



UNDERGRADUATE PROGRAM STUDENT GUIDE

**Department of Management, Marketing and
Public Administration**

College of Business

Fall 2009

Updated as of June 2010

BOWIE STATE UNIVERSITY
Department of Management, Marketing and Public Administration (MMPA)

UNDERGRADUATE PROGRAM STUDENT GUIDE

On behalf of the faculty and administrative staff of the Department of Management, Marketing and Public Administration, College of Business, we wish to welcome you the undergraduate program. We are proud of the success that many of our students have achieved as a result of the completion of the undergraduate program in business.

The Department of Management, Marketing and Public Administration (MMPA) comes under the College of Business which is located in the new Center for Business and Graduate Studies (CBGS). The classrooms are modern and they have all of the appropriate technological equipment that is suited to student learning.

Please be assured that we are always available to assist you with your academic programming. The MMPA departmental office is located in CBGS Suite 2323. Our office hours are 8:30 a.m. until 5:00 p.m., Monday through Friday. Routinely, you are assigned an advisor at the beginning of your first semester of course work. The names of your advisors are posted on the Department's bulletin board outside of Suite 2323. You may reach us at 301-860-3623.

We urge you to visit the Bowie State University website on a regular basis at www.bowiestate.edu. There you will find a site map of the campus as well as numerous other resources, such as the course offerings in your academic area of concentration; your semester grades, academic progress report and numerous other resources.

We are proud of the professional and intellectual background of the professors who will be teaching you. Many of them have served in upper level management positions in the public and nonprofit sectors prior to joining the College of Business faculty. Our faculty is also known to have made significant contribution to the field of business through their research and publications.

Again, welcome to Bowie State University, and MMPA. We sincerely hope that yours is a life changing learning experience that challenges your intellect. We are delighted that you have chosen our university.

Marion H. Harris, DPA
Chair, Management, Marketing and
Public Administration (MMPA)

Table of Contents

| | |
|---|----|
| Introduction | 4 |
| INSTRUCTIONS FOR ACCESS BULLDOG CONNECTION | 5 |
| General Information..... | 7 |
| FINANCIAL AID..... | 7 |
| TRANSFER OF CREDITS | 7 |
| OFFICE OF RESIDENCE LIFE..... | 8 |
| STUDENTS WITH DISABILITIES | 9 |
| INDEPENDENT STUDY | 9 |
| VETERANS BENEFITS | 10 |
| COURSE AUDITS | 10 |
| MMPA PROGRAM COURSES..... | 11 |
| GENERAL BUSINESS CONCENTRATION | 11 |
| MANAGEMENT CONCENTRATION..... | 12 |
| General Management Track..... | 13 |
| Industrial Relations & Staffing Track..... | 13 |
| Small Business/Entrepreneurship..... | 13 |
| MARKETING CONCENTRATION..... | 14 |
| Marketing Concentration..... | 16 |
| CLASSROOM ATTENDANCE AND PARTICIPATION | 17 |
| WRITING STANDARDS | 17 |
| ACADEMIC INTEGRITY | 17 |
| HOW TO CONTACT PROFESSORS | 17 |
| USE OF AUDIO AND VIDEO EQUIPMENT FOR CLASSROOM PRESENTATION | 18 |
| COOPERATIVE EDUCATION..... | 18 |
| REFUNDS | 18 |
| APPLYING FOR GRADUATION | 19 |
| COLLEGE OF BUSINESS DIRECTORY | 20 |
| MMPA FACULTY CONTACT INFORMATION | 21 |
| BOWIE STATE UNIVERSITY PRESIDENT/VICE PRESIDENT ADMINISTRATION..... | 22 |
| CAMPUS DIRECTORY | 23 |
| BOOKSTORE- FOLLET | 24 |
| SCHOOL CLOSINGS | 24 |
| CAMPUS SAFETY..... | 24 |

Introduction

The purpose of this guide is to provide general information and assistance to undergraduate students who are enrolled in MMPA programs. The intent here is to attempt to answer the most frequently asked questions you may have concerning admission policies and academic requirements set forth by the Department of Management, Marketing and Public Administration (MMPA).

Please make a special note that the information we have developed for you in this guide does not supersede the academic policies and procedures found in either a handbook or procedures set forth by the university.

Even though our intent in preparing this MMPA undergraduate guide is to answer those questions which are most frequently asked by undergraduate students, you may also seek guidance and assistance from your assigned advisor or the Advisement Center located on the first floor, Suite 1338. Students with less than 60 credits receive academic advisement from the Advisement Center. Once you have 60 credits, you are advised by a faculty member in MMPA. Nevertheless, we urge you to keep this guide accessible to you at all times throughout your course work with us.

We are also available to you through the administrative assistant who can be reached at 301-860-3623. Dr. Marion Harris, Chair, MMPA can be reached via email at mhharris@bowiestate.edu.

As you can see, there are numerous resources available to you to answer various types of special questions you may have. Not to mention the fact that the BSU website **Bulldog Connection** has most of the Information you will need concerning registration, a transcript of your academic progress, GPA and numerous other types of information that is relevant for you as a student at this institution. We recognize that phone numbers and email addresses may change and people change positions. If that should occur, you should be able to contact the appropriate office by checking the telephone directory which is on the BSU website, www.bowiestate.edu.


