Welcome Class of 2021!
Second Year Experience Day
Making the Most of Your Summer & 2\textsuperscript{nd} Year

Graduate Career Management Center
Job Search Best Practices

• Don’t Give Up – Follow Through - Follow Up!
• Use Hot Jobs through MASONlink – Resume Books, MBA-Exchange, Parker-Dewey, internships.com, LinkedIn, candor.co
• Attend virtual career fairs
• Keep Networking with your contacts and alumni
• Read the GCMC newsletter for HotJobs and links to everything
• Stay Positive – Your enthusiasm will open doors
What the GCMC is Doing

- GCMC is working hard to find opportunities
- Just One campaign was launched on Monday with a hire request sent to 11000 business school alumni throughout the world
- Uncovering any career fairs and setting up another alumni networking event
- Internships: we are asking everyone we know (staff, faculty, EPs, neighbors, companies) about projects; looking into micro-interns with Parker-Dewey, etc.
Successfully Managing a Remote Internship

1. Go to work
2. Dress for the occasion
3. Send periodic updates (ask)
4. Do MORE than what is asked
5. Propose an idea
6. Set boundaries (even if hours/location are flexible)
7. Make time to connect with mentors
8. Ask for feedback
9. Document Achievements
10. Set up letters of recommendation
11. Guard yourself from distractions
Outline Your Primary Internship Goals

• Build relationships at your company
• Gain experience you can highlight on your resume
• Learn about the company culture, primary mission, and “unspoken rules” of the organization.
• Get to know the location where your internship takes place? Is it the right place for you? Does it have offices in other cities?
• Position yourself for a FT job offer with a great MBA-level position, salary, and opportunity for growth.
Your (Internal) Summer Communication Plan

• Build a solid relationship with your manager. Make them look good, which makes you look good.

• Reach out to different departments within the company. Meet for coffee or lunch. Ask questions, listen & learn.

• Follow up with all of your business contacts within the organization with a thank you personalized message through LinkedIn.

• Keep building those relationships throughout the summer. Stop by, say hi, and always be someone they like to see in the hallway.
Manage Your “Down” Time

- Keep up with your professional network including alumni, the graduating class, and through your fellow classmates.

- Continue to connect with new contacts/alumni within your internship city for in-person informational interviews.

- Summer is a great time for “informal” networking Happy Hours, Fundraising Runs, Team Building Events. Take advantage, and always be a professional.

- Don’t forget us! The GCMC is here all summer, so if you have questions or need guidance we are always here to help you along the way.
Before the Internship

• Connect with your manager through email or phone to learn of any pre-work you might be able to do before you arrive.
• Build your industry knowledge prior to arrival.
• Be strategic in your research of who you want to meet and why before arrival. Introduce yourself via LinkedIn, so your new colleagues know of you before you walk through the door.
• Are there alumni within the company? Reach out with personalized communication and introduce yourself. You already have a lot in common! (And you can use the gift card benefit from Alumni Relations.)
During the Internship

- Expect to jump right in on the first day and know how your organization makes money and what it values.
- Meet with your manager to outline measurable and clear goals for your time at the company.
- Track your projects, accomplishments and progress and then update your resume/LinkedIn profile.
- Plan your exit/return to campus strategy. Send thank you notes, continue conversations, address your post-graduation plans. Keep the door open!
After the Internship

• Update all of your resume/LinkedIn materials to reflect your internship experience. Upload PDF into MASONlink for advisor approval.

You will not be included in resume books or able to apply through MASONlink without an updated and approved resume.

• Set up a meeting with your advisor to review your internship experience and next steps.

• Follow up with your contacts at the company, and expand your network with your fellow classmates. Highlight the meaning of “Team.”
**Arriving Back on Campus**

**Introduce Yourself to the Incoming Class & Prepare for *Conference Season***!

- Prepare Your Pitch, Statement, Stories
- Update Your Resume
- Apply for positions through Conference career website
- Travel plans / Budget for Conferences
- Create “Target Companies” list + Research
- Create “Job Title” list and research salary targets
- Practice mock interviews early!
Mark Your Calendars

National Black MBA Conference
September 23-25
Washington, D.C.

