



Raymond A. Mason School of Business

WILLIAM & MARY

MASON SUMMER BUSINESS INSTITUTE Q&A FOR STUDENTS

General Questions

Q: What is the Mason Summer Business Institute?

A: The Raymond A. Mason School of Business is offering a four (4) week Summer Business Institute for all William & Mary undergraduate students who are seeking to build their business acumen and might have had their internship cancelled or were unable to find summer employment due to COVID-19. Students that participate in the program will receive access to training platforms as well as unique professional development preparation to include connecting with industry professionals in particular fields (Accounting, Business Analytics, Consulting, Finance, and Marketing).

By actively participating in the program and adhering to the attendance policy, students will receive a non-credit designation on their transcript.

Q: What is the format/schedule of the Institute?

A: The program will be offered during the second term of summer session from July 7 through July 30 and will be conducted virtually through synchronous webinars. Sessions will be held on Tuesday, Wednesday, and Thursday from 12:00 PM – 5:00 PM EDT. Each Tuesday will begin with a Keynote Speaker and each Thursday will end with a group activity. The tentative daily schedule is as follows:

TUESDAY	WEDNESDAY	THURSDAY
12:00PM:Keynote Speaker	12:00 PM: Workshop 3	12:00 PM: Workshop 5
1:00 PM: Break	2:00 PM: Break	1:30 PM: Break
1:30 PM: Workshop 1	3:00 PM: Workshop 4	2:00 PM: Workshop 6
3:00 PM: Break	5:00 PM: Day Ends	3:30 PM: Break
3:30 PM: Workshop 2		4:00 PM: Group Activity
5:00 PM: Day Ends		5:00 PM: Day Ends

Q: How are the weeks broken down?

A:

- Week 1: Professional Development Week (All Students Together)
- Week 2: Foundation of Business Week (All Students Together)
- Week 3: Technical Week (All Students Together)
- Week 4: Special Topics Week (Students select a la carte different topics based on industry)

Q: I'm not sure I'm ready to register, who can I contact for more information?

A: If you have not registered yet or you have questions that are not answered in this Q&A document, please email the Director for Undergraduate Admissions, Jonathan Schramm: jonathan.schramm@mason.wm.edu.

Registration Questions

Q: What are the participation requirements?

A: All William & Mary undergraduate students are welcome to participate. Recent alumni are also invited to participate; however, capacity is limited.

There are no GPA or pre-course requirements, but we do require business casual attire for all sessions.

Homework will be given ahead of time, and we expect students to complete the homework by the assigned due date. Students must provide their own technology for virtual participation.

Q: How do I register for the program?

A: To register for the program, visit: <https://mason.wm.edu/msbi/> .

Q: What is the deadline to register?

A: The deadline to register is Friday, June 19. However, if you are not a declared/admitted business school student or alumnus/a, the fee increases after Monday, June 15 from \$999 to \$1,350.

Q: I have summer employment – can I still participate in the Institute?

A: Yes, but you need to be available from 12:00 PM – 5:00 PM on Tuesday, Wednesday, and Thursday between July 7-30. Please note, there is an attendance policy and students are only permitted to miss two sessions.

Q: What is the fee to participate?

A: *Admitted Undergraduate Business majors and minors:* This program is part of your Mason experience.

Undeclared or A&S majors and minors: There is a one-time fee of \$999 before June 15 or \$1,350 between June 16-19. Payment is due upon registration. If you are admitted as a business major or minor for the Fall 2020 semester, your payment will be refunded.

Q: I am not a declared/admitted business major or minor and cannot afford the fee, is there another option for me to still participate?

A: If you have questions about the fee, please contact the Director for Undergraduate Admissions, Jonathan Schramm: jonathan.schramm@mason.wm.edu.

Q: Can my fee be refunded if I can longer participate?

A: Fees are refundable within seven (7) days of the program start (June 30th). We will initiate the refund from William & Mary within 48 hours and then standard credit card refund policies apply.

Q: Can my fee be refunded if I am admitted into the Business School in the future?

A: If you are admitted into the Raymond A. Mason School of Business for Fall 2020, you will be refunded via TouchNet (registration system). For students that are admitted after Fall 2020, refunds will not be provided.

Q: I cannot get the registration site to work, who can help me?

A: Please email the Director for Undergraduate Admissions, Jonathan Schramm: jonathan.schramm@mason.wm.edu.

Program Questions

Q: When do I find out if I was accepted into the program?

A: If you were able to register, you are accepted into the program. We will close registration when we reach capacity. At that time, we will open a wait list but no more applicants will be accepted unless spots become available.

Q: I have registered, now what?

A: Hang tight! We will provide more information on how to access the program no later than Monday, June 29. For now, save the time windows from 12:00 PM – 5:00 PM EDT on Tuesdays, Wednesdays, and Thursdays between July 7 – July 30.

Q: Is there an attendance policy?

A: Yes. Due to capacity constraints, we have to limit the number of participants. All registered students are expected to attend all sessions. We allow for two excused absences, but you must email Boehly.Center@mason.wm.edu BEFORE a session if you cannot attend. Notification that you missed a session after it has occurred is not an excused absence unless due to unforeseen circumstances.

Only students that meet the attendance requirement will receive a non-credit designation on their transcript.

Q: Will the sessions be recorded?

A: Sessions will be conducted virtually through synchronous webinars via Zoom and recorded and available to registered students.

Q: What if my internet goes down and I cannot access a session?

A: Please first troubleshoot your internet and restart your computer. If that doesn't work, please try to log-in with your cell phone or tablet. If you are still not able to access a session, please email Boehly.Center@mason.wm.edu as soon as possible.

Emails must be sent before (or as the issue happens) to be excused. Notification that you missed a session after it has occurred is not an excused absence unless due to unforeseen circumstances.

Q: I saw/heard this will be on my transcript – what does that mean?

A: For students that participate and meet the attendance requirement, you will receive a designation on your transcript that you have completed this non-credit program.

Program Content Questions

Q: What is the content of sessions held in week 1?

A: Week 1 will include a wide range of personal and professional development sessions: Public speaking and presentation skills; Honing your interview skills (in-person & virtual); Managing first impressions; Mock interviews.

Q: What is the content of sessions held in week 2?

A: Week 2 is focused on understanding our current business environment from both a historical and global perspective, as well as how individual industries and firms have been impacted. Topics will include, but not be limited to: Financial crisis comparison; Current state of the economy with global perspective; Financial literacy for personal finance; How E-Commerce, non-profit, and supply chain sectors are being impacted.

Q: What is the content of sessions held in week 3?

A: Week 3 will introduce specialized trainings on technical skills and how to use specific platforms: Tableau, Python, Alteryx, and GIS for storytelling.

Q: I don't have any background in technology for week 3 – is that a problem?

A: Absolutely not! That is why we are doing this week. You will be asked to download the appropriate software ahead of time. The session leaders will make sure you leave with an understanding of how these platforms work. Almost every job these days revolves around data. So, having a general understanding of how to use these platforms to work with data will give you an edge in the competitive job market.

Q: What is the content of session held in week 4?

A: This week is to learn from the industry experts. You will be able to select (a la carte) from a list of workshops offered from the different areas: Accounting, Business Analytics, Consulting, Finance, and Marketing. Students will get a high-level understanding of different career paths or hot topics in their field(s) of interest.

Q: What are the group activities on Thursday afternoons?

A: The group activities range based on what was reviewed during that week. Activities include mock interviews, online networking, presentation skills, etc.