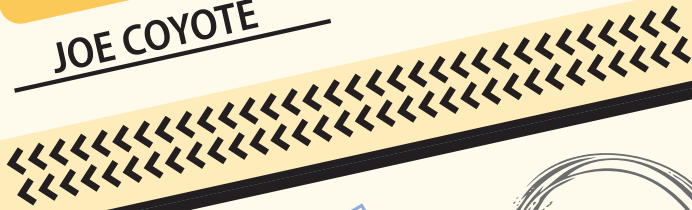
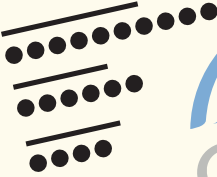




JOE COYOTE



MBA JACK H. BROWN COLLEGE
Business & Public Administration

PASSPORT

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PASSPORT PROGRAM INFORMATION

This passport will serve as a guide to the academic year, important university dates and signature activities hosted by the MBA Program Office, the JHBC Student Success Center, and both the Jack H. Brown College and University. At the end of the academic year, MBA students who earn **5 stamps*** from activities and events that represent the MBA Program Learning Goals will be awarded with an MBA Leadership Award.



This symbol shows a pre-approved MBA Passport event. If the event is not hosted by the MBA Program, please provide proof of your attendance. Proof of attendance may come in the form of a picture at the event, a program, ticket stub, etc.

In order to receive a stamp for attending an event that is not listed, you must obtain pre-approval by e-mailing Jessica Perez (mba@csusb.edu) with event details and a one paragraph statement describing how the event aligns with one or more MBA Learning Goals. You will also need to submit proof of attendance in order to receive a stamp. To submit proof of attendance, click [here](#).

*** Stamps are to be completed during the 2024-25 academic year and are due by May 10, 2025 to the MBA Program Office for review.**

NEW STUDENT ORIENTATION

It is imperative for all new students to attend orientation. During this time, faculty will review course information along with the value of each concentration. Staff will lead the orientation and discuss program, university, and curriculum policies. Students will have the opportunity to network and ask questions regarding their academic goals.

JHBC LEARNING GOALS

1

Specific Knowledge & Skills

Each student should obtain required specialized knowledge and skills for the creation of value through integrated operations and distribution of goods, services, and information.

2

Communication

Each student can effectively communicate, either written or orally.

3

Ethical Reasoning & Global Context

Each student can identify and evaluate ethical issues within a global context and articulate a realistic recommendation to inform decision making.

4

Problem Solving using Information Technology

Each student can work through the problem solving process using information technology to identify a problem, evaluate solutions, and devise an innovative strategy to achieve a desired goal.

MISSION STATEMENT

The Jack H. Brown College of Business and Public Administration is committed to nurturing a high quality educational environment that ensures student, faculty, and staff success in their pursuit of academic excellence and achievement. We seek to transform the lives of our students and alumni, ensuring that they become responsible management professionals within a dynamic region and a globally connected world.

MBA JACK H.
BROWN
COLLEGE
Business & Public Administration



MBA PROGRAM STAFF



Taewon Yang, PHD
MBA Director
taewon@csusb.edu
909.537.3760



Deloren West
MBA Program Coordinator
dewest@csusb.edu
909.537.3392



Jessica Peraza
Recruitment & Engagement
Specialist
jessica.peraza@csusb.edu
909.537.3706



Amanda Yates-Gonzales
MBA Administrative Support
ayates@csusb.edu
(909) 537-5703



Pamela Abell, Ph.D.
Career Services Advisor
pabell@csusb.edu
909.537.3393

UNIVERSITY RESOURCES

MBA Program Office

JB-134
909.537.5703

College Office

JB-278
909.537.5700

Financial Aid

UH-150
909.537.5227

Office of the Registrar UH-178

909.537.5200

Graduate Studies

CE-356
909.537.5058

SSD

UH-183
909.537.5282

Professional Writing Office

JB-462
909.537.3704

Speaking Center

JB-230
speaking.jhbc@csusb.edu

Pfau

Library 1st
Floor (PL)
909.537.5091

Coyote Bookstore

SMSU North
909.537.5966

Student Financial Services

UH-034
909.537.5162

Associated Students, Inc.

SU-108
909.537.5932

Parking & Transportation

UH-039
909.537.5912

Campus Police

UP-100
909.537.7777

Student Health Center

HC-101
909.537.5241

Technology Support Center

PL-1180
909.537.7677

PASSPORT EVENTS

The following list provides examples of events that would qualify you to earn a passport stamp. However, there are many other types of events not listed here that would still qualify as an approved passport event. If you would like to participate in an event that has not been pre-approved, please refer to **page 7** for information on the necessary steps required to do so.

- Professional Conferences
- Any JHBC Department Event
- Development of/ Hosting
- Lectures
- Networking Events
- Work Training
- Professional Skills Workshops
- Various University Speaker Series
- Professional Accounting Meetings
- Participating in a JHBC Club or Organization
- Completing a High Impact Practice

PROOF OF ATTENDANCE

Every approved Passport event you attend will require you to submit proof of attendance. In order to receive a stamp, you must fill out each entry field in the survey below. Once your attendance has been approved, you will be notified via email.

SUBMIT PROOF OF ATTENDANCE

https://csusb.az1.qualtrics.com/jfe/form/SV_71Ji0i6gLudY4GW

PASSPORT PROGRAM STEPS

Step 1: Send approval request for any event that is not pre-approved to Jessica Peraza (mba@csusb.edu) at least two (2) weeks before the event takes place. The request should include event details (where, when, etc.) and a one paragraph description about how the event meets one or more of the learning goals listed on **page 3**.

Step 2: Receive email confirmation from the MBA program that your event qualifies for a stamp in your passport.