For your convenience, we have included instructions on how to access your **Bulldog Connection** account on the next page.

INSTRUCTIONS FOR ACCESS BULLDOG CONNECTION

AS A REQUIREMENT IN THE MMPA DEPARTMENT, STUDENTS MEETING WITH THEIR ADVISOR MUST HAVE A DEGREE PROGRESS REPORT. You will NOT be seen without one!

Follow the simple steps below:

Log in to Bulldog Connection

1. To the left of the current schedule, you should see an arrow for a drop-down menu
2. Click on the drop down arrow and select Academic Requirements
3. Click on the  button
4. Click on Add
5. You should now see the Academic Advisement Report
6. Click on Expand All if you want to see specific details in each section of the report
7. For some sections of the report, you will need to click on View All (to fully expand and view all requirements)

NOW YOU'RE READY...

- Download from BSU Bulldog Connection
 - 1) Your advisement/degree progress report,
 - 2) Your informal academic transcript, and
 - 3) Your transfer transcript, if you transferred in.
- If you transferred in to BSU, obtain and make copies of all your transcripts from your former school(s) and bring them with you.
- UNDERGRADUATE STUDENTS: Obtain the appropriate advisement/guidance sequence sheet for your concentration and emphasis track. READ THE HEADINGS on the sheet so you select the correct sheet! These sheets are found in the rack outside of the department office-CBGS 2323.
- Start with the department sequence sheet as your guide, using page 1, the front side of the page which shows the sample year-by-year guide. Review the sheet and check off what you have already taken. If your course completion was by transfer in of credit from elsewhere, mark that course with a TR or other means of recognizing it as transfer credit.
- Next, highlight/identify what courses you are currently enrolled in. Now, refer to your degree progress report from Bulldog Connection. Find each course from the department sequence sheet that you have taken and indicate on the department sequence sheet where the course taken appears on your degree progress report (page number- top of page, middle or bottom of page). This will enable us to use your department sequence sheet to quickly and efficiently confirm that your courses taken have been captured and recorded by the BSU computer system. Note that in some instances, your degree progress report and the sequence sheet may seem at a variance. Identify any variances, questions and issues and we can quickly resolve them.

- Make a draft of your proposed schedule for each term for which you are planning to register. (Fall, winter, spring, summer)
- Obtain an Advisor Verification form/registration form for each term and bring it with you. Once we are in agreement, fill out the registration form with your student i.d. number and contact phone numbers. Your advisement holds can now be lifted and you can register on-line.

General Information

Registration forms for admittance to course work, drop/adds of classes, Degree in Progress reports, and your unofficial transcript can be located in **Bulldog Connection** once you sign in at any computer location. Course overload forms, and the like, are available in the MMPA office which is located on the second floor of the Center for Business and Graduate Studies, Suite 2323. **IMPORTANT:** We require that you have available a copy of your academic Degree In Progress report when you meet with an advisor or program coordinator. The semester schedule and bulletin are available to you online through Bulldog Connection.

All students are assigned an identification number. **We urge you to memorize that number.** Most of the business you conduct with this institution relative to your course work will require that you present your student identification number.

To be admitted to Bowie State University, a 2.0 minimum high school cumulative grade point average is required with a minimum 900 SAT score on the critical reading and math sections of the exam or a 19 ACT composite score. Admission to Bowie State University is based on a “sliding scale”, so consideration is given to those students who have higher grade point averages but may not have tested as well.

Bowie State University offers open houses. During each academic year, please visit www.bowiestate.edu for dates and registration. Registration is available online or by calling 301-860-3415/3392. In addition, tours are available and can be arranged by contacting 301-860-3392.

FINANCIAL AID

Bowie State University is delighted to offer you information about financial assistance. The financial aid office is located in the Henry Administration Building, Suite 1100. Regular office hours are Monday, Tuesday, Thursday, and Friday from 8:00 a.m. to 5:00 p.m. and Wednesday from 8:00 a.m. to 7:00 p.m. The contact information for the financial aid office is 301-860-3540 or via email at financialaid@bowiestate.edu. MMPA has no involvement in the financial aid process.

The process of applying for financial aid can seem complicated and time consuming and the financial aid office strives to make it a pleasant experience. The financial aid website includes an overview of the aid programs offered at the University and how to apply. Financial aid policies may change because of federal regulations or University decisions.

TRANSFER OF CREDITS

You must have a minimum 2.0 cumulative grade point average for at least 24 transferable credits from all other colleges and universities that you have attended to be admitted to Bowie State University. If you have less than 24 transferable credits, you must submit your high school transcript and SAT or ACT scores. A 2.0 minimum high school cumulative grade point average is required with a minimum 900 SAT score on the critical reading and math sections of the exam

or a 19 ACT composite score. Please note that these requirements are set forth by the Office of Admission and may be subject to change. Your best course of routine information is the BSU website. Otherwise, contact the Admissions office.

The maximum number of credits you can transfer from a two-year college is 65 credits. The maximum number of credits you can transfer from a four-year college is 90 credits. The maximum combined total is 90 credits.

