



Lucas Graduate School of Business

Student Guide for Lucas Business Complex
For MBA for Professionals, MST and MSTM
programs

San José State University
Lucas Graduate School of Business
One Washington Square
Business Tower Room 350
San José, CA 95192-0162

Lucas Business Complex
2933 Bunker Hill Lane
Suite 120
Santa Clara, CA 95054



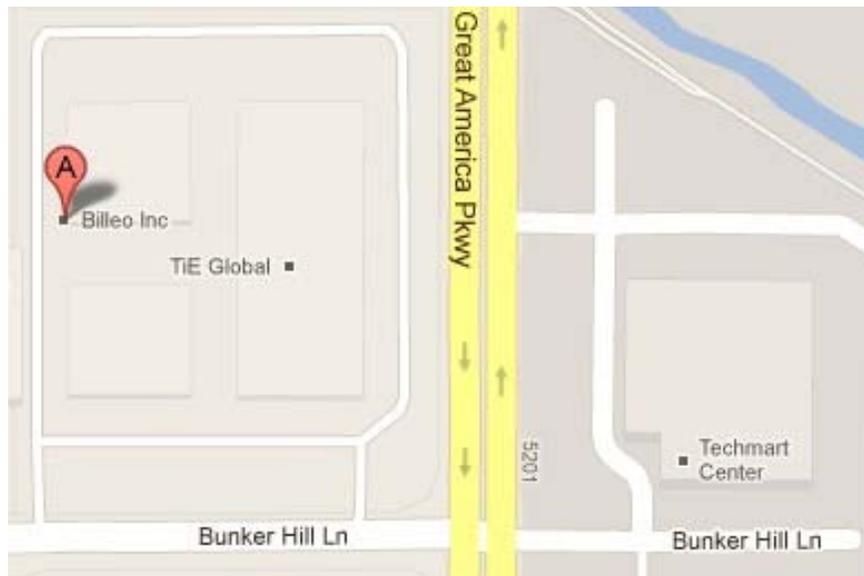
I. SILICON VALLEY FACILITY

All off-campus business graduate programs are operated out of the Lucas Business Complex on Bunker Hill Road in Santa Clara. Positioned in the heart of the “Golden Triangle” of the Silicon Valley, the Lucas Business Complex is **easily accessible from Hwy 101, Hwy 237, and public transportation**. This location offers a comfortable, state of the art learning environment.

The Lucas Graduate School of Business office is located on the first floor, **Suite 120**. The office phone number is 408-924-4292.

LUCAS BUSINESS COMPLEX

**2933 Bunker Hill Lane
Santa Clara, CA 95054**



II. DRIVING DIRECTIONS

1. Directions from San José

- Take Highway 101 North to Great America Parkway exit.
- Turn right onto Great America Parkway and go about 1.5 miles.
- The facility will be on your left at the intersection of Bunker Hill Lane.

2. Directions from San Francisco

- Take Highway 101 South to Great America Parkway exit.
- Turn left onto Great America Parkway and go about 1.5 miles.
- The facility will be on your left at the intersection of Bunker Hill Lane.

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3. **Directions from Berkeley/Oakland**

- Take Highway 880 South.
- Exit Route 237 West.
- Make a left onto Great America Parkway.
- The facility will be on your right at the intersection of Bunker Hill Lane.

4. **Directions from Walnut Creek**

- Take Highway 680 South to Calaveras Blvd. (237) in Milpitas.
- Exit and head west(right) on Calaveras Blvd. (237)
- Make a left onto Great America Parkway.
- The facility will be on your right at the intersection of Bunker Hill Lane.

5. **Directions from Palo Alto**

- Take Highway 101 South to Great America Parkway exit.
- Turn left onto Great America Parkway and go about 1.5miles.
- The facility will be on your left at the intersection of Bunker Hill Lane.

6. **Directions from Santa Cruz**

- Take Highway 17/880 North. Exit 101 North.
- Turn right onto Great America Parkway and go about 1.5 miles.
- The facility will be on your left at the intersection of Bunker Hill Lane.

III. **PUBLIC TRANSPORTATION**

The Lucas Business Complex is also accessible via public transportation - **VTA Light Rail lines 901** (Alum Rock to Santa Teresa) **and 902** (Mountain View to Winchester). If using Line 901, you will need to switch to line 902 at the Tasman station and continue to Bunker Hill.

For detailed information about VTA public transportation options, please go to www.vta.org.

IV. **PARKING**

Parking is available in the building's parking lot.

V. **ONSITE FACILITIES AND SERVICES**

1. **Breakout Area**

The Lucas Business Complex features a small breakout area equipped with kitchen appliances. There is a snack vending machine, but no food or beverage vendors onsite. However, there are several fast food and take-out options in the vicinity.

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2. Event Hall

The facility also features an event hall/lounge area that can be used for a variety of academic and non-academic events (guest speakers, breakout sessions, student team exercises, Student Club meetings, etc.).

3. Computer, Printer, Copy Machine and Internet Access

As a current Lucas student, you have access to one computer printing station in the Lucas School office. The printing station is available during office hours. Individual student print accounts will be generated at the beginning of each term. There is a cap of 100 pages per student per term (e.g. Spring A and Spring B count as the Spring term, one term). Additional printing cannot be requested once you reach your cap. The print tutorial for students is provided at the station. We ask that you please be considerate of the time you utilize these services if other students are waiting.

SJSU Campus Wi-Fi is provided at the Lucas Business Complex. Wireless internet access is available in all of the classrooms. As a first time user, students must set up their password through the SJSUOne account. SJSUOne is a password consolidated system. Please visit the web for information on how to set up your SJSUOne account: <http://its.sjsu.edu/services/sjsuone/>.

4. Lost and Found

A “Lost and Found” box will be located onsite in the Lucas School office.

VI. POLICIES

1. Smoking Policy

Smoking is prohibited inside the building at all times. Smoking is allowed outside the building (25 feet away from the building).

2. Student Conduct and Attire

Since the building hosts other companies and local organizations, students are asked to be aware of their surroundings and always **behave in a professional and considerate manner** that is befitting the Lucas Graduate School of Business. Any disruptive or unacceptable conduct (per the Lucas School guidelines or the property owner’s policies) will be subject to disciplinary action including dismissal from the program depending on the severity of the offense.

Student attire should reflect the professional image of the Lucas Graduate School of Business. Hence, we strongly suggest **business casual attire** for all class and group meetings.

3. Eating in the Classroom

We strongly suggest that students eat prior to class. **Eating in the classroom is prohibited at all times.**

4. Class Time

For the MBA for Professionals and MS in Taxation programs, classes will generally be held from 6:00 pm to 10:00 pm. MSTM program student classes are from 5:30-9:30pm.

The front door of the building locks at 7:00 pm every evening Mondays through Friday and it is locked at all times on Saturday. Please use the back door of the building on Saturdays and weekdays after 7:00 pm.

5. Evaluation in Effectiveness in Teaching - SOTE

Students will be sent the SOTE announcement to their preferred email address through the messaging system on MyJSU before the session ends. Students have 10 business days to complete the evaluation. **Evaluation links will stay open for 10 business days and expire at 11:59 pm the night before the last class meeting.**