Congratulations!

We are thrilled to welcome you to BYU’s MBA Program. Your decision to return to school is not an easy one and requires commitment, dedication, and persistence. The faculty, administration, and staff of the Marriott School of Management are here to assist you. We are confident your time in the program will be one of the most challenging, enriching, and rewarding experiences of your entire career.

BYU is uniquely positioned to provide students with more than a secular education. Part of the mission of the Marriott School is to attract and develop men and women of faith, character, and professional ability who will become outstanding global leaders. Please join us as we work together over the next two years—and beyond—to fortify your role as a leader in your family, community, career, and in your faith.

On behalf of the faculty, staff, and alumni of the BYU MBA Program, I extend my personal welcome to the BYU MBA family.

Sincerely,

John Bingham
MBA Director
Marriott School of Management
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THREEFOLD MISSION OF THE MARRIOTT SCHOOL

**Education** – To attract, develop, and place men and women of faith, character, and professional ability who will become outstanding leaders capable of dealing with change in a global environment.

**Scholarship** – To advance knowledge using strong conceptual and spiritual foundations to identify and solve management problems.

**Service** – To serve in academic, professional, and civic organizations, extending the benefits of management education and scholarship to the university, to the members of The Church of Jesus Christ of Latter-day Saints, and to the world.

MISSION OF THE MBA PROGRAM

To provide students with (1) a general management education and (2) depth in an area that specifically relates to individual professional interests.

Students who take advantage of what the BYU MBA offers will:

♦ Develop a greater appreciation of how personal faith is relevant to professional development.
♦ Be prepared to quickly contribute to the success of their teams and organizations.
♦ Identify and demonstrate how trends in the global economy influence the strategies of companies.
♦ Learn to translate ethical values into business practice.
♦ Become proficient in the subject matter of their major.

ACADEMIC REQUIREMENTS

**Curriculum Philosophy**
The Marriott School MBA curriculum provides exposure to underlying managerial disciplines and the opportunity for students to apply the skills learned to actual business situations. The curriculum helps students develop judgment and wisdom through the decision-making process and provides them with the technical knowledge and general management problem-solving skills that are vital to the professional manager.

In addition to the foundational skills offered in the first-year MBA Core curriculum, students gain essential business skills through advanced course work in the second year of the MBA. There is a wide range of electives from which students may choose to supplement their chosen major, which enables students to refine and pursue individual career goals during the second year of the MBA.
Learning Teams and Teamwork
Teamwork and group study are significant parts of the case study method employed by the BYU MBA. The nature of the business world demands that executives have strong teamwork skills; therefore, working in teams is a significant part of the learning process. Students are assigned to learning teams during the first year of the MBA, with new assignments made each semester.

Teamwork is meant to augment individual preparation, not to substitute for it. Although teamwork is critical, students are expected to prepare adequately before meeting with their teams. In so doing, both the team and the individual reap maximum benefits. Each member of the team is expected to do his or her fair share of assignments and projects and to deliver quality work, worthy to represent the rest of the team. It is expected that students will meet regularly with their learning teams and make team study an important part of the preparation for class assignments.

Management education requires individual students to analyze a complex business decision for which there may be several approaches and answers. Completion of the education process requires that students receive feedback on their analysis and recommendations. There is not time in the classroom for each student to receive feedback on every assignment, so the learning group is used to fill this need.

In addition to your assigned learning team, the classroom itself is intended to function as a large learning team, with opportunities provided to work and connect with your colleagues across the entire class. To encourage this important networking process, the MBA Office establishes and periodically rotates a seating chart in the classroom.

