

## Welcome to the College of Business

### Our Advising Partnership

Academic advising is a collaborative relationship between an advisor and student with the goal to guide the student toward their educational and career goals. Each of us has an important role to play.

### Advisor Commitment

- ✓ Assist with scheduling courses and registration
- ✓ Provide information on majors and careers
- ✓ Explain degree plans
- ✓ Listen to student questions and concerns
- ✓ Refer students to appropriate resources
- ✓ Communicate the university's curriculum, policies and procedures
- ✓ Inform students about professional development events and student organizations

### Student Commitment

- ✓ Assume responsibility for academic decisions and performance
- ✓ Attend advising appointments on-time and/or cancel if unable to attend
- ✓ Read your OU e-mail daily and do not forward it to a third-party e-mail
- ✓ Review DARS report every semester
- ✓ Work toward Professional Development Checklist
- ✓ Maintain the highest possible GPA - because grades DO matter
- ✓ Follow through on advisor recommendations
- ✓ Use college and university resources
- ✓ Learn about university and college programs, policies and procedures

## How to: Schedule an Appointment

**Appointment & Drop-in Information:** Advisors are available by appointment and walk-in. Walk-in hours are Monday–Thursday from 1–4 p.m.

**To schedule an appointment online with “Handshake”:**

1. Visit [ohio.joinhandshake.com](https://ohio.joinhandshake.com) and use your OHIO ID and password to login.
2. Click the "Career Center" drop-down & select "Appointments"
3. Select "Schedule a New Appointment"
4. Choose "College of Business Academic Advising"
5. Choose the topic you want to discuss
6. Select your "Advisor"

**To schedule an appointment by telephone call 740-593-2042**

**To schedule an appointment in person: Visit the Copeland 214 Suite**



## The Four-Year Guided Business Pathway

**You want to graduate in four years.**

If we all do our part, graduating with a single business major in four years should be a sure thing. A double major in four years is also possible, but you have to work a bit harder.

**Here is what we all have to do to make your four-year graduation possible:**

### Student Commitment

- ✓ Declare your major by end of freshman year.
- ✓ Complete at least fifteen credit-hours per term and follow course sequences; Eighteen hours per term will be occasionally necessary to graduate in four years with a double major.
- ✓ Pass all your courses; be aware of minimum grade requirements and consult an academic advisor if you are in jeopardy of missing the mark.
- ✓ Participate in advising as directed each term and register for classes on time.
- ✓ If you encounter scheduling difficulties, immediately consult an academic advisor.

### College Commitment

- ✓ Provide sufficient courses
- ✓ Provide highly qualified professors to teach business courses
- ✓ Provide easy access to quality academic advising
- ✓ Provide career management advising for internships and careers

## Our team is here to help.

**The Career and Student Success Center is located in Copeland Hall 214.**

- Office of Student Services
- Office of Career Management

### Academic Advisors

The Office of Student Services is ready to help you navigate the university experience to your best advantage. Graduate in four years by working with seasoned advisors who know their way around a business degree!

**ON-LINE ADVISING INFORMATION:** <https://business.ohio.edu/resources/student-services/current-students/>

### Career Coaches

Visit your career coach that is dedicated to your major. The Office of Career Management is here to support Ohio University business students with their career management questions. Whether you're preparing for an interview or perfecting your resume, we've got you covered.

**ON-LINE CAREER INFORMATION:** <https://business.ohio.edu/resources/career-management/>

## Professional Development Checklist for Business Majors

In order to maximize your ability to secure interviews and job offers, the College of Business recommends your active participation in the following relevant activities:

### First Year

- ✓ In order to maximize your internship/employment options, work diligently to achieve a minimum 3.0 cumulative GPA
- ✓ Enroll in BA1000 to begin work on your personal assessments, résumé, and, register with “Handshake”
- ✓ Enroll in BA1100 to begin work on your Career Management Strategy and learn if business is right for you
- ✓ Familiarize yourself with the COB Career & Student Success Center in Copeland Hall 214
- ✓ Join at least one COB student organization related to your major or business interest and work to become actively involved
- ✓ Begin your professional network with your learning community, student organization activity, and targeted faculty interaction
- ✓ Secure a summer job or internship that will help you develop business-related skills and attributes

