



# COLLEGE OF BUSINESS

## STUDENT HANDBOOK

ACADEMIC YEAR 2019 – 2020



1 University Parkway, University Park, IL 60484

# Welcome!

The faculty, staff, and administration of the College of Business are happy to welcome you to the College. We are pleased that you have made the decision to continue your education with us and look forward to getting to know each and every one of you.

This mandatory orientation is required for all part-time and full-time, degree-seeking students as a way of introducing you to the COB faculty, staff, and incoming classmates. We want you to feel comfortable in the knowledge that we are here to serve you and provide you with the tools, expertise, and resources needed to succeed in your chosen degree program.

We also want to acquaint you with the various policies and procedures of the university and the college; to answer questions before they become problems, and to introduce you to the people and places that you may utilize during your academic career here at Governors State University.

## Purpose of Handbook

The purpose of this handbook is to provide you with a resource document to guide you to the appropriate person, office, website and/or policy when questions arise throughout your tenure with us.

Please take the time to familiarize yourself with the contents of the handbook. This handbook is intended to be used as a companion piece along with the Governors State University Student Handbook and the University Catalog. As a student in the College of Business, you are responsible for knowing the degree requirements for your chosen course of study and the university and college policies and procedures.

Again, on behalf of the faculty and staff, welcome to the College of Business. Best wishes for your success with this important step toward your future career goals. Your success is our success!

The College of Business Administration, Faculty, and Staff

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## GOVERNORS STATE UNIVERSITY

### MISSION STATEMENT

Governors State University is committed to offering an exceptional and accessible education that prepares students with the knowledge, skills and confidence to succeed in a global society.

## COLLEGE OF BUSINESS

### MISSION STATEMENT

The College of Business provides an accessible, high quality education to a diverse student body primarily from the Chicago area, while actively engaging in research and service to the community. We empower our students with the knowledge, skills and ethical perspectives needed to succeed in a technologically sophisticated global society.

#### Core Values

**Excellence:** a commitment to excellence in teaching, research, and service to the division, the college, the university, the community, and the profession.

**Continuous Improvement:** a commitment to continuously improve our teaching, research, services, and administrative processes by combining our talents to generate original ideas and perspectives, departing from conventional views to pursue a new approach, conception, or vision.

**Diversity:** a commitment to diversity and acceptance of wide ranging perspectives, through open dialogue and respectful interaction.

**Accountability:** a commitment to individual accountability and to shared responsibility, through fair, honest, open and transparent interactions while using resources effectively and efficiently.

## ACCREDITATION

At GSU, we insist on providing programs that meet the most rigorous standards. The university is accredited by [The Higher Learning Commission of the North Central Association of Colleges and Schools](http://www.hlcommission.org/).

Governors State University's College of Business is accredited by the Association to Advance Collegiate Schools of Business (AACSB International). AACSB accreditation is a mark of excellence achieved by fewer than 5% of business schools worldwide. Note: There is a hyperlink for the language in parenthesis and that hyperlink is: <http://bestbizschools.aacsb.edu/>



# 2019 – 2020 ACADEMIC CALENDAR

Web Location: [www.govst.edu/academiccalendar](http://www.govst.edu/academiccalendar)

	FALL SEMESTER 2019	INTERSESSION (DEC. 2019 – JAN 20)	SPRING SEMESTER 2020	SUMMER SESSION 2020
<b>Registration</b>	M 4/15/19 – M 9/19/19*	M 10/21/19 – M 12/9/19*	M 10/21/19 – M 2/03/20*	M 3/16/20 – M 5/26/20*
<b>GSU Closed - Martin Luther King Holiday</b>	-	-	M 1/20/20	-
<b>Smart Start Classes Begin</b>	M 8/12/19	-	-	-
<b>Smart Start Classes End</b>		-	-	-
<b>Term Begins</b>	M 8/26/19	M 12/9/19	T 1/21/20	M 5/18/20
<b>GSU Closed - Labor Day/ Memorial Day</b>	M 9/2/19	-	-	M 5/25/20
<b>Graduation Applications</b>	F 9/13/19	-	F 2/7/20 for both Spring and Summer term graduations*	
<b>GSU Closed - President's Day Holiday</b>	-	-	M 2/17/20	-
<b>No classes - Spring Break</b>	-	-	M 3/9/20 – Su 3/15/20	-
<b>GSU Closed - Independence Day Observance</b>	-	-	-	T 7/3/20
<b>Last Day to Drop a Class/</b>	Published on student class schedule in the portal for individual courses.			
<b>Thanksgiving Break</b>	GSU open but no classes: W 11/27/19; GSU closed Th 11/28/19 – Su 12/1/19	-	-	-
<b>Term Ends</b>	Su 12/08/19	M 1/20/20	M 5/11/20	Su 8/16/20
<b>Final Grades Deadline</b>	Classes end in semester – seven days after section ends. Full-semester classes – 12/15/19	Seven days after section ends.	Classes end in semester – seven days after section ends. Full-semester classes – 5/18/20	Classes end in term – seven days after section ends. Full-semester classes – 08/23/20
<b>GSU Closed</b>	M 12/24/19 – W 1/1/20	-	-	-
<b>Commencement</b>	May 16, 2020 (for fall 2019 graduates, spring 2020 graduates and summer 2020 candidates for graduation)			

