



The University of New Mexico
Anderson Graduate School of Management
MSC05 3090
Albuquerque, New Mexico 87131

Welcome!

The Anderson Graduate School of Management is excited to welcome you to the program. We hope to challenge you and prepare you for a successful career in the business world.

You are about to embark on an exciting journey of academic, personal, and professional exploration at the Anderson School of Management. Today, you have the opportunity to start shaping your path to attain your career goals, even before your first class begins! We're inviting all of you to connect with us. Find us on Facebook and Linked In, check out our website with exciting new content, and create your profile on Lobo Career Connection. These are just some of the many ways to engage with fellow classmates, learn about Anderson events, and begin networking with future employers.

Please take this time to familiarize yourself with the information in the Student Policy Handbook. This manual describes important policies that our graduate students must follow and provides a wide range of resources available to graduate students. Please use this as a guide to help set expectations for the program and as a resource for ways you can be successful at Anderson.

The graduate programs advisors, career services specialists, and concentration advisors are dedicated to help you gain the most from your degree. We have regular appointments to help you with course scheduling, progress to graduation, and career development. Please schedule time with your concentration advisor for guidance about specific coursework and how this associates with your interests and career goals. Also, be sure to schedule an appointment with Kate Williams to talk about a strategy for your career plans and head into the new semester full of career momentum.

We look forward to assisting you as you progress toward your degree.

Graduate Programs Office

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STUDENT RESPONSIBILITY

Every Anderson School of Management student is responsible for complying with all regulations of the University and the Anderson School of Management. The faculty of the school and the graduate advisor are available to advise MBA/MACCT candidates in planning their course of study. Please schedule a meeting with them as soon as possible after you are admitted to the program.

Since the responsibility for meeting degree and academic requirements rests with the student, you are urged to familiarize yourself with the requirements set forth in these pages, as well as with pertinent information available from the Graduate Programs Office. Regulations apply to all tracks within the MBA/MACCT program, unless otherwise stated.

The student is also responsible for reading all contracts for employment, the terms and conditions of any awards, and correspondence from the various offices of the University. It is the student's responsibility to ascertain his/her grade-point average and to maintain satisfactory academic standing and progress toward the degree.

Because information is subject to change, we notify students of changes on the MBA/MACCT listserv. You may also consult the the Anderson Advisement office to verify information.

MBA/MACCT Listserv

The Anderson School maintains its own e-mail listserv to send important news and announcements to students, faculty, and staff. Upon admission, all Anderson MBA/MACCT students are subscribed to the list and will receive a confirmation e-mail message. **NOTE: Please notify the Anderson Graduate Office to change or update your email address.**

HONESTY IN ACADEMIC MATTERS

By enrolling in any course at Anderson, the student accepts the Anderson Academic Honesty Code and affirms the following pledge:

I will not lie, cheat, fabricate, plagiarize or use any other dishonest means to gain unfair academic advantage.

Further information on academic honesty at Anderson can be found at:
<http://www.mgt.unm.edu/honesty/>.

Both students and faculty are expected to adhere to University standards of conduct and honesty as set forth in the *UNM Faculty Handbook* (<http://www.unm.edu/%7ehandbook>), the *University of New Mexico Catalog* (<https://registrar.unm.edu/UNM%20Catalog/index.html>), and the *UNM Pathfinder*. (<http://www.unm.edu/~pathfind>).

THE MASTER OF BUSINESS ADMINISTRATION

Objectives

The Master of Business Administration (MBA) program seeks to admit students from diverse ethnic and educational backgrounds, and to provide them with the broad-based management education necessary for life-long professional development in private, public and not-for-profit sectors. A principal objective of the MBA is to give students opportunities to increase their knowledge and understanding of the world and to enhance their skills and capabilities for learning, analyzing, judging, creating, and communicating.

Description of the Program

The Anderson Graduate School of Management offers the following two tracks toward completion of the MBA degree:

1. A Focused MBA program with a concentration in a specialized field of study;
2. An Accelerated MBA program in general management;

The MBA program may be completed on a full-time or part-time basis. For many students whose professional commitments preclude full-time study, pursuing an MBA on a part-time basis is a viable option. Late afternoon and evening classes are offered year-round to accommodate the needs of working students. The summer and fall schedule are released in early April and the spring schedule is released in mid-November. Please consult with the online schedule of classes at: <http://schedule.unm.edu/>. Please work with the graduate advisor and concentration advisor for course options and how this coordinates with your interests and career goals.