Employment and MBA Core Courses Policy
Due to the rigorous MBA curriculum, it is in students’ best interest not to have employment (paid or unpaid) during the first year of the program. Furthermore, it is in their best interest not to take classes outside of the established MBA Core curriculum during the first semester of the MBA. The MBA administration has seen students learn these principles the hard way. As a result, the administration has implemented the following policy:

MBA students will not:
1. Take classes outside of the established MBA Core during the first semester of the program.
2. Be employed (including self-employment and unpaid employment) during the first semester of the program.
3. Be employed (including self-employment and unpaid employment) during the second semester of the program, unless granted permission by the MBA administration. For a list of the criteria that qualify for exception during the second semester, please contact the MBA Office.

All entering MBA students must agree to abide by this policy. This is a binding commitment on the part of the student; violation of this commitment is grounds for dismissal from the MBA Program.
The second year of the MBA is often less demanding than the first, so all second-year students may have part-time employment, if they so choose, for up to 20 hours a week. Many assistantships are available to second-year MBA students interested in working on campus.

**Majors in the MBA Program**

Majors provide students the opportunity to specialize in a specific area that supplements the broad management background gained in the MBA Core. Students may specialize in one of the following majors:
- Entrepreneurship
- Finance
- Marketing
- Global Supply Chain Management
- OB/HR – Organizational Behavior/Human Resources

Students should select a major prior to beginning the MBA Program. However, major-specific courses are not offered during the first semester. As students are exposed to the core management areas, they might choose to change majors and may do so prior to beginning the second semester by sending an email to Christine Roundy at eroundy@byu.edu. Major-specific elective courses in the second semester prepare students for internships.

Detailed information about the MBA majors is available on the website: [http://marriottschool.byu.edu/mba/curriculum/majors.cfm](http://marriottschool.byu.edu/mba/curriculum/majors.cfm)

**Foreign Language Classes**

To prepare students for international experiences, courses in international management and foreign languages are offered through the undergraduate Business Management Department. Business courses are offered for the following languages:

- Chinese  
- German  
- Korean  
- Russian  
- French  
- Japanese  
- Portuguese  
- Spanish

Students must demonstrate sufficient fluency in reading, writing, listening, and speaking in a foreign language before enrolling in one of the corresponding courses. These classes are offered on a graded basis with the intent of increasing students’ conversation and vocabulary skills in foreign business language. Courses are generally taught by foreign language instructors.

**First-year Course Requirements**

During the first year of the MBA, students develop an analytical foundation for assessing management problems in the basic areas of business. The first-year MBA Core emphasizes integration of a broad range of management principles and concepts. To facilitate this integration, modules of instruction are utilized to encourage students to apply tools learned in one course to the solution of problems encountered in another.
In addition to the MBA Core classes, students take a limited number of major-specific courses in the Winter Semester of the first year that lay the foundation for more advanced major electives in the second year.

Listed below is the first-year MBA Core for the 2013-2014 academic year:

<table>
<thead>
<tr>
<th>Fall 2013 Core Classes</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 501</td>
<td>Corporate Financial Reporting</td>
</tr>
<tr>
<td>MBA 505</td>
<td>Leadership</td>
</tr>
<tr>
<td>MBA 520</td>
<td>Business Finance</td>
</tr>
<tr>
<td>MBA 530</td>
<td>Operations Management</td>
</tr>
<tr>
<td>MBA 548</td>
<td>Strategic HR Management</td>
</tr>
<tr>
<td>MBA 550</td>
<td>Marketing Management</td>
</tr>
<tr>
<td>MBA 593R</td>
<td>Major Seminar</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>17.0</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter 2014 Core Classes</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 502</td>
<td>Managerial Accounting 1</td>
</tr>
<tr>
<td>MBA 584</td>
<td>Intro to Global Management</td>
</tr>
<tr>
<td>MBA 580</td>
<td>Business Strategy</td>
</tr>
<tr>
<td>MBA 604</td>
<td>Business Ethics</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7.5</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major Classes &amp; elective</th>
<th>enough to get to 18.0</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Winter Credit Hours</strong></td>
<td>maximum of 35.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second-Year Course Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>To complete the required 64 credit hours during the two-year MBA Program:</td>
</tr>
<tr>
<td>♦ Students must complete six credit hours of non-major course work.</td>
</tr>
<tr>
<td>♦ Six credit hours combined of (1) Field Study courses (MBA 690R, all sections), and (2) a contract course with a faculty member (MBA 693R, section 1) can count toward the MBA degree:</td>
</tr>
<tr>
<td>o Only six credit hours of Field Study courses (MBA 690R, all sections) can count toward the MBA degree.</td>
</tr>
<tr>
<td>o Only three credit hours of a contract with faculty (MBA 693R, section 1) can count toward the MBA degree.</td>
</tr>
<tr>
<td>♦ Students may have no more than nine credit hours of 300 - 400 level courses or non-MBA prefix courses. Students must receive approval from the MBA Office before registering for these out-of-program courses.</td>
</tr>
</tbody>
</table>

