

PMBA 40 MBA 501

January 9, 2009

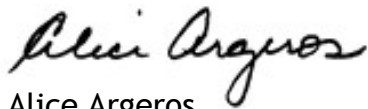
Welcome to the Professional MBA Program at the Crummer Graduate School of Business. Your first course will be MBA 501—Management Analysis. The purpose of this intensive course is to introduce you to the program and to prepare you for success in completing your degree over the next thirty-two months.

We intend to acclimate you to the pace of the program and to provide you with case study and computer analysis skills needed in future classes. You will also get to know your fellow students and will be assigned to a study group with whom you will work very closely over the next 4 ½ terms.

The program begins with one evening of introductions and team building and one full day of technology. This is followed by one evening and three full days of intensive work including an introduction to case analysis, decision support, computer applications, written work, and oral presentations.

On behalf of President Lewis Duncan, Dean Craig McAllaster, and the entire Rollins Community I welcome you to Class 40 of the Professional MBA Program.

Sincerely,



Alice Argeros

Director, Professional MBA Program

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PMBA 40 – MBA 501 Management Analysis Schedule

Friday, January 9, 2009

5:00 - 6:00 pm	Check-in & Campus Safety	Crummer Student Lounge
6:00 - 6:15 pm	Dean Craig McAllaster & Dr. Lewis Duncan	Crummer Rm 318
6:15 - 6:30 pm	Faculty & Staff Introductions	Crummer Rm 318
6:30 - 7:15 pm	Student Introductions	Crummer Rm 318
7:15 - 7:30 pm	Break	
7:30 - 8:00 pm	Introduction to Team Building	Crummer Rm 318
8:00 - 9:00 pm	Team Building 1	Crummer Rm 318

Saturday, January 10, 2009

8:30 - 11:30 am	Computer Distribution	Crummer Rm 107 & 108
11:30 - 12:30 pm	Business Writing	Crummer Rm 107
12:30 - 1:30 pm	Campus Tour & Lunch	Campus Center
1:30 - 3:30 pm	Excel Assessment & Tutorial/Review	Crummer Rm 107
3:30 - 6:00 pm	Quantitative & Presentation Workshop	Crummer Rm 107 & Breakouts

Wednesday, January 14, 2009

4:30 - 5:30 pm	RCards	Warren Administration Building
5:30 - 6:30 pm	Virtual Library Demonstration	Crummer Rm 318
6:30 - 7:00 pm	Teams Revealed	Crummer Rm 318
7:00 - 8:00 pm	Introduction to Case Method	Crummer Rm 318
8:00 pm -	Jet Blue	Crummer Rm 318 & Breakouts

Thursday, January 15, 2009

8:30 - 9:45 am	Team Building 2 - Lencioni Review	Crummer Rm 318
9:45 - 12:15 pm	Case Module 1 & Debrief	Crummer Rm 318 & Breakouts
12:15 - 1:00pm	Career Services Presentation	Crummer Rm 318
1:00 - 2:30 pm	Alumni Luncheon	Galloway Room
2:30 - 3:30 pm	Academic Integrity	Galloway Room
3:30 - 5:30 pm	Team Building 3 - DiSC	Galloway Room

Friday, January 16, 2009

8:30 - 10:30 am	Case Module 2	Crummer Rm 318 & Breakouts
10:30 - 11:30 am	Strategy	Crummer Rm 318
11:30 - 1:00 pm	Lunch & Leadership/ENT Presentation	Bieberbach Room
1:00 - 2:30 pm	Team Building 4 - Contracts	Crummer Rm 318 & Breakouts
2:30 - 4:30 pm	Case Module 3	Crummer Rm 318 & Breakouts
4:30 - 6:00 pm	Team Building 5	Crummer Rm 318, CSS

Saturday, January 17, 2009

8:30 - 8:45 am	Case Module 4	Crummer Rm 318
8:45 - 1:00 pm	Presentation Preparation	Breakouts
1:00 - 3:45 pm	Presentations & Executive Feedback	Crummer Rm 318
1:00 - 1:20 pm	Team 1 presents	1:20 - 1:40 Team 2 presents
1:40 - 2:00 pm	Team 3 presents	
2:00 - 2:20 pm	Team 4 presents	
2:20 - 2:30 pm	Break	
2:30 - 2:50 pm	Team 5 presents	2:50 - 3:10 Team 6 presents
3:10 - 3:30 pm	Team 7 presents	
3:30 - 3:45 pm	Executive Feedback	Crummer Rm 318
3:45 - 4:45 pm	Self Critique & Faculty Feedback	Breakouts
4:45 - 5:00 pm	Wrap up & Evaluations	Crummer Rm 318
5:30 pm -	Closing Reception	Amigo's Tex Mex Restaurant 494 N. Semoran Blvd., 407/657-8111

Breakout room assignments:	Team 1 B-15	Team 2 B-14	Team 3 B-13	Team 4 B-12
	Team 5 B-11	Team 6 B-9	Team 7 B-21	

2009-2011 Program Schedule

Intensive I January 9-10 and January 14-17, 2009 ♦ Intensive II January 14-16, 2011

Term 1 - Spring 2009

Spring Term Begins January 19, 2009
 Spring Project Period March 2 - March 6, 2009 (no classes)
 Classes Resume March 9, 2009
 Last Day of Spring Term April 17, 2009

Term 2- Summer 2009

Summer Term A Begins April 27, 2009
 Memorial Day Holiday May 25 - 26, 2009 (no classes)
 Last Day of Term A June 9, 2009
 Summer Term B Begins June 15, 2009
 Last Day of Term B July 23, 2009

Term 3 - Fall 2009

Fall Term Begins September 14, 2009
 Fall Project Period October 26 - November 3, 2009 (no classes)
 Classes Resume November 4, 2009
 Thanksgiving Holiday November 25 - 27, 2009 (no classes)
 Last Day of Fall Term December 18, 2009

Term 4 - Spring 2010

Spring Term Begins January 18, 2010
 Spring Project Period March 1 - March 5, 2010 (no classes)
 Classes Resume March 8, 2010
 Last Day of Spring Term April 16, 2010

Term 5- Summer 2010

Summer Term A Begins April 26, 2010
 Memorial Day Holiday May 31-June 1, 2010 (no classes)
 Last Day of Term A June 8, 2010
 Summer Term B Begins June 14, 2010
 Last Day of Term B July 22, 2010

Term 6- Fall 2010

Fall Term Begins September 13, 2010
 Fall Project Period October 25 - November 2, 2010 (no classes)
 Classes Resume November 3, 2010
 Thanksgiving Holiday November 24-26, 2010 (no classes)
 Last Day of Fall Term December 17, 2010

Term 7- Spring 2011

Spring Term Begins January 17, 2011
 Spring Project Period February 28-March 4, 2011 (no classes)
 Classes resume March 7, 2011
 Last Day of Spring Term April 15, 2011

Term 8- Summer 2011

Summer Term A Begins April 25, 2011
 Memorial Day Holiday May 30-May 31, 2011 (no classes)
 Classes resume June 7, 2011
 Last Day of Spring Term July 26, 2011

**Project Periods- Faculty assign individual and team projects, and team meetings take place.*

Tuition Detail

This document is provided for students who need a detailed breakdown to supply employers for reimbursement. In addition, you will receive a schedule bill at the beginning of each new term from the Rollins College Bursars office showing your unpaid balance. This document, along with your monthly statement and term grade report received at the end of each term may be provided to your employer for reimbursement. Lab fees cannot be deferred. Students can also access FoxLink for their account information. From FoxLink, students have the ability to print account history by term, as well as unofficial transcripts. Additional copies of your transcript may be requested through the Transcript Request Form found on our website under the "Forms" tab and must be completed for each request. It is the students' responsibility to retain and provide these documents to their individual employers. **Statements are not provided by the PMBA Program office.** You should contact the Rollins College Bursars office at (407) 646-2297 for additional monthly statements.

Term	Description	Dates	Cr. Hour	Class	Cost	
1	Spring 2009	1-19-09 through 4-17-09	3	MBA 501 Management Analysis	\$ -0-	
			3	QBA 501 Quantitative Business Analysis	\$3,100	
			3	MGT 501 Organizational Behavior	\$3,100	
TERM 1 TOTAL TUITION					\$6,200	
2	Summer 2009	4-27-09 through 7-16-09	3	ACCT 501 Financial Accounting	\$3,100	
			3	ECO 503 Economics for Managers	\$3,100	
TERM 2 TOTAL TUITION					\$6,200	
3	Fall 2009	9-14-09 through 12-18-09	3	ACCT 502 Managerial Accounting	\$3,100	
			3	MKT 501 Marketing Management	\$3,100	
TERM 3 TOTAL TUITION					\$6,200	
4	Spring 2010	1-18-10 through 4-16-10	3	FIN 501 Financial Management	\$3,100	
			3	INTL 501 Business In a Global Environment	\$3,100	
TERM 4 TOTAL TUITION					\$6,200	
5	Summer 2010	4-26-10 through 7-22-10	3	POM 503 Operations Management	\$3,100	
			3	Elective Course	\$3,100	
TERM 5 TOTAL TUITION					\$6,200	
6	Fall 2010	9-13-10 through 12-17-10	3	Elective Course	\$3,100	
			3	Elective Course	\$3,100	
TERM 6 TOTAL TUITION					\$6,200	
7	Spring 2011	1-17-11 through 4-15-11	2	MBA 503 Legal, Ethical & Social Issues	\$ -0-	
			3	MGT 612 Management Policy	\$3,100	
			3	Elective Course	\$3,100	
TERM 7 TOTAL TUITION					\$6,200	
8	Summer 2011	4-25-10 through 7-26-11	3	Elective Course	\$3,100	
			3	Elective Course	\$3,100	
TERM 8 TOTAL TUITION					\$6,200	
TOTAL CREDITS			53	TUTION TOTAL PROGRAM		\$49,600

Tuition Payment Schedule

The tuition for the Professional MBA Program that begins in January 2009 will be \$49,600. In addition to covering regular tuition charges, these payments also cover the laptop computer, software, and intensive courses. A breakdown of the budgeted costs of these expenses can be provided to accepted students if required by their company. At the request of past students and for the convenience of the companies that support the program, the following payment schedule has been established:

TUITION FIRST FOUR TERMS , 2009-2010

Amount	Date of Payment
\$ 500	Deposit received within two weeks of acceptance to PMBA Program
\$ 5,700	Received no later than January 19, 2009
\$ 6,200	Received no later than April 27, 2009
\$ 6,200	Received no later than September 14, 2009
<u>\$ 6,200</u>	Received no later than January 18, 2010
\$24,800	

TUITION SECOND FOUR TERMS, 2010-2011

Amount	Date of Payment
\$ 6,200	Received no later than April 26, 2010
\$ 6,200	Received no later than September 13, 2010
\$ 6,200	Received no later than January 17, 2011
<u>\$ 6,200</u>	Received no later than April 25, 2011
\$24,800	

Total for entire program: \$49,600

Refund Policy

Refund amounts are determined by the time of withdrawal as described below:

Year I of the Program, 2009-2010

The \$500 tuition deposit is not refundable

Term 1:

The refund schedule of the payment made January 19th, 2009 is as follows:

Withdrawal between January 15 th and January 19 th	50%
Withdrawal between January 20 th and January 30 th	25%
No refunds after January 30 th , 2008	

*Refund applies toward tuition only, students withdrawing before January 30th are required to pay for the laptop computer. Laptops may not be returned for credit.

Term 2:

Summer Term A: The refund schedule of the payment made April 27th, 2009 is as follows:

Withdrawal between April 27 th and April 28 th	100%
Withdrawal between April 29 th and April 30 th	75%
Withdrawal between May 1 st and May 5 th	50%
No refunds after April 28 th , 2009	

Summer Term B: The refund schedule of the payment made June 15th, 2009 is as follows:

Withdrawal between June 15 th and June 16 th	100%
Withdrawal between June 17 th and June 18 th	75%
Withdrawal between June 19 th and June 23 rd	50%
No refunds in summer term B after June 23 rd , 2009	

Term 3:

The refund schedule of the payment made September 14th, 2009 is as follows:

Withdrawal between September 14 th and September 18 th	100%
Withdrawal between September 19 th and September 25 th	75%
Withdrawal between September 26 th and October 2 nd	50%
No refunds after October 2 nd , 2009	

Term 4:

The refund schedule of the payment made January 18th, 2010 is as follows:

Withdrawal between January 18 th and January 22 nd	100%
Withdrawal between January 23 rd and January 29 th	75%
Withdrawal between January 30 th and February 5 th	50%
No refunds after February 5 th , 2010	

Year II of the Program, 2010-2011

Term 5:

Summer Term A: The refund schedule of the payment made April 26th, 2010 is as follows:

Withdrawal between April 26 th and April 27 th	100%
Withdrawal between April 28 th and April 29 th	75%
Withdrawal between April 30 th and May 4 th	50%
No refunds in summer term A after May 4 th , 2010	

Summer Term B: The refund schedule of the payment made June 14th, 2010 is as follows:

Withdrawal between June 14 th and June 15 th	100%
Withdrawal between June 16 th and June 17 th	75%
Withdrawal between June 18 th and June 22 nd	50%
No refunds in summer term B after June 22 nd , 2010	

Term 6:

The refund schedule of the payment made September 13th, 2010 is as follows:

Withdrawal between September 13 th and September 17 th	100%
Withdrawal between September 18 th and September 24 th	75%
Withdrawal between September 25 th and October 1 st	50%
No refunds after October 1 st , 2010	

Term 7:

The refund schedule of the payment made January 17th, 2011 is as follows:

Withdrawal between January 17 th and January 21 st	100%
Withdrawal between January 22 nd and January 28 th	75%
Withdrawal between January 29 th and February 4 th	50%
No refunds after February 4 th , 2011	

Term 8:

Summer Term A: The refund schedule of the payment made April 25th, 2011 is as follows:

Withdrawal between April 25 th and April 26 th	100%
Withdrawal between April 27 th and April 28 th	75%
Withdrawal between April 29 th and February 3 rd	50%
No refunds in summer term A after May 3 rd , 2011	

Summer Term B: The refund schedule of the payment made June 13th, 2011 is as follows:

Withdrawal between June 13 th and June 14 th	100%
Withdrawal between June 15 th and June 16 th	75%
Withdrawal between June 17 th and June 21 st	50%
No refunds in summer term B after June 21 st , 2011	

FINANCIAL RESPONSIBILITY FOR TUITION PAYMENTS

It is understood that each student is ultimately responsible for all tuition payments, regardless of any agreement made between the student and his/her employer. I affirm that I will be responsible for the tuition payment(s) for class(es) taken at the Crummer Graduate School and other related college charges, including all late fees and other costs and charges necessary for the collection of any amount not paid when due. I have read, understand, and will comply with the refund schedule and policies for the Crummer School. I understand that grades, transcripts and diplomas will not be released with a past due balance owed to Rollins College. Furthermore, I understand my account will be placed on hold and that future registration will be disallowed with a past due balance owed to Rollins College.