The Anderson MBA

The Accelerated MBA program consists of 37 credit hours (13 classes). These 37 hours are broken down as follows:

1. 31 hours of MBA core courses
2. 6 hours of general management electives

The Focused MBA program consists of 43 credit hours (15 classes). These 43 hours are broken down as follows:

1. 31 hours of MBA core courses
2. 12 hours of concentration courses

The MBA Core

*MGMT 600/MGMT 551—Graduate Orientation (1-credit hour)
MGMT 501—Management Data Science & Analysis / Statistical Analysis for Management
MGMT 502—Financial Accounting & Analysis / Financial Accounting I
MGMT 504—Managerial Economics / Microeconomics for Managers
MGMT 506—Managing People in Organizations / Organizational Behavior and Diversity
MGMT 508—Business and Society / Ethical, Political, Social & Legal Environ. of Business
MGMT 511—Technology, Commercialization, & Global Environment
MGMT 520—Operations Design and Decision Making / Operations Research and Prod. Mgmt
(Pre-requisite: 501)
MGMT 522—Managerial Marketing / Marketing Management
MGMT 526—Financial Decision Making / Financial Management
(Pre-requisites: 501, and 502)
MGMT 598—The Strategic Management Process / Strategic Management
(Enrollment is limited to students in final semester or within minimum credit requirement of graduation – currently 15 hours)

The Accelerated MBA program in general management

Six (6) hours of management electives are required to satisfy the requirements for the Accelerated MBA program. Management electives consist of any 501+ level MGMT coursework and 400 level courses noted with an asterisk (*), which denotes graduate credit available. Students may select courses from any of the 11 concentrations Anderson offers at the graduate level.

Students who pursue the general management accelerated track option should also meet with the Anderson Career Development Facilitator to ensure course selection meets career goals.

The Focused MBA program with a concentration

The MBA with concentration requires completion of the 31 hours of core courses listed in the MBA Core, plus the required hours for a particular concentration. **Every concentration has a Faculty Advisor and it is recommended that students make an appointment to review course selections in order to meet graduation requirements.**

Areas of Concentration

Students at the Anderson Graduate School of Management have the opportunity to select an area of concentration to meet their career goals and interests. Students desiring to achieve competence in a particular area should plan their course of study so as to satisfy the requirements for each concentration. Courses listed on the concentration sheets define the minimum requirements. Students must have concentrations approved for graduation. Once you have determined which concentration you wish to pursue, you must meet with the faculty advisor for that concentration. *Because of the dynamics within the concentration areas, students should consult with their faculty concentration advisors to ensure that their coursework will meet the specific requirements. Concentration sheets are available online at:* <http://mba.mgt.unm.edu/curriculum/concentration-information.asp>



Requirements for Obtaining an MBA Degree

There are **four (4) important requirements** for completing each track of the MBA degree at the Anderson Graduate School of Management:

Requirement 1: General Core Coursework

The core consists of 11 courses (31 credit hours). All MBA students must complete these courses.

Requirement 2: Electives or Concentration Requirements

Students must either complete two electives (non-core courses) for the Accelerated MBA program or complete the four courses for a concentration for the Focused MBA program.

Requirement 3: Minimum Graduate Credit Hours

All students must complete a minimum of 37 graduate credit hours of which only twelve (12) credit hours may be transferred from another AACSB accredited graduate school or approved UNM international exchange program.

Requirement 4: Grade Point Average Policy

Students are expected to maintain a 3.0 GPA throughout their academic career and must have a 3.0 GPA at graduation.

MASTER OF ACCOUNTING

Description of the Program

The Master of Accounting degree (MACCT) offers four concentrations (All concentrations are 33 credit hour programs of study).

1. The ***Advanced Concentration*** is designed for individuals who have already earned an undergraduate degree in accounting from an AACSB accredited school and who wish to pursue graduate study in accounting. Students with a degree from University of Phoenix are an exception to this requirement and are not eligible for the Advanced concentration track. **Requirements:** A minimum of 15 hours of graduate accounting courses and a maximum of 24 hours of graduate accounting coursework, of which no more than 6 hours may be in taxation, plus a minimum of 9 hours of non-accounting electives at the graduate level.
2. The ***Professional Concentration*** is designed for students who have a non-accounting undergraduate degree and wish to enter public accounting as a certified professional. **Requirements:** Prerequisites consisting of an introductory financial accounting course (MGMT 502), and an introductory managerial accounting course (MGMT 503) *prior to admission in the program*, and 27 credit hours of specified graduate accounting coursework, plus 6 credit hours of specified graduate non-accounting coursework.
3. The ***Tax Concentration*** is designed for students who have already earned a BBA with a concentration in accounting and wish to pursue advanced studies in taxation. **Requirements:** A minimum of 15 hours of graduate level taxation classes, plus a minimum of 9 hours of graduate non-accounting electives.
4. The ***Information Assurance Concentration*** is designed for students who have already earned a BBA with a concentration in accounting and wish to pursue advanced studies in accounting integrated with Information Assurance. **Requirements:** A minimum of 15 hours of graduate accounting coursework and a maximum of 24 hours of graduate accounting coursework, plus a minimum of 9 hours of non-accounting courses at the graduate level.

Information on each program can be found at:

<http://macct.mgt.unm.edu/concentrations/default.asp>.

Students are encouraged to work with faculty advisors to determine which concentration best meets the individual student interests and future career goals.



Requirements for Obtaining a MACCT Degree

There are **two (2) important requirements** for completing each track of the MACCT degree at the Anderson Graduate School of Management:

Requirement 1: Minimum Graduate Credit Hours

All students must complete a minimum of 33 graduate credit hours of which only twelve (12) credit hours may be transferred from another AACSB accredited graduate school or approved UNM international exchange program.

Requirement 2: Grade Point Average Policy

Students are expected to maintain a 3.0 GPA throughout their academic career and must have a 3.0 GPA at graduation.