Prospanica Conference
October 14 - 20
Las Vegas, NV

MBA Veterans Conference
October 8 - 9
Chicago, IL

ROMBA LGBTQ+ Conference
October 8 - 10
Los Angeles, CA
Questions?

Graduate Career Management Center

gradcareers@mason.wm.edu
(757) 221-7887
www.mason.wm.edu/careers
Second Year MBA Requirements
Overview of Specializations & Process
Academic Resources Reminder

• Degree Evaluation on Degree Works: degreeworks.wm.edu
• Academic Links and Forms: mason.wm.edu/mymba
  • Academic Calendar
  • Course Request Forms
• Registration and Grades: Banner on my.wm.edu
• Course Information: blackboard.wm.edu
• Curricular Practical Training (CPT) for F1 or J1 students: iStart
• Research: McLeod Business Library
• Course Descriptions – my.wm.edu (select the Banner icon)
What You Need to Know About your Degree

- MBA – General Management
- Diploma – Masters of Business Administration
- Transcript – lists your specialization
Beta Gamma Sigma

- International Honor Society in Business (similar to Phi Beta Kappa)
- Top 20% of graduating students of each class FT MBA year are invited for membership in the spring of the second year.
- If you become a member, the honor will appear on your transcript.
- More information can be found here: https://www.betagammasigma.org/
Graduate Assistantships

• Graduate Assistantship (GA) information (two categories) –
  • Guaranteed through Admissions
  • General – Open to all other students
  • Minimum GPA 3.0 required
• Complete application by May 1
  • Application will be sent via email
• Types of Graduate Assistantships
  • Research
  • Teaching – support of the classroom
  • Administrative
• Students will be informed of GA assignments in the summer once final grades are determined
Curricular Practical Training (CPT)

When you receive an offer:

(Eligibility - 2 consecutive semesters):

- iStart (istart.wm.edu)
- Email a copy of offer letter to mba.program@mason.wm.edu
- Contact Carlane to discuss position
- Once approved you will be registered for BUAD 6001, Internship Issues (1 credit). This course does not count towards graduation requirements
Second Year Curriculum

Minimum 26 credit hours
Dual degree students (JD/MBA, MPP/MBA, MAEd/MBA) – total of 15 credits after completion of first year requirements

<table>
<thead>
<tr>
<th>Fall 2020</th>
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<th>Spring 2021</th>
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<tbody>
<tr>
<td><strong>Session A</strong></td>
<td><strong>Session B</strong></td>
<td><strong>Session C</strong></td>
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<tr>
<td>Career Acceleration Module (6 hours)</td>
<td>SPRINT (1 hour)</td>
<td>Second Year Electives (6 hours)</td>
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Winter Break

13 hours

13 hours
Career Acceleration Modules (CAMs)

- Intensive career related courses
- One CAM is required in session A
  - Business Analytics & Supply Chain Management
  - Corporate Finance
  - B2B Marketing
Fall 2021 Schedule

Field Consultancy:
• Session B

Global Business Immersion (international trips):
• Winter or Spring Break
• Winter Immersion Course begins in Fall Semester
• Spring Immersion Course begins in Spring Semester

Peninsula Center Classes
• Newport News Campus
• Option of taking one course
• Designed for Flex Students
• Registration for Fall: August 15
# Fall 2021 Sessions A – B (Main Campus)

