

Academic Guide:
MANAGEMENT MAJOR



Department of
Management and Marketing

2016-2017

Name: _____

My faculty advisor is: _____

Catalog for major: _____



Welcome

As a business student, you can choose to be an accounting, finance, international business, management, management information systems or marketing major. This guide describes opportunities for *management* majors and how to receive your business degree effectively.

Management deals with directing people and organizations. Thus it builds on principles developed in psychology, sociology and economics. It also requires a strong understanding of other areas in business administration, including accounting, finance, operations management, and marketing as well as law and a good grasp of information technology.

As a management major at UM, you can choose among several tracks (human resource management, entrepreneurship, international business and entertainment management), or create your own in consultation with your advisor. Management is a fascinating profession as well as a calling. I congratulate you on selecting a challenging but rewarding path in the field of business administration. Please don't hesitate to ask me questions as they arise.

Prof. Klaus Uhlenbruck
Chair, Dept. of Management & Marketing

Mission Statements & Goals

The University of Montana's School of Business Administration enhances lives and benefits society by providing a world-class business education in a supportive, collegial environment.

The mission of the Management and Marketing Department at the University of Montana is to provide a professional, collegial environment that fosters excellence in management, marketing, and international business education and research as well as related services to our stakeholders. Our goals are to: 1) enable our graduating students to pursue meaningful careers and to make positive contributions to society, 2) enable our faculty and students to serve as resources for other stakeholders, including businesses and other professional organizations, both domestic and international, 3) foster our students' critical thinking and their ability to add significant value to employers, and 4) maintain and develop faculty excellence in teaching, research, and service.

What is Management?

“Management in all business and human organization activity is the act of getting people together to accomplish desired goals and objectives. Management comprises planning, organizing, staffing, leading or directing, and controlling an organization (a group of one or more people or entities) or effort for the purpose of accomplishing a goal. Resourcing encompasses the deployment and manipulation of human resources, financial resources, technological resources, and natural resources.

Because organizations can be viewed as systems, management can also be defined as human action, including design, to facilitate the production of useful outcomes from a system. This view opens the opportunity to 'manage' oneself, a pre-requisite to attempting to manage others.

Management can also refer to the person or people who perform the act(s) of management.”¹

Management Students: Characteristics of Management Graduates

- ✦ Effective communicators
- ✦ Persuasive ability
- ✦ Desire leadership roles
- ✦ Understand the use of technology in organizations
- ✦ Problem solvers
- ✦ Strategic thinkers
- ✦ Team-oriented

¹ http://en.wikipedia.org/wiki/Business_management

Expectations of Management Graduates

Graduates in management are expected to have a well-rounded exposure to accounting, marketing, finance, economics, business law, and computer applications, and are expected to be skilled writers and public speakers. Students have the opportunity to study and practice leadership, motivation, and team building. They study and apply entrepreneurial skills, concentrating on the management of innovation, the development of new markets, and controlling a growing operation. Students are exposed to the challenges of managing a venture in today's global economy, with pressing cultural, ethical, and environmental issues. The management program emphasizes integration of a broad set of skills and the need for managers to be adaptable. Current opportunities are broad. Some students choose to start their own businesses, while others are employed in small entrepreneurial firms, mid-size companies, or large international corporations. Many graduates have found positions in nonprofit organizations and in government.

Additional Opportunities for Management Graduates

Today's job market is becoming more competitive and is expected to become increasingly competitive for the foreseeable future. While the well-rounded management degree program will undoubtedly prepare students for entering the workforce, many students are finding additional opportunities to stand out among their peers by pursuing multiple degree programs, additional minor areas of study, or other specialty areas of study. The University of Montana's School of Business Administration offers a number of these programs for students to choose from:

Other Business Majors in The UM School of Business Administration:

- International Business (must be taken in conjunction with another business major)
- Marketing
- Finance
- Accounting
- Management Information Systems

Specialty Programs:

- Entertainment Management Certificate Program
- Entrepreneurship and Small Business Management Certificate Program
- Sustainable Business Strategy Certificate Program

Opportunities in Management

Common Job Titles in Management²

- | | |
|--|--|
| ✦ Administrative service managers | ✦ Sales managers |
| ✦ Construction managers | ✦ Education administrators |
| ✦ Architectural, Engineering and natural sciences managers | ✦ Farmers, ranchers, and agricultural managers |
| ✦ Social and Community service managers | ✦ Public Relations and Fundraising managers |
| ✦ Industrial production managers | ✦ Lodging and recreation managers |
| ✦ Advertising, Promotion and Marketing managers | ✦ Medical and health services managers |
| ✦ Financial managers | ✦ Top executives |
| ✦ Property, real estate and community association managers | ✦ Training and Development managers |
| ✦ Human resources, diversity, training, and labor relations managers and specialists | ✦ Emergency management directors |
| ✦ Food Services managers | |
| ✦ Computer and Information systems managers | |

² Job titles copied from <http://www.bls.gov/ooh/management/>.