Print Name _____

Signature _____ Date _____

Payment Policy

The following policies and procedures are in effect for all Crummer Graduate School of Business students:

Billing

Students will receive a billing statement prior to the start of each term. During the term, monthly statements for accounts with balances will **ONLY** be available electronically via the QuikPAY™ Online Billing and Payment System. Students should retain this statement for tuition reimbursement purposes and submit it, along with a transcript (if required) to their employers at the end of each term. Program offices do not provide tuition statements.

Payments

All tuition payments can be made by check in person at the Bursar's office window in the Warren Administration Building between the hours of 8:30 a.m. and 5:00 p.m. Monday - Friday. Payment by check can also be made online via e-check or mailed to: Rollins College, P O Box 550748, Tampa, FL 33655-0748. Please be sure to put your R-number on the check.

Payment Method	Service Fee	Notes:
MasterCard	2.75%	Must be made on line at FoxLink.rollins.edu
E-check	0%	At FoxLink.rollins.edu under Student Services option
Cash*, Check, Money Order Only	0%	Accepted at Bursars office or by mail <i>*Please note: cash should never be sent through the mail and is only accepted in person at the Bursars office.</i>
Discover	2.75%	Must be made on line at FoxLink.rollins.edu
American Express	2.75%	Must be made on line at FoxLink.rollins.edu
VISA	N/A	Not Accepted

Online Billing and Payment Policy and User Guide

Rollins College is now offering on-line billing and payment via the Internet. **Pop-Up Blockers MUST be disabled** to access links below (QuickPAY™ site best viewed with Internet Explorer). Students may access the on-line system via FoxLink.

- Authorized Payers may access the site at www.rollins.edu/finance/bursar under the Online Billing and Payment System option.
- Student may access the online payment system via Foxlink
- Log-in to Foxlink and select 'Student Services' tab, next select 'academic/school services', next select 'administrative services', next select 'student/financial aid', next select 'student account information'. The menu options will now be in the upper left hand side of screen in a dark blue box. Pop-Up Blockers MUST be disabled.
- Select User Preferences to update e-mail addresses and notification preferences. A secondary e-mail address can be entered for notification when monthly statements are available. Under this option, you may also choose to receive an e-mail payment confirmation or an e-mail notification when an authorized payer makes a payment.
- Select Payment Profiles to enter credit card and banking information for electronic check payments. These profiles will be stored, so you do not have to enter the information each time you make a payment.
- Select Authorize Payers to create an account for parents, grandparents, or anyone who will be responsible for paying on your account. You will need to communicate user Login Name and Password to the individual in order for that person to access your account on-line through the Authorized Payer link. The link will be available at www.rollins.edu/finance/bursar under the Online Billing and Payment System option.
- Select View Accounts to review your monthly statement. You will be able to obtain this statement in printable format by clicking on the PDF option at the top left corner of the statement. You will also be able to view past statements via this option.
- Select Make Payment to submit an on-line payment to your account. You will be given the opportunity to enter any amount you wish to pay, once you select Pay next to Tuition and Fees. You do not have to make full payment at one time or pay the amount listed, if you have knowledge that you have other resources to cover your balance.
- Select Payment History to review payments made to your account via the on-line payment site.
- Select Contact Us in the top right hand corner or call 407-646-2252 if you have any questions or need assistance.
- Log off is located in the top right hand corner. Your FoxLink session will remain active while you are in the QuickPAY™ site and will reappear on your screen when you log off QuickPAY™.

Academic Policies

Continuous Matriculation

The MBA Programs are structured so that each class of students progresses through the program as a group. A student who must drop out of the program for any reason will be allowed to re-enter the program with a class that has completed the same course work. As long as a student remains with their same entrance class the agreed tuition cost will not change. Students rejoining the program after any absence will be assessed tuition at the current rate upon re-entry. Additionally, students re-entering the program after an absence are responsible for supplying their own laptop computer that has been approved by information technology. The degree candidate will be allowed **six (6) years** within which to complete the degree requirements. Failure to complete the degree in that time period will require a new program of study designating the requirements for the degree that exists at the time. Only when students have completed all required courses may they vary their schedule from that of their assigned class. When selecting elective courses, MBA students may choose any elective course offered in either the day or evening program.

Transfer Credits

A student may transfer up to six credit hours of course material to their Crummer School Program of Study. These hours must be graduate-level courses completed within the last six years from a school accredited by AACSB International, and the student must have earned a grade of "B" or higher. Approval from the Program Director must be obtained prior to enrolling in the course. Courses may not be taken at another school while enrolled at the Crummer School unless special permission is granted in advance. To submit an outside course for approval students must submit the following materials to the Professional MBA Program office before enrolling: a current course description and a current syllabus. After completing an approved course, an Outside Course Transfer form, accompanied by an official transcript showing the courses to be transferred must be submitted to the student records office.

Course Overloads

Professional MBA students may not seek to register for a course overload (more than two courses per term) until all required courses have been completed. Students seeking overload must have a minimum grade point average of 3.6 and approval from the Professional MBA Program office.

Scholastic Requirements

Degree candidates are required to complete all course requirements with a minimum grade point average of **2.85**. A student with a grade point average of at least 2.85 is considered in good standing. Any student whose average drops below 2.85 will be placed on probation. If the average drops below 2.5, the student is automatically dismissed. Students who complete at least six credits in a given term and who achieve at least a 3.6 grade point average are placed on the Dean's List for that term. Students who complete their MBA program with a cumulative grade point average of 3.85 or higher will receive the distinction of graduating with honors. Students who graduate in the top twenty percent of their class in terms of cumulative grade point average will be inducted into Beta Gamma Sigma (BGS), the leading national business honor society. BGS status is calculated at the end of the fall term preceding spring commencement; calculations at that time include students who have completed degree requirements 1(one) term prior to commencement, and those who will be finishing in the term directly following commencement.

Grades

Grades are reported as follows:

- A: indicates consistently excellent work
- B: indicates work of the quality normally expected of a graduate student
- C: indicates work that is below the quality expected in graduate study
- F: indicates work that is unacceptable in graduate study
- I: Incomplete indicates that the student and instructor have signed a written agreement that outstanding work will be completed and the grade changed to A, B, C or F **by the mid-term point of the following term**
- W: Withdrawal
- CR, NCR: credit or no credit may only be assigned for specifically designated courses.

Grades A, B, and C may be modified by a plus or minus as appropriate. The following quality points are assigned for each term's letter grade: A 4.00, A- 3.67, B+ 3.33, B 3.00, B- 2.67, C+ 2.33, C 2.00, C- 1.67, F 0.00.

Grade Appeal Process

The review process established to ensure a fair hearing in cases of grade disputes is as follows:

1. Students must meet with the instructor to determine whether an error has been made or the instructor wishes to reconsider the grade.
2. Students who still question their grades after consultation with the instructor should document their reasons for the grade dispute and submit documentation to their Program Director. All grade disputes are decided by a faculty committee who submit their decisions to the Dean. The Dean's Office will communicate the final decision to the student.

Failing Grade Policy

Should a student receive an F for a core course they must retake that same class until they achieve a passing grade. If the F is awarded in an elective course the student may retake the same class or choose another elective, based on course availability. In both cases the original F will remain on the transcript and be averaged into the student's overall GPA. In cases where the GPA fall below a 2.5 the student will automatically be dismissed from the program.

Concentrations

Concentrations are not required; however you may choose a single or dual concentration. To obtain a concentration 9 elective credits (3 courses) must be completed in the concentration area—however no more than 9 credits (3 courses) in any one area of concentration may be counted towards your degree. Elective credits are 600 level courses excluding MGT 612. Registration for electives takes place online and the dates will be announced via email. *It is the student's responsibility to complete registration within the allotted time frame.* Concentrations may be completed in ENTREPRENEURSHIP (ENT), FINANCE (FIN), INTERNATIONAL BUSINESS (INTL), MANAGEMENT (MGT), and MARKETING (MKT).

Single Concentration—9 elective credits in area of concentration, the remaining 9 elective credits must be done outside of the concentration.

Dual Concentration—18 elective credits in area of concentration (9 elective credits in each area), **one course must satisfy an INTL requirement.**

INTL Concentration—A maximum of two trips (a combination of INTL 604 or 606) is allowed per student. Students may participate in two global consulting projects (INTL 604); however, only one may be applied toward and INTL concentration. One classroom based course is required for every INTL concentration. Global consulting projects (practicum) are faculty led consulting projects that students must apply and be accepted to. Only two may be taken during the program of study for a total of 6 elective credits. Students may only use 3 credits of practicum credit toward a concentration. Some courses and consulting projects may be used toward different concentrations, these are posted online under PMBA, 'current students'.

Add/Drop and Withdrawals

A degree candidate is able to add or drop classes up until the first day of the class by filling out an Add/Drop Form. A course dropped within this time frame does not appear on the student's transcript. No course may be added once the class has met without the approval of the instructor. Students may withdraw from classes up until the mid-point of the term by filling out a Withdrawal Form. Students that withdraw from a course in this fashion will receive a grade of "W" on their transcript. While it is expected that students will extend the courtesy of informing the instructor and their team, this will not suffice as an official withdrawal. A Withdrawal Form must be submitted to the Crummer student records office. The refund policy with specific dates for withdrawal is stated each term on the course schedule. Students who withdraw after the mid-point of the term or stop attending class without notifying their program office will receive a "WF" for the course. This grade is equivalent to a failure and will be factored into the student's GPA. Students who do not attend a class they have been registered for will receive a failing grade at the end of the semester. Any students who do not appear on the class roster will be asked to leave the class by the professor.

Refund Policy

The exact dates for refund policies specific to PMBA students are published online and in each cohort's handbook. Refund amounts are determined by the time of withdrawal as described below**:

- Last day for 100% refund—By 5 p.m. on Friday of the first week of the term
- Last day for 75% refund—By 5 p.m. on Friday of the second week of the term
- Last day for 50% refund—By 5 p.m. on Friday of the third week of the term

Please note that the refund schedule above applies only to spring and fall term schedules. Because summer terms are split into part A and part B, please refer to the detailed policy on pages 7-8 of this handbook.

**This policy does not apply to refunds made in first term due to laptop computer costs and orientation expenses. Please refer to the refund policy on pages 7-8 regarding withdrawal during first term.

Graduation Requirements

It is the responsibility of each student to make certain that all course requirements for graduation listed on the Program of Study have been met. If there is any doubt, the Program Director should be consulted prior to registration for the next to the last term preceding expected graduation. Students must submit an Intent to Graduate Form to the registrar by the midpoint of their next to the last term—the Student Records office will communicate these deadlines via email. Degree candidates are required to complete all course requirements with a minimum grade point average of 2.85 or higher in order to graduate. **A student's academic record, including the transcript and diploma, will be withheld until the student account is paid in full.**

Program Change

Guidelines for changing programs:

- Please note that transfers may only occur between the EAMBA and PMBA Program
- Discuss and confirm with directors of **both** programs
- Meet admissions requirements of program wishing to be entered
- Complete elective requirements of original program (no reduction in elective requirements)
- Complete final two semesters in the same program
- Only one program transfer permitted

Print Name _____ Signature _____ Date _____

The Crummer Graduate School of Business reserves the right to alter the terms of the Student Handbook and Academic Policies without notice to students.

ACKNOWLEDGED
ONLINE

PMBA Policy on electives applied toward an International Concentration

To earn an INTL concentration three (3) courses consisting of nine (9) elective credits within the INTL curriculum must be taken; these 9-credit hours must fall within the approved policy described here.

A maximum of two total trips (various combinations of INTL 604 or 606) is allowed per student.

Students may participate in two Global Consulting Projects (INTL 604); however, this prevents the earning of an INTL concentration as only 3-credits of INTL 604 can be applied toward an INTL concentration.

Business in Emerging Markets (INTL 606) may NOT be repeated or taken twice.

INTL Electives and INTL Concentration

PMBA students who wish to earn an INTL concentration in the program should note that 6 of the required 9 elective hours must be taken from the following INTL courses:

- INTL 601 Int'l Management
- INTL 602 Int'l Marketing
- INTL 603 Int'l Finance
- INTL 606 Doing Business in Emerging Markets
- INTL 608 Managing Technology in a Global Environment
- INTL 609 Global Supply Chain Management

Below are three samples of INTL elective combinations that would be approved for a concentration, and two samples of what would not earn a concentration.

Would be **APPROVED** for INTL concentration

1. Sample approved INTL concentration for P's with one trip:

INTL 604 Global Consulting Project (trip)
 INTL 601, 602, 603, 608, 609 Various INTL electives - classroom only, no travel (TWO of these)

2. Sample approved INTL concentration for P's with two trips:

INTL606 Business in Emerging Markets (trip)
 INTL 604 Global Consulting Project (trip)
 INTL 601, 602, 603, 608, 609 Various INTL electives - classroom only, no travel (ONE of these)

3. Sample approved INTL concentration for P's with no travel:

INTL 601, 602, 603, 608, 609 Various INTL electives - class room only, no travel

Any combination of three of these would qualify for an INTL concentration

Would **NOT** be **APPROVED** for INTL Concentration

1. Sample of what's NOT allowed:

INTL 601, 602, 603, 608, 609 Various INTL electives - class room only, no travel (ONE of these)
 INTL 604 Global Consulting Project (trip)
 INTL 604 Global Consulting Project (trip)

2. Sample of what's NOT allowed for concentration*:

INTL 601, 602, 603, 606, 608, 609 Various INTL electives (One of these)
 INTL 604 Global Consulting Project (trip)
 INTL 604 Global Consulting Project (trip)

* An INTL concentration cannot be earned with three courses that are all trip based, one class must be entirely classroom based. All PMBA students are limited to two total international elective trips regardless of whether or not you are trying to earn an INTL concentration. Please note - students would be allowed to take this configuration of electives, it simply will not earn an INTL concentration. Concentrations are not required.

*Students are limited to a maximum of three (3) electives in any one academic area.

ROLLINS MBA

CRUMMER GRADUATE SCHOOL OF BUSINESS

PROGRAM OF STUDY for the Professional MBA Program PMBA 40 - Spring 2009

Name: _____ R-number: _____
 Previous College: _____ Major: _____

BUSINESS CONCEPTS (2 intensive courses = 5 credits)

- MBA 501 Management Analysis (3 credits), January 2009
- MBA 503 Legal, Ethical, and Social Issues of Business (2 credits), January 2011

REQUIRED CORE COURSES (9 three-credit courses = 27 credits)

- | | |
|---|--|
| ACCT 501 Financial Accounting | MGT 501 Organizational Behavior |
| ACCT 502 Managerial Accounting | MKT 501 Marketing Management |
| ECO 503 Economics for Managers | POM 503 Operations Management |
| FIN 501 Financial Management | QBA 501 Quantitative Business Analysis |
| INTL 501 Business in the Global Environment | |

ELECTIVES (6 three-credit courses = 18 credits)

A maximum of three courses (9 elective credits) in any one academic area is allowed. You are required to take at least one International (INTL course prefix) elective—travel is not required. A maximum of two electives which include travel is allowed. When applying elective credits toward an INTL concentration, only one global consulting project (INTL 604) may be applied—at least one of the three courses must be classroom based. Please refer to page 17 of your student handbook for details. Concentrations are offered in: Entrepreneurship, Finance, International Business, Management, and Marketing, however concentrations are not required.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

INTEGRATING COURSE (1 three-credit course = 3)

- MGT 612 Management Policy (Spring 2011)

Total Credits to Complete Degree = 53

CHANGES IN THIS PROGRAM ARE PERMITTED ONLY IF MADE BY PROGRAM DIRECTOR

Approved by _____ Program Terminates: January 19, 2015*

*Your enrollment or study, if not complete, will expire after 6 academic years.