ANDERSON SCHOOL OF MANAGEMENT ACADEMIC REGULATIONS

1. Course Load Guidelines

Frequently, in order to verify enrollment for purposes of determining eligibility for financial aid and loan deferment, the University is required to certify the enrollment status of a student. In such instances, one's load is described as full-time, half time, or part-time according to the following:

- a. Academic Year
 - 1) Full-time
 - 9 credit hours or more per semester *
 - 2) Part-time
 - 8 credit hours or fewer per semester
- b. Summer Session
 - 1) Full-time:
 - 6 credit hours
 - 2) Part-time
 - 5 credit hours per semester.

* If holding an assistantship, the minimum course load is 6 graduate credit hours per semester and is considered full-time status.

Students are discouraged from taking over 18 hours of graduate credit per semester. However, students who wish to carry over 18 hours of graduate credit must be in good-standing with a 3.0 GPA or higher and submit a letter to the Graduate Programs Advisor stating that the student understands that the Anderson Graduate School discourages such a practice and the student takes full academic responsibility for this decision before a course load increase is granted.

2. Sequencing of Core Courses

Certain courses have specific prerequisites as indicated in the course descriptions which can be found in the catalog: <https://registrar.unm.edu/UNM%20Catalog/index.html>
Students are expected to observe all prerequisites.

Core courses are offered in fall and spring semesters and are frequently offered during the summer semester. Concentration courses are offered less frequently, typically once per year. A small number of concentration courses are offered during the summer semester. Students should plan to take core courses that are linked to their concentration of interest first. For example, students interested in the marketing concentration should take the core marketing class (MGMT 522) during their first semester in the program, as the core classes are typically prerequisites for concentration courses.

2. Sequencing of Core Courses continued

Students should begin their concentration coursework early in the program. It is not recommended to complete the core coursework and then begin the concentration coursework. Students should register for both core course(s) and concentration course(s), observing all prerequisites.

Students interested in pursuing the Finance concentration should take MGMT 501 & 502 during the first semester of the MBA program, as these courses are prerequisites to the core Finance course, MGMT 526.

Permission to enroll in MGMT 598 is based on completion of all other core requirements and is in the final semester of the MBA program or within minimum credit requirement of graduation – this is currently 15 hours. A graduation application must be submitted before the Graduate Programs Advisor will approve your registration request for MGMT 598.

3. Grades

Graduate grade-point averages are computed as follows:

- A+ 4.33 grade points per credit hour
- A 4.00 grade points per credit hour
- A- 3.67 grade points per credit hour
- B+ 3.33 grade points per credit hour
- B 3.00 grade points per credit hour
- B- 2.67 grade points per credit hour
- C+ 2.33 grade points per credit hour
- C 2.00 grade points per credit hour
- C- 1.67 grade points per credit hour

NC and F do not receive any grade points per credit hour. The Anderson Graduate School records an NC as an F. Anderson Graduate School courses may not be taken under the CR option. **ALL hours attempted and all grades received are included in the grade-point-average calculation.** When a grade of NC or F is received in a core course, that course must be repeated successfully.

Graduate students MAY NOT earn less than a C-; otherwise they must repeat the course.

The Anderson Graduate School allows students to earn no more than 6 credit hours of coursework with a grade of C+, C, or C-.

Students who earn in excess of the allowed number of C's will be placed on probation. (See Probation and Suspension 4.1 below). Once the 3rd C is earned, students will be required to repeat one of the courses in which a C was earned. Students are strongly encouraged to work with an academic advisor to determine which course to repeat and discuss available options for a grade replacement.

3. Grades continued

Under no circumstances will the MBA/MACCT degree be awarded, regardless of the number of hours completed, if the student's cumulative grade point average does not meet the minimum 3.0 requirement. All coursework attempted, whether applied to degree requirements or not, will be included in the cumulative average.

The student must meet the requirements set forth in the UNM Catalog, Anderson School of Management Section (as well as other pertinent University regulations) in effect on the date of initial enrollment in order to graduate. Students readmitted from leave of absence must meet the requirements stated in the Catalog that is in effect when they re-enter.

The grade of "I" (Incomplete) is given only when academic or personal circumstances beyond the student's control have prevented completion of the work of a course within the official dates of a semester or summer session. A grade of "I" is at the discretion of the instructor for the course. The "I" automatically becomes an F if not removed: a) by the published ending date of the next semester (not including summer session), or b) within the next four semesters, if the student does not re-enroll.

Students may not graduate with an "Incomplete" grade pending in any courses. Those resolving an Incomplete in their semester of graduation must have the process completed (including the reporting of the grade to the UNM Records and Registration Office) by the published ending date of the semester in which they are graduating. Failure to complete this process could result in the postponement of graduation until the following semester.

A graduate student may register for a course as an auditor with instructor approval. The fee for audited courses is the same as that for credit courses. Students may not apply courses audited to degree requirements nor use them as the basis for waivers of core courses. The student may change from audit to credit basis only during the first two weeks of the semester or the first week of the summer session. The student may change from credit to audit only if earning a grade of C or higher.

