



# Lucas Graduate School of Business

Faculty Guide for Lucas Business Complex  
For MBA for Professionals and MST 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

**SJSU** | LUCAS GRADUATE SCHOOL  
OF BUSINESS

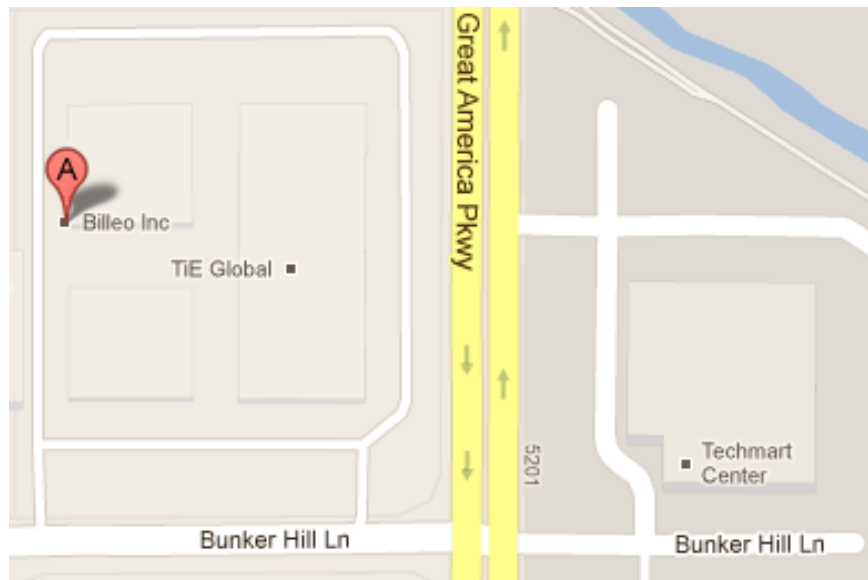
## I. SILICON VALLEY FACILITY

All off-campus business graduate programs are operated out of the Lucas Business Complex on Bunker Hill Lane 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.

### 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 1.5 miles.
- 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](http://www.vta.org).

## IV. **PARKING**

Free parking is available in the building's parking lot.

## V. **ONSITE FACILITIES AND SERVICES**

### 1. **Faculty Conference Room**

The Lucas Business Complex features a faculty conference room that can accommodate 14 people and can be used for faculty work and office hours.

## 2. 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 on-site. However, there are several fast food and take-out options in the vicinity.

## 3. 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.).

## 4. Computer, Printer and Internet Access

Lucas School faculty has access to the staff workstation (desktop computer and printer) in the Lucas Graduate School of Business office. The workstation and printing services are generally available during office hours.

SJSU campus internet and Wi-Fi are provided at the Lucas Business Complex. Instructors have access to both internet through a landline as well as Wi-Fi throughout the facility. As a first time user, faculty 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/>.

## 5. Copy Machine Access

This service is available in the Lucas School office during office hours. An individual account will be set up for each faculty member.

Copy Machine Directions:

- Touch **INPUT** on the screen
- Enter your four-digit access code (password) using the numeric pad buttons on the right
- Touch **OK** on screen
- Press **ACCESS** button
- Make copies as desired
- Select stapling options by touching **FINISHING** menu on the screen
- Press **ACCESS** button twice to **LOG OFF**

## 6. Audiovisual Equipment

Each classroom is equipped with the following audiovisual equipment on a cart:

- Laptop & Mouse
- LCD Projector
- Speakers

The Lucas Graduate School of Business strives to provide whatever additional audiovisual equipment our instructors require for their classes. Our graduate student-assistant is available on-site to assist with technology-related needs during your class time, as well as one hour prior to when your class begins. Please allow enough time for the graduate student-assistant to set up when requesting additional equipment.

- Overhead Projector
- TV and DVD/VHS Set
- Document Camera
- Presentation Remote
- Clickers (MST Class Only)

## 7. 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, which may include 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 in the common area. **Eating in the classroom during class is prohibited.**

Occasionally, there are catering events held on-site. We ask instructors to please advise your students to be aware that all catering is limited to those attending the event. A sign will be posted to indicate such an event.

### 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.

The Lucas Business Complex will be closed at 10:30 pm every evening during weekdays. We would appreciate if your class could clear the premise prior to the closing time.

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. Absences

Instructors who plan to schedule online class meetings or fieldtrips in their graduate course must inform Karen Pieniaszek of such events when scheduling the class dates.

Instructors who plan to change the scheduled class date/time must contact Karen Pieniaszek in order to ensure classroom availability. The revised information will be updated on the Lucas Graduate Business Schedule website. It is the instructor's responsibility to notify students of the changes and also to update the course syllabus.

If an instructor becomes ill, please contact Karen Pieniaszek or Sun Chou at the Lucas Graduate School of Business as soon as possible to cancel the class meeting. It is the instructor's responsibility to notify the students of the canceled class.

Karen Pieniaszek	408-924-3423	karen.pieniaszek@sjsu.edu	Until 4:30PM
Sun Chou	408-924-3498	sun.chou@sjsu.edu	Until 6PM

### 6. Late Add Form

Students who wish to late add on the first day of class must obtain the instructor's signature on Lucas Graduate Business School's Late Add Form. Please sign and collect the forms and return them to the on-site graduate assistant. It is up to the instructor to allow enrollment in the class.

## 7. Open University Forms

Prior to the first class meeting, the instructor will be sent a list of pre-approved Open University students from the Lucas Graduate School of Business office. Students who have been pre-approved by the Lucas Graduate School of Business office will bring the Open University registration form to the first class meeting for the instructor's signature. Please sign and collect the forms and return them to the on-site graduate assistant. It is up to the instructor to allow enrollment in the class.

## 8. Exam/Assignment Drop Off and Pick-Up Times

All exams are to be held at the time designated on the green sheet and are to be produced by the instructor of record. If you are unable to proctor the exams personally, then you will have to arrange for the exams to be proctored by a fellow faculty member. **According to the SJSU policies, staff or non-university personnel cannot proctor exams.** If students are unable to take the exams at designated times, then please arrange for a makeup exam time at a mutually convenient time where you (or a colleague) will supervise the same.

Alternatively, we suggest that you use the Testing Office on the main campus (Industrial Studies Building, Room 228, 924-5980) to administer makeup exams. For more information, please visit the Testing Office website at <http://testing.sjsu.edu/>.

Assignments can be dropped off or picked up by students during the hours of operation of the Lucas Business Complex. Upon request, we will arrange a drop box in the Lucas School office. However, if you need proof of students' submission/pick-up, we request that you inform us in advance so that we can arrange for a graduate assistant to be present.

## 9. Evaluation in Effectiveness in Teaching – SOTE

Students will be sent the SOTE announcement to their preferred email address through the messaging system on MySJSU 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.**

To ensure that all students receive the SOTE messaging, the Lucas Graduate School of Business is requesting all instructors to use MySJSU's messaging system (email from your class roster) at the beginning of each session (after the first week of late adds). Please ask your students to check their spam mailbox to ensure the delivery of your message.

## 10. Grade Posting

Instructors will be notified of the grade entry timeline in MySJSU prior to end of each session by the Lucas Graduate School of Business.