Signature of Student _____ Date _____

ROLLINS MBA

CRUMMER GRADUATE SCHOOL OF BUSINESS

Crummer Student Records Information

WEBSITE

The student records website is located at http://www.crummer.rollins.edu/student_records/. Course schedules, registration procedures and forms are located on this page for your convenience. Current PMBA students should visit <http://www.crummer.rollins.edu/pmba/current.shtml> for information pertinent to their specific cohort.

EMAIL

It is the responsibility of students to regularly check their Rollins email account. All course schedules, registration dates, drop/add deadlines, refund and withdrawal dates, class cancellation, course schedule changes, etc., are sent by the Crummer Student Records Office to all currently registered Crummer students via their Rollins email account. **If your @rollins.edu email is not working it is the student's responsibility to contact the help desk at 407/646-2655 for assistance.** The office of student records and your program office cannot assist you with technology issues.

DEFERMENT FORMS/TUITION

Tuition payment or a new deferment form is required prior to the start of **each term**. New deferment forms must be submitted to the Crummer Student Records office prior to the start of **each term**. If tuition is not paid or a deferment form is not submitted, a \$75.00 late fee will be assessed each month. Students will receive an automated email confirming their deferment has been received and processed. *Although this email states a hold has been placed on your account, please note the description given - **Deferment Form on File**. This is just confirmation your deferment has been processed, no actual hold has been placed on your account.* Deferment forms are available on the student records web page.

REGISTRATION

Initial registration for continuing students for fall and spring terms is in June, and for summer it is in March. Specific dates will be forwarded to students via their Rollins email prior to the start of each registration period.

Course schedules and registration procedures are distributed to all students via their Rollins email account and will be posted on the Crummer Student Records web page.

PMBA's are automatically registered for all core classes, including the capstone course, MGT 612. In the fifth term students are required to **begin registering online for electives**. Online registration dates and instructions will be forwarded to students via their Rollins email account and will be available on the Crummer Student Records web page. Student's are responsible for checking their Rollins email and for registering online during the designated periods. Online registration **is not continuous**, please note all dates posted for each online registration and add/drop period. Holds on student accounts will prevent future registrations and will prevent access to FoxLink.

WAIT LISTS

Students placed on wait lists will be notified via Rollins email if space becomes available. Students will have until the following business day of the email being sent to respond with any course changes as a result of being registered for a wait listed class.

DROP/ADD

Drop/add dates will be forwarded to all currently enrolled students via their Rollins email account with course schedules. Holds on student accounts will prevent schedule changes and will prevent access to FoxLink.

Drop/add requests for core classes must be submitted to the student records office. Online drop/add periods are for **ELECTIVE COURSES ONLY** and must take place within the announced date parameters. Students are responsible to be aware of all drop/add, refund and withdrawal dates. The drop/add period will be extended **ONLY** if a student is accepted to a consulting project.

INTL 604 GLOBAL CONSULTING PROJECTS & MBA 611 DOMESTIC CONSULTING PROJECTS

Students are eligible to participate in consulting projects after all core classes have been successfully completed. Students must apply and be accepted to consulting projects and are responsible for all administrative and travel fees associated with global consulting projects. Information, application deadline, etc., for consulting projects is posted on Blackboard prior to the start of each fall and spring term. If you're unable to log-in to Blackboard please contact the help desk at 407/646-2655 for assistance. If you are able to access Blackboard but do not see the course you are looking for please contact that specific professor. The office of student records and your program office are not able to assist you with Blackboard technology. **Consulting projects are not available for online registration.** Students accepted and registered for consulting projects who find they are unable to participate are responsible to notify the supervising instructor and the Crummer student records office.

GRADES

Grades are available within two weeks after each term has ended and can be viewed in FoxLink. If you are not able to access FoxLink please contact the help desk at 407/646-2655 for assistance. The office of student records and your program office are not able to assist your with FoxLink technology issues. *Please note - GPA, hours earned, etc., will not be accurate until after all administrative processes are complete.* Term grade reports will be mailed to students who have a deferment form on file. Students who do not submit deferment forms but require a term grade report will need to request one from the student records office at the end of each term.

INCOMPLETE GRADES

Students are required to complete outstanding work and submit it to the professor for a grade by the midpoint of the following term. Incompletes that are not graded by the midpoint of the following term will be changed to an F.

TRANSCRIPTS

Official transcript requests must be made via a signed, written request and may be submitted to the student records office by mail, fax or walk-in. Transcript requests cannot be requested via email or telephone and will not be processed without a signature or if there is a hold on a student's account. Transcripts cannot be faxed. Please allow five business days for all requests to be processed. Transcript request forms can be found on the student records web page.

GRADUATION

Students must submit an Intent to Graduate Form prior to the start of the term in which they will complete their degree requirements. Deadlines for this will be communicated to students by the office of student records through your Rollins email.

ADVISING

The office of student records does not advise or audit programs of study. Please contact Carla Rackley at crackley@rollins.edu or via 407/646-2408 to arrange an advising appointment. You may access a copy of your program of study, information about concentrations and other documents helpful to current students at <http://www.crummer.rollins.edu/pmbs/current.shtml>.

ONLINE REGISTRATION INSTRUCTIONS

Please check online registration dates—registration and drop/add periods are not continuous.

Before students are given access to online registration, they are required to view and verify their address, phone number, and employer information. Students can update their information prior to and during online registration. Please report changes directly to the Crummer Student Records Office when the online process is closed.

Once the check in process is complete, an email confirmation will be sent to your Rollins account indicating your registration time period. **You will not be able to register until you complete this process.** If you have a question regarding your time period, please contact student records via email at rmateo@rollins.edu.

To verify your address and update if applicable:

1. Log onto FOXLINK
2. Enter FoxID (email ID) and Password
3. "CLICK HERE TO:" in the Administrative/School Services box
4. Administrative Services link
5. Student & Financial Aid link
6. Registration link
7. CRUMMER School of Business Registration Check In

To register for classes:

1. Log onto FOXLINK
2. Enter FoxID (email ID) and Password
3. Select "CLICK HERE TO:" in the Academic/School Services box (on left side of your screen)
4. Select the ADMINISTRATIVE SERVICES link
5. Select STUDENT & FINANCIAL AID
6. Select REGISTRATION (this will bring you to the Registration Main Menu)
7. Click on SELECT TERM and select the appropriate term from the drop down box then click on SUBMIT (this will bring you back to the Registration main menu)
8. Select STUDENT DETAIL SCHEDULE (this screen will show what you are currently registered for or tell you that you are not registered)
9. Select add or drop classes - *you will need to know the CRN (course reference number)*

Check the box/boxes in front of the CRN number of each class you want to register for and then select REGISTER

The next screen will show what you are registered for. If you want to add more classes, you can either go back to the previous screen or enter the CRN number in the spaces provided under Add Class, then select SUBMIT CHANGES.

Students are forewarned to review prerequisite requirements. You will be held accountable for this information.

You will be prohibited from registering for courses that are restricted by program.

WAIT LISTED

Should you receive a message that a course is closed, you may add your name to the wait list by clicking on the drop down box in the Action column and selecting "Wait Listed." The Crummer Student Records Office will **notify you via Rollins email** should a space become available in the course. **Please note that the wait-listed course will appear on all Web schedule viewing forms, however, you are not registered.** The schedule by day and time may be particularly confusing since wait listed courses are not identified as such on the form.

LOGGING OUT

Once registration is complete, be certain to click on the Logout icon located in the top left corner of the screen. **If you do not log out, anyone who uses the computer after you could view and/or access sensitive information in your records.**

VIEWING YOUR REGISTRATION

You may view and/or print a copy of your registration by using the 'Back' button to return to the Registration Menu and selecting the Student Detail Schedule. You may also access the Schedule by Day and Time. Please be advised, however, that this version may present some confusion since wait listed courses appear in the view; and courses offered on the same day and time, but in different parts of term will produce a registration conflict message. It is recommended that you use the Student Detail Schedule to confirm your registration.

SUBMISSION OF PAYMENT

Full tuition payment must be received in accordance with College policy. Crummer Graduate School of Business reserves the right to cancel unpaid registrations, however, students are held financially responsible for registrations they initiate. You should pay any balance due by the deadline in order to avoid the possibility of cancellation.

You may not register online for courses offered in other Rollins Programs.

Office of Student Records
1000 Holt Avenue - 2722 · Winter Park, FL 32789
rmateo@rollins.edu
Phone 407 646 2415 · Fax 407 646 2360

Academic Integrity Policy

The Crummer School expects that all faculty, staff, students, and alumni will strive to maintain the highest ethical standards. Leadership is a cornerstone of the Crummer experience and integrity is one of the foundations of leadership. Our philosophy is to practice a standard of integrity we know will help you succeed in your career and attain your life goals. Our policy is to incorporate integrity into a framework of learning. Students who do not adhere to our high standards can expect serious consequences; however, we will guide and counsel those students such that the incident(s) and consequence(s) constitute an opportunity to learn from one's mistakes.

As an academic community, we define a failure of integrity as failing to maintain the high standards of ethical behavior that we demand of all members of the Crummer School of Business community. This includes, but is not limited to, plagiarism (the use, in any form, of the work of another without attribution, and/or representing another's work as one's own), active complicity in such falsification, and violation of test policies (receiving help in any form during an examination from a prohibited source). Failure to report evidence of academic dishonesty is also a violation of Crummer's Academic Integrity Policy.

Cheating dishonors Crummer students, faculty, staff, graduates, and supporters worldwide. Allegations of a failure of academic integrity are treated as serious matters that are due prompt and thorough attention. Each faculty member has the right and the responsibility to administer grades in their courses; however, the faculty recognizes that academic dishonesty is so serious as to warrant separate attention. Therefore, this policy is designed to make your responsibilities clear and to describe the process by which the faculty deals with suspected violations of the policy.

If you have evidence of academic dishonesty you have an obligation to bring this evidence to the attention of the course instructor(s) where the violation(s) occurred. If the instructor is presented with evidence of a potential violation(s) from a student or by his or her own discovery, the faculty has prescribed the following steps be taken:

1. The instructor(s) of the course(s) where the suspected violation occurred will meet with the Director of the relevant MBA program. The Program Director will conduct any investigation considered necessary by the instructor and Director including, but not limited to, collecting physical evidence and interviewing witnesses. In all but the most unusually sensitive cases, the Program Director will discuss the allegations with the suspected student.
2. The Program Director will immediately alert the Academic Integrity Chairperson (a faculty member appointed by the Dean).
3. Upon the conclusion of the Director's investigation the Academic Integrity Chairperson, the Director and the instructor will meet to discuss the results of the investigation. The accused student has the right to appear before this panel and speak on their own behalf. The following three outcomes are possible:
 - a. They may agree the allegations are unfounded and no further action is necessary.
 - b. They may agree that the allegations are true and agree upon a suitable penalty.
 - c. They may disagree on whether the allegations are true or partly true or they may disagree on a suitable penalty.

If the three parties agree that no violation has occurred (3.a above), the student is so notified and no further action is taken. If the three parties agree that a violation has in all probability occurred (3.b above), the student in violation of the policy is notified and the Associate Dean writes a letter to the student that shall be placed in the student's file. This letter will contain the description of the allegations, the results of the investigation, the basis for the decision, the terms of the penalty and the student's further rights to appeal. The matter is then reported to the Crummer faculty at their next regularly scheduled faculty meeting.

4. If the three parties (the panel) do not agree (3.c above) or they agree that dismissal from the program is indicated, an Academic Integrity Committee is appointed by the Dean. This Committee consists of three faculty members - two who have not taught the accused student in class, plus the Academic Integrity Chairperson - and two currently enrolled MBA students representing different programs from the one in which the accused student is enrolled. These students must affirm that they do not have a personal relationship with the accused. This committee reviews the case and makes a determination as to facts and appropriate punishment, including dismissal, if warranted. The accused student has the right to appear before this panel and speak on their own behalf. If the Committee agrees that no violation has occurred (3.a above), the student is so notified and no further action is taken. If the Committee agrees that a violation has in all probability occurred (3.b above), the student who violated the policy is notified and a letter is inserted in the student's file. The letter will include the allegation(s), the results of the investigation, the basis for the decision, and the terms of the penalty. The matter is then reported to the Crummer faculty at their next regularly scheduled faculty meeting.
5. Students have the right to appeal an unfavorable decision. If the student disagrees with a decision reached by the instructor, Program Director, and Academic Integrity Chairperson, the student may appeal to an Academic Integrity Committee, formed by the Dean. If the student disagrees with the decision reached by the Academic Integrity Committee, the student may appeal to the Dean. The Dean's decision is final. Results of all appeals are reported to the Crummer faculty at their next regularly scheduled faculty meeting.

While it is difficult to prejudge violations of academic integrity and each case is considered on its own merits and punishments are designed to fit the severity of the violation, punishments generally can range from an F on the assignment in which the violation occurred, to special assignments (written and practical) in the area of ethics and integrity, to public apologies to classmates and faculty, to an F in the course, to dismissal from the program with or without the right to reapply.

In all cases the student's right to privacy is respected. Students who bring a charge under this policy to the attention of the instructor can expect to be notified when the case has reached a conclusion. However, they are not entitled to be informed of the findings or the penalty.

Turn It In.Com



Go to Turnitin.com using: www.turnitin.com

Create a user profile using the link in the upper right hand corner of the Turnitin.com home page. You will need to enter your Crummer e-mail address and some address information. After you create your Turnitin.com password you will then be asked to supply the course I.D. **2542616** and the password Crummer (please note a capital C). That's all there is to it. Explore the site and enjoy.

To submit a paper log in and select "View All Classes". Enter the class by selecting the PMBA 39 MBA 501 link. This should bring you to a page with a link "Check for Plagiarism" and a "submit" button. Select this link and you can submit your papers to be checked.

You may use this course I.D. and password for 1 year. After this time, if you wish to continue using turnitin.com, please contact one of your professors to request a new course I.D.

Request to Prevent Disclosure of Directory Information

Under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, students at Crummer have the right to withhold disclosure of directory information. Directory information is generally defined as personally identifiable information that the College is permitted to release unless otherwise directed by you in writing.

Directory information includes name, class, campus box and telephone numbers, e-mail address, hometown and state, major field of study, concentration, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards.

