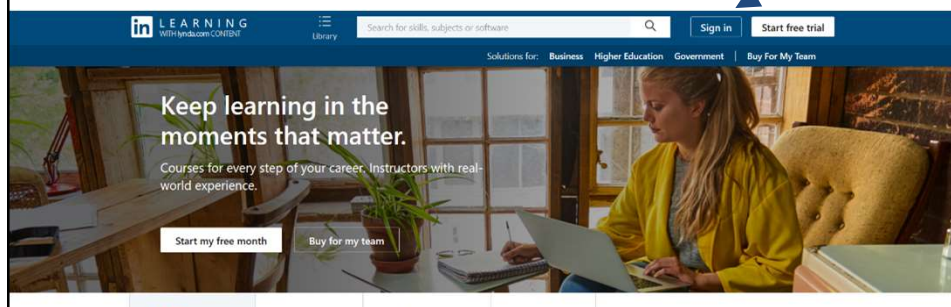
- Huddle rooms (reservation required at <https://esj.umd.edu/howtoreserve.html>)



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



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



EVENT/ACTIVITY CALENDARS

SMSA

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

MPO

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

SMSA/MPO Skill Building Workshops

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

Career Services

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

Campus

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



Smith School

SPRING 2023 ACADEMIC CALENDAR

January 25	Semester & Term C Begin
March 15-17	Term C Finals
March 20-24	Spring Break
March 27	Term D Begins
May 15-19	Semester & Term D Finals Dates will be in syllabi
May 22-24	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

HIRE **SMITH**

INCLUSION OF CREDITS

 **THE GRADUATE SCHOOL**

2123 Lee Building
3800 Regents Corner
College Park, MD 20742
301-405-3444
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 Name (Last, First, Middle): _____

Student University ID Number (SID): _____

Address: _____

City, State, ZIP: _____

Degree Sought: _____

Area Code Telephone: _____

E-mail Address: _____

Name and Address of Institution Where Courses Were Taken:

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

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

Advised (Print Name then Sign): _____ Date: _____ Telephone extension and E-mail Address: _____

Director of Graduate Program (Print Name then Sign): _____ Date: _____ Telephone extension and E-mail Address: _____

Graduate School Representative (Print Name then Sign): _____ Date: _____

☐ YES Agree ☐ NO Disagree

Welcome to Maryland Smith!



 **ROBERT H. SMITH**
SCHOOL OF BUSINESS