- 3.1 A graduate student may repeat any course without special permission, but may receive credit only once (Note: this does not apply to those courses labeled "May be repeated for credit"). All attempts and all grades are calculated in the student's scholarship index. When any course is not completed and a grade of I (incomplete) is assigned, re-registration in the course cannot be used to complete the course and remove the "I".

4. Probation and Suspension

- 4.1 MBA/MACCT candidates are required to maintain a cumulative grade point average of 3.0 or higher overall in Anderson Graduate School courses with no more than 6 credit hours earned with a grade of C+, C, C-. If at the end of any semester a candidate's grade point average falls below this minimum or the student has more than 6 credit hours of C's, the student will be placed on probation. *Candidates on probation who do not remedy their scholastic deficiencies by the end of the following semester will be suspended from the MBA/MACCT program.* However, in cases where the deficiency has not been completely eliminated but substantial progress has been made, the School's Entrance and Credits Committee may allow an additional semester of probation. A maximum of three semesters on probation is allowed. After this a student will be placed on suspension and will be disenrolled from the MBA/MACCT program.
- 4.2 It is the student's responsibility to withdraw from any coursework upon notice of suspension. No coursework completed while the student is on academic suspension may be applied toward any Anderson graduate program. *Suspended students are not eligible to re-enter graduate studies for a period of one calendar year from the date when disenrollment takes effect.*
- 4.3 A student will be placed on probation when he or she receives two grades of NC and will be suspended if a third NC is received. A student is automatically suspended upon receiving two letter grades of F. It is the student's responsibility to assure remedial action, as this policy is strictly enforced.

5. Withdrawal and Readmission

- 5.1 The student has the right to withdraw from a course during the first six weeks of the semester or the first three weeks of the summer session without a grade. When a student withdraws after the sixth week of the semester or the third week of the summer session, a grade of W will be assigned. A student may withdraw with a grade of W after the twelfth week of the semester or the sixth week of the summer session only: a) under special circumstances beyond the student's control, and b) upon petition to and approval by the instructor and the Dean or Associate Dean. If a student drops a course without officially withdrawing, a grade of NC/F will be assigned.
- 5.2 When a student wishes to withdraw from all courses in which he or she is enrolled, a withdrawal card must be secured from the Dean of Students. When a student officially withdraws from the University, withdrawal rules similar to those stated in item 3.1 above apply. If a student leaves the University during a semester or summer session and does not withdraw according to these regulations, he/she will receive a grade of F in all classes, even if passing at the time of leaving.

5. Withdrawal and Readmission continued

Students who withdraw from the MBA/MACCT program for any reason must notify the Anderson Graduate Advisor in writing of their intentions. **Students who do not register for any graduate management classes for two (2) consecutive semesters will be placed in inactive status.** Students wishing to continue after a three-semester absence must reapply for admission with the Graduate Programs Office. Students who reapply after a period of three semesters or more may lose credit and/or waivers for previously completed coursework.

- 5.4 Re-admission of a student is automatically granted if at the time of withdrawal from the University, or approval of a leave of absence, the student was in good academic standing. However, if a student was on probation, the school's Entrance and Credits Committee must review the request for readmission. Students may be required to repeat course work, which is five (5) years old at time of readmission.

6. Courses Counting as Credit for the Graduate Program

- 6.1 With the exceptions noted in this Policy Manual, only students who are admitted to the Anderson Graduate School and properly registered in courses that have been approved for graduate credit may earn graduate credit.
- 6.2 Graduate students may enroll in upper-division courses (300 or 400 level) and may receive graduate credit provided:
 - a. the course is approved for graduate credit and listed in the UNM Catalog, Anderson Graduate Section;
 - b. the student is formally enrolled in graduate status;
 - c. additional work requirements for graduate students are met; and
- 6.3 Appropriate graduate and undergraduate courses (eligible for graduate credit) offered by other schools or colleges in relevant fields may be taken if written approval is obtained in advance from the Chair of the Department of Organizational Studies, up to a maximum of six hours and subject to MBA degree requirements.
- 6.4 Graduate credit cannot be earned by examination, as in the College-Level Examination Program (CLEP).
- 6.5 Correspondence or extension work is not accepted for graduate credit.
- 6.6 Problems courses (MGMT 551 & 552):
 - a. A maximum of six semester hours of problems courses will be accepted to meet MBA degree requirements. Exceptions to this are allowable for the 551/552 temporary orientation course.



- b. Students must submit detailed abstracts for each Problems Course/Independent Study. The faculty and Dean must approve these abstracts prior to registration. Signed copies of the abstract must be submitted to the Advisement Office. Failure to secure the proper signatures and/or submit the required paperwork may cause course credit to be denied. The approval form is available in the Advisement Office.