If you wish us to withhold release of this information, please sign this form and return it to the Crummer Graduate School of Business prior to the start of your first term. Once set, information withholding flags will remain on student records in perpetuity. Students may have this flag removed only by making a written request to the Crummer Office of Student Records.

PLEASE CONSIDER CAREFULLY

College policy is to withhold ALL information. We cannot withhold selective information. This means *we cannot admit any knowledge of your Rollins attendance*, preventing verification of your past or current attendance and/or your degree completion without a signed, written request from you. Please understand, the flag will also affect instructors' and staffs' ability to contact you via e-mail through Campus Only Access.

I request that the Crummer Graduate School of Business withhold from publication or other release, all personally identifiable information.

Student Name (print): _____ Rollins ID: _____

Student Signature: _____ Date: _____

If this form is not received by the Crummer Graduate School of Business prior to the start of your first term, it will be assumed that the above information may be disclosed. The school policy is to release dates of attendance, graduation date and concentration(s) only. Release of all other information requires written consent from the student.

INFORMATION UPDATE/VERIFY FORM

NOTE: If at any time your information changes, please remember to give us your new information so that we can keep our records updated. Also, fax numbers are very important for us to have as we communicate a lot of information via the fax machine. Change of address forms go to the office of student records. You can email updated contact information to Robin at rmateo@rollins.edu or locate and complete the change of address form at http://www.crummer.rollins.edu/student_records/.

Name _____

R-Number: _____

What MBA program are you currently enrolled in? _____

Home Address _____

Home Phone _____ Home E-mail Address _____

Cell Phone _____

Business Name: _____ Title: _____

Business Address _____

Business Phone _____ Business Fax # _____

Business Email Address _____

ACKNOWLEDGED
ONLINE

Class Directory:

Please check the box beside the information that you want to have included in the class directory.

- I.D. Photo
- Business Email
- Home Email
- Business Fax Number
- Business Name
- Business Phone
- Home Phone
- Cell Phone
- Title
- Business Address
- Home Address
- Campus Email

In case of emergency contact: _____ Relationship to student: _____

Address of contact: _____

City: _____ State: _____ Zip _____

Telephone numbers for contact

Home: _____ Work: _____ Other: _____

E-mail Policy

Upon enrollment in the MBA Program at Crummer, one of the first things to be accomplished is the creation of your Rollins e-mail. During the Computer Distribution session of orientation, Information Technology staff will assist you with the set-up of your email account.

E-mail is the method we use exclusively to communicate with you; therefore it is absolutely essential that you read your Rollins e-mail on a daily basis. Failure to do so could cause you to miss crucial information. Students have access to the Rollins e-mail system both on and off-campus. This is a vital part of your ability to communicate with classmates, team members, faculty, and the administration. **IT IS YOUR RESPONSIBILITY** to make sure you read your Rollins e-mail daily.

Statement of Responsibility

Users agree not to use the Rollins site for sale, trade or other commercial purposes. Communications should be courteous and professional; all campus policies that apply to written communications also apply to e-mail. Users also may not post or transmit information or materials that would violate rights of any third party or which contains a virus or other harmful components. At Rollins, any distribution of or participation in Internet chain letters, unsolicited mass emailing (spamming), or transmission of e-mail hoaxes of any kind is prohibited. Furthermore, all members of the Rollins community are encouraged to apply to the Internet/E-mail the same code of conduct found in our Student Handbook and other College documents. Rollins College reserves the right to cancel or suspend e-mail privileges from users who violate these policies.

In addition, the Crummer Graduate School of Business provides its users with electronic communication services as required for the performance and fulfillment of academic responsibilities. These services are for the purpose of increasing knowledge and not for inappropriate activities. Personal use of the College's electronic communication services is permitted provided that such use is consistent with professional conduct. Violations of Internet and e-mail use include, but are not limited to, accessing, downloading, uploading, saving, or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent, or defamatory language. Violations of this policy will be investigated on a case-by-case basis and inappropriate acts could result in suspension or dismissal from the program.

I have read the above e-mail policy and understand that it is my responsibility to check and read my @rollins.edu e-mail on a daily basis. I will be professional in all my e-mail correspondences. Additionally, Crummer Graduate School is not held responsible for losses or penalties I may suffer in the event of a missed schedule change, registration deadline, etc., due to failure to check and read my Rollins e-mail.

Print Name _____

Signature _____ Date _____

ACKNOWLEDGED
ONLINE

Team Assignments

An essential part of your experience in the Professional MBA Program is your assignment to a study team. In the PMBA program you are assigned to a team with 4 or 5 classmates and you will remain with this team throughout your first 4 ½ terms of study during the core courses. Team assignments for elective courses will be handled by individual professors.

Assigning teams is one of the most important tasks our office undertakes. Every effort is made to assign students to a team on which they can achieve the utmost success by committing to the good of the whole. Students' backgrounds, level of skills, professional experience, undergraduate majors and geographic location are all taken into consideration. MBA 501 is designed to kick off the program with exercises specifically selected to strengthen new relationships and responsibilities. The Professional MBA office and your PMBA cohort will require you to take your team assignment & responsibilities seriously.

Teams are also a real world experience. As in our everyday professional lives, each of us must deal with diverse personality types and difficult situations. The Crummer Graduate School expects that students bring these same skills and efforts to their academic teams. In the professional realm it is not always feasible to choose with whom you will work and do business. The same is true of your team assignment in this program.

The Professional MBA program office is always available to assist if teams encounter serious conflict but we should not be your first resource. You will be provided with a number of tools and resources during MBA 501 and detailed instructions on how to maintain the courage, discipline and emotional energy required to become and remain a successful team.

PMBA students are required to acknowledge the following:

- I understand that communication is critical within a team and I agree to maintain contact information for each member of my team and keep them apprised of any changes in my schedule or inabilities to perform my assigned role.
- I agree to uphold my fair share of the workload, to take on leadership roles at various times during the program, and to willingly contribute to content matter that may not necessarily be my area of expertise.
- I agree to abide by my team contract and to abide by the policies outlined above.
- Team assignments are made at the discretion of the PMBA office.

We firmly believe that the enrichment received through a diverse student body and the opportunity to interact with different skills created by the team experience is one of the most valuable aspects of the Rollins MBA program. To succeed, each student must maintain a positive & nurturing attitude, embrace opportunity, and take full advantage of the knowledge base of your teammates.

Alice Argeros :  01/09/09

Director, Professional MBA Program

Print Name _____

Signature _____ Date _____

ACKNOWLEDGED
ONLINE

PMBA Team Membership Policy

It is the Crummer School's policy that students maintain a learning environment that encourages mutual respect and promotes civil and professional relationships. We firmly believe that the enrichment received through a diverse student body, and the opportunity to interact with different skills created by the team experience, are among the most valuable aspects of the Rollins MBA Program. Students are expected to take responsibility and accountability appropriately, as well as demonstrate reliability and consideration with members of their team.

To proactively support the School's team-based learning environment, we are committed to providing the following three sessions designed for building high-performance teams:

Session 1 - **MBA 501, Management Analysis** laying the groundwork - team building exercises, behavioral assessments, case readings & writings of Patrick Lencioni, team contracts, tools for moving forward

Session 2 - **MGT 501, Organizational Behavior** conflict resolution & negotiation; giving & receiving feedback techniques re-visited

Session 3 - **Team Meetings with Program Staff** update on strengths & challenges of each team; emphasize communication; share best practices; revisit/revise contracts

The Crummer School expects adherence to uphold the high standards stated above. Students who fail to comply with the standards set forth for the purposes of creating and maintaining high-performance teams will be subject to a review by the Team Grievance Panel & possible dismissal.

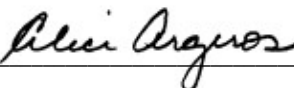
When a difficult situation presents itself teams should take the following steps in a timely manner.

1. Work within the team for resolution. If the desired outcome is not reached, the team should meet to review the Lencioni model and identify the dysfunction.
2. Review and discuss DiSC behavioral assessments
3. Revisit & revise team contract as necessary. Turn a new copy into the program office.
4. If you are unable to resolve the issue, contact the program director.

When program office assistance is required the following steps will take place.

1. A meeting with the entire team will be called and, in an open forum, the issues will be candidly defined & discussed. The director & the assistant director will participate in this "Keep, Stop, Start" discussion. All discussions will be carefully documented.
2. Failure to reach a resolution or compromise will result in the need to remove a student from his or her team..
3. The responsibility to find another team then becomes this student's responsibility
4. The inability to find another team to accept this student will result in his or her dismissal from the program.

Note: We will deviate from the above sequence contingent upon each situation. Each team issue is evaluated on a case-by-case basis.

Alice Argeros :  01/09/09

Director, Professional MBA Program

Print Name _____

Signature _____ Date _____

ACKNOWLEDGED
ONLINE

Dress Code Policy

Casual Dress

Minimum required for classroom and campus attendance

Men	Women
Khaki pants or jeans (no holes, frayed edges)	Appropriate length dresses and skirts, khaki pants or jeans (no holes or frayed edges)
Khaki shorts or casual style shorts (no gym shorts)	Appropriate length khaki shorts or casual style shorts (no gym shorts)
Polo, or casual shirt (no cut-offs or midriffs)	Casual shirts (no cut-offs, midriffs or strapless styles)
Casual Shoes (no flip flops)	Casual shoes (no flip flops)
No hats allowed inside the classroom	No hats allowed inside classrooms

Business Casual Dress

Required for Orientation (unless specified by Program Director), Guest speakers in class, the Dean’s Lunches, and strongly suggested for classroom attendance

Men	Women
Khaki pants or casual style pant (no jeans or shorts)	Khaki pants, casual style pants, appropriate length skirts or dresses (no jeans or shorts)
Dress or collared shirt (jacket or blazer is optional and a tie is not required)	Blouses and button-up shirts (jacket or blazer is optional)
Dress shoes and socks	Dress shoes

Professional Dress

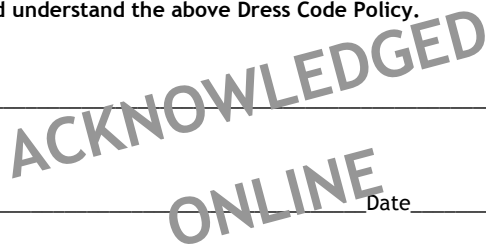
Required for all class presentations, Alumni networking events, Career Management events and interviews, and the Dean’s Leadership Lecture Series

Men	Women
Jacket and dress pants in dark colors (black, navy, or charcoal gray)	Skirt or pant suit in dark colors (black, navy or charcoal gray)
Dress shirt preferably in white or blue	Dress shirt or shell
Conservative tie (basic colors and patterns)	Stockings
Dress shoes with high-fitting dark socks	Sensible heel pumps
Simple and essential-only jewelry allowed	Simple and essential-only jewelry
Light cologne or aftershave allowed	Light perfume

I have read and understand the above Dress Code Policy.

Print Name _____

Signature _____ Date _____



Code of Student Rights and Responsibilities

PREAMBLE

Rollins College and the Crummer Graduate School of Business are educational environments dedicated to fostering intellectual achievement, personal development, and social responsibility. The judicial system is an integral part of our educational process. While a college education is primarily academic and intellectual in nature, it also includes the development of values, which translate into responsible behavior. To maintain standards which contribute to the intellectual and moral development of students and which ensure the welfare of the College community, the Crummer Graduate School establishes this Code of Student Rights and Responsibilities.

A. GENERAL POLICIES

A1. ASSEMBLY, INQUIRY, AND EXPRESSION

Students are free to examine and discuss all questions of interest to them and to express their opinions publicly and privately. Students are free to support causes in an orderly manner, including organized protests that do not disturb the normal and essential functions of the School. However, Rollins College is steadfast in its intolerance for hateful behavior that is directed at an individual(s) with the motivation of causing harm. These policies are designed to ensure that every student is given the opportunity and freedom to learn. Nothing in this document should be construed to prohibit the orderly expression of ideas in speech or in writing.

The student press is to be free. The editors and managers shall not be arbitrarily prohibited from establishing and expressing editorial views because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. Similar freedom is assured to the Rollins-operated radio station, WPRK. This freedom entails a corollary obligation under the canon of responsible and applicable regulations of the Federal Communications Commission. All student communication shall explicitly state in the publication or broadcast that the opinions expressed are not necessarily those of the institution or its student body.

A2. CAMPUS ORGANIZATIONS

Students are encouraged to organize and join associations that promote their common interests. A group shall become an organization when registered by the institution through the office of the Associate Dean. Institutional registration of an organization does not indicate endorsement of the aims, objectives, or policies of that organization.

A3. CRIME AWARENESS AND SECURITY

The following policies are articulated in compliance with the Crime Awareness and Campus Security Act of 1990: Public Law 101-542.

a. Reporting of criminal actions or other emergencies occurring on campus

Members of the Crummer community are encouraged to be alert to suspicious or criminal activity and to accurately and promptly report the criminal actions and other emergencies that occur on the Winter Park campus. Courtesy phones are located throughout the Rollins College campus for the safety and convenience of students, faculty, staff, and visitors.

Reported criminal actions and other emergencies will be investigated by Campus Safety. A Campus Safety officer can be reached 24 hours a day, 7 days a week at (407)646-2999. When incidents occur, Campus Safety will evaluate possible contributing causes within the institution's control and make recommendations to the School regarding appropriate action. The School and the Winter Park police department will be systematically informed about criminal incidents occurring on or about the campus. The relevant campus community will be advised when a pattern of events suggests that a special security risk exists.

b. Enforcement authority of campus officers

Campus Safety officers are vested with the authority to enforce College policies and to patrol and safeguard the Winter Park campus. Rollins Campus Safety officers do not have arrest powers. Campus Safety maintains a strong cooperative relationship and continuous communication with the Winter Park police and seeks assistance for security emergencies from the police department.

c. Access to campus facilities

Access to Rollins College and Crummer School facilities is limited to their students, faculty, staff, and authorized visitors. Classroom and administrative buildings are normally open on weekdays during daytime hours. Crummer School facilities are open at varying hours. Campus Safety officers routinely patrol all campus facilities to check for unsafe conditions.

d. Crime prevention programs

The office of Campus Safety offers a crime prevention series which periodically addresses issues such as fire safety, theft prevention, personal Penalties or sanctions will be imposed by the School in accordance with procedural safeguards applicable to disciplinary actions against safety, sexual assault prevention, and motor vehicle safety. Campus Safety additionally offers a property identification program to help prevent theft and vandalism of student-owned property. Crimes and campus incidents are reported to the college community on a monthly basis through the Sandspur newspaper.

A4. DISABILITY POLICY

The Crummer School is committed to equal access and does not discriminate unlawfully against persons with disabilities in its policies, procedures, programs or employment processes. The School recognizes its obligations under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide an environment that does not discriminate against persons with disabilities.

A disability is defined as: physical or mental impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. Individuals with a history of such an impairment or who are regarded as having such an impairment are covered under these procedures.