<table>
<thead>
<tr>
<th>Session A</th>
<th>Session B</th>
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<tbody>
<tr>
<td>BUAD 598A – Business Analytics &amp; Supply Chain CAM</td>
<td>BUAD 6571 – Leadership &amp; Planned Change</td>
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<tr>
<td>BUAD 598B – Business to Business Marketing CAM</td>
<td>BUAD 6991 – Field Consultancy</td>
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<tr>
<td>BUAD 598C – Corporate Finance CAM</td>
<td>BUAD 6851 – Design Thinking</td>
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<tr>
<td>BUAD 6951 – Health Analytics</td>
<td>BUAD 6431 – Digital &amp; Integrated Marketing Communications</td>
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<td>BUAD 6641 – Lean Toolkit</td>
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<tr>
<td>BUAD 6651 – Six Sigma Toolkit</td>
<td>BUAD 6241 – Investment Management – Equity Market</td>
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<tr>
<td>BUAD 6981 - Batten Fund</td>
<td>BUAD 6611 – Supply Chain Management</td>
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# Fall 2020 Classes at the Peninsula Center

August 24 – December 17, 2020  
Classes are 7:00 – 10:00 pm at the Newport News Campus

<table>
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>BUAD 6271-01</td>
<td>Database Management</td>
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<tr>
<td>BUAD 6711-01</td>
<td>Advanced Modeling Techniques</td>
</tr>
<tr>
<td>BUAD 6951-01</td>
<td>Investment Management Regulation</td>
</tr>
<tr>
<td>BUAD 6951-05</td>
<td>Ethical Accountability</td>
</tr>
<tr>
<td>BUAD 6951-09</td>
<td>International Commercial Diplomacy</td>
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Spring 2021 Schedule

**Electives** (18 credits)
- View Fall 2020 electives in Banner (Spring 2021 will be available in Oct. 2020)
- Global Business Immersion (1.5 or 3 credits)
- Cross listed courses with Law or Public Policy
  - With Program approval. Application on myMBA. Schedule meeting with advisor prior to applying.
- Independent Study (1.5 or 3 credits – application on myMBA)
- Courses at the Peninsula Center (Newport News)
- Other elective options (not for Graduate Credit)
  - Audited courses (do not count towards degree)
  - Undergraduate courses (do not count towards degree)

The full-time MBA Program requires students to be registered for a **minimum** of 9 credit hours each semester.
Specializations

- Enhances your career path
- Not Required
- Advising: Carlane of Jennifer

What are they?

1. Business Analytics
2. Consulting
3. Innovation & Entrepreneurship
4. Finance
5. Marketing
6. Supply Chain Management
Sample Specialization Course Plan
Innovation & Entrepreneurship

Total Credit Hours Required: 11

Required Courses

• BUAD 6951 Introduction to Innovation & Entrepreneurship (2 credits)
• BUAD 6851 Design Thinking (3 credits)
• BUAD 6861 Entrepreneurial Ventures (3 credits)

Pick 1 of the following courses

• BUAD 6891 Launchpad (3) Pre req: BUAD 6861
• BUAD 6881 Financing Entrepreneurial Ventures (3 credits)
Sample Specialization Course Plan
Business Analytics

Total Credit Hours Required: 11

Required Courses
- BUAD 6701 Data Science for Managers (2 credits)
- BUAD 598A Business Analytics & Supply Chain Management (6 credits)
- BUAD 6271 Database Management (3 credits)

Recommended Electives
- BUAD 6711: Advanced Modeling Techniques (3 credits)
- BUAD 6641: Lean Toolkit (1.5 credits)
- BUAD 6651: Lean Six Sigma Toolkit (1.5 credits)
- BUAD 6671: Lean Six Sigma Project (1.5 credits)
- BUAD 6621: Project Management (3 credits)
- BUAD 6741: Principles of Negotiation (3 credits)
- BUAD 6731: Healthcare Informatics (3 credits)
- BUAD 6761: Health Analytics (3 credits)
Selecting Your Specializations & CAMs

You will be sent an email with your CAM assignment and instructions for registration.
CAM & Specialization Selection Process

- Survey – Due May 1
  - Specialization
  - CAM choice
- Advising
  - Carlane and Jennifer via Bookings
- Self-Registration of CAM & Elective Courses
Dates to Remember

• Graduate Assistantships – Due May 1
• Batten Fund – Due May 1
• CAM Survey – Due May 1
• Field Consultancy – Due May 15
Questions?
Thank you everyone!
Have a great day and stay healthy!