Average Starting Salaries³

Business Administration & Management: the average offer was \$58,084.

Human Resources: average offer of \$59,201 (HR assistants, payroll or benefits coordinators, and diversity trainers.)

Management Opportunity Outlook⁴

Overall employment of human resources, training, and labor relations managers and specialists is expected to grow faster than the average for all occupations through 2014. In addition to openings due to growth, many job openings will arise from the need to replace workers who transfer to other occupations or leave the labor force.

The median annual earnings of administrative services managers in May 2014 were \$62,795; compensation and benefits managers were \$76,520; training and development managers were \$74,260; and human resources managers were \$59,208.

Median annual earnings in the industries employing the largest numbers of these managers in May 2014 were:

Management of companies and enterprises	\$58,084	General medical and surgical hospitals	\$59,260
State government	\$52,600	Local government	\$49,580
Colleges, universities, and professional schools	\$62,950		

³ <http://naceweb.org/salary-resources/starting-salaries.aspx>

⁴ <http://naceweb.org/salary-resources/starting-salaries.aspx>
<http://www.payscale.com>

Bachelor of Science in Business Administration at UM

Required Core Courses

Lower Core

WRIT 101 College Writing I	COMX 111 A Introduction to Public Speaking
MATH 115 Probability and Linear Math or MATH 162 Applied Calc.	CSCI 172 Intro to Computer Modeling
STAT 216 Intro to Statistics	BMIS 270 MIS Foundations for Business
ECNS 201S Principles of Microeconomics	ECNS 202S Principles of Macroeconomics
ACTG 201 Principles of Financial Accounting	ACTG 202 Principles of Managerial Accounting
BGEN 220 Business Ethics and Social Responsibility	

Unless a higher grade requirement is specified, all Lower-Core courses must be completed with grades of C-or better

At the beginning of the semester in which students will complete the lower core, 2.0 GPA, and 60 total credits, they apply for admission to a business major. After admission, students are able to register for upper-division 300- and 400-level business classes. The first semester in a business major, students begin taking the Upper-Core Courses required in business. All Upper-Core Courses must be completed with grades of C- or better:

Upper Core

BFIN 322 Business Finance	BMGT 340 Management and Organizational Behavior
BMGT 322 Operations Management	BMKT 325 Marketing Principles
BGEN 361 Principles of Business Law	

Business Capstone

BGEN 499 Strategic Management

In the Capstone Courses, students will utilize knowledge gained across the business curriculum. Students must have completed all Lower-Core and Upper-Core Courses and will have completed most business major courses by the time they take the Capstone Courses.

Recommended General Education Courses That Fit Well with Management Majors

The following list of General Education courses for Management majors is not all inclusive. Other classes are offered each semester that may be of interest. This list is to be used as a guide only. Consult with your advisor for individual course planning. A worksheet is available on the last page of this packet.

Your selection of General Education courses will be based on your interests. Perhaps you are earning a minor and required minor courses also meet general education requirements. You might want to build a career in Montana and therefore want to know as much as you can about the state. You might plan to work in an area of the US with a substantial Latin American population and therefore hope to understand issues and concerns Latinos might bring to the work place. You might be aiming for a career in natural resources or health care. General Education Requirements are meant to expose you to an array of disciplines and courses. Managers with a broad appreciation for differences can help to build a work environment where employees can work together and succeed.

