ADVISING GUIDE
COLLEGE OF
MANAGEMENT 2019-20

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Introduction

This document has been developed to serve as a reference guide for staff, faculty and student users for enrollment planning purposes. The guide refers to the College of Management Academic Advising Resources site located in MyPark. In addition to a multitude of academic resources, we have included easy access to financial aid services, VA assistance, fee charges and career development. If you are a first-time user for the College of Management site, this guide can help you walk through and understand its contents.

The College of Management consists of the School of Business and the Hauptmann School of Public Affairs. The School of Business supervises academic requirements in Accounting, Economics, Bachelor of Science majors in Business Administration and Management degrees. The Hauptmann School for Public Affairs supervises academic requirements for Public Administration degree programs. Below I have listed all majors, minor and certificate for the College of Management for both undergraduate and graduate programs. The information following may include general descriptions of the files and links located at the College of Management Resources site.

Please do not hesitate to contact me if you have questions or suggestions. I need your input and ideas on how we can improve this resource site to better serve you and our students.

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Degree Programs, Undergraduate

**Associate of Science**
AS Construction Management
AS Management
AS Management/Accounting
AS Management/Logistics

**Bachelor of Science**
BS Accounting
BS Business Administration (BSBA), 17 Concentrations
- Accounting
- Business Economics*
- Computer Information Management
- Corporate Financial Management
- Digital Marketing*
- Entrepreneurship
- Health Care
- Human Resources
- International Business and Economic Development*
- International Business
- Labor Economics*
- Logistics
- Management
- Marketing
- Personal Financial Planning
- Professional Sales
- Project Management

BS Construction Management
BS Economics*
BS Management
BS Management/Accounting
BS Management/Computer Information Systems
BS Management/Corporate Financial Management
BS Management/Entrepreneurship
BS Management/Health Care
BS Management/Human Resources
BS Management/International Business
BS Management/Logistics
BS Management/Marketing
BS Management/Personal Financial Planning
BS Management/Professional Sales
BS Management/Project Management

*Only offered in 16 week, daytime modality
Bachelor of Public Administration
Areas of Emphasis
- Business Relations
- Criminal Justice
- Fire Service Management
- Homeland Security
- Public Service

Minors, Undergraduate
Business **
Accounting
Business Economics
Computer Information Management
Construction Management
Digital Marketing ***
Economics
Entrepreneurship
Finance
Health Care
Human Resource Management
International Business
Logistics
Management
Marketing
Project Management

Public Administration
Public Administration

** Each Business minor has an option for Business majors and non-Business majors.
*** Only offered in 16 week, daytime modality

Certificates, Undergraduate
Entrepreneurship
Human Resource Management
Personal Financial Planning
Project Management
Degree Programs & Certificates, Graduate

Master of Business Administration (MBA)
MBA: Business Analytics
MBA: Disaster and Emergency Management
MBA: Finance
MBA: General (no concentration)
MBA: Global Business
MBA: Homeland Security
MBA: Human Resource Management
MBA: Management Accounting
MBA: Management Information Systems
MBA: Marketing
MBA: Project Management
MBA: Public Accounting
MBA: Quality and Innovation Management

Master of Healthcare Administration (MHA)
MHA: Data Analytics
MHA: Disaster and Emergency Management
MHA: Finance
MHA: General (no concentration)
MHA: Global Business
MHA: Homeland Security
MHA: Human Resource Management
MHA: Management Accounting
MHA: Management Information Systems
MHA: Marketing
MHA: Project Management
MHA: Quality and Innovation Management

Master of Science
Master of Science Information Systems and Business Analytics (although this program is not assigned to the College of Management it can be good choice bur business majors)

Master of Public Administration (MPA)
MPA: Criminal Justice
MPA: Disaster and Emergency Management
MPA: Global Governance
MPA: Management Information Systems
MPA: Nonprofit and Community Services Management
MPA: Project Management
MPA: Public Management
**Graduate Certificate Programs**