To determine if classes from a previous college are accepted at Bowie State University, you may view course equivalencies for courses taken at community colleges in the state of Maryland through the online ARTSYS system. However, if you took classes at a four-year college/university, the Office of Admissions will have to assist you in determining the course equivalencies. A transfer evaluation will be completed for admitted students once the confirmation of attendance fee has been received.

The confirmation of attendance fee for you to have your transfer credits evaluated is \$80 at this time. Transfer credits will not be evaluated until the fee is paid. They are done on a first-come, first-serve basis.

If you have attended an out-of-state college or university, any grades that you have received that are less than a “C” will not transfer. If you have attended any colleges or universities in Maryland, a grade of “D” will transfer except in your major. For up-to-date information, please contact the Registrar.

OFFICE OF RESIDENCE LIFE

Residence Life is an integral part of the educational mission of Bowie State University, committed to providing a quality, enriching living-learning experience, resulting in academic and personal growth as well as development of the student.

Living in one of the residence halls at Bowie State University is an important component of a student’s total learning and personal growth experience. It provides a unique opportunity for students to participate in campus life to the fullest extent possible because of its proximity to cultural, intellectual, and social events. The idea of residence hall living is to create and maintain an environment that is conducive to the total development of each member of the community. The Residence Life staff, composed of resident assistants and senior staff, is strongly committed to this ideal.

University housing living provides a variety of challenges and opportunities for each resident student. Although this unique living environment offers a large degree of freedom, it imposes an obligation on the resident student to use this freedom wisely. In addition to assuming responsibility of his/her own behavior, every resident must respect the needs and concerns of others.

The Office of Residence Life can be found in the Alex Haley Residential Complex, Room 160, 301-860-5000.

STUDENTS WITH DISABILITIES

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) mandate that postsecondary institutions make their programs accessible to students with physical and learning disabilities. Program accessibility refers not only to architectural accessibility, but also to adaptations and special arrangements in the classroom for physically and learning disabled students. Since there are many different types and degrees of disabling conditions and since each student is affected differently by his or her disability, such adaptations and special arrangements must be determined on a case-by-case basis.

The Department of Management, Marketing, and Public Administration (MMPA) is not involved in making any type of special arrangements for the disabled. Services are available for students who may require special services in the classroom and library and/or special equipment. For such services, contact The Office of Special Populations at 301-860-3286.

Note: Dr. Michael Hughes, 301-860-4067 and Mr. V. Jeff Gittens, 301-860-4085 of the Academic Advisement Center also can assist you with information pertaining to your disability and classroom needs.

INDEPENDENT STUDY

In general, the philosophy concerning independent study is permitted in instances where the professor and the student have a shared interest in a particular topic. Students who desire a course as an independent study must secure an *Independent Study Request Form* from the MMPA office. The completed form must be approved by the Chair, MMPA, returned to that office once it is completed by the professor who is supervising the independent study. It is important to understand that faculty is not paid for independent study arrangements. Consequently, it is entirely up to your professor to agree to this method of learning. Further, independent study requests are typically agreed to and approved under special circumstances by the Chair, MMPA. Independent Study requests are the exception not the general practice. This is purely a service MMPA provides when there is an agreement among all parties that this method is an appropriate course of action.

The Independent Study Form must be signed by the student, the student's advisor, the department chairperson, and the Dean of the College of Business. After completion of all signatures the form will be forwarded to the Office of the Registrar for processing. A copy of the form will be placed in the student's permanent file in the Registrar's Office; a copy on file in the MMPA department; a copy on file with the faculty advisor; and a copy for the student's retention.

The requirements for the experience shall be specified in writing. The student must satisfy all requirements normally demanded in a regular semester. In submitting the final grade for the semester, the professor shall submit the results of all learning/testing products that were required for the course to the Chair, MMPA at the time a grade is submitted.

VETERANS BENEFITS

Veterans follow the same procedure in paying bills as do other students. The Veterans Administration (VA) makes reimbursements after students have registered for courses. Veterans claiming benefits must have an approved program to be eligible for benefits.

COURSE AUDITS

Courses may be audited by registering and paying the regular class fee. Auditing students are not required to take examinations or to meet any of the course requirements as laid out in the syllabus. It is important to note that students who register for audit cannot then change to credit status.

MMPA PROGRAM COURSES

Department of Management, Marketing and Public Administration

Department Chairperson----- Marion H. Harris, DPA
Email: mhharris@bowiestate.edu
Phone: 301-860-3622
Fax: 301-860-4095

GENERAL BUSINESS CONCENTRATION

(24 Semester Hours)

PROGRAM OVERVIEW

The program is designed for those students who want to become generalists in business operations. Business persons frequently wear many hats. This sequence is designed for broad generalist and for transfer students with specialized backgrounds in business or related fields.

Degree preparation includes guest speakers, case studies, and written feasibility analysis of student-selected ventures. Students may tailor their programs of study by choosing a range of electives throughout the department.

PROGRAM OBJECTIVE

The General Business sequence is within the Business Administration area. It is designed to provide the student with a broad general overview of the basic functions in the business sector. Upon completion of this program, the student should be equipped with the basic knowledge and skills to begin in an entry level administrative position in the business or not-for-profit sector.