2nd Writing Course (Approved) - (AFTER English Composition & Before Writing Assessment)

ARTH 250L Introduction to Art Criticism	WRIT 221 Intermediate Technical Writing
LIT 110L Introduction to Literature	LIT 120L Introduction to Poetry
LIT 210L American Literature I	MUSI 302H Music History II
NASX 235X Oral and Written Traditions of Native America	WRIT 201 Advanced Composition
WRIT 121 Intro to Technical Writing	

Expressive Arts (A)

ARTZ 105A Visual Language: Drawing	CRWR 212A Introduction to Nonfiction Workshop
THTR 120A Introduction to Acting I	CRWR 211A Introduction to Poetry Workshop
CRWR 210A Introduction to Fiction Workshop	*Counts toward business lower core

Literary and Artistic Studies (L)

ARTH 160L Global Visual Culture	FILM 103L Introduction to Film
LIT 110L Introduction to Literature	LIT 120L Poetry
LIT 210L American Literature I	MUSI 132L History of Rock and Roll
MUSI 133L Country Music	THTR 101L Introduction to Theatre

Historical and Cultural Studies (H)

ANTY 101H Anthropology & the Human Experience	ENST 230H Nature and Society
ANTY 141H The Silk Road	HSTA 101H American History I
GRMN 351H German Culture to 1900	NASX 105H Introduction to Native American Studies
HSTR 101H Western Civilization I	

Social Sciences (S) (Requirement met with required classes for business major.)

ANTY 122S Race and Minorities	BGEN 105S Introduction to Business
BMGT 101S Introduction to Entertainment Management	BMGT 340 Management and Organizational Behavior*
ECNS 201S Microeconomics (business lower core)	ECNS 202S Principles of Macroeconomics
GPHY 121S Human Geography	PSYX 100S Introduction to Psychology

*Part of business upper core.

Ethics and Human Values (E)

AHMS 270E Medical Law and Ethics	PSCI 250E Introduction to Political Theory
HSTR 272E Terrorism: Violence in the Modern World	ANTY 326E Indigenous Peoples & Global Development
NASX 303E Ecological Perspectives of Native American Traditions	CSCI 215E Ethics and Information
PHL 110E Introduction to Ethics	NASX 304E Native American Beliefs and Philosophy
PHL 114E Introduction to Political Ethics	PHL 112E Introduction to Ethics and the Environment
	PHL 210E Moral Philosophy

Natural Science (N)

ANTY 211N Human Genetics	ASTR 131N Elementary Astronomy I (may add lab ASTR 134)
ASTR 132N Elementary Astronomy II (may add lab ASTR 135)	BIOB 130N Evolution and Society
BIOB 170N Principles of Biological Diversity	BIOE 172N Introductory Ecology
BIOO 101N Survey of Montana Wildlife and Habitats	CHMY 121N Introduction to General Chemistry
ENSC 105N Environmental Science	GEO 101N Intro to Physical Geology (may add lab GEO 102)
GPHY 111N Introduction to Physical Geography	NUTR 221N Basic Human Nutrition

American and European (Y)

HSTA 101H American History I	HSTA 102H American History II
HSTR 101H Western Civilization I	HSTR 102H Western Civilization II
LIT 222L British Literature: Victorian to Contemporary	MUSI 301H Music History I
MUSI 302H Music History II	PSCI 210S Introduction to American Government

Indigenous and Global (X)

ANTY 101H Anthropology and the Human Experience	ANTY 202H Introduction to South and Southeast Asia
ANTY 141H The Silk Road	ANTY 351H Archaeology of North America
ANTY 352X Archaeology of Montana	NASX 260 Indians of North America
NASX 235X Oral and Written Traditions of Native America	NASX 304E American Indian Religion and Philosophy

Gen Ed courses are reviewed on a yearly basis. Make sure that the course you are taking as Gen Ed actually is an approved Gen Ed course while you are taking it.

Bachelor of Science in Business Administration: Management

General Management Major Requirements

Required courses:

BGEN 360 International Business	3 cr.
BMGT 420 Leadership & Motivation	3 cr.
BMGT 444 Management Communications	3 cr.
BMGT 448 Entrepreneurship	3 cr.

Plus at least twelve credits from the following electives:

BMGT 401 Event Management	BMGT 480 Cross-Cultural Management
BMGT 402 Principles of Entertainment Management I	BMGT 491 Special Topics
BMGT 403 Principles of Entertainment Management II	BGMT 493 Intl Experience in Business
BMGT 410 Sustainable Business Practices	BMGT 494 Seminar in Management
BMGT 430 Business Negotiation	BMGT 498 Management Internship
BGEN 445 Sustainability Reporting	COMX 415* Intercultural Communication
BMGT 458 Advanced Entrepreneurship Seminar	ECNS 312* Labor Economics
BMGT 467 Global Ops and Supply Chain Management	PSCI 462* Human Resource Management

*Students who take these courses may need additional SoBA credits to complete the 51 business credits required for graduation.

