

Early Career MBA

Student Handbook Fall 2019

San José State University

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MBA WORKSHEET

Welcome to the Early Career MBA program at the Lucas Graduate School of Business!

At the time each student is admitted, the Lucas Graduate School of Business creates a worksheet listing for each student his or her Name, Student ID Number, MBA track, GPA (Grade Point Average), GMAT/GRE (Graduate Management Admissions Test/Graduate Record Examination) score and last degree. The worksheet was sent by email or delivered during the advising meeting with the MBA Director.

The worksheet also specifies whether the admission is either in “conditionally classified” or “classified” (clear) standing. “Conditionally classified” students are required to complete certain prerequisite courses before their status can be changed to “classified” (clear) standing.

The worksheet contains a course plan with a sequence of core courses and each student is expected to follow such academic plan. Any deviation from the course plan must be approved by the MBA Director.

COURSEWORK

Prerequisite Courses

The worksheet indicates which prerequisite courses, if any, a student is required to complete. Prerequisite courses marked with an “X” are required and must be completed by the deadline listed in the worksheet.

If the admission to the MBA program is conditional, the Lucas Graduate School of Business reserves the right to rescind such admission, if the deadline for the successful completion of all required prerequisite courses is not met.

In order to prove the successful completion of the prerequisite courses, a student must provide the Lucas Graduate School of Business office with official transcripts indicating a completed course grade of “B” or better. Lucas Graduate School will guide you on where to send your official transcripts to.

Sessions

Early Career MBA program is structured in two sessions within each term (Fall, Spring and Summer). Fall and Spring sessions usually last seven/eight weeks, whereas Summer sessions usually last five weeks. Usually, classes meet from 6:00 p.m. to 10:00 p.m. one night a week for the length of a session and one to two Friday evenings, and/or two half-day Saturdays. On an exceptional basis some courses may span across multiple sessions. For detailed and updated information about the course schedule, students should consult the website <http://www.sjsu.edu/lucasschool/current-mba/schedule/index.html>. The approximate dates for the sessions are as following:

	FALL	SPRING	SUMMER
SESSION A	Late August – Mid-October	Late January – Mid-March	Early June – Early-July
SESSION B	Mid-October – Mid-December	Mid-March – Late May	Early-July – Mid-August

Early Career MBA courses: Accelerated, Full-time and Part-time tracks

The Early Career MBA program consists of fifteen courses (forty-two semester units) including eleven core courses and four elective courses. The Early Career MBA students enroll in courses as a quasi-cohort. Core classes are taken in a predetermined identical sequence by all students belonging to the same program track. Such sequence is specified in the worksheet and must be followed by each student. Any change to the core courses sequence must be approved by the MBA Director. The Early Career MBA is defined as a “quasi” cohort program because students have a choice in the selection of the elective courses and their term of enrollment.

The Early Career MBA program allows students to choose one of the three available tracks: accelerated, full-time or part-time. The accelerated track requires students to enroll in five courses in the Fall and Spring semesters and four courses in the Summer term. Students following an accelerated track complete the Early Career MBA program within 12 months.

The full-time track requires students to enroll in at least three courses during the Fall and Spring terms (except for the last term of enrollment in core courses). Students following a full-time track usually complete the Early Career MBA program within 21-24 months.

The part-time track requires students to enroll in no more than two courses each term (except for the first semester when students must register for three core courses). Any exception to this requirement must be approved by the MBA Director. Students following a part-time track usually complete the Early Career MBA program within 33-36 months. The part-time track is ONLY available to domestic students working full-time at the time of enrollment.

Students enrolled in a particular track must follow the course plan listed in the worksheet and cannot switch track without the prior approval of the MBA Director. Students who wish to change their Early Career MBA track must submit an official request and motivate the change to the MBA Director. Upon the approval of the change, a student will receive a worksheet with a new course plan.

The sample study plan for each track is available at

http://www.sjsu.edu/lucasgsb/docs/MBA%20Study%20Plan%20ECMBA_all%20tracks.pdf

Courses Sequence

Students must enroll in all the core courses in accordance to the sequence listed below. Students are not allowed to enroll in fewer or more core classes during any term. Summer enrollment for accelerated track students is mandatory, whereas for full-time and part-time students is optional. In order to complete the program in a timely manner, students may decide to enroll in elective courses during the Summer term/s.