Note that students can take additional non-approved courses for their own education purposes, so long as they complete the 64 required credit hours as described above.
Credit and Grades

Students entering the MBA Program are required to complete a total of 64.0 university credit hours of study (52.0 credit hours for JD/MBA students). All first year students take the MBA Core classes during Fall Semester, and no other classes may be taken during that semester. In all subsequent semesters, **no more than 18.0 and no less than 12.0 credit hours may be taken.** All courses on your registration and classes that are audited (no credit given) count toward the maximum of 18.0 hours. **Exceptions to this policy are rare and must be approved by formally petitioning the MBA Executive Committee.**

The MBA grading system was designed to recognize that graduate students are extremely capable and are typically in the top 20 percent of their respective undergraduate programs. The MBA Executive Committee agreed upon a grading policy that would (1) not be an intrusion on the learning process, (2) not discourage group work nor the aim for mutual development, and (3) provide adequate communication of student skills to potential employers. The resulting suggested grade distribution for the MBA Program is as follows:

<table>
<thead>
<tr>
<th>MBA Grade Distribution</th>
<th>Points</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>15%</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>35%</td>
</tr>
<tr>
<td>B+</td>
<td>3.4</td>
<td>35%</td>
</tr>
<tr>
<td>B or lower</td>
<td></td>
<td>15% (total)</td>
</tr>
</tbody>
</table>

The grade distribution gives faculty the opportunity to provide broad recognition of accomplishment. It does not guarantee high grades where achievement is deemed inadequate. Students whose performances are not of graduate-level caliber should not receive a grade of “B” or higher. The students’ grades can be adversely affected by inadequate attendance or participation.

Faculty may also award the following grades at their discretion:
♦ I – Incomplete (requires a special contract and imposes time limits to complete)
♦ P – Pass (for courses on a Pass/Fail basis)
♦ E – Fail

The “I” (Incomplete) Grade

The letter grade “I” (Incomplete) is given on a contractual basis by the instructor to students who are eligible to complete the work in a prescribed time period. An Incomplete is given only when there are extenuating circumstances (serious illness, death in the immediate family, etc.). The Incomplete Grade Contract is initiated and managed by the student and must be signed by the instructor. An Incomplete is never given when a student is failing or has failed the course. The instructor should indicate a specific deadline to finish the Incomplete, not to exceed one year from the end of the course.

An Incomplete is computed in the grade point average as a failing grade until the course work has been completed and the official grade has been submitted by the instructor. An “I” grade
will become an “E” (failing) grade if it is not cleared and the missing work not completed before the deadline as contracted with the applicable faculty member.

- Request an Incomplete Contract from the Records Office, Records/Registration Office B-150 ASB Provo, UT 84602
  (801) 422-2631
  Fax: (801) 422-0613
  records@byu.edu

If the Incomplete cannot be made up within the year allowed by the university, additional time (limited to six additional months) may be requested through the Petitions Office. Teacher support for an extension is required.