Entertainment Management Program

Certificate Requirements

Students of Entertainment Management must be registered students of The University of Montana. This specialized Certificate in Entertainment Management is designed to allow students to learn and demonstrate advanced skills in specific areas related to careers in the business of entertainment. Students must complete the following courses of study to earn a Certificate in Entertainment Management.

Required Courses:

BMGT 401 Event Management
BMGT 402 Principles of Entertainment Management I
BMGT 403 Principles of Entertainment Management II

Plus at least nine credits from the following electives:

BFIN 205 Personal Finance	BMKT 411* Services and Relationship Mktg.
BMKT 291 Sports Marketing for Non-Majors	BMKT 412 Nonprofit Marketing
BMGT 275 Venue Management	BMKT 413* Sports Marketing
BMGT 375 Business of Film & Television	MUSI 132L History of Rock and Roll
BMGT 420** Leadership & Motivation	PSCI 446 Nonprofit Administration & Public Service
BMGT 474 Entertainment Research & Planning	JRNL 251 Beginning Video Photo and Production
BMGT 491 Special Topics Seminar (Entertainment Mgmt Focus)	BMKT 420 Integrated Online Marketing
BMIS 478 Electronic Commerce	
MART 111A Fundamentals of Integrated Digital Arts OR MART 112A Intro to Non-Linear Editing	

*BMKT 325 is the prerequisite course.

**BMGT 340 is the prerequisite course.

Recommended Course: (Optional)

BMGT 101S Introduction to the Entertainment Management (This course is highly recommended!)

Entrepreneurship and Small Business Management Certificate Program

Certificate Requirements

This certificate program is designed for students who are interested in launching their own business venture or working in a small to medium sized business upon graduation.

Requirement #1: Students must complete all requirements for at least one of the School of Business Administration’s majors: Accounting, Finance, Management, Marketing, or Management Information Systems.

Requirement #2:

Students must complete all three parts of the Advanced Entrepreneurship Seminar:
BMGT 448 Entrepreneurship
BMGT 458 Advanced Entrepreneurship Seminar

Requirement #3: Students must complete a 498 internship course offered by *any* of the *School of Business Administration’s major areas*, and this internship *must be with an entrepreneurial venture*. All internships for this certificate program *must be approved* by Dr. Klaus Uhlenbruck. Professor Uhlenbruck is located in GBB326.

Requirement #4:

Students must complete <u>six credits</u> from outside their major area of study from the following courses:	
BFIN 301 Analysis of Financial Statements	BMGT 420 Leadership & Motivation
BMGT 491 Selected topics	BMIS 478 E-Commerce a Managerial Perspective
BMKT 337 Consumer Behavior	BMKT 342 Marketing Research
BMKT 343 Integrated Marketing Communications	BMKT 460 Marketing of High-Tech Products and Innovations

Sustainable Business Strategy Certificate Program

Certificate Requirements

The Sustainable Business Strategy Certificate (SBSC) prepares students to incorporate sustainability considerations into the strategic decisions of business, including enhancing customer value throughout the value chain. Not only do sustainability concerns affect risk management and costs of doing business; sustainability considerations can also offer opportunities for innovation, enhanced product differentiation and value for customers, and employee recruitment and retention. Knowledge associated with sustainability requires both solid fundamentals of business strategy, as well as a broader-based “systems perspective” highlighting the inter-relationships between and among the various facets of a company’s eco-system of partners and stakeholders.

Requirement #1: Meet with a SBSC certificate advisor, Dr. Suzanne Tilleman

Requirement #2: Complete the SBSC application

Requirement #3: Students must complete the following two required courses for the certificate (6 credits)

			Semester/Yr	Grade
BMGT 410	Sustainable Business Practices: Issues and Actions (fall Semester)	3 credits		
BGEN 445	Sustainability Reporting	3 credits		

Requirement #4: Students must complete two of the following set of elective courses (6 credits)

			Semester/Yr	Grade
BMGT 493	Sustainability: Humans, Business, and the Environment/International Experience (this course is 6 credits at the undergraduate level; student may count 3 of these credits towards the SBSC)	6 credits		
ECNS 445	International Environmental Economics And Climate Change	3 credits		
NRSM 449	Climate Change Ethics and Policy	3 credits		
GEO 482	Global Change	3 credits		
CCS 407	Global Cycles and	3 credits		
NRSM 475	Environment and Development	3 credits		
ENST 367	Environmental Politics and Policies	3 credits		
ENST 487	Globalization, Justice, and the Environment	3 credits		

Requirement #5: complete the DMC application**Requirement #6:** receive an average GPA for all the above courses combined of 3.0.