Students are required to select four elective courses to complete the MBA program. The elective courses can be taken during any term conditional on the fulfillment of the necessary course prerequisites as stated in the SJSU catalog. Early Career MBA students are also permitted to enroll in the elective courses offered in the off-campus MBA for Professionals program. Graduate students are not allowed by SJSU to enroll in more than fifteen (15) semester units during Fall and Spring terms or twelve (12) semester units in the Summer term.

Courses Sequence - Accelerated Track

Year 1 – Fall Term

BUS 201: Business Communications
 BUS 210: Developing and Managing People
 BUS 220: Financial and Managerial Accounting
 BUS 260: Managerial Decision Analysis
 BUS 270: Financial Management
 BUS 280: Operations and Supply Chain Management

Year 1 – Spring Term

BUS 202: Managing in the Global Economy
 BUS 230: Marketing Management
 BUS 250: Law and Ethics
 Two Electives

Year 1 – Summer Term

BUS 265: Silicon Valley Experience
 BUS 290: Strategic Thinking (capstone)
 Two Electives

Courses Sequence - Full-time Track

Year 1 – Fall Term

BUS 201: Business Communications
 BUS 210: Developing and Managing People
 BUS 220: Financial and Managerial Accounting
 BUS 270: Financial Management
 One Elective (Optional)

Year 1 – Spring Term

BUS 202: Managing in the Global Economy
 BUS 230: Marketing Management
 BUS 250: Law and Ethics
 One Elective

Year 1 – Summer Term

One or Two Elective/s (Optional)

Year 2 – Fall Term

BUS 260: Managerial Decision Analysis
 BUS 280: Operations and Supply Chain Management
 One or Two Elective/s

Year 2 – Spring Term

BUS 265: Silicon Valley Experience
 BUS 290: Strategic Thinking (capstone)
 One or Two Elective/s

Year 2 – Summer Term

One or Two Elective/s (Optional)

Courses Sequence - Part-time Track

Year 1 – Fall Term

BUS 201: Business Communications
 BUS 210: Developing and Managing People
 BUS 280: Operations and Supply Chain Management

Year 1 – Spring Term

BUS 202: Managing in the Global Economy
 BUS 230: Marketing Management

Year 1 – Summer Term

One or Two Elective/s (Optional)

Year 2 – Fall Term

BUS 220: Financial and Managerial Accounting
 BUS 270: Financial Management

Year 2 – Spring Term

BUS 250: Law and Ethics
 One Elective

Year 2 – Summer Term

One or Two Elective/s (Optional)

Year 3 – Fall Term

BUS 260: Managerial Decision Analysis
 One Elective

Year 3 – Spring Term

BUS 265: Silicon Valley Experience
 BUS 290: Strategic Thinking (capstone)
 One Elective

Year 3 – Summer Term

One or Two Elective/s (Optional)

Year 4

One or Two Elective/s (Optional)

Students should be aware that some courses are sequenced in the MBA program. For example, BUS 220, Financial and Managerial Accounting must be completed prior to taking BUS 270, Financial Management. BUS 220 must be completed before taking any accounting electives and BUS 270 must be completed before taking any finance electives. Similarly, BUS 230, Marketing Management is a prerequisite for many marketing electives. Finally, the core course BUS 265, Silicon Valley Experience and capstone course, BUS 290, Strategic Thinking are the last two core courses in the MBA program. You must enroll in BUS 265 during the same semester as BUS 290.

Nevertheless, the activities and assignments related to BUS 265 occur throughout the entire MBA program. Successful completion of BUS 201, BUS 202, BUS 210, BUS 220, BUS 230, BUS 250, BUS 260, BUS 270 and BUS 280 are required in order to enroll in BUS 290. Concurrent enrollment in BUS 290 and other core courses is NOT allowed.