Note: No more than one “I” grade may appear on your transcript at any given time. **First year “I” grades must be cleared before the beginning of the second year.**

**Minimum GPA Standards/Student Evaluation Procedure by MBA Executive Committee**

Students should be anxiously engaged in coursework or internships and making timely progress toward graduation. Students will be evaluated by the MBA Executive Committee after every semester on *myBYU* using the following criteria:

1. **Satisfactory:**
   - GPA is 3.0 or above;
   - There are no more than 3.0 credit hours of “C” work;
   - There are no grades below “C-” and
   - “I” grades are cleared on time.

2. **Marginal:**
   - GPA is below 3.0;
   - There are more than 3.0 credit hours of “C” work;
   - There are grades below “C-” or
   - There are “I” grades that are “out of contract.”

3. **Unsatisfactory:** A student cannot remain on “Marginal” status for more than one semester. The student needs to show progress and return to “Satisfactory” status, or be changed to “Unsatisfactory” status. If a student has two consecutive ratings of “Marginal” or “Unsatisfactory”, the MBA Executive Committee will terminate the student or petition the Graduate Studies with documentation as to the student’s inability to progress toward graduation.
   - For example, a student completes the first Fall Semester and is placed on “Marginal” status. If “Marginal” status remains after completing that Winter Semester, the student is then placed on “Unsatisfactory” status. If the student does not return to “Satisfactory” status at the end of the second Winter Semester, the MBA Executive Committee will terminate the student.

**Note:** If the student is termed “Marginal” or “Unsatisfactory”, he or she will be notified in writing and/or have a scheduled conference with the MBA Associate Director, which will
conclude with the student’s signature that notification has been received. In the event of a dismissal, an appeal may be made in writing by the student to Associate Dean, Marriott School, 730 TNRB, Brigham Young University, Provo, UT, 84602.

Class Repeat Policy
Students may repeat any course taken at BYU. However, all grades will be averaged into the grade point average (GPA) and all credit will be counted. BYU does not remove the previous credit or grade from the transcript or the GPA calculations once a class has been repeated. Note that the MBA Program will not count more than 3.0 credit hours of “C” type grades toward the MBA; and will not count any class with a grade lower than a C-.

Final Exams
The MBA faculty and administration has agreed upon the policy that a final examination should be part of each MBA class. This provides students the opportunity to review course material in a comprehensive and integrative manner. It is expected that designated reading days will be kept free for students to study for final exams. Some faculty may choose to assign a special project or paper to serve as the final exam for their class.

Student Rankings
The academic top tenth of the class will be distinguished after each semester. This ranking is communicated to individual students by email 30 days after the semester ends. Students placing in the top ten percent of their class may publicize this ranking on a resume or in private correspondence as they see fit. There is no public disclosure of class rank due to legal restrictions related to rights to privacy.

Non-MBA Courses as part of the MBA Degree
MBA students may take non-MBA graduate courses to be used toward the MBA degree if the courses are related to students’ MBA areas of emphasis or career goals; are of graduate level; and if students have received prior approval from the MBA Executive Committee. Students must get prior approval from the MBA Office to have these courses count toward the MBA degree. Online courses, independent study courses, PE courses, religion courses, music courses, and theatre courses will not count towards the MBA degree.

Graduation Application
All students must apply for graduation from BYU during the beginning of the semester in which they plan to graduate. The graduation application is online. Before applying for graduation, students must have completed all MBA course work or be registered for the remaining requirements during the final semester before graduation. Students who fail to meet the published deadlines for any graduation will automatically be considered candidates for the next scheduled graduation. The majority of MBA students graduate in April but occasionally an MBA student will be moved to the following August or December graduation in order to accommodate special individual circumstances.
In addition to the required MBA course work (*see Minimum GPA Standards on page 6), the following must be completed prior to graduation:
♦ Exit interview with the MBA Director or an Associate Director
♦ Exit survey (available online)

FACULTY EVALUATION

The MBA Director, Associate Director, and the Marriott School Graduate Curriculum Committee evaluate the performance of all faculty teaching in the MBA Program on a regular basis. These evaluations include a review of the course content, teaching methods and techniques, and teaching ability. At the end of each semester or block of study, students are given the opportunity to evaluate each of their MBA courses and professors on myBYU.