If students believe that they require an accommodation, they must provide the following information:

They must identify themselves as persons with a disability, and

They must identify the nature of the accommodations desired, and

They must provide adequate medical or other appropriate documentation of the disabilities and the desired accommodations. Such documentation must be no more than 3 years old.

A5. DISCRIMINATION AND HARASSMENT

The Crummer School values a community atmosphere that is free of all forms of discrimination and harassment, and will endeavor to prevent discrimination based on race, color, religion, gender, sexual orientation, national origin, age, handicap, or military service. The School prohibits conduct which prevents free academic interaction and opportunities, or which creates an intimidating, hostile, or offensive study or work environment. Any grievance may be filed with the office of the Associate Dean.

A6. DRUG FREE SCHOOLS AND COMMUNITIES ACT

The following policies and information are articulated in compliance with the Drug Free School and Communities Act of 1989.

a. Philosophy

Rollins College and the Crummer School were founded for the purpose of preparing students for a "virtuous and useful life. Pursuit of this kind of excellence requires that we effect a meaningful intellectual, scholarly, and personal enhancement of our students. While this enhancement begins with the dissemination of knowledge, it must reach a higher context of what it means to be a full person."

The illegal and/or abusive use of drugs or alcohol by any member of the academic community adversely affects the educational environment. Rollins and the Crummer School are therefore committed to having a campus that is free of illegal drug use and drug and alcohol abuse. Illegal and/or abusive use of drugs by members of the college community adversely affects the quality of campus life and the mission of the School and is therefore prohibited.

Anyone who illegally uses drugs or abuses any drug, including alcohol, will be subject to prosecution by civil authorities and disciplinary action by the School. The School's interest in disciplinary sanctions is not punitive, but is rather aimed at establishing clear limits of conduct for members of the campus community. All information provided by people who voluntarily avail themselves of drug and alcohol counseling or rehabilitation service will be confidential.

b. Educational efforts to prevent drug abuse

In keeping with the educational mission of the institution, educational programs shall be directed to all members of the academic community. This will include information about the incompatibility of the use or sale of illegal drugs with the School's goals and mission, the health hazards associated with illegal drug use, and the legal consequences of involvement with illegal drugs.

c. Counseling and rehabilitation services to prevent drug abuse

Those students, faculty, or staff who seek assistance with a drug related problem shall be provided with information about drug counseling and rehabilitation services at Rollins College or in the Central Florida community.

d. Disciplinary actions to prevent drug abuse

All Rollins College employees and students are responsible, as citizens, for knowing about and complying with the provisions of the laws of the state of Florida FSS 893 which make it a crime to possess, sell, deliver, or manufacture controlled substances. Any member of the College community who violates that law is subject to prosecution by civil authorities and disciplinary actions by the School. This is not "double jeopardy."

Penalties or sanctions will be imposed by the School in accordance with procedural safeguards applicable to disciplinary actions against employees and students. When a student, faculty, administrator, or staff member has been charged by the School with a violation of policies concerning illegal drugs, he/she may be suspended from classes or employment before regular disciplinary proceedings, if it is determined that such action is necessary for protecting the health, safety, or welfare of the School or any member of the academic community. If such a suspension is imposed, it must be reviewed as promptly as possible.

e. Responsibilities under this policy

The dean has overall responsibility for implementing this policy. The associate dean is responsible for ensuring that the policy is uniformly administered and all programs and actions are executed.

A7. HANDBILLS AND NOTICES

Posting of handbills, notices, and signs on College property is a privilege and not a right. Members of the College community may post personal notices in designated areas without permission of the College. All student organizations, businesses, and vendors must receive permission from the director of student activities and leadership programs in order to post on the Rollins campus. Posting is restricted to certain designated bulletin boards, including those in the Student Center, the campus Post Office, and outside the dining hall. Any other areas are off limits unless otherwise noted by the Associate Dean. Within the Crummer building, Crummer students are free to use the bulletin boards in the stairwells, halls, and student lounge. To post anything larger, students must receive permission from the Dean.

A8. MEDICAL TRANSPORTATION

Students, Faculty and staff experiencing emergency medical situations should contact 911. Students with acute, non-emergency medical conditions

which require evening or weekend medical care should contact a taxi service. Student are responsible for all costs incurred. The closest clinic is:

Centra Care Walk-In Clinic

2540 Lee Road, Winter Park

407-629-9281

Hours of operation:

Monday-Friday: 7am-11pm

Saturday/Sunday: 8am-5pm

A9. SOLICITATION

The School prohibits solicitation, sales, or door-to-door canvassing by students or non-students on School and College property except with the permission of the Associate Dean. No concessions for profit will be operated on School property without the written permission of the Associate Dean in conjunction with the director of business services.

A10. STUDENT DISCRIMINATION GRIEVANCE PROCEDURE

A discrimination grievance is a complaint or report of an injury, injustice or wrong in which the grounds for complaint are based on race, color, religion, gender, national origin, age, disability, marital status, veteran status or sexual orientation.

Rollins College is committed to creating and maintaining a community in which students, faculty, and administrative and academic staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. Specifically, every member of the College community should be aware that Rollins is strongly opposed to discrimination, sexual harassment and inappropriate behavior of any kind, and that such behavior is prohibited both by law and by College policy. It is the intention of the College to take whatever action may be necessary to prevent, correct, and, if necessary, discipline for behavior, which violates this policy.

Eligibility and Time for Filing

All students may use this procedure for discrimination related grievances, except those involving grade appeals. Faculty and Staff must use the procedures outlined in the appropriate handbook. Grievances should be reported immediately upon occurrence of the events leading to the complaint, injury or wrong, and in any event must be reported within 180 days of such event unless the College determines that good cause for an extension has been established.

Overview

Many complaints can be resolved through open discussion between the parties involved. Individuals are encouraged to engage in direct consultation with each other so the problem can be solved through conciliation, if possible. An individual is in no way required to directly approach an offender, and may initiate the grievance procedure by reporting to the appropriate Dean. The Assistant VP Human Resources and Risk Management (or its designee) will act as resource for the Dean and may take part in the investigation of the complaint. The Assistant VP is also available for questions and information about discrimination and harassment. When a student believes the Dean is involved in the alleged discrimination, the student must report the actions to the Provost. In the event a grievance is filed with the Provost, then the Provost or the Provost's designee will take the role of the Dean described herein. If a student seeks the advice of the Dean on a matter of sexual harassment, sexually inappropriate behavior or any kind of discriminatory behavior, the Dean must report this behavior to the Provost. Every effort will be made to insure the confidentiality of the complainant. No student shall be disciplined for filing a good faith grievance or report of discrimination or inappropriate behavior.

Any student who believes that (s) he is the victim of discrimination or inappropriate behavior may elect to follow the procedures detailed below. If a student files a complaint under a procedure other than the Discrimination Grievance Procedure, (s) he cannot elect to have the same complaint heard under the Discrimination Grievance Procedure. However, if a student believes (s) he has been discriminated against on the basis of race, gender, color, religion, national origin, disability, age, military service, marital status, or sexual orientation during the process of a complaint other than under the Discrimination Grievance Procedure, (s) he may file a complaint under the Discrimination Grievance Procedure.

If a student exercises his/her rights to file a complaint with a government agency or files a court action, the College reserves the right to terminate the grievance process. In the event that a student has already commenced his/her grievance procedure at the time the student files a complaint with any governmental agency including a state or federal court, the student shall notify the appropriate Dean of that fact. If the College chooses to terminate the grievance process, the Dean will notify all parties involved. Files on the grievance procedure maintained by the appropriate Dean will only be released to others with the written permission of the appropriate Provost.

Reprisals

Any retaliatory action of any kind taken by a member of the College community against the complainant or any other person as a result of efforts to secure redress under this procedure, or to cooperate in any inquiry, or to participate in any activity governed by this procedure, is prohibited and shall be regarded as a separate and distinct violation of College policy.

No student shall be disciplined for filing a good faith grievance or report of discrimination or inappropriate behavior. It is a violation of this policy for anyone to knowingly make false accusations of discrimination or sexual harassment. Failure to prove a claim of discrimination or sexual harassment is not necessarily equivalent to a false allegation. Sanctions may be imposed for making false accusations of discrimination or sexual harassment.

Confidentiality

The College cannot make an absolute guarantee that information that is provided regarding possible discrimination sexual harassment will remain confidential. To the extent permitted by law, the confidentiality of each party involved in a discrimination or sexual harassment investigation, complaint, or charge will be observed, provided it does not interfere with the College's ability to investigate the allegations or take corrective action.

Burden of Proof

In all cases, the burden of proof rests with the complaining party. The appropriate Dean will be available to assist in fact finding but in no way will be responsible for proving the complainant's charge.

Mediation

Students may elect to utilize the Mediation Program. This program is designed to help resolve disputes in a more informal way than through the grievance process. It facilitates solutions without having to file a formal grievance. A mediation does not impose any solution but helps parties reach a mutually agreed upon solution.

Mediation is a non-adversarial process that does not guarantee a resolution but is a good way to discuss disputes. Participation in a mediation process does not mean that an individual gives up any rights to file a grievance or any other formal procedure. Further, both parties must agree to mediate a dispute. No one can be forced into mediation. Mediation is not a process that imposes punishment, determines facts or decides who is right or wrong. Mediation is a process whereby miscommunication can be cleared up, individuals agree on solutions and people are empowered to make changes.

If Mediation between the parties is (a) not appropriate or (b) not possible, or (c) does not lead to resolution, the appropriate Dean shall proceed to investigate the report or complaint. Mediation does not preclude the College from conducting an investigation of a complaint or taking such disciplinary action as it determines is appropriate or necessary.

Grievance Investigation

Both Complainant and Respondent shall have the option of assistance by an Individual of their choice from the College faculty, staff or student body during all portions of the Grievance procedure, provided that the chosen faculty, staff or student is willing to participate in the process. Third parties shall not be allowed to participate except where otherwise explicitly permitted by this policy.

When a grievance is filed (verbally or in writing) the appropriate Dean will notify the person named in the complaint ("Respondent") and provide the Respondent with the information regarding the complaint. The Respondent may submit to the appropriate Dean a written response to the complaint within five (5) working days.

As soon as is practical, the appropriate Dean, or an individual(s) appointed by the Dean, will initiate an investigation of the complaint and where possible, attempt to reach conciliation between the parties. During this period, the Dean will have access to all information pertinent to the case, may meet with any individual with information related to the case, and will inform the Provost. Upon the conclusion of the investigation, assuming all reasonable efforts to conciliate have been exhausted, the appropriate Dean will present a report to the Provost. The appropriate Dean shall make a recommendation for resolution to the Provost who will strive to make a final determination within thirty (30) working days. All the time limits here may be extended at the discretion of the appropriate Dean.

Appeals

If the Provost's determination is not acceptable to either the Complainant or Respondent, the decision may be appealed within ten (10) working days to the Provost. The Provost will then convene a grievance committee.

The grievance committee shall be formed as follows. The Provost, with the assistance of the appropriate Dean will select a list of 10 faculty, staff or student members. A list of these 10 individuals will be provided to the Complainant and Respondent. The grievance committee shall consist of one individual chosen by the Complainant, one individual chosen by the Respondent, and a third chosen by mutual agreement of the two parties. If mutual agreement is not reached, the Provost will select the third member of the grievance committee. The grievance committee shall review the complaint, any response, any report of the appropriate Dean or his/her agent, any documents provided by Complainant or Respondent, and all other documents it deems appropriate. The grievance committee shall also have the option, but not the obligation, to schedule a hearing and take testimony from the parties and other witnesses. Upon conclusion of its review and/or investigation, the hearing committee will deliberate and shall make a written report, including its conclusions and recommendations to the Provost. The Provost shall then have the option of amending his/her determination based on the recommendations of the grievance committee. The Provost's determination shall then be final.

A11. STUDENT RECORDS

The Crummer School believes in the protection of confidentiality of student records and the preservation of a student's right to inspect the contents of his or her educational records. Educational records consist of the records in the program office, bursar, registrar, and student financial planning. Crummer has the right to release "directory information" as defined by the Family Educational Rights and Privacy Act as a matter of

course.

Directory information consists of name, class, address (campus and home), parents' names and addresses, telephone listing, date and place of birth, major field of study, participation in officially recognized sports, weight and height of members of the athletic teams, dates of attendance, degrees, awards, honors achieved, the most recent previous educational institution attended by the student, and individually identifiable photographs of the student solicited by or maintained directly by Crummer as part of the educational record.

Students may ask in writing to withhold any or all such directory information annually. The Crummer School will make the educational record available to parents or guardians when the student is claimed as a dependent with the Internal Revenue Service. This policy is subject always to the provisions of the Family Educational Rights and Privacy Act of 1974, as amended.

A12. USE OF ROLLINS OR CRUMMER NAME OR SYMBOLS

No individual, group, or organization may use the Rollins College or Crummer School name, seal, symbol, logos, slogans, or songs without the written authorization of the Associate Dean except to identify institutional affiliation.

B. POLICIES REGARDING STUDENT CONDUCT

As responsible members of the Crummer community, students are expected to maintain the School's highest ideals of academic and social conduct and are responsible for knowing and abiding by the Code of Students' Rights and Responsibilities and to report violations of the Code. Although the School is not responsible or liable for student off campus events or behavior, it does reserve the right, in the interest of protecting students from harm, to take action in response to behavior off campus which violates School expectations and policies and when the School's interests as an academic community are clearly involved. Students participating in Crummer or Crummer-affiliated study abroad programs for School credit are governed by the Code. The Dean or designate of Crummer is responsible for assigning student discipline in the event of violation of the policies.

B1. ABUSE (PHYSICAL, MENTAL, OR VERBAL)

Physical, mental, or verbal abuse of any person is prohibited. No student shall cause harm to another or aid in the commission of an act which causes physical or emotional harm to others or which intimidates, degrades, demeans, threatens, or otherwise interferes with another person's rights or comfort.

B2. ALCOHOL

a. Members of the Crummer community who chose to drink alcohol will be held fully responsible for their behavior while under the influence of alcohol. Loss of control due to intoxication in no way excuses or justifies violation of state law, School regulations, or the rights of others.

b. Any violation of Florida State laws regarding alcohol will be considered grounds for School disciplinary action. This includes:

(1). Possession of alcoholic beverages if under age 21 (2). Selling, giving, or serving alcoholic beverages or permitting alcohol to be served to persons under age 21 (3). Misrepresenting or misstating one's age or using altered identification for the purpose of procuring alcoholic beverages (4). Consuming or possessing open containers of alcoholic beverages, including secondary containers, while in municipal parks, playgrounds, on sidewalks, or streets, or being found in the state of intoxication on a street or public place while within the city limits. The open container law applies on/off campus (5). Driving with a blood alcohol level of 0.08% or more.

B3. DAMAGE TO PROPERTY

Damage and vandalism to property of others or College property is prohibited.