\* Check online class schedule for registration and other deadline dates for late-start classes and other special offerings.

Note: Posting of grades in student myGSU portal accounts will be done each Monday for grades submitted by faculty during the prior week.

\*\*During times noted GSU Closed – Prairie Place Residence will remain open for those students who have contracted to remain living on campus over the specific break/closure

A more detailed admitted student calendar is available in the MyGSU student portal.

## COLLEGE OF BUSINESS DEGREE PROGRAMS

### Undergraduate

- B.S. Accounting
- B.A. Business Administration
- B.A. Business and Applied Science
- B.A. Economics
- B.A. Manufacturing Management

### Graduate

- M.S. Accounting
- MBA (Master of Business Administration)
- MBA Online – General Management
- MBA Online – Supply Chain Management
- M.S. Business Analytics
- M.S. Human Resource Management

## COLLEGE OF BUSINESS RESOURCES FOR STUDENTS

[www.govst.edu/cob](http://www.govst.edu/cob)

### Dean's Office:

**Room G266 708.534.4930**

Dr. Jun Zhao, Dean

Adrienne Gray, Business Administrative Associate, Assistant to the Dean

Karen Blackman, Manager of Enrollment and External Relations

Dr. Karen Janko, Director of Academic Services

### Graduate Academic Advising Office

**Room G281 708.534.4391**

Ruby Williams, Admissions and Records Officer II [rwilliams2@govst.edu](mailto:rwilliams2@govst.edu)

Jennifer Taylor, Senior Graduate Advisor MBA, MIS, MSA [jtaylor@govst.edu](mailto:jtaylor@govst.edu)

### Undergraduate Academic Advising Center

**Room C3385 708.534.8043**

[advising@govst.edu](mailto:advising@govst.edu)

Students are encouraged to meet with an advisor prior to beginning their program and at any time they have questions concerning their progress toward degree completion. Please call ahead for an appointment when seeking academic advising so you are able speak to your academic advisor without waiting. There will be periodic times when your assigned advisor will not be available.

## **Student Study Plan**

Student study plans are developed by the Senior Academic Advisor for all Grad students upon enrollment for their first semester. All COB Grad students are required to sign their study plan.

Undergrad students should follow their degree audit located on the student portal.

Students are encouraged to contact faculty members in specific discipline areas in which they have interests for additional academic advisement.

## **COB Student Organizations**

### **Accounting/Finance/Economics:**

Alice Keane, 708.235.7623

### **APICS-The Association for Operations Management:**

Dr. Tricia Kerns, 708.534.4999

### **Beta Gamma Sigma:**

By invitation

See myGSU portal for information.

Email: [kjanko@govst.edu](mailto:kjanko@govst.edu)

### **Human Resources:**

Dr. Chelsea Vanderpool, 708.534.4947

### **Management Info Systems:**

Dr. Dalsang Chung, 708.534.4935

### **International Business**

Dwight Floyd

[dfloyd@govst.edu](mailto:dfloyd@govst.edu)

## **Graduate Assistantships**

The College of Business hires graduate assistants each semester on an as-needed basis. Applicants must be fully-admitted degree-seeking students in the College of Business at Governors State University.

Graduate Assistants are hired to fill a specific position or to complete a specific project. He/she will receive compensation in the form of a tuition waiver and a stipend, in exchange for working 20 hours per week during the semester. Graduate Assistants are hired to fill positions in several areas; each of these positions requires specific skill sets. Applicants must complete the information requested on the Graduate Assistant Information Form; you must also attach a resume. Students interested in being considered for a Graduate Assistantship may download an application from the COB website under student resources or contact the COB Dean's Office at 708.534.4930.

## **Scholarships**

Many scholarships are offered by the GSU Foundation and the Alumni Association. Each year the organizations supporting these scholarships devote great effort to raising funds in order to recognize academic excellence and to assist deserving students who need financial help to continue their studies [www.govst.edu/scholarships/](http://www.govst.edu/scholarships/) or through the GSU portal. Click finances/scholarships.