As a guideline, the course numbering indicates the following functional areas of business education:

- 220's – Accounting
- 230's – Marketing
- 240's – Information Systems and Technology
- 250's – Organization and Management
- 260's – Management and Decision Science
- 270's – Finance
- 280's – Operations

Elective Courses

MBA students are required to successfully complete four elective courses as part of the graduate program. Elective courses can be chosen to emphasize knowledge in a particular functional area of business. Early Career MBA students can select graduate business elective courses offered on-campus and also in the MBA for Professionals, an off-campus program. The elective course are offered by the various academic unit composing the Lucas College and Graduate School of Business:

- A&F: Accounting and Finance Department
- M&BA: Marketing and Business Analytics
- SISTech: Information Systems and Technology
- SM: School of Management
- SGIL: School of Global Innovation and Leadership

As an elective course, a graduate student can select a maximum of one upper-division business undergraduate course (100-level) OR one graduate non-business course (200-level). Enrollment in such elective course is conditional on the written approval by the MBA Director and it is specific to a given course and a given semester.

Early Career MBA students can select BUS 298-C, Applied Business Experience Internship as one of the elective courses. Such course allows students to receive academic credits (three semester units) for an internship. The internship must be approved by the MBA Director. Information on the requirements and the application procedure for BUS 298-C can be found at <http://www.sjsu.edu/lucasschool/current-mba/forms/index.html>.

Elective courses scheduled in the MBA for Professionals are held at the off-campus at the Lucas Business Complex (2933 Bunker Hill Lane, Suite 120, Santa Clara, CA 95054). Usually, classes meet from 6:00 p.m. to 10:00 p.m. one night a week for the length of a session and one to two Friday evenings, and/or two half-day Saturdays. The schedule details the assigned dates and times for the Friday/Saturday component of each course.

Please NOTE:

- The tuition for the courses in the MBA for Professionals (off-campus) program are different than the fees and tuitions for the courses in the Early Career MBA program. Please consult the following page before enrolling in any MBA for Professionals elective course:
<http://www.sjsu.edu/lucasschool/current-mba/schedule/index.html>.
- If you are currently receiving Financial Aid, there will be potential impact on state university grants due to enrollment in off-campus course/s. Please contact the Financial Aid Office before moving forward with enrollment in off-campus course/s.

ENROLLMENT POLICIES

Although the Early Career MBA course schedule is organized around two sessions within an academic term (Fall, Spring and Summer), administrative policies and deadlines are set by SJSU according to a semester-based calendar. Hence, the enrollment and payment procedures follow the University administrative calendar whether the MBA courses take place in session A or B. All session A and B courses must be added or dropped by the beginning of the semester according to the add/drop SJSU published dates. In conclusion, SJSU consider each course as if it were following the University semester-based calendar. No administrative adjustment is made for the session-based calendar of the MBA program. Below please find a summary of the most relevant deadlines for enrollment decisions during the Academic Year (AY) 2019-2020.

Fall 2019

Action	Deadline	Document/Form	Late Fees	Impact on Grade
Session A: 8/19-10/12 (final exams occur the last week of session)				
Course Drop	August 18, 2019 Last day to drop all classes or withdraw with 100% refund	MySJSU Self-Service; No document is required	No late fees	No impact
	September 3, 2019 Last day to drop a class without a “W” grade entry on student’s permanent record	MySJSU Self-Service; No document is required	No late fees	No impact
	September 4, 2019 First day to drop a course using the Graduate Petition for course Drop/Semester Withdrawal	Graduate Admissions & Program Evaluations: http://www.sjsu.edu/gape/forms/withdrawal%2010.17.2016.pdf Late drop petition, personal statement & supporting documents	No late fees	“W” grade entry on student’s permanent record; No Impact on GPA computation if approved
Course Add	August 21 – September 10, 2019 Late Add without a Late Registration petition and late fee	MySJSU Self-Service; No document is required		No impact
	September 11 – September 18, 2018 Late enrollment for Pre-Census requests	Office of the Registrar: http://www.sjsu.edu/registrar/forms/index.html Pre-Census petition, personal statement & supporting documents	\$45 late fee	No impact
	September 19, 2018 Late enrollment for Post-Census requests	Office of the Registrar: http://www.sjsu.edu/registrar/forms/index.html Post-Census petition, personal statement & supporting documents	\$200 late fee	No impact
Session B: 10/14-12/9 (Final Exams 12/11-12/17)				