B4. DISRUPTIVE BEHAVIOR

Any behavior that infringes on the rights, privileges, or property of others, or which impedes the safety of community members or educational process, is prohibited. This includes, but is not limited to: disruption or obstruction of teachings, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-College activities, when the act occurs on College premises.

B5. DRUGS AND DRUG PARAPHERNALIA

The School expects all members of the community to comply with the state and federal laws pertaining to drugs. The sale, purchase, manufacture, possession, distribution, and use of controlled substances and of drug paraphernalia is prohibited. This does not apply to the possession and use of controlled substances as part of the care and treatment of a disease or injury. Crummer accepts Florida statutory definitions of drugs and drug paraphernalia.

B6. FACILITY USE

Crummer and Rollins facilities are to be used only during posted hours of operation or by permission of the department or administrator responsible for the facility. Use of administration offices, faculty offices, non-common areas and school equipment or resources without permission is strictly prohibited.

B7. FALSIFICATION

Falsification of any School records, including but not limited to admission, registration, financial aid, student disciplinary, academic, health records, and parking decals is prohibited. Deliberately providing false information to any campus authority, including faculty, staff, administration, and Campus Safety, is also prohibited.

B8. FIRE SAFETY

Students are expected to act with due regard for the health and safety of others. Violations of this standard would include, but are not limited to, such behaviors as: failing to evacuate a building or to cooperate with authorities during a fire alarm or drill; deliberate or negligent activation of a false alarm; tampering with fire safety equipment; creating a safety hazard; or starting a fire or causing an explosion. Students will be held financially liable for damage caused, any fines imposed by the responding emergency squads, applicable expenses (clean up, recharging a fire extinguisher, etc.) and will be subject to disciplinary action.

B9. FIREWORKS, EXPLOSIVES, WEAPONS AND OTHER DANGEROUS ITEMS

The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any other substance or device designed to harm or incapacitate is prohibited on campus. "Weapons" are defined as revolvers, pistols, BB guns, pellet guns, stun guns, chemical weapons, knives, slingshots, bows and arrows, and martial art weapons. Toy weapons that look like real weapons are similarly prohibited on campus. Students who bring weapons to campus must register and store them with the office of Campus Safety.

B10. HATE MOTIVATED VIOLATIONS

The School defines hate motivated offenses as conduct (harassment or physical acts) directed at an individual(s) on the basis of age, race, ethnicity, gender, sexual orientation, religion, or disability with intention to intimidate or injure an individual(s) physically, mentally, or emotionally. Hate motivated offenses compromise the integrity of the Rollins College community and may constitute violations of the B1. Abuse (Physical, Mental, or Verbal) and/or the A4. Discrimination and Harassment provisions of the Code of Students' Rights and Responsibilities. Any grievance may be filed with the office of the associate dean.

B11. IDENTIFICATION CARDS

An identification card is issued to each student and shall be carried at all times while on campus. The card can be used for checking books out of the library, purchasing food in the dining halls, admission to athletic contests, and making purchases at the campus Bookstore. Lending this card for any purpose to anyone, failing to present it when requested by a School official, or falsifying the identification card is prohibited.

B12. LAWS (FEDERAL, STATE, AND LOCAL)

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws may establish cause for legal and/or disciplinary action by the School.

The campus is not a sanctuary from law enforcement agents. Law enforcement agents have jurisdiction on campus and, when possessing proper documents, may legally make arrests or search any room or building without prior notice to School officials. Moreover, the School cannot intervene to protect an accused person from the consequences of their arrest or conviction, on or off campus.

B13. MOTOR VEHICLES

Students are expected to register motor vehicles with the Campus Safety Office and to operate motor vehicles in accordance with Rollins Parking and Traffic Regulations and city and state laws. Copies of Rollins Parking and Traffic Regulations are available through the Campus Safety Office.

B14. SEXUAL MISCONDUCT *See Addendum

The following is considered to be sexual misconduct and is prohibited by the Crummer School, whether or not it constitutes a violation of law. (Note: this list is not intended to be exhaustive of prohibited sexual activities.)

- a. Sexual Harassment: Any conduct which emphasizes the sexuality or sexual identity of a person in a manner that prevents or impairs that person's full enjoyment of educational benefits, climate, or opportunities.
- b. Sexual Imposition: Sexual touching or requests for sex when the offender knows that such behavior is offensive to the victim or when the victim's judgment is impaired.
- c. Public Indecency: Exposing one's body in such a manner that it may be seen by someone who reasonably could be offended, or sexual conduct where one could be seen by someone who could be offended.
- d. Voyeurism: To trespass, spy, or eavesdrop for sexual arousal.
- e. Sexual Battery: Sexual conduct when the victim does not consent, there is force or the threat of force, or the victim's judgment is impaired.

Definitions:

For the purposes of this policy, impaired is defined as temporary incapacity to evaluate or control conduct, because a person is unconscious, asleep, or for any other reason physically unable to communicate unwillingness to act. Consent is defined as intelligent, knowing, and voluntary agreement.

Under usual circumstances, a case of student sexual harassment and abuse will be resolved by an administrative hearing. The rights and confidentiality of the individuals involved will be respected and protected regardless of the method of resolution.

B15. SMOKING

Florida Clean Indoor Air Act (s.386.205-209 and 386.211) stipulates that there be no smoking in any educational facility in the state.

B16. THEFT OR UNAUTHORIZED POSSESSION

The taking, sale, or possession of property without the consent of the owner is prohibited.

B17. VISITORS

Students are welcome to bring visitors to the campus, but must assume responsibility for the conduct of their visitors.

***ADDENDUM: SEXUAL HARASSMENT POLICY STATEMENT**

I. POLICY STATEMENT

It is the policy of Rollins College to promote a cooperative work and academic environment in which there exists mutual respect for all College students, faculty, and staff. Sexual harassment is inconsistent with this objective and contrary to the College policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, disability, and veteran or marital status. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the College.

The College will disseminate this policy and take other steps to educate the College community about sexual harassment. The College will establish procedures to ensure that investigations of allegations of sexual harassment are conducted in a manner that is prompt, fair, thorough, and as confidential as possible under the circumstances, and that appropriate corrective and/or disciplinary action is taken as warranted by the circumstances when sexual harassment is determined to have occurred. Members of the College community who believe themselves to be aggrieved under this policy are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the college to investigate the allegations.

II. PROHIBITED CONDUCT

It is a violation of the College policy for any member of Rollins community to engage in sexual harassment or to retaliate against any member of the Rollins community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred.

III. DEFINITION

Unwanted and unsolicited sexual advances, requests for sexual favors, and other deliberate or repeated communication of a sexual nature, whether spoken, written, physical or pictorial, shall constitute sexual harassment when:

Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, academic status or participation in College-sponsored activities;

Rejection of such conduct is used as the basis, implicitly or explicitly, for imposing adverse terms and conditions of employment, academic status or participation in College-sponsored events; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working or learning environment.

Sexual Harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between faculty/staff member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example, a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of whether sexual harassment has occurred.

IV. EXAMPLES OF SEXUAL HARASSMENT

Sexual harassment may take different forms. Using a person's response to a request for sexual favors as a basis for an academic or employment decision is one form of sexual harassment. Examples of this type of sexual harassment (known as quid pro quo harassment) include, but are not limited to, the following:

- requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades, or recommendations)
- submitting unfair or inaccurate job or academic evaluations or grades, or denying training, promotion, or access to any other employment or academic opportunity, because sexual advances have been rejected.

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment, if sufficiently severe or pervasive that the target does find, and a reasonable person would find, that an intimidating, hostile, offensive or abusive work or academic environment has been created. Examples of this kind of sexual harassment (known as hostile environment harassment) include, but are not limited to, the following:

- sexual comments, teasing, or jokes;
- sexual slurs, demeaning epithets, derogatory statements, or other verbal abuse;
- graphic or sexually suggestive comments about an individual's attire or body;
- inquiries or discussions about sexual activities;
- pressure to accept social invitations, to meet privately, to date, or to have sexual relations;
- sexually suggestive letters or other written materials;
- sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing, or fondling; coerced sexual intercourse or sexual assault.

V. WHAT TO DO

Student Consumer Information

- Rollins College is accredited by the Southern Association of Colleges and Schools (SACS). Please contact the Financial Aid Office at (407) 646-2395 for specific information relating to: The cost of attendance, available financial aid programs, or financial aid policies for study abroad programs.
- Graduation/Retention rates and information relating to the athletic program may be obtained by contacting the Director of Institutional Research at (407) 646-2375.
- Information on campus crime statistics may be obtained by contacting Campus Safety at (407) 646-2999.

The Family Educational Rights and Privacy Act (FERPA) assures the confidentiality of your educational record. This Act also allows you access to information contained in your educational record. Please contact the appropriate office if you would like access to any information held. Rollins College's policy regarding confidentiality can be found in the College Catalogue. The policy permits the release of directory information without the student's consent unless specifically requested in writing not to disclose. Students who wish to have their directory information withheld must make this request no later than September 1 of each year. If a request is received, all directory information will be withheld since the College cannot release selected information. Requests for withholding of directory information should be made to the Office of Student Records.

If you are a financial aid recipient you have certain rights and responsibilities:

You have the right to :

- Confidentiality - the privacy of your file is protected
- Appeal financial aid decisions about your application. Written appeals should be submitted to the Student Aid Appeals Committee in care of the Office of Financial Aid.
- Information about the terms and conditions of financial aid programs. This information is provided in the Rollins College Catalogue and in the Student Aid Award Notice enclosures.
- Inspect your education records and request amendment of those records, if you believe them to be inaccurate, by contacting the Dean of your program.
- File a complaint with the Department of Education if you believe your right to confidentiality has been compromised.
- Defer Direct Loan payments for Peace Corps or certain other types of volunteer service after you graduate.

You are responsible for :

- Submitting accurate applications and forms before the deadlines.
- Following instructions for application, renewal of aid, or resolving problems.
- Providing the Dean of Students Office with accurate permanent and local addresses and telephone numbers.
- Notifying the Office of Financial Aid if a change in your family financial situation occurs, or if you receive assistance from an outside source.
- Reading the provided information about the terms and conditions of all aid programs.
- Requesting special assistance when it is needed.
- Maintaining satisfactory academic progress according to the policies established for financial aid recipients.

NON-SMOKING POLICY ON CAMPUS

I. PURPOSE

The Florida Indoor Clean Air Act prohibits smoking in all public facilities including educational institutions.

II. EFFECTIVE DATE

This policy is effective upon receipt and supersedes all prior issued policies.

III. POLICY

Smoking is prohibited in all College buildings including private offices, dining facilities and residence halls. In addition, smoking is prohibited within 25 feet of any building entrance and on loggias and balconies.

IV. SUPERVISOR/EMPLOYEE RESPONSIBILITY

Supervisors should allow employees, who smoke, reasonable time away from their work area to smoke. However, supervisors have the right to discuss with the employee and use appropriate disciplinary measures, as recommended by the Human Resources Department, should abuses be observed regarding time away from work for the purpose of smoking.

V. ENFORCEMENT

A. Complaints* concerning violations of this policy should first be directed to the Department Head. The Department Head should attempt to resolve the complaint in a reasonable amount of time.

B. If the complaint is not resolved, complainant should direct the complaint to the Director of Facilities Management.

C. The Director of Facilities Management will attempt to resolve the problem. If the complaint is not resolved, the Director will bring the complaint to the Safety and Environmental Committee.

D. The Committee will review the situation and will attempt to resolve the matter by discussing the issues with the parties involved in an effort to educate the parties and provide guidance to resolve the problem.

***College personnel must recognize that a complainant may go directly to the State to complain of violations.**

How to Contact Us

Department/Name Number

Bursars Office

For questions regarding your statements

Online Payment Form <http://www.rollins.edu/finance/bursar/index.html>

3rd Party Tuition Deferment Form <http://www.crummer.rollins.edu>, click on the FORMS tab

Phone (407) 646-2297

FAX number (407) 975-6497

Campus Safety

Campus Safety (407) 646-2999

For emergencies please call 9-1-1

Crummer Graduate School

<http://www.crummer.rollins.edu>

Crummer Operator (407) 646-2405

Fax number (407) 646-1550

For questions regarding syllabi or faculty web pages

Executive Assistant, Lynda Boyce (407) 646- 2491

lbboyce@rollins.edu

To reserve a room in the library for presentation practice

Please go to https://bannerweb.rollins.edu/prod/owa/calendar.add_event, or visit www.rollins.edu, select Calendar, then select Add An Event. 48-hr notice is required.

For questions about graduation, grades, registration, drop/add, or to request a transcript

Forms available at <http://www.crummer.rollins.edu> under student resources, then student records

Student Records Coord., Robin Mateo (407) 646-2415

rmateo@rollins.edu

FAX Number (407) 646-2360

Financial Aid Office

<http://www.rollins.edu/finaid/>

Student Financial Aid (407) 646-2395

Information Technology

<http://www.rollins.edu/it>

Student Help Desk (407) 646-2655

Laptop Help & repair (407) 628-6371

Campus Foxlink

<http://foxlink.rollins.edu/cp/home/loginf>

To reset your Foxlink Password

https://bannerweb.rollins.edu/prod/owa/it_pwd.reset_form

If you have questions or problems with your computer, e-mail, foxlink please call the student help desk

Professional MBA Department

Alice Argeros, Director (407) 646-1579

aargeros@rollins.edu

Carla Rackley, Assistant Director (407) 646-2408

crackley@rollins.edu

Eric Scalamonti, Program Coordinator (407) 975-6410

escalamonti@rollins.edu

Department Fax number (407) 628-6336

Crummer Department Contact Information

Name	Title	Phone
Office of the Dean		
Craig McAllaster	Dean	(407) 646-2249
Stephen Gauthier	Associate Dean	(407) 646-2491
Pam Clark	Executive Assistant	(407) 646-2249
Lynda Boyce	Executive Assistant	(407) 646-2491

Marketing

Lisa Junkerman	Director	(407) 646-2456
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Working Professionals Program Office

Professional MBA Program

Alice Argeros	Director, PMBA	(407) 646-1579
Carla Rackley	Assistant Director	(407) 646-2408
Eric Scalamonti	Program Coordinator	(407) 975-6410
Robin Mateo	Student Records Coordinator	(407) 646-2415

Corporate and Saturday MBA Program

Jana Allen	Director, CMBA & SMBA	(407) 646-2210
Joanna Victoria	Assistant Director	(407) 691-1194
Towera Jensen	Program Coordinator	(407) 691-1195

Full-Time Program Office and Career Management

Jacqueline Brito	Director, EAMBA Program	(407) 628-6320
Jamie de la Roza	Academic Counselor	(407) 691-1267
Linda Puritz	Assistant Director of Admissions	(407) 646-2236
Ed Kowaleski	Assistant Director Career Management	(407) 646-1570
Erin Pianko	Corporate Relations Specialist	(407) 646-2335
Dawn Fleming	Program Coordinator	(407) 646-1547
Shirley Haberjan	Program Coordinator	(407) 628-6374

Office of Alumni Relations and Development

Donald Hale	Director	(407) 691-1220
Dawn Nagy	Assistant Director	(407) 628-6347
Susan Haugen	Associate Director	(407) 628-6330
Kate Pichan	Marketing Coordinator	(407) 646-2537
Ann Ketteringham	Administrative Assistant	(407) 646-1522

Center for Entrepreneurship

Thomas Kruczek	Director	(407) 646-2067
Lori Roth	Program Coordinator	(407) 691-1125

Center for Leadership

Susan Bach	Director	(407) 646-2336
Pam Woodley	Student Leadership Counselor	(407) 691-1059

Management and Executive Education

Erica Sorrell	Executive Director	(407) 646-1519
Connie Morris	Director	(407) 628-6354
Vanessa Kannemeyer	Assistant Director, Marketing	(407) 691-1095
Evelyn Collazo	Program Coordinator	(407) 628-6328
Stephanie Darden	Program Assistant	(407) 647-1252

The Career Management Center 'At A Glance'

The Career Management Center Web site - www.crummer.rollins.edu/career_management/

Policy on Career Management Center Resources for Professional MBA Students

The Crummer Career Management Center offers a variety of resources for students currently enrolled in the Professional MBA program. The gateway to these resources is the Career Strategy Seminar held during orientation. The Career Strategy Session is conducted by Renee Tanner, HR Consultant and Principal, Alight Advisory Company. The session is informative and interactive, covering topics which include: resumes, cover letters, negotiating salaries, interviewing techniques, and networking.