## COB STATEMENT OF STUDENT RESPONSIBILITIES

The following COB expectations are understood to be minimum expectations. Students should be aware that individual COB faculty may have additional or higher expectations. In each case, the student is expected to perform to, at least, the higher of the standards.

**Each individual COB student is expected to be an active independent learner who:**

- Is committed to learning and growth, both individually and as a community of learners.
- Operates with integrity in their dealings with faculty and other students. The GSU Student Handbook details the GSU policies on civility, sexual conduct, student conduct, and honesty. Students should be aware that individual faculty members may have additional conduct and honesty policies. In this case, faculty members are responsible of providing student access to these policies and students will be held to these additional policies.
- Engages the learning materials, including course syllabi, with appropriate attention and dedication. Students are expected to obtain all required learning materials within the first week of classes. (This includes, but is not limited to, correct editions of all textbooks and any other required resources, such as required software, etc.) (Students are expected to read, understand, and apply the information provided in each relevant course syllabi.)
- Maintain their engagement when challenged by difficult learning activities.
- Contribute to the learning of others.
- Perform to the standards set by the individual faculty members, for a given course, and those set by the COB for all common standards. This includes, but is not limited to:
  - attending all class sessions, arriving on time and staying for the duration of the classperiod
  - preparing for class
  - participating in the class session/discussion
  - completing all student tasks, including homework, quizzes, and exams, as assigned in the class schedule
  - checking eLearning course site, minimally twice per week
  - check eLearning at least once per day for online courses
  - being committed to a reasonable expectation of time required for course activities (In general, COB students should expect that a three (3) credit hour course will require a minimum total weekly time commitment of six (6) hours outside of classroom time. (Similarly, a student enrolled in six credit hours can reasonably expect to commit a minimum total of 12 hours weekly to academic activities outside of the classroom.))

**To this end, students are expected to be:**

- Civil
- Ethical
- Respectful
- Prepared and engaged
- Organized
- Resourceful
- Critical about what they are studying
- Self-managing

- Actively seeking assistance, when needed, by:
  - Asking questions of faculty members and tutors, when available
  - Seeking technical assistance from the ITS helpdesk or eLearning, depending on question
  - Asking classmates
  - Seeking appropriate assistance from the faculty member during office hours
  - Using the library
  - Taking advantage of services provided by the Academic Resource Center

## GENERAL COB STUDENT RESPONSIBILITIES

1. Students are expected to **use professional communication** formats both in oral and written form, including email. Slang, text chat abbreviations, etc., are not considered professional communication formats.
2. **GSU email** is the college and university's official form of communication. Available through myPortal, students will check this email at least once per day during the semester and regularly between semesters for important announcements and communications. (See page 11).
3. **University Calendar** – Students are responsible for knowing and adhering to all dates published in the University Academic Calendar and semester Course Schedule.
4. **Student Study Plan** – developed with advisors before the end of the first semester of enrollment. Students are responsible for meeting with their advisor to develop and for following their Student Study Plan. Students are encouraged to contact faculty members in specific discipline areas in which they have interests for additional academic advisement.
5. **Prerequisite Requirements** – students are responsible for ensuring all specific course prerequisites are completed prior to registering for a course. Students will be administratively withdrawn from a course if they have not met the prerequisite requirements. (See page 9).
6. **Candidacy Requirements** – After admission as a degree-seeking student and completion of a maximum of 15 credit hours, a graduate student, must apply for candidacy. Graduate students are responsible for knowing the requirements for Candidacy. (See page 8).
7. **Capstone Courses** can only be taken after completion of all common core courses on the student's study plan. An application and approval from the academic advisor is required before a student may register for capstone. (See page 9).
8. **GPA Requirement** – Undergraduate students must maintain an overall GPA of 2.0. Graduate students must maintain an overall GPA of 3.00 or higher. (See GSU Catalog for information on academic probation, suspension, and holds.)
9. **Graduation applications** and progress forms are typically due to the Registrar's Office the first week of your final semester. Students are responsible for knowing and adhering to the graduation application deadline. Applications are available in the myGSU portal.
10. **Students are responsible for registering themselves** in courses and meeting all registration, payment and withdrawal deadlines. Registration is not complete until payment has been made. Students are encouraged to register early during the registration period. As registration progresses, courses with low enrollment may be cancelled. To minimize the possibility of a class being cancelled, students are encouraged to register early in the registration cycle.