Departmental Requirements

| | | | |
|----------|----------------------------|----------|---|
| BUAD 100 | Business Math | ECON 331 | Money & Banking I |
| MGMT 101 | Introduction to Business | ECON 351 | Business & Economics Statistics I |
| ACCT 201 | Accounting I | ECON 483 | Quantitative Methods for Decision Making |
| ACCT 202 | Accounting II | ECON | Upper Level Elective (300- 400) |
| FINA 320 | Principles of Finance | MGMT 480 | Production & Operations Management |
| MKTG 331 | Principles of Marketing | BUAD | Any 300 or 400 level BUAD or Economics courses |
| MGMT 241 | Principles of Management | | |
| MGMT 344 | Organizational Behavior | | |
| BUAD 350 | Business Law I | | |
| BUAD 351 | Business Law II | | |
| MGMT 449 | Business Strategy & Policy | | |

General Elective

Students should consult with their advisor to prepare and review their program of study.

Note: Calculus and computer skills courses may be used as College of Business electives

MANAGEMENT CONCENTRATION

(24 Semester Hours)

PROGRAM OVERVIEW

The concentration in Management is designed to provide students an understanding of management and its roles, tasks, and practices. Emphasis is placed on:

1. Leadership and the impact of leadership styles on organizational efforts.
2. Proper application of the constantly evolving set of concepts and principles governing organizational effort with regard to people, functions, systems, and processes.
3. The art and science of analysis and decision making.

Students may select from three different tracks in this concentration to suit their personal and career interest.

The areas follow:

1. General management
2. Industrial Relations & Staffing
3. Small Business/Entrepreneurship

Professional careers, from management trainee and entry level through middle management, may be pursued in the private or public sectors as well as in not-for-profit organizations.

PROGRAM OBJECTIVE

Managers are responsible for achieving organizational objectives by coordinating resources, methods, materials, systems, and most important of all, the efforts of people.

Managers set objectives, establish policies, plan, organize, direct, communicate, and make decisions. Since their principle concern is solving problems in pursuit of opportunity, they continually define problems and seek solutions.

To be an effective manager, an individual needs a broad knowledge of the practices of management, the workings of business, organizations, and the economy, and the behavior of people. The knowledge obtained in the B.S. degree program at Bowie State University should qualify the student for a broad range of managerial positions in business organizations. The Bowie State University management concentration offers the unique feature of synthesizing functional areas, skills, practices, and settings.

DEPARTMENTAL REQUIREMENTS

| | | | |
|----------|--------------------------|----------|-------------------------|
| BUAD 100 | Business Math | ACCT 202 | Accounting II |
| MGMT 101 | Introduction to Business | FINA 320 | Principles of Finance |
| ACCT 201 | Accounting I | MKTG 331 | Principles of Marketing |

| | | | |
|----------|-----------------------------------|----------|--|
| MGMT 241 | Principles of Management | ECON 483 | Quantitative Methods for Decision Making |
| MGMT 344 | Organizational Behavior | ECON | Upper Level Elective (300-400) |
| BUAD 350 | Business Law I | MGMT 480 | Production & Operations Management |
| BUAD 351 | Business Law II | BUAD | Any 300 or 400 level BUAD or Economics courses |
| MGMT 449 | Business Strategy & Policy | | |
| ECON 331 | Money & Banking I | | |
| ECON 351 | Business & Economics Statistics I | | |

General Management Track

MGMT 345 Principles of Supervision and Leadership
 MGMT 347 Management Problems
 Core Elective I- Tools
 Core Elective II- Tools
 Industrial Relations & Staffing Elective: Choose one—MGMT 371, 471, 472, PSYC 403
 Small Business/Entrepreneurship Elective: Choose one—MGMT 441, 442, FINA 423
 College of Business Elective 1**
 College of Business Elective 2**

Industrial Relations & Staffing Track

MGMT 345 Principles of Supervision & Leadership
 MGMT 347 Management Problems
 MGMT 371 Labor Relations & Law
 PSYC 403 Industrial Psychology
 MGMT 471 Human Resource Management
 MGMT 472 Conflict Management
 College of Business Elective 1**
 College of Business Elective 2**
 College of Business General Elective

Small Business/Entrepreneurship

MGMT 345 Principles of Supervision & Leadership
 MGMT 347 Management Problems
 FINA 423 Small Business Finance
 MGMT 441 Entrepreneurship & New Enterprises
 Core Elective- Tools: MGMT 371, 471, 472, PSYC 403
 College of Business Elective 1**
 College of Business Elective 2**
 College of Business General Elective
 College of Business Electives- Any 300 or 400 level ACCT, FINA, BUAD, MGMT, MKTG, ECON, or PUAD course or approved substitute.

General Elective:

Students should consult with their advisor to prepare and review their program of study.

**Calculus and computer language courses may be used as College of Business electives.

MARKETING CONCENTRATION

(24 Semester Hours)

PROGRAM OVERVIEW

The marketing concentration focuses on the conceptual understanding as well as the professional development in the exciting field of marketing. Students will learn the basic tools and the analytical skills needed for a successful career in marketing. As one of the three major business functions (along with operations and finance), every institution, whether for-profit or not-for-profit, product- or service-oriented, local, national, or international, relies heavily on marketing for survival in today's highly competitive world.