### Second Year

- ✓ In order to maximize your internship/employment options, work diligently to achieve a minimum 3.0 cumulative GPA
- ✓ Enroll in BA 2000 to begin implementing your Career Management Strategies
- ✓ Understand COB internship options: 1) Approved Work-Experience, 2) GCP, 3) OICP, 4) MGT 3730 “Entrep. Bus. Consulting”
- ✓ Update your résumé, adding your summer job experiences and any other new information
- ✓ Upload your résumé for approval in “Handshake”
- ✓ Actively seek an internship six to nine months in advance
- ✓ Discuss internship plans with your Career Coach in Copeland Hall 214 and call 740-593-2042 to arrange an appointment
- ✓ Participate in the Career & Internship Fairs, on-campus Employer Information Sessions, and other major-specific career events
- ✓ Demonstrate and develop your leadership and teamwork abilities through active participation in your student organization(s)

### Third Year

- ✓ In order to maximize your internship/employment options, work diligently to achieve a minimum 3.0 cumulative GPA
- ✓ Update your résumé with your summer internship and upload to “Handshake”
- ✓ Participate in the Career & Internship Fairs, as well as on-campus Employer Information Sessions
- ✓ Build your professional network database
- ✓ Make an appointment with the Office of Student Services to get a “graduation audit” by calling 740-593-2042
- ✓ Actively seek an internship six to nine months in advance
- ✓ Discuss internship plans with your Career Coach in Copeland Hall 214 and call 740-593-2042 to arrange an appointment
- ✓ Access and update “Handshake” frequently and report on-campus interviews, offers, and placement
- ✓ Demonstrate and develop your leadership and teamwork abilities through active participation in your student organization(s)
- ✓ If you are considering graduate or professional school, begin exploring programs

### Senior Year

- ✓ In order to maximize your internship/employment options, work diligently to achieve a minimum 3.0 cumulative GPA
- ✓ Start researching companies for whom you’d like to work
- ✓ Participate in the Career & Internship Fairs, as well as on-campus Employer Information Sessions
- ✓ Demonstrate and develop your leadership and teamwork abilities through active participation in your student organization(s)
- ✓ Access and update “Handshake” frequently and report on-campus interviews, offers, and placement
- ✓ Give your résumé to everyone who can assist you
- ✓ Report your full-time job or post-graduate plans to the COB Career & Student Success Center

# COLLEGE OF BUSINESS

## 2019-2020 Guide to Required Milestone Advising Activities

WHILE THESE ACTIVITIES ARE REQUIRED TO GET YOUR REGISTRATION-HOLD REMOVED, YOU CAN SCHEDULE AN ADDITIONAL MEETING WITH AN ADVISOR THROUGH "HANDSHAKE".

### FIRST SEMESTER IN THE COLLEGE OF BUSINESS MILESTONE

- First-year students will meet with an academic advisor as part of their UC 1900 class to discuss upcoming course selection and professional development\*. Check with your instructor.
- First year transfer students will be advised through their UC 1500 course. Check with your instructor.

### PRE-CLUSTER MILESTONE

- Includes all business majors who are not in their first COB semester AND are not yet registered for the business cluster. These students will meet with an advisor in a small group (8:1) to create two scheduling possibilities for their next semester: 1) Cluster schedule 2) Non-Cluster schedule \*

### CLUSTER MILESTONE

- Includes all business majors who are currently registered for the Business Cluster. Small groups (4:1) organized by major will meet with an academic advisor; each student will create a four-year completion plan.\*

### THE TWO SEMESTERS AFTER THE CLUSTER (this is a two-semester sequence; read carefully)

- **If you completed the cluster in a fall semester\*:**
  - The following spring term: meet with a Career Coach for a career audit
  - The following fall term: meet with an Academic Advisor for a written one-on-one degree audit
- **If you completed the cluster in a spring semester\*:**
  - The following fall term: meet with an Academic Advisor for a written one-on-one degree audit
  - The following spring term: meet with a Career Coach for a career audit
- **If you completed the cluster in a summer semester\*:**
  - The following fall term: meet with an Academic Advisor for a written one-on-one degree audit
  - The following spring term: meet with a Career Coach for a career audit

### THREE OR MORE SEMESTERS AFTER THE CLUSTER MILESTONE

- Students will demonstrate they understand BBA and/or BSM graduation requirements through completion of an online survey.

***\*Watch your e-mail each semester for sign-up instructions for your advising activity.***