7. Access to Graduate Courses for Non-Anderson Graduate Students

- 7.1 Graduate credit for work taken in the final semester of undergraduate study may be granted only if the student obtains a green card (<http://registrar.unm.edu/forms/index.html>) and meets the following requirements:
 - a. is enrolled in and is *within ten hours of the baccalaureate degree* in a UNM degree-granting program;
 - b. has an overall GPA of at least 3.0;
 - c. seeks no more than six hours of graduate credit;
 - d. obtains in advance the written approval of the instructor and the Dean.
 - e. prerequisites will be enforced
- 7.2 Students admitted to other graduate programs at UNM are restricted to a total of 18 hours of graduate level management coursework at Anderson. Students who have not received prior approval from the Graduate Programs Office will be disenrolled from Anderson graduate courses. Prerequisites will be enforced.
- 7.3 *Non-degree students are permitted to enroll in up to 6 credit hours (2 courses) in the Anderson Graduate School of Management.* Non-degree students may be admitted on a limited basis with the approval of the Anderson School's Entrance and Credits Committee, prior to which they must submit a completed Course Override Form available at:
http://mba.mgt.unm.edu/forms/pdf/MBACourseOverride_NonDegreeCourseRequest.pdf

Approval and issuance of non-degree registration material by the University of New Mexico does not constitute approval to take classes in the Anderson Graduate School of Management. ALL graduate-level management courses are restricted and must be approved prior to registration. **All pre-requisites for courses are strictly enforced.**

The Anderson Graduate School Entrance and Credits Committee will review petitions, and students will be notified of the decision. If the petition is approved, the Anderson Programs Office will notify the student of their eligibility.

- 7.4 Work completed in non-degree status can carry graduate credit if the grade earned is at minimum a B. Grades of B- or lower will not count.

8. The Seven-Year Rule

- 8.1 The Anderson School believes that managerial skills and knowledge change frequently. Courses taken over seven years ago may become outdated. Graduate students are expected to complete their studies at Anderson within seven years of admission. This seven-year limit commences with the candidate's first graduate course. Generally, a student continuously enrolled in Anderson or who is granted a formal leave of absence due to health or family emergencies will not be required to repeat coursework that becomes outdated. However, students who interrupt their studies at UNM for two or more semesters are not considered to be continuously enrolled and may be required to repeat management coursework taken over seven years ago. Students approaching the seven-year deadline should see the Graduate Programs Advisor and prepare a formal plan for completion of their studies.
- 8.2 The University Catalog provides detailed instructions for requesting exceptions to university policy. These should be followed whenever a student requests an exception to university policy. For example, students who are part-time, but who have been continuously enrolled in graduate coursework that applies to their MBA will almost always be given approval for a reasonable extension of time. However, students who have not been enrolled in graduate courses for a significant period of time (so that some of their coursework will be older than seven years at the time of graduation) will need to meet with the Graduate Programs Advisor to prepare a plan for completion of the degree. The program faculty should prepare a statement addressing the knowledge level and currency of the student in the courses that are older than five years.

OTHER USEFUL INFORMATION

Registration Procedure

Students will use LoboWeb to register for classes. Please see the following Power Point document for detailed information on how to register using LoboWeb:

<http://www.unm.edu/~linksc/howtoregister.ppt> Payment of fees is required to complete registration. **In accordance with UNM policy, you will be financially disenrolled from all classes if you fail to pay by the deadline. It is then your responsibility to re-enroll in all classes. Be advised that you then risk trying to re-enroll in closed classes.**

Deadline Drop Dates

Important dates and deadlines can be found on the Office of the University Registrar website at: <https://registrar.unm.edu/>

Graduate Assistantships

Graduate assistantships are available to students in all areas of concentration. Students applying for graduate assistantships should show competence in the particular area in which they wish to work, and should meet the specific needs of the faculty member involved.

Graduate assistantships require ten hours of work per week during the semester. In return, the assistantship provides a tuition waiver for six credit hours per semester, plus a monthly stipend. Graduate assistants must be registered for a minimum of six credit hours of course



work that is acceptable for credit toward the MBA/MACCT degree. A limited number of graduate assistantships are available each semester for qualified students. Graduate assistants typically report to a faculty member who defines expectations and responsibilities.

Assistantships are competitive and are awarded on a rolling basis. It is in the best interest of the applicant to submit early. Applications are sent to students with their admission letter electronically and should be emailed to the Graduate Programs Advisor. Faculty will contact applicants they are interested in hiring, which typically occurs prior to the start of the semester. Students who have completed coursework in the program are more likely to be hired as a graduate assistant, as these students can demonstrate competence in the program.

Student Organizations and Activities

Students at the Anderson School of Management are actively involved in student professional organizations. A list of student organizations can be found at:

<http://www.mgt.unm.edu/students/organizations.asp#ORGLIST>

These organizations serve to promote interaction between students, faculty and administration, as well as to sponsor a variety of professional and social events from speaker series to conferences. The clubs provide students with career information, networking opportunities, and a direct link to the business community.

Student clubs recruit new members at the beginning of each semester. You will be notified of the student club activities via the listserv. Student club involvement is extremely important and is one of the best ways to make the most of your graduate program at Anderson.

Anderson Career Services

In 1979, the Anderson School established a Career Services Office to augment the University's career services and to provide additional assistance to the Schools' management students and alumni. Its function is to supplement the job search process by providing guidance, information, and assistance in planning a career. The office acts as a liaison between employers and students seeking jobs; its objectives include assistance to students and graduates in securing employment, and aiding employer organizations to optimally meet their staffing requirements.

Career Office staff provide a wide range of guidance activities, including career advisement to entering and continuing students, on-campus interviews with prospective employers, assistance in locating part-time and summer positions, and employer job listings and referrals.