All sections of the economy, as well as individuals, are involved in marketing on a daily basis. Good knowledge of marketing is essential for the success of entrepreneurs and small business managers. Marketing makes significant contributions to our economy and accounts for up to one-third of domestic employment in the United States.

The curriculum includes learning how to utilize the basic tools of products, price, promotion, distribution, planning, and developing effective marketing strategies to meet individual and organizational objectives. Areas of study include marketing research, consumer behavior, advertising, promotion management, logistics management, channels of distribution, public relations, sales management, global marketing, retail management, procurement management, and marketing strategy.

Marketing is a new, dynamic, and diverse field that leads business as well as non-business activities. The new frontiers in marketing include areas such as electronic commerce (business), social marketing, service marketing, supply chain management, sports marketing, marketing and ethics, relationship marketing, business-to-business marketing, direct marketing, and Internet marketing.

PROGRAM OBJECTIVE

The two major objectives of the program are to equip students with the basic theoretical knowledge as well as the analytical tools to compete effectively in the job market with graduates from other educational institutions, and to have a successful career in marketing. In developing the curriculum, emphasis is given to applications to real-world situations, problem solving techniques to help in decision-making, applications of marketing strategies and management to the global environment, the use of the latest computer and information technology in marketing management, and encouragement of maximum student participation in class discussion, projects, and internships.

The program aims at providing students with flexibility in studying the areas they desire in marketing. The BSU marketing club is a chapter of the American Marketing Association. Marketing students are encouraged to join the club and utilize its many programs and support services to advance their practical experience in the field of marketing.

DEPARTMENTAL REQUIREMENTS

| | |
|----------|---|
| BUAD 100 | Business Math |
| MGMT 101 | Introduction to Business |
| ACCT 201 | Accounting I |
| ACCT 202 | Accounting II |
| FINA 320 | Principles of Finance |
| MKTG 331 | Principles of Marketing |
| MGMT 241 | Principles of Management |
| MGMT 344 | Organizational Behavior |
| BUAD 350 | Business Law I |
| BUAD 351 | Business Law II |
| MGMT 449 | Business Strategy & Policy |
| ECON 331 | Money & Banking I |
| ECON 351 | Business & Economics Statistics I |
| ECON 483 | Quantitative Methods for Decision Making |
| ECON | Upper Level Elective (300- 400) |
| MGMT 480 | Production & Operations Management |
| BUAD | Any 300 or 400 level BUAD or Economics courses |

Marketing Concentration

(12 semester hours)

MKTG 438 Marketing Strategy

MKTG 337 Advertising

MKTG 430 Marketing Research

MKTG 335 Retailing

(6 semester hours; select any two of the following)

MKTG 334 Salesmanship

MKTG 431 International Marketing

MKTG 432 Procurement Management

MKTG 330 Consumer Behavior

(6 semester hours)

Business or Economics Electives*

General Elective**

*300-400 level selected from the courses listed above.

**Recommended: Economics History and Economics Geography Courses

Note: Calculus and computer language courses may be used as College of Business electives

CLASSROOM ATTENDANCE AND PARTICIPATION

Undergraduate students are expected to behave responsibly and professionally with respect to attendance, promptness and participation. Your course syllabus is your legal contract with the Professor.

Students are expected to attend every session for which the course is scheduled unless otherwise agreed upon by the professor and the student.

Students are expected to attend class on time. Those who are absent more than three times may jeopardize their grade and may even be dropped from the class *unless* previous arrangements have been approved by the professor.

Students who leave class early without approval from the professor may be marked absent for that particular class period. Habitual tardiness is not acceptable in undergraduate course work. Check the Bowie State University School Catalog for more information.

WRITING STANDARDS

Effective managers and leaders are also effective communicators. Written communication is an important element of the total communication process. The MMPA faculty expects exemplary writing to be the norm for course work. To this end, all papers, individual and group, must demonstrate graduate level writing ability and comply with the format requirements of either the APA Manual or Kate Turrabian's Manual for Writing Theses and Dissertations.

ACADEMIC INTEGRITY

Mainstream thinking is that plagiarism is the intentional or unintentional presentation of another person's idea or product as one's own. Plagiarism includes, but is not limited to the following: copying verbatim all or part of another's written work without acknowledging that author; using phrases, charts, figures, illustrations, or mathematical or scientific solutions without citing the source; paraphrasing ideas, conclusions, or research without citing the source; and using all or part of a literary plot, poem, film, musical score, or other artistic product without attributing the work to its creator.

Students can avoid unintentional plagiarism by applying carefully accepted scholarly practices. Notes taken for papers and research projects would accurately record sources of material to be cited, quoted, paraphrased, or summarized and papers should acknowledge these sources in either the text or footnotes.

Ultimately, there are serious consequences for plagiarism which may include a zero or a grade of **F** on the work in question, a grade of **F** in the course, suspension with a file letter, suspension with a transcript notation, or expulsion. Final decision on these choices is with the Dean, College of Business and the Provost/Vice President for Academic Affairs.