## Academic Honesty

The following statements are taken directly from the online version of the University Catalog (<http://catalog.govst.edu/>). The following procedures are appropriate ways to use the ideas and work of others when fulfilling academic requirements:

1. When someone else's work or scholarship is used to fulfill academic requirements, the source should be given credit. It should not be stated or implied that this work is a person's own work.
  - a. When using material from a publication (e.g., book, journal, article, film, etc.) that material should be enclosed in quotation marks, or otherwise set off, and the source of the material acknowledged.
  - b. When paraphrasing published material (e.g., using it almost word-for-word) the source should also be acknowledged unless the information is common knowledge in the field.
  - c. Unpublished data or ideas of another person should be utilized only with the consent of that person
  - d. Material should be prepared jointly with one or more other individuals only with the permission of the instructor. The contributions of all individuals to this material should be clearly acknowledged when it is submitted.
  - e. Having someone else prepare material that is to be submitted should only be done with the instructor's permission to do so.
2. The same piece of work should not be submitted for credit in more than one course without the permission of all instructors involved.
3. Hypothetical data should be submitted only with the permission of the instructor to do so and should be clearly labeled as such.
4. One should refuse to make work available to another person who intends to submit part or all of that work as if he/she had written it.
5. Students may neither give, request, nor utilize assistance during an examination without the instructor's permission. These ethical guidelines are in no way intended to discourage people from studying together or from engaging in group projects.

## Candidacy Requirements (Graduate Students)

After admission as a degree-seeking student, a graduate student is also required to apply for candidacy. Application forms are available in the Academic Advising Office, through the COB forms area in the myGSU portal, or page 22 of this document. Contact your advisor with questions.

To qualify for candidacy, a student must:

- Satisfy any conditions of admission;
- Complete all preparatory courses with a grade of "B" or better in each course;
- Apply for candidacy after earning a minimum of nine and a maximum of 12 graduate credit-hours. Students who complete more than 15 hours of degree requirements before attaining candidacy status may still be required to complete up to 18 additional hours, approved by the dean, as a candidate before being approved for graduation by the college; and
- Maintain an overall GPA of 3.1 or higher for all course work completed at Governors State University as a graduate student with no more than two grades of "C" in all required course work.

## **Prerequisite Requirements**

Prerequisite courses are courses that are required to be taken before other, higher level courses may be taken. It is the student's responsibility to make sure all prerequisites are completed prior to registering for a required course. Students may be administratively withdrawn from a course if they have not met the prerequisite requirements.

## **Capstone Course Registration**

Capstone courses is typically taken during the last semester of the program and can only be taken after completion of all common core courses on the student's study plan. An application and approval is required before a student may register for ACCT8965, ECON4900, MGMT4900, MGMT8900, MIS8979, MIS8989, and MIS8999. To locate the form, see page 18 or 23 of this document or download the form in the myGSU portal. Contact your advisor if you have questions.

## **CAPSIM/ COMP-XM**

All B.A. Business Administration, B.S. Accounting, B.A. in Business and Applied Science, and MBA students are required to participate in a business simulation system (CAPSIM) and a COMP-XM, Competency Test during enrollment in the capstone course. COMP-XM is an assessment tool to determine and demonstrate what students have learned through their business curriculum and the CAPSIM business simulation experience which is utilized throughout the Capstone course.

The unique two-part COMP-XM examination process uses a business simulation followed by a series of questions that are specific to the results of the answers provided in the prior simulation rounds. Most of the questions require knowledge of specific information drawn from marketing, management, finance and managerial accounting, or a combination of these. A \$35 fee is charged for the test at the time of registration in the capstone course (MGMT4900 and MGMT8900).

## **Commencement**

A student may graduate in May, August or December. GSU hosts one commencement ceremony each year in May or June. Diplomas will be mailed to students by the Registrar about nine weeks after the end of the semester.

## **GI Bill Certifications**

GI Bill Certifications must be dropped off at the Academic Advisor's Office each semester for certification. The advisor will certify the courses and forward the form to the Veterans Resource Center.

## **Academic Probation, Suspension, and Holds**

Students failing to meet the required cumulative GPA for academic good standing for the first time are placed on either Academic Probation or Academic Probation Extended for the subsequent semester. A student failing to meet the required cumulative GPA for good standing in consecutive semesters may be placed on suspension. GSU policies 14, 19U, & 19G outline the steps leading to academic probation, suspension and returning to good standing. Suspended students may appeal the length of suspension and seek early readmission through the University Committee on Readmission and Special Admission. GSU policies are available online ([www.govst.edu/policies](http://www.govst.edu/policies)).

University holds are a means of identifying students with unsatisfied financial or academic obligations to the university. Students with holds may not register until holds are released.