Following the Career Strategy session, Professional MBA students become eligible for additional resources. These resources include one individual career counseling session with Ms. Tanner at no additional cost. Additionally, students who attend a seminar gain access to the following:

CareerLeader Assessment Tool - business career self assessment tool

Vault Resource Library - access to online career publications and company research

Alumni Database - listing of all Crummer alumni including employer/industry represented

Internet Resources - Career management links to assist in your job search

Skill Development - a listing of documents outlining essential job search skills, resume guidelines, interview preparation, business correspondence, salary negotiation, networking and etiquette.

Optimal Resume - software to create word and on-line resumes

Bloomberg Terminal -job search functionality for careers in finance

Print Resources - A complete listing can be found in the career management section of your student handbook under resources.

Recruiting Events - Each spring Rollins College hosts an on campus Career Expo. Additionally in the Fall Crummer participates in NSHMBA (National Society of Hispanic MBA's), and NBMBAA (National Black MBA Association).

Additional session with Ms. Tanner - at the typical hourly rate.

Jobs For Tars— Job for Tars is Crummer's internal job and internship site. Students **who do not receive tuition reimbursement from their employers** are eligible to create a profile and utilize this system. Students will be able to apply for positions based on certain criteria. MBA internships are reserved for Early Advantage students.

I have been given a copy of, understand, and agree to abide by the above policy on Career Management Center resources for students in the Professional MBA program.

Printed Name _____

_____ Date

Signature _____

**ACKNOWLEDGED
ONLINE**

Welcome to *Jobs for Tars!*

Jobs for Tars is your way to view positions posted by your Rollins Career Centers and all around the country (service provided by NACElink). **Jobs for Tars** is a joint service used with the career centers of Rollins College, The Crummer Graduate School of Business and the Holt School.

Once registered, you will be able to search and apply for positions; receive career-related information specific to your interests and skills; post, and save your resumes, (edit) cover letters and writing samples; and schedule interviews with employers visiting the Rollins campus.

Remember to check your email regularly and if you change email addresses or your Rollins email account expires, be sure to update your Jobs for Tars profile.

1. Start at http://www.crummer.rollins.edu/career_management/ Click on the **Jobs for Tars** link.
2. After entering the system, you will complete a short registration.
3. Click on **“Profile”** (top left) and complete your personal profile information in order to access available positions
4. Several fields in the user profile are marked in red, indicating that they are required fields. Be sure to click on **“Save Changes”**.

You then have the opportunity to change your password by clicking on **“Profile”** at the top of the page and then on **“Password Preferences.”** After you change your password, click **“Save”** at the bottom of the page.

How to Upload Your Resume and Additional Documents

To upload a resume or other documents, choose the **“Resumes & Cover Letters”** button at the top of the main menu page.

1. On the **“Resumes & Cover Letters”** page, you will have the opportunity to upload resumes, cover letters and any other documents (reference lists, writing samples, etc).
2. Next, click on the link, **“Add New”** at the bottom left of the page.
3. Scroll down to **“Student Document,”** enter a name for your resume (or other document you wish to upload), where it says **“Label”** (e.g. Banking Resume, John’s Senior Resume, etc.) Your default resume is highlighted at the top of your resume list every time you submit your resume, though other resumes will also be available for submission.
4. In the next box, use the **“Browse”** button to find the document you wish to upload from your hard drive, network or disk, and click **“Submit.”**
5. Your resume is now saved online as both a PDF file, and in its original format.
6. To REMOVE your resume from this system, simply click the **“Delete”** button to the right of the resume listing.
7. To REPLACE your current resume with an updated version, **“Delete”** the original and upload a new version.
8. You cannot MODIFY a resume once it has been uploaded and converted. You must delete the old and upload a new copy of that document.
9. To VIEW, DOWNLOAD, or PRINT your resume as a PDF file, click on the red Adobe Acrobat icon pictured under the **“View”** column. To view, download or print your resume in the original file format, click on the white document icon shown under the **“View”** column.
10. Cover letters may be uploaded as either a document from a file or created online, using **online editor**. To VIEW, DOWNLOAD, or PRINT your cover letter as a PDF file, click on the red Adobe Acrobat icon pictured under the **“View”** column. To view, download or print your cover letter in the original file format and click on the white document icon shown under the **“View”** column. Your **online editor** produced cover letter may be edited online and also viewed, downloaded, and printed as a PDF file.

You are now a registered user on Jobs for Tars and have completed the resume upload process. To review or make changes at any time to your user profile or resume, log in to Jobs for Tars from the Crummer Career Management web page. If you have any questions about Jobs for Tars, please contact Erin Pianko at epianko@rollins.edu.

Setting up a Search Agent

Search Agents allow you to save a search to run at a later date and can even be set up to email your results.

1. Go to the "Jobs" menu button in your account.
2. Click on the "Advanced Search" tab
3. Check the "Save As" box and enter a name in the Search Agent field, choose your criteria and click [submit].
4. Then go to the "Search Agents" tab to complete your search agent setup!
5. Click on your saved search agent
6. Choose to enable the search agent and decide how often to receive emails for new jobs that meet this search criteria.

Don't forget the NACE link Internet Job Database. It can be found under the "jobs" tab. This database is nationwide and has an abundance of MBA level positions!*

Important Links and Passwords

1. The Career Management Center Web site - www.crummer.rollins.edu/career_management/

Useful links -

[Vault Resource Library](#) - A link to Vault career publications on-line

To access the Vault Resource Library:

Follow the link above, or access the site through the CMC site.

Enter the password 'rollinsbiz' on the site.

[Skill Development](#) - A listing of PDF documents outlining essential job search skills - Resume Guidelines, Interview Preparation, Business Correspondence, Salary Negotiation, Networking and Etiquette

[Internet Resources](#) - A group of useful links, including job searches, internships, industry Web sites, and business news.

2. The Alumni Relations Web site - www.crummer.rollins.edu/Alumni_Relations/

Useful links -

[Crummer Alumni Database](#) - A listing of all Crummer alumni, where they are employed, and contact information for each alumni.

To access the Crummer Alumni database:

Follow the link above, or access the site through the Alumni site.

The Username for the Web site is 'student'.

The Password changes periodically. The current password is 'exams'.

3. Optimal Resume <https://crummerrollins.optimalresume.com/>

Password: Crummer

On-line resources available in the Career Management Center

Internship spreadsheet - A listing of all the internships held by Crummer EAMBA students in the last few years. Available on the computer in the CMC. Additional contact information held by Erin Pianko.

Bloomberg Terminal - In addition to financial information, the Bloomberg Terminal has job search functionality for careers in finance.

Print resources in the Career Management Center

Vault publications - Career books, industry analysis, internship listings, interviewing skills.

Corporate Yellow Pages - Contact information for influential companies and business leaders.

Directory of Business Information Resources - A directory of professional and industry associations, industry Web sites, trade shows and industry journals.

Rotational Management Programs binder - A listing of companies that offer professional development programs, leadership development, and rotational training programs.

Florida Trend Top Companies 2007 binder - A listing of top companies in Florida.

Book of Lists - Identifying companies and how they compare to other firms on a variety of topics. Includes contact information for companies.

Resume publications - A variety of books to help you refine your resume.

Cover letter publications - A number of books to help you write the perfect cover letter.

Internship publications - Listings of the best internships in the country.

Sample portfolio binders - These hold examples of portfolios, including guidelines for creating and maintaining portfolios. Includes examples from finance, marketing, operations, QBA, e-commerce and case analysis.

Magazine and journal subscriptions - Job Choices, Minority MBA, Wall Street Journal, BusinessWeek, Black MBA Magazine, Forbes, Jungle, Orlando Business Journal, Tampa Bay Business Journal, Orange Country (CA) Business Journal.

Books - A multitude of published works covering a variety of subjects, including management, interviewing, careers and specific companies.

Resources for International Students

Useful Links-

On-line resources for international students-

http://www.crummer.rollins.edu/career_management/international/employer_visa.shtml

A listing of information, links and frequently asked questions, all compiled on the CMC Web site.

H1-B Visa Database binder - A print version of a database of companies in Florida that have sponsored H1-B visas for management positions. Available in the CMC.

Job search Web sites (not an exhaustive listing)

www.careerbuilder.com
www.monster.com
www.hotjobs.com
www.jobbankusa.com
www.jobcircle.com
www.careerjournal.com

www.nowhiring.com
www.collegerecruiter.com
www.mbajobs.net
www.wetfeet.com
www.job-hunt.org

IT 2009-2010 Resource Sheet

Dell Specs

Configuration: The computer that Crummer has chosen for the Spring 2009 start term will meet or exceed the following specifications and come with an embroidered carrying case.

Base Unit: Latitude D630 2.66Ghz Intel Core 2 Duo Processor, English, 14.1 inch WXGA monitor.

Memory: 4GB, Double Data Rate SDRAM, 2 Dimm for Factory Install

Hard Drive: 160GB Hard Drive, 7,200 rpm, 9.5MM Factory Install

Operating System: Windows XP Professional with Vista License, English, factory Install

CD/DVD-ROM Drive: Internal 8X DVD+RW with Software/DVD/CD Read-Write Combo for Dell Latitude D630, Factory Install

Service: Next Business Day On-Site and Complete Care Service, Initial Year

Service: Next Business Day On-Site and Complete Care Service, 2-Year Extended

Video: Nvidia Quadro FX 360 Video card

Misc: Internal Dell Wireless-N 1505 Network Card, Factory Install, 4 GB USB storage drive (memory key).

Misc: Blue Tooth, carrying case, and extra drive bay battery.

Software: Crummer laptop computers are pre-loaded with Microsoft Windows XP Pro operating system, Microsoft Office 2007 Professional; including Word, Excel, PowerPoint, Access, Firefox, Microsoft Internet Explorer, SpySweeper and Norton Anti-Virus.

You're on the Rollins Network (Novell):

On Campus - When logging into Novell the context should be CRUM

Off Campus - When logging in the Workstation only box should be checked.

Reset My Password

Go to <http://FoxLink.rollins.edu/cp/home/loginf> for the ability to reset all of you passwords.

Rollins Email Server

Rollins' Email server is an IMAPI server, the incoming and outgoing server is: gw.rollins.edu

Protecting your laptop

Use the Window Update icon or <http://v5.windowsupdate.microsoft.com/v5consumer/> in Internet Explorer. Scan for updates and only do the Critical Updates and Service Packs, usually released once a month on the 15th.

Virus Protection

In Norton use the LiveUpdate button to automatically download virus updates. These are updated every Tuesday. For more current updates go to <http://securityresonse.symantec.com/avcenter/download/pages/US-N95.html> for daily updates.

SpyWare Protection

SpySweeper has been installed on all Crummer computers to protect them from SpyWare. This runs automatically and updates frequently.

Backing up your Data

For ease keep all your data in My Documents. Actual location is under

C:\Documents and Settings*USER FOLDER*

There is no need to back up your e-mail since it is stored on the server.

Use your DVD+RW to back up your data, one disk can store 4.7 GB of data.

Also you USB key can be used for data transfer or storage of highly critical data on yourself. Don't lose it, you only get one.

Miscellaneous

Fn-F8 to have your screen full size if you use a lower resolution than 1400x1050 default. (Not a common issue)

Projector Help

If your image does not project...

Make sure the 15pin cable is attached firmly to the back of the laptop.

Press the combination of FN (lower left on the laptop) and F8 on your laptop (it has either a small square on it or says CRT/LCD) You may have to press these together 2 or 3 times.

The projector image should jump and then be fine, if not, change sources on the projector to something else and then back to RGB or Computer 1. The projector will reset to the proper setting.

On most laptops (about 98%) the settings will be saved and applied the next time you connect to a projector.

For additional projector problems call 407-646-2357, Laptop repair 407-628-6371, or Student Help Desk 407-646-2655.

IT Phone Numbers and Hours

Help Desk - Olin Library Rm 104

407 646 2655

(on campus x2655)

Summer Hours:

Walk in:

M-F: 8:30am - 5pm

Phone Support:

24/7

Fall/Spring Hours:

Walk in:

Sun: 5pm-9:00pm

M-Th: 8:30am - 9:00pm

F: 8:30am - 5pm

Phone support:

24/7

Laptop Repair - Bush Rm 166

407 628 6371

(on campus x6371)

Summer Hours:

M-F: 8:30am - 4:30pm

Fall/Spring Hours:

M-Th: 8:30am - 6:30pm

F: 8:00am - 5:00pm

Sat 7:30am-12:30pm

ONSITE LAPTOP HELP

Crummer provides onsite I.T. help weekdays from 10:00 a.m.—12:00 p.m., and 4:00 p.m.—6:00 p.m. During these hours, in the spring and fall terms, you will find a laptop technician available in the Computer lab, located in room B-20 next to the student lounge. During the summer term please visit the laptop shop or call according to the hours listed above.

Helpful Links

IT Home page - <http://www.rollins.edu/it>

GroupWise Web Access - <http://gwweb.rollins.edu>

Password Resets - <http://foxlink.rollins.edu/cp/home/loginf>

Blackboard - <http://blackboard.rollins.edu>

FoxLink - <http://foxlink.rollins.edu>

Olin Library - <http://www.rollins.edu/olin>

Crummer MBA Student Laptop Agreement

Guidelines, Student Responsibility, and the College's part in the care and maintenance of your computer.

The student and the Information Technology department share responsibility for the laptop.