FEES, EXPENSES, AND FINANCIAL AID

Tuition
Over 60 percent of the cost of operating the BYU MBA Program is paid for by the tithes of The Church of Jesus Christ of Latter-day Saints. Therefore, students and the families of students who are tithe-paying members of the Church have already made a significant contribution to the operation of the program. Because non-members will not have made this contribution, they are charged a higher tuition rate than members. This distinction is similar to the higher tuition that graduate schools of state universities charge to non-residents.

Tuition for the 2013-2014 school year is $5,810 per semester for members of the LDS Church and $11,620 per semester for non-members. Tuition increases slightly each year. If a student withdraws from the MBA Program, a refund will be based on the date discontinuance is reported to the Division of Student Academic and Advisement Services (Discontinuance Office, B-150 ASB). Please contact that office for additional information. Late fees are not refunded, and refunds will not be granted to students who are dismissed from the university for violation of the BYU Honor Code.

Books and Laptop Computers
The cost of books each semester is approximately $800. Costs vary, depending on the courses taken each semester. These texts may be purchased at the BYU Bookstore or online.

It is required that each student bring a laptop computer for use during the MBA Program. Check for the requirements on the MBA website at: https://marriottschool.byu.edu/laptop/. There are wireless ports throughout the TNRB. We strongly recommend the use of laptops that connect wirelessly using 5 GHz technology. We also encourage students to bring a spare battery for their laptops.
Financial Aid
Scholarships are awarded to first-year students with high scholastic achievement and strong work experience when admission decisions are determined.

BYU MBA scholarships are not given to second-year students, but limited research and teaching assistantship positions are available. MBA faculty will generally advertise these positions at the end of the first year of the MBA. Assistantships require seven to ten hours of work per week and pay approximately $14.50 per hour.

Private scholarships are available to second-year students through the Marriott School. Applications are available in the Dean’s Office (730 TNRB) during Winter Semester of the first year. Applications are done online at: https://marriottschool.byu.edu/aid/scholarship/index.cfm.

Loans are available to full-time students in good academic standing, whose combined family and personal resources are inadequate for the continuation of study. Students may contact the university’s Financial Aid Office (http://financialaid.byu.edu, A-41 ASB, 422-4104) for additional information. The university has established a financial aid counselor specifically for graduate students. MBA students are encouraged to work with this individual for all of their financial aid needs. This individual’s contact information is provided in a separate document.

BYU STANDARDS

Honor Code
BYU exists to provide a university education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. This atmosphere is preserved through commitment to conduct that reflects those ideals and principles. All students, staff, and faculty of BYU are expected to abide by the principles outlined in the Honor Code.

Professional Standards

Once students have committed to be employed by a firm for an internship or after graduation from the MBA Program, it is expected that they will follow through with that commitment. Any student who violates this standard will be required to meet with the MBA Executive Committee and may jeopardize receipt of his or her diploma.

FACILITIES AND SERVICES

MBA Lounge (W339 TNRB)
The MBA lounge serves as a general gathering place for students. The lounge is used by approximately 380 students. Because of this heavy traffic, it is extremely important that each student take responsibility for keeping it in presentable condition. For security reasons, students should not leave valuables unattended. The MBA lounge has a fridge, microwaves, computers, printers, and telephones available for student use. Only local, collect, or credit card long-distance
calls can be made from these phones. Each study room is equipped with network access for laptop computers.

**Study Rooms**
Study rooms are located throughout the Tanner Building and are used for case discussion and other team study meetings.

If an individual is using a study room in the lounge and a team needs the room, the individual should promptly vacate and find another study area. Additional study rooms are available on the first, second, and third floors of the Tanner Building. These rooms are reserved online at [https://marriottschool.byu.edu/scheduler/](https://marriottschool.byu.edu/scheduler/). Students are encouraged to use the BYU library for additional individual study.