HOW TO CONTACT PROFESSORS

All of the professors in this Department are on "Voice Mail". You may contact them by calling directly to their phone lines and via email. Professors hold regularly scheduled office hours which are posted on their office doors and on the bulletin board by the 2nd floor elevator each

semester. However, if the matter you wish to discuss is urgent, you may call 301-860-3623 or visit the Department's business office which is located in CBGS Suite 2323.

Please do not call professors at their homes unless they have given you permission to do so.

USE OF AUDIO AND VIDEO EQUIPMENT FOR CLASSROOM PRESENTATION

Professors are not responsible for making arrangements for any type of equipment for use by students in classroom presentations, e.g., video cameras, VCR audio tapes, etc. UNLESS it is part of the course requirement. Most technology applications are now available in the classroom for courses taught in CBGS. For some equipment, e.g., audio equipment, video equipment, VCRs, students may borrow these from the Media Operations Office. Students must sign for the equipment and they will be held responsible for it. **CONTACT:** Mrs. Vera Chesley, 301-860-3901.

COOPERATIVE EDUCATION

The University has numerous cooperative education program agreements with Federal agencies through the Office of Cooperative Education. These organizations include FDIC, EPA, Secret Service, Bureau of Land Management (Department of Interior), Social Security Administration, and the Naval Management Career Center. In addition, BSU may arrange for coop agreements with Federal agencies when none currently exists. Coop agreements also exist with a number of private organizations such as D.C. Cablevision, General Furniture Leasing, McDonalds Corporation, UPS, FEDEX - as well as positions in computer science with various organizations. The Office of Cooperative Education also sponsors an annual career fair where representatives from numerous organizations are available to pursue employment opportunities.

Students working under an agreement may be part-time or full-time, including summer.

CONTACT: Ms. Dale O'Neal, 301-860-8328.

REFUNDS

Refunds are allowed for full-time and part-time undergraduate and graduate students. Refund percentages are based on the official start of the term. However, all matters involving refunds, etc are handled by the BSU cashier.

Special note to Undergraduate Full-time students: If you are registered as a full-time student (12 credit hours or more) and later drop to a part-time status (less than 12 credits) after the official add/drop date, you will not be entitled to refunds and/or financial adjustments based on a per credit hour charge. Charges for the term shall remain at the full-time rate.

NOTE: Notwithstanding any other provision of this or any other University publication the University reserves the right to make changes in tuition, fees, and other charges at any time such changes are deemed necessary by the University System of Maryland Board of Regents." As a matter of routine, all questions pertaining to refunds, delinquent account holds, tuition payments, etc., should be directed to the Bursar of the University, Terrayne Pittman, 301-860-3489.

APPLYING FOR GRADUATION

Students must apply through **Bulldog Connection**, the online student system, to apply for graduation. If you do not have a Bulldog user ID and password or have problems accessing the system, please contact the BSU Help Desk at 301-860-HELP (4357).

The online graduation application is a mandatory step required of every student seeking a degree from Bowie State University. This application is the official notification and authorization for your academic department and the staff of the Office of the University Registrar to review your record for the completion of the degree requirements. Please adhere to the deadlines listed below.

While online, please check your personal information—name, address, and major—and review your academic record for all courses taken away and while at BSU. Please submit a Data Correction Form to the Registrar Office to correct personal data, a Declaration of Major Form to declare or to correct your major, and a Student Inquiry Form pertaining to any other academic records issues.

Please submit your application before the deadlines stated below. The payment of the fee can be made using a credit card online or you can visit the Office of Student Accounts cashier to pay the required fee. Regardless of your plans to participate in the graduation ceremony, you must apply and pay the graduation fee. After the review of your record, you will be notified in writing of your eligibility status.

It is critical that you meet with your advisors so that you know that you are on track toward completing your coursework.

COLLEGE OF BUSINESS DIRECTORY

Office of the Dean

Dr. Anthony Nelson, Dean

Ms. Raketia Williams, Staff Assistant

CBGS, 3rd Floor, Suite 3312

301-860-6591

Vacant, Administrative Assistant

CBGS, 3rd Floor, Suite 3312

301-860-6590

Management, Marketing and Public Administration

Dr. Marion H. Harris, Chair

Ms. Jacqueline Greely, Administration Assistant

CBGS 2nd Floor, Suite 2323

301-860-3623

Accounting, Finance and Economics

Dr. Samuel Duah, Chair

Ms. Gloria Bethea, Administrative Assistant

CBGS 3rd Floor, Suite 3327

301-860-3621

Management Information Systems

Dr. David Anyiwo, Chair

Ms. Lutrina Frazier, Administrative Assistant

CBGS 3rd Floor, Suite 3319

301-860-4020

MMPA FACULTY CONTACT INFORMATION

| FACULTY DIRECTORY | | | |
|--|---------------|----------------|-------------------------|
| Department of Management, Marketing and Public Administration | | | |
| Name | Room # | Phone # | Email Address |
| FACULTY | | | |
| Falih Alsaaty, PhD | 2326 | 23624 | falsaaty@bowiestate.edu |
| James Dixon | 2352 | 23657 | jdixon@bowiestate.edu |
| Kevin Glasper, PhD | 2346 | 24003 | kglasper@bowiestate.edu |
| Marion Harris, PhD, Chairperson | 2323 | 23622 | mhharris@bowiestate.edu |
| James Lashley | 2334 | 24011 | jlashley@bowiestate.edu |
| Richard Lowery | 2332 | 23634 | rlowery@bowiestate.edu |
| Archie Morris, PhD | 2340 | 24157 | amorris@bowiestate.edu |

BOWIE STATE UNIVERSITY PRESIDENT/VICE PRESIDENT ADMINISTRATION

Dr. Mickey L. Burnim
President
Henry Administration Building
301-860-3555

Dr. Stacey Franklin Jones
Provost & Vice President for Academic Affairs
Henry Administration Building
301-860-3460

Dr. Karl Brockenbrough
Vice President for Administration and Finance
Henry Administration Building
301-860-3470

Dr. Richard Lucas
Vice President for Institutional Advancement
Henry Administration Building
301-860-4303

Ms. Karen J. Shaheed, Esq.
Vice President and General Council
Henry Administration Building
301-860-3555

Dr. Artie Travis
Vice President for Student Affairs & Campus Life
Henry Administration Building
301-860-3390

Dr. Alirio Valbuena
Vice President for Information Technology
Marshall Library
301-860-3957

CAMPUS DIRECTORY

| | |
|---|--------------|
| Campus Information | 301-860-4000 |
| Academic Affairs | 301-860-3460 |
| Advising & Testing | 301-860-3295 |
| | |
| Admissions | 301-860-3415 |
| Graduate Admissions | 304-860-3415 |
| | |
| Alumni Relations | 301-860-4310 |
| Athletics | 301-860-3570 |
| Bookstore/Follet | 301-860-4350 |
| Bowie Card – Student Identification Card | 301-860-3795 |
| Career/Cooperative & International Services | 301-860-3825 |
| Campus Safety/Police | 301-860-4040 |
| Disability Support Services | 301-860-3292 |
| Financial Aid | 301-860-3540 |
| Graduate Studies | 301-860-3406 |
| Health and Wellness Center | 301-860-4170 |
| Honors Program | 301-860-4090 |
| Housing and Residence Life | 301-860-5000 |
| Library | 301-860-3850 |
| Media Operations | 301-860-3900 |
| D.I.T. Help Desk | 301-860-4357 |
| Office of the Registrar | 301-860-3730 |
| Veteran Services | 301-860-3432 |
| | |
| Office of Student Life | 301-860-3835 |
| New Student Orientation | 301-860-3837 |
| Commuter Affairs & Community Services | 301-860-3844 |
| Intramural & Recreational Sports Programs | 301-860-3812 |
| Student Government Association | 301-860-3796 |
| | |
| Student Accounts | 301-860-3490 |
| TTY | 301-860-4000 |
| University Relations & Marketing | 301-860-4311 |

Note: Most offices on campus are open Monday thru Friday 8:00 am – 5:00 pm. Some offices are open on Wednesday 8:00 am – 7:00 pm.

BOOKSTORE- FOLLET

The Bookstore is located in the Wiseman Center, Room 108. Phone number is 301-860-4350.

Hours of Operation

Monday - Thursday 9:00 am – 5:00 pm

Friday 9:00 am – 3:00 pm

Saturday & Sunday Closed

Note: Bookstore hours are subject to change.

SCHOOL CLOSINGS

The University has established a system of notification to all students and faculty in the event of an emergency, school closings, and the like. It is the Bowie State University Electronic Emergency System (**BEES**). Also known as eCampus, this system will notify you via your cell phone or email when special conditions exist on campus. We urge you to register your cell phone and email addresses at the University's website. Simply enter BEES as your search item and all of the instructions will follow.

Another source of notification of school closings is the BSU operator. Under usual circumstances, 301-860-4000 will also inform you of school closings.

The University also notifies the following news media for announcement of unscheduled school closings under emergency conditions:

| | |
|---------|------------------------|
| WMAV-FM | (BALTIMORE) |
| WCBM-AM | 680 (BALTIMORE) |
| WPOC-FM | 93.1 (BALITMORE) |
| WLIF-FM | 101.9 (BALTIMORE) |
| B104-FM | 104.3 (BALTIMORE) |
| WTOP-FM | 102.3 (WASHINGTON) |
| WMAL-AM | 63 (WASHINGTON) |
| WDVM-TV | Channel 9 (WASHINGTON) |
| | Channel 7 (WASHINGTON) |

It should be noted that most television and radio stations tend to access this information and provide it to the public.

CAMPUS SAFETY

All students should memorize the number for Campus Public Safety. Our campus police are on duty 24-7 to respond to your needs. Please pay attention to suspicious activity if there is reason to do so and report it to Campus Public Safety.

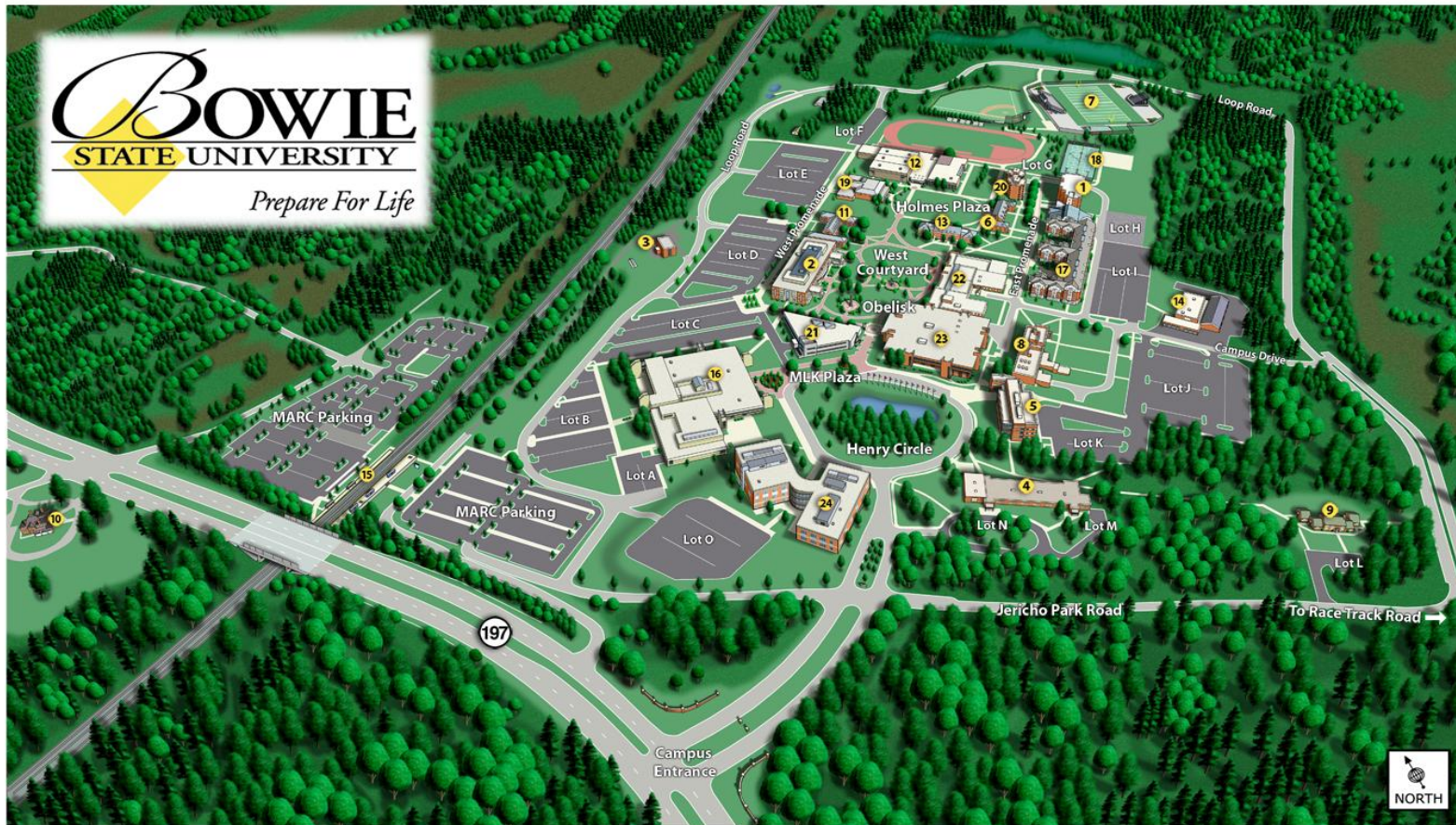
CONTACT: Public Safety, 301-860-4040

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Students are urged to keep a copy of this Guide as a part of their undergraduate school records. However, keep in mind that employees and offices move to other locations from time to time. Further, certain policies and procedure might be revised periodically as well. Consequently, it is always wise to check the University online telephone directory for updated locator information.

The Department of Management, Marketing and Public Administration (MMPA) remains available to you when you have problems which we can help you solve. We hope this guide proves useful to you.

Good luck with your course work!



Produced by mapinformation. Updated January 2008 by the University Relations and Marketing Office, Bowie State University.

Bowie State University

14000 Jericho Park Road
 Bowie, MD 20715-9465
 (301) 860-4000 or 1-877-77-BOWIE
www.bowiestate.edu

Buildings and Facilities:

- | | | |
|---|---|--|
| <ol style="list-style-type: none"> 1. Alex Haley Residence Hall 2. Center for Learning and Technology 3. Central Heating Plant 4. Charlotte Robinson Hall 5. Computer Science Building 6. Dwight Holmes Residence Hall 7. "Bulldog" Football Stadium 8. George Crawford Science Building 9. Goodloe Apartments | <ol style="list-style-type: none"> 10. Goodloe House 11. Harriet Tubman Residence Hall 12. Leonidas S. James Physical Education Complex 13. Lucretia Kennard Residence Hall 14. Maintenance Building 15. MARC Station 16. Martin Luther King Jr. Communication Arts Center | <ol style="list-style-type: none"> 17. Christa McAuliffe Residential Complex 18. Tennis Courts 19. Theodore McKeldin Gymnasium 20. Towers Residence Hall 21. William E. Henry Administration Building 22. Wiseman University Center 23. Thurgood Marshall Library 24. Center for Business and Graduate Studies |
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