Business Analytics  
Disaster and Emergency Management *  
Finance  
Global Business  
Global Governance *  
Health Services Management and Leadership  
Homeland Security *  
Human Resource Management  
Leadership of International Healthcare Organizations  
Management Accounting  
Management Information Systems  
Marketing  
Nonprofit Leadership *  
Project Management  
Public Accounting  
Quality and Innovation Management  
* Public Affairs Certificates

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**College of Management Advising Resources Site**

The College of Management advising resources site located at [https://my.park.edu/ICS/Offices/CoM_Academic_Advising_Resources/](https://my.park.edu/ICS/Offices/CoM_Academic_Advising_Resources/) was developed with three things in mind: 1) To provide necessary up-to-date advising tools in one location; 2) To provide students with a meaningful degree plan that will promote course sequencing for their best interest; 3) To help simplify the advising process.

The site is divided into three columns: College of Management (COM) Advising Resources, Undergraduate Handouts and Graduate Programs. **Figure 1** below displays the top portion of the COM resource site. Below that is a description of the contents for each column.

**COM Academic Advising Resources**

**Degree Plans**

Development of degree plans includes input and approval from full-time faculty and deans. Degree plans provide suggested scheduling sequences that if followed, can enhance student success. The Bachelor’s majors in the Business programs are structured to allow first-time students to qualify for total hours required for the 4+1 program and still be able to complete courses that apply to both their masters and undergraduate degrees. More on the 4+1 program later.
Daytime (16 week) degree plans take into account the course roll-out schedules. Many of the upper-term 16 week Business courses are only offered every other term. Course availability is a good reason why the 16 week degree plans should be followed.

When using the degree plans, please note degree titles on each worksheet. For example BSBA/Marketing and BS Management/Marketing majors may or may not have separate worksheets based on the current requirements for each major. If management and BSBA majors are identical, both will be listed on one worksheet. Each degree plan will have notes at the bottom that pertain to that major or majors. Please familiarize yourself on these notes and point this out to students when handing out degree plans.

**Undergraduate Prerequisite Trees**

Prerequisite trees, Figure 2 are available for each BS and BPA major. Each tree has color coded courses to indicate the number of prerequisites. All core and emphasis/concentration requirements are listed while the only liberal education courses shown are EN105 and EN106. In most cases the normal progression will be top down. The rule of thumb to start with the lower level classes first will be displayed in most prerequisite trees. Be sure to familiarize yourself with the comments at the bottom of each tree and point them out if providing these documents to students.
Degree Audits
This file contains degree audits as per the view seen in the CX/Jenzabar system. At times, students may want to view the full audit prior to applying to Park or prior to changing a major.

Undergraduate Minors and Certificates
This file contains all minors and certificates in the Business concentrations including minors that are utilized by non-business majors. Also included is the Public Administration minor.

Undergrad Handouts (Figure 1)
Academic Calendars
- Current four-year academic calendar
- Current academic year academic calendar

Advising Guide
- Current copy of this document
- **Advising Update and Tips:** Provides changes from the 2018-19 catalog and suggested topics to discuss with students.

**Audit Codes**
- Current list of audit, minor and certificate codes for all programs to be used for running unofficial audits

**Catalog, Undergraduate**
- 2019-20 catalog
- 2018-19 catalog
- 2018-19 catalog amendments

**Course Information**
- **Course Fees:** List of all current undergrad course fees
- **Course-Prerequisite List:** List of all undergraduate Business and BPA courses, excluding liberal education requirements, which appear on any degree audit, minor or certificate. Prerequisites are included where applicable.
- **IS141-MA171 Guidelines:** Describes guidelines when CS140 can substitute for IS141, and when MA120 can substitute for MA171.
- **Liberal Education Requirements for AS Majors:** Provides all courses and course descriptions that meet LE requirements for AS majors.
- **Liberal Education Requirements for BS and BPA Majors:** Provides all courses and course descriptions that meet LE requirements for bachelor majors.
- **MG306-EN306B:** Describes when we can allow business majors to apply EN306B to Professional Writing and when MG306 is required.