The Career Services Office is located in the east wing, first floor of the Anderson School building. All services provided to students and prospective employers are free of charge.

Internships

Paid internships correlate to job-search success, according to a new study conducted by the National Association of Colleges and Employers ([NACE](#)). Employers overwhelmingly point to internship experience as the most important factor they consider in hiring new college graduates for full-time positions.

Internships provide opportunities to experiment and pursue careers that match academic and personal interests. There are many benefits to completing an internship including increased job confidence, the chance to develop industry-specific abilities and the opportunity to apply the skills you've learned in the classroom in a real-world setting. Internships also increase the likelihood of building professional networking contacts and mentoring relationships. Internships help students become viable, experienced job applicants when seeking employment after graduation. In fact, many employers consider internship experience in the hiring process, and often look to their own interns as the best potential candidates for full-time positions. The Career Services office can assist you in your search for an internship. Not only can you get real-world experience, you can also get 3 hours of academic credit! Call Career Services today at (505) 277-3290 and check out the internship opportunities listed on [Lobo Career Connection](#)

Career Development Timeline

Below is a suggested timeline for career development in the graduate program. Please note that this timeline can be adapted for the transitioning job seeker or for the professional who is seeking to enhance his or her career development rather than transition to new employment.

Career Development Timeline: Year One

FALL

- Register for Lobo Career Connection: be sure to include concentration and year in school in your profile.
- Prepare your resume.
- Meet with Career Services to review and refine your resume.
- Upload resume to Lobo Career Connection and post to a Resume Book.
- Attend Career Services Introductory Workshop.
- Connect with Anderson School of Management Career Services on Facebook and Linked In.
- Create Linked In profile.
- Join student organizations; begin networking and professional development.
- Attend Fall Business & Accounting Career Fair.
- Explore internship opportunities for spring/summer by visiting employers, informational interviews, networking events, career fairs, and Lobo Career Connection

Career Development Timeline continued

Career Development Timeline: Year One

SPRING

- Update Lobo Career Connection profile.
- Take MGMT 398 or register for fall semester
- Make appointments with Career Services to discuss your goals and professional materials, such as resume, cover letter, and interviewing skills
- Make appointment for a mock interview
- Complete an internship or obtain summer internship. Visit jobs.mgt.unm.edu for information. Look for internships on Lobo Career Connection. Apply for academic credit at jobs.mgt.unm.edu/intern.
- Attend at least 3 Career Services professional development events, including career fairs, speed interviewing/networking, resume workshops
- Connect with an alumni mentor. Register by signing up at unmalumni.com.
- Plan for summer career development.

Career Development Timeline continued

Career Development Timeline: Year One

SUMMER -- Keep up the momentum!

- Work with Career Services to find an employer to job shadow.
- Complete an internship.
- Locate a part-time job in your industry.
- Set up informational interviews in your chosen field.
- Connect with an alumni mentor (visit unmalumni.com for more information).
- Use New Mexico Business Weekly publications to stay current with economic news and forecasting.

CAREER DEVELOPMENT TIMELINE: Year Two

FALL

- Update Lobo Career Connection with revised year in school.
- Update resume and upload to Lobo Career Connection resume book.
- Update Linked In.
- Design job search strategy with Career Services.
- Attend Fall Career Fairs and preparatory events.
- Explore job search options, including databases and networking contacts. Expand network through Linked In and mentors.
- Work with Career Services to enhance your resume and other professional materials.
- Complete an internship (or second internship). Apply for academic credit at jobs.mgt.unm.edu/intern.
- Build network by working with student organization, professors, family, friends, alumni mentors.

CAREER DEVELOPMENT TIMELINE: Year Two

SPRING

- Update Lobo Career Connection.**
- Update resume with internship experience, relevant academic projects, and more according to the needs of your industry.
- Implement job search plan in coordination with Career Services.
- Track opportunities applied for and new connections who can provide strategic support in job search.
- Attend Career Fairs and Career Development events.
- Use a combination of online and offline resources to conduct job search. Network to access the hidden job market.
- Apply for jobs.
- Complete exit survey upon graduation.



Lobo Career Connection

Lobo Career Connection is UNM's career portal and on-campus recruiting site. Log on to Lobo Career Connection to...

- Gain access to hundreds of internship, co-op and post-graduate opportunities specifically for UNM students
- Sign up for on-campus recruiting (OCR) and company employer information sessions
- Upload your job-specific resumes, cover letters and other application documents
- Publish your resume in our resume books that are accessible to top local and national employers
- Research employer contact/industry information
- Learn about upcoming Career Services events

Lobo Career Connection New User Tips

Let's Get Started!

- Create a new account by visiting: <https://unm-csm.symplicity.com/students/>
- Fill out your profile COMPLETELY, including concentration, in the **PROFILE** tab. This is how employers will find you!
- Make an appointment to have your resume reviewed and upload your resume as soon as possible. You'll need to keep your resume updated as you add internship experience, summer jobs, and relevant academic projects!
- Upload your resume, transcripts, and cover letters in the **DOCUMENTS** tab. You can also check out helpful resources for creating your resume in the Resume Builder section. ***Remember: You MUST upload a resume to be able to apply for jobs.***
- Opt-in to the **Resume Book**. This is how employers will find you and contact you about opportunities.