Spring 2020

Action	Deadline	Document/Form	Late Fees	Impact on Grade
Session A: 1/20-3/14				
Course Drop	January 20, 2020 Last day to drop all classes or withdraw with 100% refund	MySJSU Self-Service; No petition is required	No late fees	No impact
	February 4, 2020 Last day to drop a class without a “W” grade entry on student’s permanent record	MySJSU Self-Service; No petition is required	No late fees	No impact
	February 5, 2020 Beginning date to Late Drop Course/s with a “W” grade entry on student’s permanent record	Graduate Admissions & Program Evaluations: http://www.sjsu.edu/gape/docs/withdrawal%20form.pdf Late drop petition, personal statement & supporting documents	No late fees	“W” grade entry on student’s permanent record; No Impact on GPA computation if approved
Course Add	January 23 – February 11, 2020 Late enrollment with Late Registration Fee	MySJSU Self-Service; No petition is required	\$25 Late Registration Fee (if student has not enrolled in any units)	No impact
	February 12 – February 19, 2020 Late enrollment for Pre-Census requests	Office of the Registrar: http://www.sjsu.edu/registrar/forms/index.html Pre-Census petition, personal statement & supporting documents	\$45 late fee	No impact
	February 20, 2019 Late enrollment for Post-Census requests	Office of the Registrar: http://www.sjsu.edu/registrar/forms/index.html Post-Census petition, personal statement & supporting documents	\$200 late fee	No impact
Session B: 3/16-5/11 (Final Exams 5/13-5/19)				

Please Refer to Bursar’s Link for Tuition Refund Table: http://www.sjsu.edu/bursar/payment_refunds/prorata_refund/index.html.

REGISTRATION

Course Listings

The business graduate courses offered each semester are published in the SJSU Schedule of Classes. However, for the most up-to-date listings, please go to the website: <http://www.sjsu.edu/lucasschool/current-mba/schedule/index.html>. Course syllabi are accessible from the Lucas Graduate School's schedule website or Canvas.

Registration via MySJSU

Each semester a student must visit <https://one.sjsu.edu/> and log in to **MySJSU PeopleSoft – CS** to learn the date and time of the registration appointment. Students in “active status” (see below) must complete the course registration via MySJSU during the Advanced Registration time. Registration is an interactive process and is available 24 hours daily during the published dates. User ID and Password are necessary to complete the registration. For technical issues related to login procedures, students can seek Password Help on <http://www.sjsu.edu/it/support/service-desk/password/index.php>. The Lucas Graduate School of Business office does not have access to student passwords.

Payment Due Date

As part of the online registration process, students are assigned a payment due date. The payment date may not appear online until the day following the registration. If the payment deadline is not met, the student is dropped from all the registered courses.

ADDING A COURSE

In order to add a course after the Advance Registration period has ended, registration will re-open during the first week of (semester) instruction and a student may register online if there is space available in the class. If the class is full, or the student would like to add the class after the first week of (semester) instruction, a permission number from the instructor is needed. Each instructor has a different policy for distributing permission numbers, so students should contact the instructor to find out his/her policy. Instructors may give a permission number in advance, or require attendance to the class on the first day. Students using an add code for registration, must register via MySJSU by the published date for the last day to add.

For a complete Academic Calendar visit the Registrar's website at <http://www.sjsu.edu/registrar/calendar/index.html>.

DROPPING A COURSE

Instructor-initiated Drop

Instructors are permitted (but not required) to drop students who do not attend the first scheduled class meeting and who do not contact them PRIOR to the first class. In addition, instructors may drop students who do not meet the stated course prerequisites. Please review the MBA schedule to verify the prerequisites for the courses before registration.

Student-initiated Drop

After the first class meeting, a student may drop a course through MySJSU prior to the drop deadline. The day following a course drop, students should verify in the MySJSU website that the drop procedure was successful. It is the student's responsibility to make sure courses are dropped.

Drop Deadlines

Students should consult the SJSU Schedule of Classes to determine the last day to drop or withdraw from class without a “W” grade. Usually, the Drop Deadline date is about two weeks into the semester. To withdraw from a class after the “last day to drop”, a Late Drop Petition must be completed. Late drops are approved by the Office of Graduate Studies and Research for documented serious and compelling reasons only. Withdrawing or dropping a class after the published last day to drop does not cancel any financial obligations to the university.

GRADING

SJSU uses a four-point grading scale (A, B, C, D, F) as its basic grading system. This applies to all coursework except for individual study courses, which usually are graded credit/no credit.

