Smith School
# BUSINESS MASTER'S
## ORIENTATION

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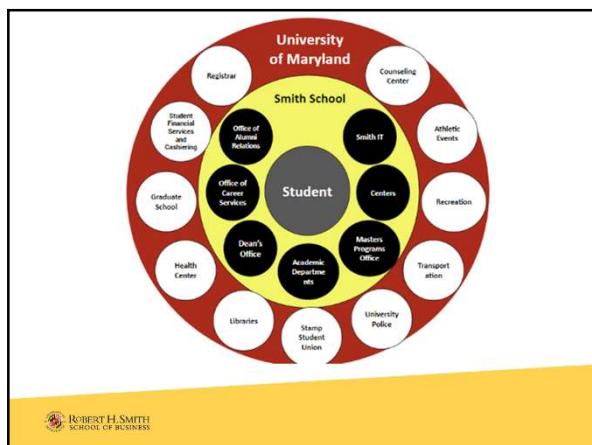SCHOOL OF BUSINESS

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## ACADEMIC SESSION AT A GLANCE

- University & Smith School organizational structure
- Key resources for students
- Academic expectations & requirements

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## MPO = MASTERS PROGRAMS OFFICE

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

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## MPO TEAM: KEY STAFF

**Gabrielle (Gigi) Gibson**
*Assistant Director*
Advisor for MSSCM

**Kim Gonzalez**
*Assistant Director*
Advisor for MiM

**Feven Girmay**
*Program Manager*
Advisor for MFin & MQF

**Kara Korab**
*Program Manager*
Advisor for MSBA

**TBD**
*Program Manager*
Advisor for MSIS

**TBD**
*Program Manager*
Advisor for MSA & MSMA

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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

**Mary Susan Forsythe**
*Office Manager*
Manages MPO operations

**Eugenia Martin**
*Assistant Director, Smith Financials*
Advises on financial issues, including scholarships and billing

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## MPO STAFF ARE HERE FOR YOU



**2308 Van Munching Hall**
Open Mon – Fri, 8:30 a.m. – 4:30 p.m.

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## 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 fall
- Small group discussion with Dean Marcellino
- Surveys
  - Expectations survey - Term A
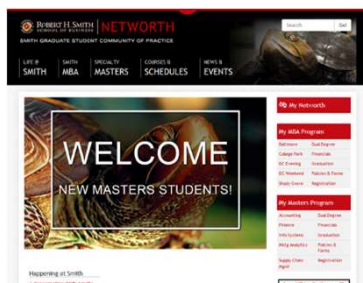  - Satisfaction survey - Spring
  - Course evaluations

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## 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



## SOFTWARE/IT

**Smith IT – 3520 VMH**
https://it.rhsmith.umd.edu
helpme@rhsmith.umd.edu

- General IT support
- Van Munching Hall labs and classroom support
- vSmith
- Bloomberg

**UMD DIT**
https://it.umd.edu/
itsupport@umd.edu

- VPN
- Zoom
- Wireless network (eduroam)
- Email/G Suite
- Terpware

Visit the Smith IT team at Friday's tabling session

## PRINTING WITH WEPA

- 5 kiosks throughout Van Munching Hall
- Desktop or mobile app:
  www.wepanow.com
- "Wepa Print" from App Store
- Log in with UMD email address/password



## ELMS-CANVAS
### https://elms.umd.edu

## STUDY SPACE

**Van Munching Hall - UID swipe access**
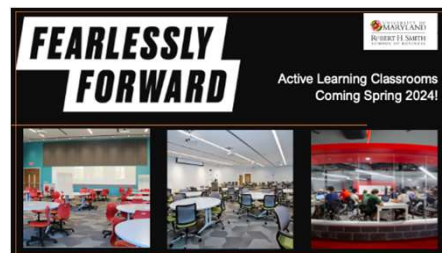- 3300 - Study Suite
- 3507 - Study Lounge

**McKeldin Library**
- 5th floor - Graduate student multipurpose room
- 3rd floor - Study carrels
- Group study (3+) Terrapin Learning Commons
- Reservations: http://umd.libcal.com/

**Edward St. John Learning Center**
- Huddle rooms (reservations: https://esj.umd.edu/main-navigation/scheduling/how-reserve-space)
  - Groups of 3-10
  - Fill up quickly