**Faculty/Staff**
- **CoM Faculty-Staff:** Complete listing of all faculty and staff within the College of Management
- **Deans, Chairs & Program Coordinators:** a) **Program Coordinators:** Contacts for course equivalency questions, VLE status and course development status; b) **Chairs:** contacts for prerequisite waiver requests, course equivalency questions; c) **Deans:** Approvals of waivers for prerequisites, academic suspension appeals, grade changes and substitutions.

**Independent Study**
- Independent study application form and instructions. Students may need assistance finding a professor. Please contact Steve Fenske steve.fenske@park.edu or 816-584-6818 for assistance obtaining a faculty if needed.

**International Immersion Experience (IEE)**
- Immersion experience requirements: This document can be provided to students to help them better understand the contents of IEE in their degree audit. This requirement will soon be change, and an announcement will be made at that time.
Internships

- **Internship Protocol & Application**: Provides detailed instructions, application form, supervisor evaluation form, student report form and evaluation by student form.
- **Internship Syllabus Template**: Serves as a guideline for the student to know what may be expected in the course requirements.

Prerequisite Waiver Procedures

- **Prerequisite Waiver Form**: Be sure the student includes a detailed justification why this request should be approved and why they feel they can succeed.
- **Prerequisite Waiver Procedures**: This handout provides procedures that are accepted by the other two colleges and provides lists of whom to contact for each program. Please follow them closely.

Validated Learning Equivalency (VLE)

- VLE tips for Success Coaches
- How to access VLE Information in MyPark
- VLE workflow

4+1 Undergraduate MBA, MHA & MPA Programs

- 4+1 Procedures
- 4+1 MBA MHA Request Form
- 4+1 MBA-MHA One Pager
- 4+1 General Flyer
- 4+1 MBA flyer
- 4+1 MHA flyer
- 4+1 MPA flyer

Undergrad Bookmarks

This section provides links to key sites that can be utilized by students and anyone that provides academic advising or scheduling assistance to students. **Figure 3** below displays the view. Remember, this section is in the second column of the CoM Resources site and beneath the Handout section.

If you have not done so, please familiarize yourself with each of these sites and refer students to them whenever the opportunity exists. Students, who can understand and utilize these tools, will be able to answer many of their own questions and solve problems on their own. The following links are provided in the Bookmark section:

- [Academic Support Center](#)
- [Career Development](#)
- [Class Schedule](#)
- [Course Equivalency Guides](#)
- [Master Syllabus System](#)
- [Registrar & Transcripts/Forms](#)
Career Development

This section, shown in Figure 4 provides links to informative sites on the Internet, a link to Park’s Career Development office and some program specific information. Students should be encouraged to make contact with Career Development in the early stages of their program. Students interested in career-related work while still in school should visit Career Development for job leads and information on internships. Additionally, faculty can often suggest current job opportunities or career paths that help a student in the decision process at a critical time of their enrollment.
Obviously, students need to think about the present, but in today’s environment it helps to start planning your future in advance. Our full-time faculty will respond to any distant student’s request, and because of their expertise they can provide valuable advice on what is required and trending in the world of business.

**Graduate Programs**
Information on the Graduate programs is located in the right hand column. Please refer to Figure 1 on page seven.

The Graduate programs consist of degree maps for the MBA programs, faculty/staff list, a link to the Park catalog and the class schedule link. MBA students are encouraged to build their degree maps in their early terms. Their entire course sequencing can be scheduled well in advance of graduation.

**Blog**
Currently not used as email has been used to communicate changes and new catalog updates.

**Summary**
This site serves as a one stop shop for students and all who advise students. The goal is to provide current, accurate and practical information that can assist every user of this site. Changes are often made based on suggestions from users, and I welcome your input on how this site can be improved.

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