**Email Addresses**
The majority of information sent to you regarding the BYU MBA Program will be sent by email. Therefore, it is your responsibility to retrieve your messages daily.

To facilitate easier address changes, and to create a permanent marriottschool.byu.edu address capable of forwarding to an account of your choice, you will need to create an email alias by logging in to myBYU at [www.byu.edu](http://www.byu.edu), go to the Communication tab on the right hand side of the page and click on the email alias manager.

**Computer Resources and Services**
There is a Computer Lab in room 240 TNRB. It is equipped with windows-based PCs, as well as laser printers and scanners. Use of laser printers carries a nominal per-page fee. All students are expected to abide by computer lab rules. You can find open lab hours at [https://marriottschool.byu.edu/scheduler/](https://marriottschool.byu.edu/scheduler/). Each student must submit a signed software user agreement to the MBA Office.

There are Signature Card printing kiosks located on the 1st and 3rd floor atrium, inside MAcc, MISM, MBA and MPA lounges, and 240 TNRB.

**Harold B. Lee Library**
The first floor of the Harold B. Lee Library contains many business indexes, texts, and other books related to business. Current business periodicals are located in the reserve library on the ground floor (third level) of the library; back issues are on the first and second levels. Students can use LexisNexis, Bloomberg, and ProQuest to aid in research of specific topics. You can also access the online business library at [http://lib.byu.edu/sites/business/](http://lib.byu.edu/sites/business/)
MBA Office  *(W437 TNRB)*
MBA Office hours:
Open Monday through Friday, 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m.
*Closed each day from 12:00 p.m. to 1:00 p.m. for lunch
*Closed each Tuesday from 10:45 a.m. to 12:00 p.m. for the University Devotional

The MBA Office facilities and equipment are not available for student use. Faxes, copies, etc., may be handled through the university copy centers or student computer labs and lounges. Students may not have personal mail, deliveries, or phone calls directed to the MBA Office, although emergency calls may be received in the MBA Office. Faxes may be received in the main MBA Office on an individual need basis. Personal phone calls may be directed to the student lounge, when appropriate.

Copy Center *(550 TNRB)*
The TNRB Copy Center is available for standard and color copying and printing needs, as well as sending and receiving faxes (for a nominal fee). You will find binding services at Cougar Creations located in the Wilkinson Center.

Career Development Assistance
The BYU Placement Center and the Business Career Center assist MBA students in finding summer internships and full-time employment. Access to these services is conditional upon compliance with both offices’ policies and procedures as well as attendance at all Career Services briefings and presentations. Assistance is designed to meet the special needs of both MBA employers and new MBA graduates.

Business Career Center *(446 TNRB)*
Assistance available through the Business Career Center includes:
♦ Self-assessment workshops
♦ Job search workshops
♦ One-on-one counseling
♦ Alumni Job Search Clearinghouse
♦ Recruitment opportunities for both full-time and internship employment

In order for students to use Business Career Center resources and be placed on campus interview lists, they must be registered with the Business Career Center. Information on current job opportunities is posted on the Business Career Center web page and on the bulletin board outside the Business Career Center. The web address is: [http://marriottschool.byu.edu/career/](http://marriottschool.byu.edu/career/).

Both the BYU Placement Center and the Business Career Center are to be viewed as adjuncts to students in their individual job search activities. The final responsibility for employment rests with students who must prepare themselves for and initiate their own individual searches.
BYU Career Placement Center  (2400 WSC)
The BYU Career Placement Center’s primary function is to provide a process that meets the needs of employers for entry-level candidates from across campus. In other words, the Placement Center services the needs of employers who are interested in all types of BYU graduates. The following services are available to MBA students:

♦ Publication of full-time job opportunity listings: The BYU Career Placement Center provides lists of organizations interviewing on campus. Students can search these lists for companies specifically looking for MBA candidates. It should be noted that some employers will have mixed schedules that include MBAs as well as other candidates, both graduate and undergraduate (e.g., engineering, communications, etc.). Also note that the primary interest of employers coming on campus through the BYU Career Placement Center is permanent employment (post-graduation) and does not include internship opportunities.