## **GSU Student Responsibilities**

In addition to all specific COB student responsibilities listed above, each student is responsible for knowledge of University Policies available in the GSU Catalog [www.govst.edu/catalog](http://www.govst.edu/catalog) and the Student Handbook <http://www.govst.edu/studenthandbook>

## UNIVERSITY RESOURCES FOR STUDENTS

### myGSU Portal

Upon admission to the university, you should have received a login and password for the GSU Portal. The Portal is accessible through [mygsu.govst.edu](http://mygsu.govst.edu). Through the myGSU Portal, students have access to university resources, eLearning, registration, and student email. If you have difficulty logging into myGSU Portal, please contact the GSU HelpDesk, 708.534.4357. Due to the heavy volume of Help Desk calls during the first week of classes, it is advised that incoming students attempt to access the myGSU Portal immediately upon receipt of their login information.

### International Student Services

The Office of International Services (OIS) supports the needs of the International Student population at Governors State University. This International Student Organization promotes friendship and understanding among students from different countries and provides a cultural learning experience for its members through a variety of activities on and off campus. Its programs benefit not only the audience it serves, but also the rest of the University community. For additional information go to [www.govst.edu/ois](http://www.govst.edu/ois) or visit the myGSU portal, Student Resources, International Services.

### Computer Connection Central

The Computer Connection Central Lab is located on the second floor of the D building. The lab provides computer facilities for use by GSU students, faculty and staff. In addition to its open lab area, Computer Connection Central offers nine classrooms for credited courses and workshops. For more information, visit [www.govst.edu/thecube/](http://www.govst.edu/thecube/)

### Writing Center

The Writing Center provides assistance to undergraduate and graduate students with one-on-one tutoring sessions through the online writing center, and beginning research and documentation help in the library. The center also offers assistance for students who plan to take writing examinations, such as the Basic Skills Exam. For more information, visit [www.govst.edu/owl](http://www.govst.edu/owl), call 708.534.4090, or click on Student Resources, Writing Center on your GSU portal page.

## UNIVERSITY RESOURCES FOR STUDENTS

### Library

The University Library provides reference and information services 77.5 hours per week at the circulation and reference desk. Electronic resources are available from the library's website <http://www.govst.edu/gsu-library/> 24 hours per day, seven days per week. Library staff members offer tours of the library, and library faculty members provide library instruction to individuals and groups upon request. In addition, workshops and training are offered in academic computing applications to students, faculty, staff, and community members. The workshop schedule can be found on the library's GSU portal link. For more information about library services, click Student Resources, library, or call the reference desk 708.534.4111.

### Counseling Services

The professional staff offers confidential counseling for currently enrolled students seeking to address academic, career, or personal concerns. Appointments can be made by contacting 708.235.7334. Additional information regarding counseling services and referrals is available on the Academic Resource Center website at [studentcounseling@govst.edu](mailto:studentcounseling@govst.edu), or through the portal under Campus Life/Counseling.

### Services for Students with Disabilities

The Office of Disability Services is dedicated to creating an accessible environment and providing equality of educational opportunities for students with documented disabilities. GSU's goal is to focus on a student's ability not the disability. Disability Services ensures compliance with the Americans with Disabilities Act and with Section 504 of the Rehabilitation Act of 1973. Legally mandated access and accommodations are available to all qualified students who self-identify with Disability Services. Students must provide documentation by a qualified professional who can verify the functional impact of the disability as well as provide recommendations for appropriate accommodations. The information provided by students is voluntary and confidential. If requests for auxiliary aids, academic adjustments, or other special services necessitate a modification of academic standards or create an undue hardship on the university, the requests may be denied. To arrange for appropriate accommodations, contact the coordinator of Disability Services at 708.534.4508 or through the myGSU portal. Click Student Resources, Disability Services.

### Online Registration

All registration for classes is accomplished online. Important registration information and instructions are available through the myGSU portal. In order to view courses, click on Registration, identify the semester and complete the form as needed.

## UNIVERSITY RESOURCES FOR STUDENTS

### Tuition Payment Plan

Students may use the payment plan option. A portion of the tuition and fees must be paid by the initial due date and the remaining balance may be paid in additional installments. The payment plan fee is \$20 per semester. The payment plan form can be found in the portal under finances — cashier.

### GSU Student Email Accounts

**GSU email is the college and university's official form of communication.** All GSU students are provided with an email account through the myGSUPortal. Students should check this email at least once per day for important announcements and communications. This includes university closings and other emergency communication.

### Shuttle Bus

The Department of Public Safety operates a scheduled shuttle service to the Metra Station for morning, afternoon and evening classes. Contact the Welcome Center for details at <http://www.govst.edu/ShuttleSchedule/> 708.534.4550.