Using Lobo Career Connection in Your Job/Internship Search

Resources Tab

- Use this tab to explore opportunities and industries from the Department of Labor's O*Net Online: www.onetonline.org.
- Look up average starting salaries from the NACE Salary Calculator.



Lobo Career Connection New User Tips continued

Jobs and Internships Tab

- View postings locally in Lobo Career Connection, or nationally by selecting NACElink.
- View all opportunities or apply filters to search by position type, keyword, and location.
- Check out position specifics by clicking on the posting, including what materials are required, how to apply, and how interviews will be scheduled.
- Select and save your favorite jobs and internships.
- Don't forget to apply for ACADEMIC CREDIT once you secure an internship. Visit <http://jobs.mgt.unm.edu/intern> for more information.

Employers Tab

- View information about specific employers and positions.
- Use a keyword search or view the entire A-Z list

Networking Tab

- Use this tab to view mentor profiles and make new connections.
- Mentors enter contact information and want to connect with you to help you reach your goals!
- ***Over 80% of new job or internship opportunities are made through networking—make this work for you!***

Events and Calendar Tabs

- Sign up for Career Events such as Career Fairs and workshops.
- View upcoming events and plan your schedule.

Tuition and Fee Payment

The UNM Account Suite will accept Credit or Debit Cards with the Visa or MasterCard emblem. You may also make payments using your Checking or Savings account. At this time UNM cannot accept Discover or American Express. Current tuition and fee information can be found at: <http://www.unm.edu/~bursar/tuitionrates.html>

You may also login to your Bursar Account directly by doing the following:

- Go to <http://my.unm.edu>, and log in with your UNM NetID and password
- Click on the Student Tab, then click on LoboWeb to enter.
- From the Student & Financial Aid Menu in LoboWeb, click on —Make Payments
- On the next page, click the —UNM Account Suite button.

Financial Aid

Fellowships & Scholarships

The Anderson School awards a number of fellowships and scholarships each year. These awards are based upon both financial need and academic achievement. The School's Scholarship Committee determines awards. **Applications are available online once each year beginning in March and are due in early May.** Awards are made for the upcoming academic year. Payments are made on a semester basis upon verification of enrollment. The money is deposited in the student's school account with tuition and fees paid first. The remaining balance may be refunded to the student upon request to the UNM Cashier's Office.

The Anderson School of Management has approximately 12 fellowships that can be awarded to qualified graduate students and approximately 20 scholarships that can be awarded to both graduate and undergraduate students. With one application you will be considered for all available scholarships.

For information about other scholarships, student loans, and other financial aid available through the University, contact the Office of Student Financial Aid, Mesa Vista Hall 1030, The University of New Mexico, Albuquerque, NM 87131, Telephone: (505) 277-2041.

SUPPORT SERVICES

Student Services

A wide range of organizations and services is available on the UNM campus to meet the needs of the University's students, with the Office of the Dean of Students having coordinating supervision of programs and activities affecting student life outside the classroom.

The most comprehensive directory of student services at UNM is the *UNM Pathfinder*, the student handbook published annually by the Student Activities Center on the main floor of the New Mexico Union building. The *UNM Pathfinder* gives general information, including office locations and telephone numbers, about academic and cultural programs, athletics and recreation, campus organization, entertainment, financial services, food, health and medical assistance, housing, information and orientation, UNM policies affecting students, transportation, and other services and programs. The Pathfinder can be accessed at:

<http://pathfinder.unm.edu/>

Veterans Affairs

The University of New Mexico is approved for certification of students eligible to receive educational assistance from the Veterans Administration. Persons applying to UNM who are eligible for veterans' benefits should follow the requirements and procedures outlined in the Admission and Registration section of the UNM General Catalog. The Division of Veterans Affairs, located within the Department of Student Financial Aid and Career Planning and Placement, was established to provide every possible service to these students and to aid in the solution of any problems that might arise in the student's relations with the University and the Veterans Administration. The student is given assistance in making application to the Veterans Administration, certification of registration so that training allowance may start, proper withdrawal or interruption of the student's educational



program, and information of any changes in procedures and regulations of the University and the Veterans Administration. This Division can also provide advisement counseling to any student under one of the veterans' educational programs, to assist the student in the selection of an objective and in the development of a program of education. All documentary forms necessary for these government programs are available in the Veterans Affairs Office, Student Services Center, The University of New Mexico, Albuquerque, NM 87131, Telephone: (505) 277-3514.

University Libraries

The General Library is made up of the Zimmerman Library, the Fine Arts Library, the William J. Parish Memorial Library (described below), and the Tireman Learning Materials Library. All these are located on the University's main campus.

The General University Library is housed in the Zimmerman Library building, which is frequently cited as the best example of the modified pueblo style of southwestern architecture unique to this campus. The building, enlarged by additions in 1965 and in 1974, provides for a future collection of 1,150,000 volumes and has a seating capacity of 1,975 readers. Study carrels are available for graduate students and faculty members.