Step 3: Attend pre-approved event.

Step 4: Submit proof of event attendance and required attachments/information via Qualtrics by clicking the link below:

https://csusb.az1.qualtrics.com/jfe/form/SV_71Ji0i6gLudY4GW

Step 5: You will receive a confirmation email that you have been issued your stamp and your event attendance will be recorded. Please make note of this in your passport. It is recommended that you save all of your confirmation emails.

Step 6: Once you successfully obtain **five or more** stamps, you will receive your MBA Leadership award. The awards are given out once a year.



CLUBS & ORGANIZATIONS

Clubs and organizations provide CSUSB students with valuable organizational experience as well as professional and social contacts. The following list of clubs are affiliated with JHBC; however, any club or organization that is part of CSUSB will qualify.

- [Accounting Association](#) (AA)
- [Beta Alpha Psi](#) (BAP)
- [Business Intelligence and Analytics Club](#) (BIAC)
- [American Marketing Association](#) (AMA)
- [Association of Supply Chain Management CSUSB](#) (ASCM)
- [Upstarters Entrepreneurship Club](#)
- [Financial Management Association](#) (FMA)
- [Future Business Leaders of America](#) (FBLA)
- [Cyber Intelligence & Security Organization](#) (CISO)
- [American Society for Public Administration](#) (ASPA)
- [Society for Human Resource Management](#) (SHRM)
- [Society of Women in Cyber Security](#) (SWICS)

For more information about CSUSB clubs and organizations, please visit:

csusb.edu/student-engagement/student-clubs-organizations



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HIGH IMPACT PRACTICES

By participating in any of the following pre-approved activities, all four JHBC Learning Goals will be met and you will qualify for a stamp. Activities include participating in an internship, Study Abroad program, or utilizing services offered by either the JHBC Professional Writing Office or Speaking Center.

INTERNSHIP Student

Success Center

Term/Year: _____

Course: _____

STUDY ABROAD

Center for Global Management Term/

Year: _____

Course: _____

WRITING OFFICE

Professional Writing

Term/Year: _____ Office

Course: _____

SPEAKING CENTER

Speaking Center

Term/Year: _____

Course: _____

FALL 2024 EVENTS

August

8/22/2024 - 10:00 - 1:00
Fall 2024 New Student Orientation

September

9/10/2024 - 11:00 - 1:00
JHBC Resource Fair
<https://csusb.zoom.us/j/84182782262>

TBD
MBA Student Open House
Jack Brown Hall 134

TBD
CSUSB Homecoming

October

TBD
JHBC A/F Meet the Firms

10/24/2024 - TBA
JHBC SHECONOMY
SMSU SOUTH THEATER

FALL 2024 EVENTS

November



TBD
CSUSB Graduate School Fair



11/21/2024 - TBA
Spirit Of The Entrepreneur Awards
RIVERSIDE CONVENTION CENTER

SPRING 2025 EVENTS

January

TBD

Spring 2024 New Student Orientation

February

TBD

MBA Business Brunch

Location TBD

March

April

4/10/2025 - TBA

JHBC Business Career & Internship Fair

SMSU SOUTH EVENTS CENTER

ACADEMIC SCHEDULE

FALL 2024

August

- 19 Academic Year Begins
- 10** Fall 2024 Orientation
- 24 First Day of Fall Saturday
- 26 Classes First Day of Fall Classes

September

- 2 Labor Day Campus Closed
- 23 Fall Census

October

- 16-30 Spring 2025 Graduate Advising
- 30 Spring 2025 Registration Begins

November

- 11 Veterans Day - Campus Closed
- 17 Spring 2024 Registration Ends
- 28-30 Thanksgiving Break - Campus Closed

December

- 6 Last Day of Fall Classes
- 7 Last Day of Fall Saturday
- 9 - 14 Classes Final Exams
- 14 Fall 2023 Commencement
- 20 Winter Intersession Begins
- 24 Winter Intersession Census
- 25-31 Winter Break - Campus Closed

ACADEMIC SCHEDULE

SPRING 2025

January

- 1 New Year's Day - Campus Closed Martin
- 20 Luther King Day - Campus Closed Winter
- 13 Intersession Ends
- 18 Spring 2024 Orientation
- 18 First Day of Spring Saturday Classes First
- 17 Day of Spring Classes

February

- 14 Spring Census
- 17 President's Day - No Classes

March

- 11-29 Fall 2024 Graduate Advising
- 31 Cesar Chavez Day - Campus Closed

April

- 1-5 Spring Break

May

- 3 Last Day of Spring Saturday Classes
- 9 Last Day of Spring Classes
- 10-16 Final Exams
- 17 Spring 2025 Commencement

MBA 9 STEPS TO SUCCESS

In an effort to make your transition through the MBA program as smooth as possible, the MBA Program Office has developed 9 Steps to Success checklist. By following these steps, you will ensure success in your MBA program.

Step 1: Apply to the MBA Program and complete your application requirements.

Step 2: Get accepted and confirm your attendance.

Step 3: Attend the New Student Orientation.

Step 4: Complete the MBA Boot Camps and review the MBA Student Success Module.

Step 5: Visit the MBA Program Coordinator for semester advising.

Step 6: Attend all required courses for your program of study.

Step 7: Sign your Program Plan and file your Graduation Check.

Step 8: Request enrollment for your MBA Comprehensive Exam.

Step 9: Register for Commencement and ***GRADUATE!***



MBA JACK H. BROWN COLLEGE

Business & Public Administration

JACK BROWN HALL | ROOM 134

909.537.5703 mba@csusb.edu



 CAL STATE SAN BERNARDINO

5500 UNIVERSITY PARKWAY
SAN BERNARDINO, CA 92407