Grade Points

A+, A 4.0	C+ 2.3	D- 0.7
A- 3.7	C 2.0	F 0.0
B+ 3.3	C- 1.7	WU 0.0
B 3.0	D+ 1.3	
B- 2.7	D 1.0	

Graduate students must maintain a minimum cumulative GPA of 3.0 (“B”) throughout the entire MBA program. A grade of “C-” in any course is considered a failing grade, and the course must be repeated. If a course is repeated, the second grade is averaged with the first grade in the GPA calculation. (Note that at the graduate level, the second grade never replaces the first). Furthermore, a grade of “B” or better is required for the project in Bus 290, Strategic Thinking.

San José State University makes grades available at MySJSU. Individual grade reports are not mailed or communicated by email to students.

Incomplete “I” Grades

An Incomplete “I” signifies that a portion of the required coursework has not been completed and evaluated by the end of the class. Before the end of the semester, the student must reach an agreement with the instructor on the remaining course requirements and how they will be satisfied. All make-up work for an Incomplete must be finished within one calendar year immediately following the end of the term in which it was assigned. Failure to complete the assigned work results in the “Incomplete” turning into an “IC”, which is calculated as an “F” for grading purposes. The Incomplete cannot be removed on the basis of work completed at another institution, nor by re-enrolling in the course.

Withdrawal Grades

A “W” on a transcript indicates that the student was permitted to drop the course after the Add/Drop period with the approval of the instructor and the concurrence of the Office of Graduate Studies and Research. A grade of “W” is not included in the computation of the GPA.

A “WU” indicates that a student did not officially drop or withdraw from a course and failed to complete the course requirements. For the computation of the GPA a “WU” is equivalent to an “F”.

ACADEMIC PROBATION AND DISQUALIFICATION

Academic Probation

A graduate student who does not maintain a minimum cumulative 3.0 GPA (a grade of “B” on a four-point scale) is subject to academic probation. It is the student’s responsibility to continuously monitor his or her own academic standing. Graduate students are cleared from probation if the cumulative GPA reaches a 3.0 GPA or better the semester following the notification of probationary status. Please refer to University Policy Probation and Disqualification: <http://info.sjsu.edu/web-dbgen/narr/schedules/rec-20336.20485.20498.20499.html>.

Academic Disqualification

A graduate student who is on academic probation must earn at least a 3.0 grade point average each successive term until the required 3.0 cumulative GPA is again established. This requires enrollment in at least one letter-graded course in each term that the student is on probation. If these conditions are not met, the student will be disqualified from the University. Please see the SJSU catalog for more information on academic disqualification: <http://info.sjsu.edu/web-dbgen/narr/schedules/rec-20336.20485.20498.20503.html>.

TIME LIMITATIONS

All coursework for the MBA program must be completed within seven years. If courses become outdated, consult the SJSU catalog: <http://info.sjsu.edu/web-dbgen/narr/schedules/rec-20336.20485.20762.html>.

OPEN UNIVERSITY AND TRANSFER

Student may transfer up to twelve semester units to apply toward the MBA degree. MBA courses taken in the MBA for Professionals (formerly Executive Style MBA) program through Open University are considered equivalent to “transfer units”. Courses considered for credit transfer must be part of a graduate degree program offered by a peer accredited institution. Please note that extension courses will not be accepted for credit transfer toward the MBA degree. Students wishing to apply for credit transfer must submit a detailed description of the courses taken to the MBA Programs Coordinator. In order for the credit units to be counted toward the MBA degree requirements, the transfer must be approved by the MBA Director. You can find more details on the SJSU Catalog: <http://info.sjsu.edu/web-dbgen/narr/schedules/rec-20336.20485.20510.html>.

APPLYING FOR THE DEGREE

After completing at least nine SJSU letter-graded units, which must include BUS 200W, a student in Classified standing should complete a Departmental Request for Candidacy Form. The instructions and the form can be found at the following web address: <http://www.sjsu.edu/lucasschool/current-mba/forms/index.html>. The completed form must be submitted to the MBA Programs Coordinator by e-mail as an MS Word attachment no later than the posted document deadlines for the semester related to the graduation date (see dates below).