### Student Life

Located in A-Wing, this area has been designed to bring diverse students together through a variety of programs and services. Included in the Student Center is a television lounge; game area; dining and study areas; student leader offices (the Student Senate, Student Board of Trustees representative, and IBHE - Student Advisory Committee representative); and meeting rooms. The Student Life staff has offices in the center. The Student Commons is a gathering place for student interaction within the center. The Student Life Unit also houses the Athletics and Recreation Center, which has an Olympic style swimming pool, gymnasium, fitness room (free weights and exercise machines), racquetball court, lockers, and shower facilities. The Athletics and Recreation Center is open seven days a week during the fall and spring semesters, but is closed Sundays during the summer semester. For additional information, contact the Welcome Center at 708.534.4550 or [www.govst.edu/studentlife](http://www.govst.edu/studentlife).

### Clubs and Organizations

Students may take advantage of the many clubs and organizations that exist at Governors State University. These clubs provide students with the opportunity to meet others with the same majors or special interests. The majority of organizations are related to academic programs, while others support a variety of social and special interests. New clubs and organizations may be formed by any group of seven or more students. For information or assistance, contact the Assistant Dean of Students at [studentlife@govst.edu](mailto:studentlife@govst.edu) or visit [www.govst.edu/studentlife](http://www.govst.edu/studentlife) at 708.534.4552.

## UNIVERSITY RESOURCES FOR STUDENTS

### Career Services

The Office of Career Services assists students and alumni with all facets of their careers. The office offers individual advising appointments and workshops where students can receive assistance with developing a job search strategy, resumes, interviewing, networking, negotiating offers, and writing job search correspondence. In addition, the office provides students with hands-on learning experiences in identifying skills and researching employers through workshops during the academic semesters.

Career Services also maintains job postings from local employers on both hard copy and via e-Recruiting. College of Education students' credential files is managed in the office as well as disbursed. The office hosts at least two job fairs during the academic year, which are intended for a generalist audience, on occasion the office hosts targeted job fairs such as the Education or Health Care Job Fairs. For students in online degree programs, services are further provided through telephone appointments and email correspondence. Its website also provides a wealth of career-related resources for all students and alumni. (Visit career services in B1215, on-line at [www.govst.edu/careerservices](http://www.govst.edu/careerservices) or call their office at 708.235.3974 for additional information).

### Child Care Services

The Family Development Center opened its facility across from the main campus in October 2002. Using the example of the early childhood centers in Reggio Emilia, Italy, the building makes use of light, space, and natural elements to enhance the sense of community central to child-centered programming. Educational research and models of effective teaching practices played a key role in the development of the center's program philosophies. Center programs provide field sites for university instruction, and offer services to GSU students, faculty, and the surrounding community.

Programs are available by registration with program staff, and include the following: 1) state licensed child care for children ages 6 weeks to 12 years; 2) after school enrichment for children ages 5 to 12; 3) birth to age 5 parenting support for families with infants, toddlers, and preschool children; 4) parent and child play groups during day and evening hours; and 5) library lapsits, where children and parents are invited to join in the storytelling, games, and snacks related to a story theme. Specific program information is available at 708.235.7300 or [www.govst.edu/children](http://www.govst.edu/children).

## UNIVERSITY RESOURCES FOR STUDENTS

### Public Safety

Police, public safety, and emergency medical services in cooperation with the University Park Fire Department are available at all times from the university's Department of Public Safety at 708.534.4900.

### Center for Performing Arts

This 1,200-seat performing arts center opened in December 1995. The Center is dedicated to providing a wide array of quality arts, popular, educational, and family programming to the immediate community and its surrounding metropolitan region. Major star attractions are featured, as well as a variety of Illinois artists and performing arts companies. The Arts in Education Program at The Center area serves over 40,000 children with professional performances, performing arts camps, and master classes. The Center is also a meeting place for area businesses, organizations, and community events. For information and reservations, call 708.235.2222 or see the Center website at [www.centertickets.net](http://www.centertickets.net).

### Web Resources

GSU Website: [www.govst.edu](http://www.govst.edu)

COB Website: [www.govst.edu/cob](http://www.govst.edu/cob)

COB Forms: <https://mygsu.govst.edu/colleges/COB>

GSU Portal: [mygsu.govst.edu](http://mygsu.govst.edu)

Follett's Bookstore: [www.govst.edu/bookstore/](http://www.govst.edu/bookstore/)

# COLLEGE DIRECTORY

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G188

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G292

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## COB Full-time Faculty Contact Information

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G291

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G197

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G282

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G275

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G294

**UNDERGRADUATE CAPSTONE APPLICATION****College of Business**

~~

***Submit to Academic Advisor*** ~~*Academic Advising Office (C3385) -- Phone No.: 708-534-8043*

Print Name \_\_\_\_\_ ID No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Please check my records for eligibility to enter the **UNDERGRADUATE** capstone course for:Semester: FALL SPRING SUMMER (Circle one)

Course	Section #	Note:
MGMT 4900		
MGMT 4901		
MIS 4999		
ECON 4900		
ENTR 4900		Must include letter about which focus you are choosing

**PLANNED CONCURRENT ENROLLMENT COURSES:**\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

***Graduation applications are to be completed through your GSU portal by the first week of your final semester.****For Advising Office use only:***OUTSTANDING COURSE REQUIREMENTS:**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**NOTES:**

Approved \_\_\_\_\_ Date \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

Authorized in System, Date and Initials \_\_\_\_\_

Rev. 2-24-2020

## GAMSA

### Guaranteed Admission to the Master of Science in Accounting (for GSU Students)

---

Current undergraduate GSU students or GSU alumni may be eligible for guaranteed admission to the Master of Science in Accounting (MSA). For qualified candidates the GMAT/GRE score and two letters of recommendation will be waived. Current students meeting conditions under the GAMSA program will be conditionally admitted into the MSA. Students will be fully admitted into the MSA program once their undergraduate degree is awarded (overall GPA of 3.0 must be maintained during the last 60 hours of program).

#### GSU Alumni Criteria:

- GSU undergraduate degree must have been received within **5 Years** of the intended start of the MSA.
- Overall GPA of 3.0 in the last 60 hours at GSU.
- All majors are welcome to apply as long as they meet the specific **core accounting course requirements** listed in the student criteria below.

#### GSU Current Student Criteria:

- Minimum of 90 hours completed with an overall GPA of 3.25
- **Core accounting course requirements:** Complete four courses (12 hours) from the list below at GSU with a minimum GPA of 3.25:

ACCT3111	Cost Accounting
ACCT3151	Intermediate Accounting I
ACCT3152	Intermediate Accounting II
ACCT3252	Accounting Information Systems
ACCT4251	Tax I
ACCT4354	Audit Concepts and Standards

#### Application Requirements:

The following documents are required for admission consideration into the GAMIS program:

- GAMSA Form (Submit directly to COB room G281 or [bpainfo@govst.edu](mailto:bpainfo@govst.edu))
- Graduate Application ([applynow.govst.edu](http://applynow.govst.edu))
- Graduate Application fee
- Statement of Intent
- Resume

Students or alumni who do not qualify under GAMSA are encouraged to apply to the MSA program with a GMAT/GRE score, two recommendation letters, statement of intent, and resume.

#### Contact:

For more information, please contact the College of Business at [bpainfo@govst.edu](mailto:bpainfo@govst.edu) or 708.534.4391.

## GAMSA Form

Guaranteed Admissions to the  
 Master of Science in Accounting  
 (for GSU students)

<b>Student Name:</b>	
<b>GSU ID#:</b>	
<b>Anticipated MSA Start Date</b> (Year & Semester – Fa, Sp, Su):	
<b>GSU Undergraduate Degree Program:</b>	
<b>GSU Graduation Date</b> (projected or actual):	
<b>Preferred email address:</b>	
<b>Preferred Phone #:</b>	

<b>To be completed by COB Advising Office:</b>			
GPA for last 60 hours (min. 3.0):			
GPA of 4 business courses below (min. 3.25):			
<b>Core Accounting Courses</b>	<b>Grade</b>	<b>Semester</b>	
<b>ACCT 3111</b> Cost Accounting (also ACCT 331)			
<b>ACCT 3151</b> Intermediate Accounting I (also ACCT 351)			
<b>ACCT 3152</b> Intermediate Accounting II (also ACCT 352)			
<b>ACCT 3252</b> Accounting Information Systems (also ACCT 452)			
<b>ACCT 4251</b> Tax I (also ACCT 424)			
<b>ACCT 4354</b> Audit Concepts and Standards (also ACCT 440)			

**Please submit this form to Ruby Williams in CBPA by:**

**Email:** [bpainfo@govst.edu](mailto:bpainfo@govst.edu)    **Fax:** 708.534.8457    **Room:** G281

## GABAN

### Guaranteed Admission to the Master of Science in Business Analytics (for GSU Students)

---

Current undergraduate GSU students or GSU alumni may be eligible for guaranteed admission to the Master of Science in Business Analytics. For those who qualify the GMAT/GRE score and two letters of recommendation normally required for program admission are waived.

#### **GSU Alumni Criteria:**

- GSU undergraduate degree must have been received within 5 Years of the intended start of the MS BAN.
- Overall GPA of 3.0 in the last 60 hours at GSU.
- All majors are welcome to apply as long as they meet the specific **core business course requirements** listed in the student criteria below.