Management Major Planning Guide

This schedule is to be used as a guide only. Consult with your advisor for individual course planning. Worksheet available on last page of packet.

**BADM courses are cross-listed as BMIS.*

YEAR 1

Semester One – 15 Credits		Semester Two – 15 Credits	
BGEN 105S or BMGT 101S	3 cr.	ECNS 201S Principles of Microeconomics	3 cr.
WRIT 101 College Writing I	3 cr.	ACTG 201 Principles of Financial Accounting	3 cr.
MATH 115 (M) *ALEKS SCORE	3 cr.	Elective Outside Business School	3 cr.
COMX 111A Public Speaking	3 cr.	General Education Course	3 cr.
General Education Course	3 cr.	CSCI 172 Computer Modeling	3 cr.

YEAR 2

Semester Three – 15 Credits		Semester Four – 16 Credits	
ACTG 202 Principles of Managerial Accounting	3 cr.	STAT 216 Introduction To Statistics	4 cr.
ECNS 202 Principles of Macroeconomics	3 cr.	BMIS 270 MIS Foundations for Business	3 cr.
Elective Outside Business School	3 cr.	Elective Outside Business School	3 cr.
General Education Course	3 cr.	Elective Outside Business School	3 cr.
General Education Course	3 cr.	General Education Course	3 cr.

**Take Writing Proficiency Exam and apply to major in Semester Four upon completing lower core.*

YEAR 3

Semester Five – 15 Credits		Semester Six – 15 Credits	
BFIN 322 Business Finance	3 cr.	BGEN 360 International Business	3 cr.
BMGT 340S Management & Organizational Behavior	3 cr.	BGEN 361 Business Law	3 cr.
BMKG 325 Marketing Principles	3 cr.	BGMT Elective	3 cr.
Any Elective Course (In/Out of Business)	3 cr.	Elective Outside Business School	3 cr.
BMGT 322 Operations Management	3 cr.	General Education Course	3 cr.

YEAR 4

Semester Seven – 15 Credits		Semester Eight – 15 Credits	
BMGT 420 Leadership & Motivation	3 cr.	BMGT 444 Management Communications	3 cr.
BMGT 448 Entrepreneurship	3 cr.	BMGT Elective	3 cr.
BMGT Elective or Capstone Course BGEN 499	3 cr.	Elective in or outside of Business	3 cr.
BGMT Elective		Elective Outside Business School	3 cr.
General Education Course	3 cr.	BGMT Elective or Capstone Course BGEN 499	3 cr.

Note on Prerequisites

Occasionally CyberBear may not list prerequisites. Prerequisites can change from one catalog year to the next. The UM catalog governs. Check the catalog.

Business School section of the 2015-2016 UM Catalog:

<http://www.umt.edu/catalog/colleges-and-schools/business-administration/default.php>

List of approved general education courses in the 2015-2016 UM Catalog:

<http://www.umt.edu/catalog/academics/general-education-requirements.php>

Other Rules/Requirements to Graduate

- *Students must complete at least 60 cumulative credits and all lower core classes before taking 300 and 400 level business classes.*
- Students must achieve a C or better for all Lower Core requirements, C- or better for Upper Core classes.
- Students must earn 120 credit hours.
- Of the 120 credit hours, 39 credits must be 300 or 400 level courses.
- Students must earn 51 business credits, but no more than 60 of the 120 credits can be from the School of Business Administration.
- Students must earn at least 60 credits outside of the School of Business Administration.
- Successful completion of the Writing Proficiency Assessment
- Completion of all General Education Requirements.
- Successful completion of the Major Field Test.
- Registrar's Office is responsible for residency classification of previously enrolled and currently enrolled students.

Need To Complete 60 Non-Business Credits?

Although many students choose to sample from many disciplines to complete the 60 non-business credits, some students choose to complete a minor. The following minors are popular with Business Administration majors.

Minor Suggestions for Management Majors:

B.I.T.E.

Computer Science

International Development

Non-Profit Administration

Psychology

Communication

Economics

Media Arts

Political Science

Sociology

Helpful Tips

Selecting Electives

While the business school curriculum is designed to prepare you for a career in management, you should select the electives that coincide with your particular area of interest, keeping in mind the eventual industry/sector that you would like to work. Management graduates from UM work in a wide array of industries, in organizations ranging in size from Fortune 500 companies to small private firms. Many factors including industry type, size of a firm, location of a firm, and individual organization characteristics play a significant role in defining the perfect fit for your new career. If you are unsure of your exact career strategy, which is not uncommon, contact your faculty advisor or Career Services to better refine your career goals.