AWARD OF THE MASTER’S DEGREE

Completing the course requirements in a Master’s program at SJSU is a major accomplishment. However, it does not automatically lead to the award of degree. Students must initiate the award of degree process by completing the Application for Award of Master’s Degree via self-service in MySJSU.

The Application for Award of Degree must be submitted after the Candidacy has been approved.

Students must be aware of paperwork deadlines! If you do not file the necessary documents by the published deadlines, the graduation may be delayed. Deadlines for filing these forms are as follows:

Filing Deadlines

Graduation Date	May	August	December
Candidacy Form Due to Lucas Graduate School	September 1	January 1	March 1
Award of Degree Application Due (via MySJSU)	February 1	March 1	September 1

For more information regarding the steps to complete your master’s degree, please visit the following website: http://www.sjsu.edu/gape/current_students/deadlines/.

COMMENCEMENT

The university offers two commencement ceremonies, one in Spring and one in Fall. Those invited to the Spring ceremony are Spring graduates and the following Summer graduates. Those invited to the Fall ceremony are Fall graduates and previous Summer graduates. Hence, Summer graduates have a choice of attending either ceremonies. The ceremonies are free for participants and guests.

STUDENT IDENTIFICATION

A “Tower Card” is issued to Early Career MBA students as student identification. This card is used for student identification to obtain services at the Library, Event Center, Health Center, Admissions & Records, Career Planning and Placement, parking permits, athletic events, Santa Clara County Valley Transit (buses & Light rail) and other frequently used student services.

The first Tower Card is free. A Tower card is issued at the Tower Card windows in the Bursar’s Office located in the Student Services Center. A valid State Driver’s License, DMV State ID, Passport, or other government-issued photo ID must be presented.

EVALUATION IN EFFECTIVENESS IN TEACHING (SOTE)

The Office of Institutional Effectiveness and Analytics sends the SOTE announcement to all students enrolled at SJSU via their preferred email address specified in MySJSU. An individual SOTE link for each registered course will be created in student’s MySJSU account toward the end of each session. Students are granted approximately 10 business days to evaluate the class/instructor and each evaluation link expires at 11:59PM before the last class meeting.

COMMUNICATIONS

Most communications occur via email from the MBA Programs Coordinator, who often sends important information such as impending deadlines, networking opportunities, changes to policies, scholarship opportunities, program announcements, etc. Occasionally, students receive letters in the mail. It is imperative that students keep the contact information (especially email address) up to date through the Program Coordinator as well as through the university, on MySJSU.

CONTACT INFORMATION

Lucas Graduate School of Business

Main Office 408-924-3420 <http://www.sjsu.edu/lucasgsb/>

David Czerwinski, MBA Director david.czerwinski@sjsu.edu 408-924-3528

Sun Chou, MBA Programs Coordinator sun.chou@sjsu.edu 408-924-3498

Vivek Agarwal, Lucas Graduate School Career Consultant vivek.agarwal01@sjsu.edu 408-924-3507

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2933 Bunker Hill, Suite 120

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SJSU Offices & Websites

- Bursar's Office: <http://www.sjsu.edu/bursar/> 408-924-1601 bursar@sjsu.edu
Tower Card: <http://www.sjsu.edu/bursar/services/towercard/>
- Career Center: <http://www.sjsu.edu/careercenter/> 408-924-6031
- Dr. Martin Luther King, Jr. Library: <http://library.sjsu.edu/> 408-808-2000
Christa Bailey, Business Librarian christa.bailey@sjsu.edu 408-808-2422
- Financial Aid and Scholarship Office: <http://www.sjsu.edu/faso/>
Carol Garcia, Student Services Professional 408-924-6081 carol.garcia@sjsu.edu
- Graduate Admissions and Program Evaluations: <http://www.sjsu.edu/gape/> 408-924-2480
Victoria De-Baz, Evaluator victoria.de-baz@sjsu.edu 408-924-3297
- International Student and Scholar Services: <http://www.sjsu.edu/iss/> 408-924-5920
- Parking Services: <http://www.sjsu.edu/parking/> 408-924-6556
- Office of the Registrar: <http://www.sjsu.edu/registrar/>
- SJSU Catalog: <http://info.sjsu.edu/>
- University Police Department <http://www.sjsu.edu/police/> 408-924-2222