♦ Company literature: Company-produced literature is available in the BYU Career Placement Center. Generally speaking, MBAs will interview through the BYU Career Placement Center only when employers are interested in looking at a variety of candidates including MBAs. Therefore, when an employer establishes a mixed schedule, MBA students will interview at the BYU Career Placement Center. All employers who exclusively seek MBAs will interview in the Tanner Building through the Business Career Center.

BYU Student Health Center and Insurance
BYU requires all full-time continuing students to have adequate medical insurance for the duration of their enrollment at BYU. To satisfy the university’s insurance requirement, students must enroll in the BYU Student Health Plan or a private group medical plan (i.e. one provided by parents’ or spouse’s employer), and must be enrolled in the plan even during summer months when classes are not held and internships occur. For more information regarding health insurance, visit http://health.byu.edu/ or call 422-2771. The Student Health Center is located at 900 East and University Parkway in Provo.

EXTRACURRICULAR ACTIVITIES AND ORGANIZATIONS

MBA Association
MBA students have organized the MBA Association (MBAA) to provide social- and business-related activities to augment the educational experiences provided through the MBA curriculum.

The association has sponsored seminars by nationally known businessmen and businesswomen, firesides by prominent LDS Church authorities, and community service projects. Social activities also play an important role in the MBA Association—barbecues, sports activities, trips, and a year-end banquet are common MBAA activities.

First-year students hold an election during Winter Semester to elect a president and various vice presidents and directors who will preside in MBAA offices during the next year. The current vice president positions are: Student Life, Communications, Finance, and Academic Affairs. Director positions include: Spiritual Issues, Faculty Student Relations, Service, Athletics, International Issues, and Single Affairs.
The MBA Association members form a student council that meets frequently throughout the year to conduct association business. First-year students are elected in the first weeks of each semester to serve as section representatives for the first year and sit on the student council.

The MBA Association is organized under the Management Society, which is the student government arm of the Marriott School. MBA students are automatically included as members of the Management Society and are eligible to participate in activities and programs sponsored by the society.

**MBA Spouse Association**
The MBA Spouse Association (MBASA) was initiated to help spouses of MBA students increase their understanding of the BYU MBA Program, prepare for future professional experiences, and interact with other spouses and families of students. An MBASA president and council are elected each year.

**International Graduate Students Association (IGSA)**
The IGSA seeks to help international students have a rewarding and meaningful educational experience at BYU, to support international students in their recruiting efforts, and to establish the world-wide network of alumni. During Winter Semester, all first-year international students have an opportunity to elect the following year’s IGSA Executive Committee members. These elected members volunteer their time working closely with each other, as well as with various offices on the BYU campus. For example, the Career Committee works closely with the Marriott School Career Services Office and the BYU Placement Center to increase the recruiting opportunities for international students.

**BYU ID Card (Signature card)**
The BYU ID card received during orientation permits access to a wide variety of activities. This card may be used as your student identification to check out books at the library, to use exercise facilities, and to use as an electronic key for your signature account for meal-plans, Bookstore purchases, copies, and various activities around campus. Students’ spouses may also get a BYU ID card after receiving a BYU Net ID. Cards may be obtained in 2310 WSC.

**Devotionals and Forums**
Devotional and forum assemblies featuring General Authorities of The Church of Jesus Christ of Latter-day Saints and speakers of national and world renown are held in the Marriott Center each Tuesday at 11:00 a.m. Speakers and topics are published in The Daily Universe and on the BYU home page. BYU suspends all classes and campus activities during these devotionals and forums. Therefore, the majority of campus offices and services are closed each Tuesday from 11:00 a.m. to 12:00 p.m., including the MBA Office.