Internships

Previous experience is one of the primary aspects that hiring managers look for to fill an opening. Experience, particularly *related* experience, shows that the candidate understands the work, works well with others, and produces results. Students with previous experience have a significantly better chance at landing their dream job than those whom do not. Internships provide students with an opportunity to utilize their skills in a professional setting and gain real world experience in the workplace. Additionally, these experiences can provide essential professional networking contacts, further increasing both your career options and the chances of getting quality positions. It is important to note that all internships for academic credit must be approved and meet specific guidelines and requirements.

UM Internship Office:

Cheryl Minnick, 243-2815, cheryl.minnick@umontana.edu

Kevin Hood, 243-2815, kevin.hood@umontana.edu (International Internships)

SOBA Internship Director:

Kathleen Tarkalson, 243-6771, Kathleen.tarkalson@business.umt.edu

Griz E-Recruiting: www.umt.edu/internships

Student Jobs at UM: www.umt.edu/studentjobs/instructions.htm

Additional Contact Information

Business School Advising:

GBB 335, 243-5971, advising@business.umt.edu

Management and Marketing Department Chair:

Dr. Klaus Uhlenbruck GBB 326, 243-6523, klaus.uhlenbruck@business.umt.edu

Finance & Accounting Chair:

Dr. Bruce Costa, GBB 316, 243- 2147, bruce.costa@business.umt.edu

MIS Chair:

Dr. Lee Tangedahl, GBB 307, 243-6687, lee.tangedahl@business.umt.edu

Entertainment Management:

Dr. Mike Morelli, GBB 336, 243-5810, mike.morelli@business.umt.edu

Entrepreneurship:

Dr. Klaus Uhlenbruck, GBB 326, 243-6523, klaus.uhlenbruck@business.umt.edu

SoBA Director of International Programs:

Dr. Nader Shooshtari, GBB 302, 243-6701, nader.shooshtari@business.umt.edu

SoBA Director of Career Advancement:

Estella Anderson, GBB 250, 243-6621, estella.anderson@business.umt.edu

The UM School of Business Administration:

<http://www.business.umt.edu>

Math Placement Exam:

<http://www.umt.edu/mathplacement>

Writing Center:

LA 144, 243-2266, <http://www.umt.edu/writingcenter/>

UM Information for Students:

<http://my.umt.edu/students>

John Ruffatto Business Startup Challenge

\$51,000 in prize winnings in 2015!

Our business startup is a successful cornerstone of SoBA's entrepreneurship education and one of the longest running competitions in the United States. The challenge offers Montana students from across the state a memorable educational experience, while at the same time providing the seed capital through prize money and support necessary to help Montana's next generation of great entrepreneurs take their plans to the next level and possibly attract bank or equity financing.

Transitioning From College to Work

Do not wait until your senior year to begin thinking about the next phase of your life. Make sure you graduate with a strategic plan. Your job search should take place **NO LATER THAN** the semester before you graduate. Our most successful students begin planning their entry into the workforce early in their college careers.

Contact Internship Services during your sophomore and junior years to begin searching and actively competing for an internship. Contact Career Services no later than your junior year to form your exit strategy. Career Services offers workshops on wide ranging topics such as business etiquette, resume writing, and job search strategies. Additionally, periodic career fairs with employers on site are a **MUST** to attend.

UM SOBA also offers many programs throughout the year to aid in the college-workforce transition. Events such as Employer Resume Critique sessions, Mock Interviews, and networking events are offered frequently. Review the UM SOBA website for dates and details.

GOOD LUCK!

Course Planning Worksheet

Suggested Course Plan For _____

Advisor: _____ Major: _____

_____ Semester 20 _____		_____ Semester 20 _____	
Course Title	Credits	Course Title	Credits
Total Semester Credits:		Total Semester Credits:	

_____ Semester 20 _____		_____ Semester 20 _____	
Course Title	Credits	Course Title	Credits
Total Semester Credits:		Total Semester Credits:	

Notes:

_____ Semester 20 _____		_____ Semester 20 _____	
Course Title	Credits	Course Title	Credits
Total Semester Credits:		Total Semester Credits:	

_____ Semester 20 _____		_____ Semester 20 _____	
Course Title	Credits	Course Title	Credits
Total Semester Credits:		Total Semester Credits:	

If end of senior year, TOTAL CREDITS TO GRADUATE: _____

Notes: