MBA App, Beta

1. **About Us**
   1. MBA Staff (Should this section be internal within the app or from the server? I will talk to the client about it)
      1. MBA Director, Dr. Craig Seal
      2. MBA Graduate Coordinator, Deborah Grijalva
      3. MBA Administration Support Coordinator, Kasandra Adams
      4. MBA Administrative Support Assistant, Omar Palmerin
   2. MBA Mission
      1. The mission of the Masters of Business Administration (MBA) program at California State University, San Bernardino (CSUSB) College of Business and Public Administration (CBPA) is to offer a high-quality master's level education. The program prepares students for positions of responsibility and leadership in business administration, emphasizing conceptual knowledge and practical skills.
   3. MBA Learning Goals
      1. Specific Knowledge and Skills: Each student should obtain specialized knowledge and skills for the creation of value through integrated operations and distribution of goods, services, and information.
      2. Communication, Written: Each student can effectively communicate in writing.
      3. Communication, Oral: Each student can effectively present information orally.
      4. Ethical Reasoning: Each student can recognize/analyze problems and choose/defend resolutions for practical business situations.
      5. Information Technology: Each student can use information technology to support the structure and processes of the organization, and use information technology in decision-making.
      6. Problem Solving: Each student can apply knowledge in new and unfamiliar circumstances and devise innovative solutions to cope with unforeseen events.
      7. Global Context: Each student understands varied cultural perspectives and global environments and can develop innovative business solutions and practices that address complexity.
2. **Contact us**
   * 1. Location
        1. Jack Brown Hall, Room 283
     2. Hours
        1. Monday – Thursday
        2. 8:00 am – 6:00 pm
        3. Friday
        4. 9:00 am – 4:00 pm
     3. Phone
        1. 909.537.5703 [ability to call from app]
     4. Ask a Question/Make a Comment
        1. [mba@csusb.edu](mailto:mba@csusb.edu) (MBA Staff)
        2. Student sends message to MBA Staff
        3. Format as email
           1. First Name\*
           2. Last Name\*
           3. Email\*
           4. Student ID\*
           5. Message\*

Email sent to [mba@csusb.edu](mailto:mba@csusb.edu)

Copy sent to student email provided

1. **Passport [NFC]**
   1. Why complete your MBA Passport?
      1. Leadership – This passport will serve as a guide to signature activities being offered by the college. At the end of the academic year, MBA students who earn seven stamps on activities/events that represent the MBA Program Learning Goals will be awarded with an MBA Leadership Certificate.
      2. Learning Goals **[link to 1c]**
      3. More than a Degree – By completing your MBA Passport you will have the advantage of letting future employers know that you did more during your graduate degree than attend course and obtain high marks. This program will allow you to network with fellow students, alumni, and faculty. This is a sure way to build your resume.
   2. Fall 2016 Events
      1. CBPA **[link to 4b]**
      2. MBA **[link to 4c]**
2. **Advising**
   1. Contact Info of MBA Graduate Coordinator
      1. Deborah Grijalva
      2. [grijalva@csusb.edu](mailto:grijalva@csusb.edu)
      3. 909.537.3392 [ability to call from app]
   2. MBA Focus Areas
      1. Accounting
      2. Business Intelligence
      3. Cyber Security
      4. Entrepreneurship
      5. Finance
      6. Management
      7. Marketing Management
      8. Global Supply Chain Management
      9. MBA Online Professionals
   3. MBA GPA Calculator
   4. Request an Appointment
      1. Weekly Appointments Open
   5. Ask an Advising Question
3. [grijalva@csusb.edu](mailto:grijalva@csusb.edu) (MBA Advisor)
4. Format as email
   * + - 1. First Name\*
         2. Last Name\*
         3. Student Email Address\*
         4. Student ID\*
         5. Message\*

Email sent to [mba@csusb.edu](mailto:mba@csusb.edu)

Copy sent to student email provided

1. **Calendars/Course Schedules (MBA events only or other events of CSUSB also? Should it be internal or online?)**
   1. Academic Calendar (university)
   2. CBPA Events (RSVP Option)
   3. Passport Events (RSVP Option)
   4. Tentative Course Schedule
2. **MyCoyote Log In (Will link to the web view, we already have the CSUSB app)**
   1. Grades
   2. Financial Aid
   3. Holds
   4. Course Schedule
3. **MBA Student Ambassadors**
   1. About: The MBA Student Ambassadors are a group of student leaders dedicated to representing the MBA program at California State University, San Bernardino (CSUSB). MBA Student Ambassadors are students who have demonstrated a high potential for academic success, community service, fostering diversity, and responsible leadership. Ambassadors are selected through a nomination process and are appointed by unanimous vote of the MBA staff. Only MBA program students are eligible for nomination and Ambassadors are held to the highest standards of excellence.
   2. MBA SA’s bios/photos
   3. How do you become an MBA SA?: Ambassadors are selected through a nomination process and are appointed by unanimous vote of the MBA staff. Many Ambassadors are selected by merit and or their support to the MBA Program.
4. **Graduate Assistantship**
   1. Meet Melissa Farley
      1. [mfarley@csusb.edu](mailto:mfarley@csusb.edu)
      2. 909.537.5796
   2. When to apply?: Every quarter an announcement is sent out a few weeks before the NEXT QUARTER to students and faculty along with the deadline date to receive applications and requests for that quarter. The typical work period is usually 10 hours per week for 12 weeks.
   3. Application Process: Interested students are requested to submit a copy of their most recent résumé with their application form before the quarterly deadline. They are also encouraged to network with faculty to see if they can be matched with a faculty member before they submit their application form – typically one GA appointment per student will be considered for approval.
   4. Hiring Documents: All students interested to apply to the Graduate Assistantship program must submit quarterly applications with their current resume. For those that are in need of a social security number, please contact Melissa Farley as soon as possible to plan for appropriate paperwork to the Social Security Office. Please note that a background check is now required
   5. Job Responsibilities: A GA appointment is for one quarter (12 weeks). The number of work hours per week for each appointment depends on which OPTION you and the professor agree to. To the best of your abilities select the option from above that both of you agree is more realistic to the amount of work to be completed and the time availability to complete it. Almost all GA positions are paid from a certain college fund which means that a student is eligible for only one GA appointment per quarter.

Across All Pages

* Social Media Links
  + Facebook: <https://www.facebook.com/cbpamba>
  + Instagram: <https://www.instagram.com/mba_csusb/>
  + Twitter: <https://twitter.com/MBACSUSB>
  + LinkedIn: <https://www.linkedin.com/in/mbacsusb>

Function List

* MBA Open Forum
* MyCoyote Log in
* Blackboard Log in
* Push Alerts
* Passports stamps (NFC)
* Administrator Access/Edit power
  + Webpage (computer)
  + Mobile NFCs
* RSVP to CBPA/MBA Events