1. The student is responsible for the value of the computer if lost or stolen. The computer is valued at \$2,200. Students should utilize their homeowner's or renter's insurance policy for coverage or select another option, because the College insurance does not cover the laptop. One such option, Nation Student Services, Inc., is the premier student personal property insurance provider in the United States; visit <http://www.nssinc.com/> for more information. Student is liable for any damage due to abuse, fire, or theft (for a more extensive coverage listing, please review the Dell presentation on your laptop). The laptop should not be left unattended in an unlocked area.
2. Daily care and maintenance of the laptop in accordance with the manual, standard backup procedures (see items 4 and 5), and virus scanning are the student's responsibility. Student should purchase a high-quality surge protector because of Florida's high incidence of lightning. Any damage due to lightning is not covered under warranty.
3. All future upgrades, whether software or hardware, are the responsibility of the student. No trade-ins or upgrades are available through Rollins College.
4. To facilitate backup of individual files, students should save all documents, spreadsheets, etc. to the hard drive folder named "My documents." With all personal files in one folder, it's much easier to do file backups on a regular basis. More information regarding this is available on the Information Technology web site.
5. The D630 laptops have DVD/RW drives installed and an online backup solution. Students are advised to either purchase recordable CD or DVD media for the purpose of making regular back-ups or make sure their online backup is setup for routine backups.
6. Repairs to the computer are covered under warranty during the student's enrollment at the College when normal wear and tear is involved (battery is warranted for one year). Turnaround for warranty repair typically is 2-4 business days. During the repair period and while the student is actively enrolled in their MBA program, a loaner laptop is provided upon request. Contact Technical Services at 407-628-6371 to make an appointment for repair or go to Bush 166 during posted hours of availability. **The student must back-up all data files in advance.** In the event there is loss of function, the College swaps out non-working components; for example, a hard drive might be replaced. If the hard drive is replaced, the College will restore the drive to its original (pre-delivery to student) condition; and student is responsible for restoring personal files, and any software s/he has added.
7. If the College or Dell determines that the computer has been abused in any manner, the student must pay for the full cost of repairs. Repairs to the LCD display and keyboard are very expensive. The student is responsible for all repairs not covered by the Dell Complete Care Warranty (fire, intentional abuse, and theft).
8. The laptop will be transferred to the student name for warranty coverage. If a student does not maintain continuous enrollment in the program, the student is responsible for complying with the Crummer refund policy in effect at the time of their entry into the program, including the requirement to return a fully working laptop or buy it.
9. Neither Rollins nor Crummer provides support of any kind once the student withdraws from the program or graduates from Crummer. At this point, repair is handled directly with the manufacturer or vender.

Crummer Hall Building Policies

In addition to the PMBA program, the Crummer School administers other programs, including the Corporate MBA (every other Friday and Saturday), the Saturday MBA (weekend only), the Early Advantage MBA (full-time students), and non degree executive seminars. All of these students will frequently be using the Crummer facilities.

Building Hours

The Crummer School building hours are:

7:00 a.m. through 12:00 am (midnight) 7/days a week

Regular office hours for the Rollins College campus are 8:30 a.m. to 5:00 p.m.

Hours for the computer lab, student lounge, and study rooms are the same as the building hours.

Building Services

If you are aware of Crummer building service needs (such as burned out light bulbs, repair needs, etc.) please contact Pam Clark, Assistant to the Dean, at prclark@rollins.edu.

Use of administration offices, faculty offices, non-common areas and school equipment or resources without permission is strictly prohibited.

Lounge

The student lounge is located next to the computer lab on the basement level. Vending machines, a refrigerator, telephones, and a microwave are located there, as well as a number of worktables and 3 presentation monitors. The phone in the student lounge may be used for local outgoing calls by dialing 8 and the area code/phone number. The lounge phone number is (407) 646-2388.

Crummer Computer Lab

Students connected to the network via their notebook computers, have access to printers and a photocopier (code 8362) located in the computer lab (B-20). There are also a number of desktop workstations, located in the student lounge next door.

Software

The information Technology staff will assist with proper functionality of Crummer "supported" applications, but general support does not include tutorial. These supported application packages include Microsoft Office: Word, Excel, PowerPoint®, Netscape Communicator for E-mail and Web browsing only and Norton Anti-Virus Corporate Edition.

Study Room Availability

Study rooms are not to be reserved. They are available on a first come, first serve basis. Teams have priority over single individuals - please note that you may be asked to leave a study room by a team. Individuals studying on their own are encouraged to utilize the student lounge. Keep in mind that the Olin Library is also a great resource. At times, professors will reserve these Crummer study rooms for class breakout sessions. In these cases, class needs have priority. **Classrooms that are used for teaching may not be reserved for presentation practice.** Study rooms equipped with presentation monitors may be used to practice presentations. The student lounge is equipped with 3 additional monitors and may be used for rehearsal.

Room #	Name	Amenities	Capacity
B-9	Study Room—Basement	Wireless, Wired, Powered	6-8
B9-A	Study Room—Basement	Wireless, Wired, Powered	6-8
11	Study Room—Basement	Wireless, Wired, Powered	6-8
12	Study Room—Basement	Wireless, Wired, Powered	6-8
13	Study Room—Basement	Wireless, Wired, Powered	6-8
14	Study Room—Basement	Wireless, Wired, Powered	6-8
15	Study Room—Basement	Wireless, Wired, Powered	6-8
21	Study Room—Basement	Wireless, Wired, Powered	12
109	Myers Study Room	Wireless, Wired, Powered	6-8
209	Ross Study Room	Wireless, Wired, Powered	6-8
210	Adventist Study Room	Wireless, Wired, Powered	6-8
309	Study Room	Wireless, Wired, Powered	6-8
310	Study Room	Wireless, Wired, Powered	6-8

Additional On-Campus Options

Olin Library also has 3 rooms available to students for presentation rehearsals (Rm.#261, 263 & 265). *48-hour notice is required to reserve one of these rooms.* Please visit https://bannerweb.rollins.edu/prod/owa/calendar.add_event or go to www.rollins.edu, select Calendar, then select Add an Event. If you experience difficulties, please call the office of the Coordinator of Special Events Scheduling at 4707-646-2576.

Room #	# students	# internet connections
261	Up to 12	8 connections, screen only-no projector
263	Up to 6	4 connections, screen only-no projector
265	Up to 20	LCD projector and Screen

Olin Library - Additional group study rooms are available at Olin Library. Room keys are checked out at the circulation desk with your picture ID card. Your study group must have at least 2 students and there is a 2 hour limit, but when not busy may keep longer.

Room #	# students	# internet connections
119/120	Up to 4	2 connections / wireless
123	Up to 8	6 connections / wireless
310	Up to 8	4 connections / wireless

Rollins College Campus Information

Rollins ID

The key to all services is the Rollins photo identification card, the R-Card, which you received on your first evening of computer distribution. You will use your R-card to swipe in and out of the parking garage. Your R-Card is also equipped with an R-Card FLEX account. R-Card FLEX is a self-funded debit account that may be used to purchase goods and services on campus. Please visit <http://www.rollins.edu/rcard> for information on loading funds onto your R-card.

Parking

All Rollins College students are required to display a current parking decal and follow all campus parking regulations. Your decal will expire 3 years from the start of your program. Parking fees of \$180 are assessed to your student account through the finance office in your first term. Decals not picked up during new student orientation must be picked up at the Campus Security office located in building #5 on the campus map. You will be required to show a photo I.D. and vehicle registration. Once your decal has been picked up your R-Card will be activated and will provide access to the parking garage across Fairbanks Ave., which is College property. Parking rules and regulations are strictly enforced and students are responsible for following all regulations. If a new or different vehicle is brought to campus, students must remove the old sticker and re-register with Campus Security. Replacement decals are \$20.00. Parking regulations may be viewed at http://www.rollins.edu/campus_security.

Check Cashing

Students may cash a personal check for up to \$50 by presenting it with their R-Card, at the cashier window on the second floor of the administration building. No third party checks may be cashed.

Food on Campus

Your loaded R-Card may be used at various locations around campus. Please be aware that all hours are subject to change, current hours may be found at <http://www.rollins.edu/Dining/hours.htm>. The main dining services in the Cornell Campus Center on Lake Virginia offers three food service resources

- The Marketplace Server (cafeteria-style selections of entrees and snacks)
- The Grille (burgers, sandwiches, subs, pizza, fries, etc.)
- The C-Store (a well-stocked convenience store)
- The Cornell Café

Crummer students most frequently make use of the Cornell Café, which is located next door to the Crummer School. Coffee, bagels, donuts, soups, salads, and sandwiches are available. For your convenience the Cornell Café accepts funds loaded onto your R-card as well as debit/credit cards.

Post Office

There is a post office on campus where stamps are available and students may mail letters and packages. It is located in the basement of the Mills Memorial Center.

Bookstore

The Charles Rice Family Bookstore and Café is located on Holt Avenue next to Carnegie Hall. In addition to new textbooks, the store carries a large selection of used texts and general interest books and magazines, sportswear, greeting cards, school and art supplies, snacks, sundries, gifts and novelty items. It also features a gourmet coffee bar. The Bookstore will also buy back used books. You may use your R-Card to charge purchases to your student account, or you may use cash, check, MasterCard, VISA, or American Express.

Writing Center

Need help with writing? Take in a paper a couple of days before it is due and the center's staff will be pleased to help polish it. Making an appointment ensures that someone will be available for consultation. The Writing Center is located on the second floor of the Mills Memorial Center.

Ted & Harold Alfond Sports Center

The field house is equipped with state of the art exercise and weight equipment along with basketball and volleyball courts. Shower and locker areas are available for your convenience. Your R-Card is required for facility use. The swimming pool is located between Cornell Campus Center and Lake Virginia. There are locker rooms and showers provided at the pool.

Boathouse

Small sailing dinghies and canoes are available from the boathouse. There is no charge, but an R-Card is required.

Tennis Courts

Available on a first come, first serve basis when tennis classes are not in session. Tiedtke Tennis Courts are open daily 8:00 a.m. to 9:00 p.m.

Medical

In case of emergency, the nearest hospital to Rollins is Winter Park Memorial Hospital located south of Aloma Avenue, on Lakemont Avenue (407) 646-7000. Centra Care is located at 2450 Lee Rd. in Winter Park and can be contacted at (407) 629-9281.

Library

The Olin Library is available to Crummer students. To borrow a book or take out materials on reserve, students must present their R-Card. Hours vary seasonally, so you are advised to call before coming to campus. Meeting rooms are located on the first and second floors. These are great for group project discussions, but are subject to availability. Keys may be obtained from the library counter staff. Copy machines are also available. There are a number of reference databases available to students – for an inclusive list please refer to <http://www.rollins.edu/olin/>. Please call (407) 646-2376 for additional questions.

Additional Rollins Campus Services

Please refer to the Rollins website (www.rollins.edu) for updates on activities, services and hours.

Additional Crummer Activities

Please refer to the Crummer website (www.crummer.rollins.edu) for updates on activities and policies. The Crummer calendar may be accessed to learn of speakers and presentations which are usually open to students: www.dynacal.com/cgsb/calendar.asp.

STUDENT ASSOCIATIONS & ORGANIZATIONS

The Crummer student community currently has the opportunity to participate in several student run organizations. For more details, please visit <http://asp2.rollins.edu/crummer/organizations/>, the student organizations webpage, located under the student resources tab.

PMBA Association (PMBAA)

The objective of the PMBAA is to provide leadership and coordination of all activities that are of interest to the student body in academics, professional, and social areas. The association was created to allow Professional MBA students to have a voice at Rollins College. Each PMBA class elects two representatives to the Executive Committee of the PMBAA. This committee is comprised of Class Representatives, a faculty advisor, an Alumni Representative and the Director of the PMBA Program. Your class representatives, and the Executive Committee will assure that whenever there is an issue that affects PMBA students, the PMBA voice will be heard. A one-time membership fee of \$80 is billed to all new students in the first term. Association funds are used exclusively on PMBA students and association activities.

MBA Association (MBAA)

This is the representative student association of the full-time MBA program. Officers are elected by their peers and serve a one-year term in which they plan social and community events as well as communicate student concerns to administration and faculty. The MBAA meets regularly to discuss matters of concern. Members of the association also meet with the Full-Time Program Director, as well as faculty and alumni advisors to raise important matters. Socially, the MBA Association organizes several events each year, including networking events, get-togethers, and community service activities.

Rollins Collegiate Entrepreneur's Organization (Rollins CEO)

This organization acts as the student arm of the Center for Entrepreneurship. The Rollins CEO provides an invaluable opportunity to be directly involved in the Orlando business community. Through many exciting events like the business plan competition, guest speakers, and workshops students are exposed to the world of entrepreneurship.

Women's MBA Association (WMBAA)

This association seeks to promote community at Crummer while providing opportunities for networking and personal growth. The WMBAA holds monthly meetings and special events throughout the year. Although the focus of this group is on issues women face in business, it also makes an effort to provide valuable insight for all students working through some of the challenges of the real world. Membership in this association is open to all Crummer students.

Crummer Consulting Club (CCC)

The mission of Crummer Consulting Club is to provide its members with knowledge of the consulting industry, development of a consulting skill set, networking opportunities with industry leaders and recruiters, and exposure to practical applications of the consulting job through participation in real-world projects.

Crummer Student Finance Association (SFA)

This student association provides MBA students with a broad perspective of finance via prominent community speakers, certification programs, peer discussions, and a stock market simulation game. The mission of SFA is to assist the professional, educational, and social developments of students interested in corporate finance, banking, investments and related subjects.

Spirit of Business Forum

The mission of this student organization is to discover and develop the relationship that exists between business and spirituality. With a strong emphasis on religious plurality, there will be discussions regarding religious holidays, religious practices at work, cultural differences, and ethical concerns of people throughout the world. The organization is intended to help students develop new perspectives that will make them better business leader, neighbors, and friends.

Crummer Student Mission

We, the students of the Crummer Graduate School of Business, develop leadership, cultivate teamwork, embrace diversity, endorse service, and, above all, preserve excellence in all our endeavors.

Leadership

We develop leadership by encouraging students to listen, take initiative, and accept personal accountability. We strive to maximize our potential as effective leaders and followers.

Teamwork

By working together we achieve success. We value ideas and input from each of our classmates. We will act with integrity to build relationships that actively enhance our learning.

Diversity

As individuals contributing to a business community, we respect, appreciate, and embrace cultural differences. The multiplicity of backgrounds and experiences strengthen our program and student community.

Service

We value our graduate education. It is our responsibility to share our time, our talents and the knowledge we have gained with the Crummer School, the Rollins community, charitable causes, and the global business community.

Excellence

We will not accept carelessness or complacency. As a community of scholars, we expect that each of us will capitalize on our strengths, strive to overcome our weaknesses, and contribute our personal best in all undertakings.

Crummer Vision Statement

The vision of the Roy E. Crummer Graduate School of Business is to be a recognized leader in graduate business education with the reputation for producing highly successful managers and leaders.

Crummer Mission Statement

The mission of the Roy E. Crummer Graduate School of Business is to prepare students to be both managers and leaders who will add value to their organizations and communities.

ROLLINS MBA
CRUMMER GRADUATE SCHOOL OF BUSINESS