The General Library collection contains over 1,170,410 cataloged volumes, 12,020 currently received journals, almost 2,508,000 microform items, and vast quantities of archival material of all types. The Government Publications and Maps Department possesses over 300,000 government publications and a map collection containing numerous atlases and gazetteers and more than 130,000 sheet maps showing all parts of the world. In addition to its general research materials, Zimmerman Library has valuable collections dealing with New Mexico and the Southwest.

The Medical Center Library is located on the north campus. Borrowing privileges are available to faculty and graduate students of the Anderson School.

The Law Library is located in Bratton Hall, also on the north campus. Persons not connected with the Law School may borrow library materials upon proper registration and with permission of the desk attendant.

William J. Parish Memorial Business and Economics Library

The Parish Memorial Library is located in the Graduate School of Management building adjacent to the Robert O. Anderson School of Management building. It houses the most extensive collection of business and economics resources in the state, accessible both by new computer technology and through traditional book and journal sources. Services include computerized search services, on-line catalogs to UNM and national sources, compact disc workstations, reference and referral services, document delivery and interlibrary loan, typing carrels, microcomputer stations, and copying equipment for paper, microform, and microfiche.



Information specialists are on duty seven days a week and nights. The collection contains 150,000 books and serials and 100,000 microforms. Comfortable seating, worktables, personal student offices, and conference rooms all provide a comfortable and efficient setting for student research.

The Parish Library's regularly scheduled hours during the Fall and Spring semesters are:
Monday-Thursday: 8:00 a.m.-9:00 p.m.
Friday: 8:00 a.m.-5:00 p.m.
Saturday & Sunday 11:00 a.m. -7:00 p.m.

General Information: 277-5912

Reference: 277-8853

Ask a Librarian – one phone, one email, one chat – all the right answers: 277-9100
Elibrary.unm.edu

Anderson Computer Facilities

Courses in computer applications and systems are an integral part of the Anderson School's curriculum. To support the high level of computer-based classes, the Anderson School is equipped with state-of-the-art computer facilities offering a wide range of business and technical software, along with on-site technical expertise and consulting. The Anderson computer lab is located Student Tech Support Center (STSC), ASM 1001. To view current hours, please visit: <http://www.mgt.unm.edu/technology/default.asp>

Computers in the Classroom

The Anderson School of Management is committed to providing a comprehensive educational experience while preparing students for the business world. To that end, Anderson has adopted an integrated approach to technology in the graduate curriculum.

We strongly recommend that students purchase a laptop for use in their Anderson courses. The laptops will be used to integrate technology with business practices, theory and research presented at Anderson. This will provide the necessary education and experience to succeed in the current and future business environments.

Anderson has partnered with Dell computers to provide an affordable solution to our students' needs. To review specifications Anderson recommends for a laptop computer, please visit <http://www.dell.com/asm>. For questions, please visit <http://mobile.mgt.unm.edu> or email ASMISStaff@mgt.unm.edu.

The primary benefit of purchasing an Anderson recommended laptop is the onsite support for any hardware and software failure available in the Student Tech Support Center (STSC), ASM 1001. If a student's Dell system experiences any failures, the STSC staff will troubleshoot it. If there is a software problem, the staff can rebuild systems the way they were when shipped from the factory. If it is a hardware problem a Dell certified technician from the Anderson Information Systems staff will replace the component.

Laptop Checkout

Anderson students can checkout a laptop for their management courses Mondays through Thursdays between 8:00 AM and 8:30 PM and on Fridays between 8:00 AM and 3:00 PM. The laptops must be returned no later than 9:30 PM Mondays through Thursdays and 4:00 PM on Fridays to avoid any late fees.

Please note that Anderson students will need their UNM Lobo Card, Banner ID number and a completed check-out form to receive the laptop unit. If you have any questions about the check-out program, please contact the Anderson IS staff (asmisstaff@mgt.unm.edu).

Anderson also offers the Virtual Computing Lab (VCL). The VCL is available to all Anderson students who need to access required software for their classes 24 hours a day and 7 days a week. The VCL works by using Microsoft's Remote Desktop technology. For more information on VCL, go to <http://vlab.mgt.unm.edu>.

Campus Parking

All university parking lots require a UNM parking permit. Parking permits and cost information may be obtained from Parking Services located at the Welcome Center, just north of George Pearl Hall and the UNM Bookstore on Redondo Dr. For questions call (505) 277-1938 or visit <http://pats.unm.edu>.

Graduate Programs Office

Any questions regarding academic policy or student advisement should be directed to:

Erick Rodriguez

Academic Advisor, Graduate Programs
Anderson School of Management
Email: erodriguezj@unm.edu

Nicole Capehart

Academic Advisor, Graduate Program
Anderson School of Management
Email: ncapehar@unm.edu

Tracy Wilkey

Interim Director, Anderson Advisement
Anderson School of Management
Email: twilkey@unm.edu

Career Services Office

Any questions regarding Career Services should be directed to:

Kate Williams

Career Development Facilitator
Anderson School of Management
Email: kwill07@unm.edu

This Manual is designed primarily to describe the programs, courses of instruction, and academic regulations of the Anderson Graduate School of Management. The provisions of this manual are not to be regarded as an irrevocable contract between the student and the University. The University reserves the right to change any provisions or requirements at any time within the student's term of residence.