## VAN MUNCHING HALL CHANGES



## LINKEDIN LEARNING
### https://linkedinlearning.umd.edu/
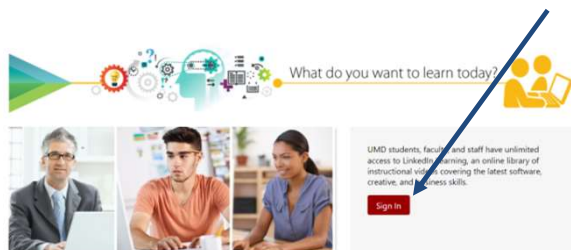


## GRADUATE SCHOOL WRITING CENTER
### https://go.umd.edu/GSWC



## TUTORING

- Instructor recommendation preferred
- Academic director or department chair referral



## EVENT/ACTIVITY CALENDARS

**SMSA**
https://networth.rhsmith.umd.edu/smsa/smsa-events

**MPO (including Academic Skill-Building Workshops)**
https://networth.rhsmith.umd.edu/events

**Career Services**
https://www.rhsmith.umd.edu/office-career-services/hiresmith

**Campus**
http://calendar.umd.edu/

UNIVERSITY OF
MARYLAND
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PLEASE JOIN US
**Cookout**
for Business Master's/MBA/Plus 1
MONDAY, AUGUST 28
3:30 - 6:30 P.M.
GROUP PHOTO WITH DEAN KONANA AT 4:00 P.M.
COME ANYTIME
MAYER MALL (IN FRONT OF VAN MUNCHING HALL)
CASUAL DRESS - EVERYONE WILL GET A SMITH SCHOOL
TSHIRT TO WEAR AS A BUFFET TICKET



PLEASE JOIN US
**MS in Management Studies
Student, Faculty, & Staff
Community Lunch**
THURSDAY, SEPTEMBER 28
12:00 - 1:30 P.M. (COME ANYTIME)
2333 VAN MUNCHING HALL
CASUAL DRESS

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## 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



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## OFFICE OF STUDENT CONDUCT
**https://www.studentconduct.umd.edu/**



Honor Pledge
I pledge on my honor that I have not given or received
any unauthorized assistance on this exam or assignment.
Proposed by Student Honor Council
Approved by University Senate
2001
This plaque funded by the Camille Rajpat Initiative for character development.

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## OFFICE OF STUDENT CONDUCT



**VIOLATIONS**
of the *Code of Academic Integrity*

**CHEATING**
fraud, deceit, or dishonesty in any academic course or exercise in an attempt to gain an unfair advantage, and/or using or attempting to use aunauthorized materials, information, or study aids in any academic course or exercise

**PLAGIARISM**
representing the words or ideas of another as one's own in any academic course or exercise

**FACILITATION**
knowingly helping or attempting to help another to violate any provision of the *Code of Academic Integrity*

**SELF-PLAGIARISM**
the reuse of substantial identical or nearly identical portions of one's own work in multiple courses without prior permission from instructors

**FABRICATION**
unauthorized falsification or invention of any information or citation in any academic course of exercise

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## Family Education Rights Privacy Act of 1974

**FERPA** = federal law that protects students' privacy of records by restricting access to academic records maintained by the university;

**Your records are only available to you**

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## 2023-2024 TUITION AND FEES

- UMD's Office of Student Financial Services and Cashiering (https://billpay.umd.edu/)
- Tuition: Based on program and posted on Networth
- Mandatory Fees
  - Health center, recreation, shuttle bus, etc.
  - Student Association Fee - $80 Fall & Spring

Direct billing questions to **smithfinancials@umd.edu**



### Smith School
## FALL 2023 ACADEMIC CALENDAR

| August 28 | Semester & Term A Begin |
| --- | --- |
| September 4 | UMD Closed - Labor Day |
| October 16 | Term A Ends |
| October 17 – 20 | Term A Finals |
| October 23 | Term B Begins |
| November 20 – 22 | No Classes (Thanksgiving Recess) |
| November 23 - 24 | UMD Closed - Thanksgiving |
| December 14 | Semester & Term B Courses End |
| December 18 – 20 | Final Exams for Term B/Semester Courses |

**Use Networth academic calendar:**
https://networth.rhsmith.umd.edu/courses/academic-calendars

**Do NOT use the University academic calendar**