#### **GSU Current Student Criteria:**

- Minimum of 90 hours completed with an overall GPA of 3.25
- **Core business course requirements:** Complete 4 courses (12 hours) from the list below at GSU with a minimum GPA of 3.25:

#### **Application Requirements:**

The following documents are required for admission consideration to the GABAN program:

- GABAN Form (Submit directly to COB room G281 or [bpainfo@govst.edu](mailto:bpainfo@govst.edu))
- Graduate Application ([applynow.govst.edu](http://applynow.govst.edu))
- Graduate Application fee
- Statement of Intent
- Resume

Current students meeting conditions under the GABAN program will be conditionally admitted into the MS BAN. Students will be fully admitted into the program once their undergraduate degree is awarded (overall GPA of 3.0 must be maintained during the last 60 hours of program).

Students or alumni who do not qualify under GABAN are encouraged to apply to the BAN.MS program and submit a GMAT/GRE score, 2 recommendation letters, statement of intent, and resume.

**Contact:** For more information, please contact the College of Business at [bpainfo@govst.edu](mailto:bpainfo@govst.edu) or 708.534.4391.

## GABAN Form

Guaranteed Admissions to the  
 Master of Science in Business Analytics  
 (for GSU students)

<b>Student Name:</b>	
<b>GSU ID #:</b>	
<b>Anticipated MIS Start Date</b> (Year & Semester – Fa, Sp, Su):	
<b>GSU Undergraduate Degree Program:</b>	
<b>GSU Graduation Date</b> (projected or actual):	
<b>Preferred email address:</b>	
<b>Preferred Phone #:</b>	

***To be completed by COB Advising Office:***

***Management Information Systems***

GPA for last 60 hours (min. 3.0):	
GPA of 4 business courses below (min. 3.25):	

Core Business Courses	Grade	Semester
<b>ECON 3404</b> Managerial Economics (also ECON 420)		
<b>FIN 3110</b> Principles of Financial Management		
<b>MIS 3101</b> Management Information System		
<b>MGMT 3400</b> Production/Operations Management		
<b>MGMT 3500</b> Organizational Behavior		
<b>BUS 3700</b> Business Statistics		
<b>MIS 3000/4000</b> selective (or 300/400 level)		

**Please submit this form to Ruby Williams in COB by:**

**Email:** [bpainfo@govst.edu](mailto:bpainfo@govst.edu)    **Fax:** 708.534.8457    **Room:** G281

## GABAN Form

Guaranteed Admissions to the  
Master of Science in Business Analytics  
(for GSU students)

<b>Student Name:</b>	
<b>GSU ID #:</b>	
<b>Anticipated MIS Start Date</b> (Year & Semester – Fa, Sp, Su):	
<b>GSU Undergraduate Degree Program:</b>	
<b>GSU Graduation Date</b> (projected or actual):	
<b>Preferred email address:</b>	
<b>Preferred Phone #:</b>	

***To be completed by COB Advising Office:***

**Computer Science**

GPA for last 60 hours (min. 3.0):	
GPA of 4 business courses below (min. 3.25):	

Core Business Courses	Grade	Semester
CPSC 3310 Intro to Object-oriented Programming (3)		
CPSC 4190 Introduction to Software Engineering (3)		
CPSC 4205 Computer Organization (3)		
CPSC 4335 Operating Systems (3)		
CPSC 4338 Discrete Structures (3)		
CPSC 4342 Introduction to Computer Networks (3)		
CPSC 4345 Database Systems (3)		
CPSC 4355 Data Structures and Algorithms (3)		

**Please submit this form to Ruby Williams in COB by:**

**Email:** [bpainfo@govst.edu](mailto:bpainfo@govst.edu) **Fax:** 708.534.8457 **Room:** G281

## GABAN Form

Guaranteed Admissions to the  
Master of Science in Business Analytics  
(for GSU students)

<b>Student Name:</b>	
<b>GSU ID #:</b>	
<b>Anticipated MIS Start Date</b> (Year & Semester – Fa, Sp, Su):	
<b>GSU Undergraduate Degree Program:</b>	
<b>GSU Graduation Date</b> (projected or actual):	
<b>Preferred email address:</b>	
<b>Preferred Phone #:</b>	

**To be completed by COB Advising Office:**

**Information Technology**

GPA for last 60 hours (min. 3.0):	
GPA of 4 business courses below (min. 3.25):	

Core Business Courses	Grade	Semester
<b>CPSC 4205</b> Computer Organization (3)		
<b>CPSC 4335</b> Operating Systems (3)		
<b>CPSC 4570</b> Windows Systems (3)		
<b>CPSC 4580</b> Information Security (3)		
<b>IT 3110</b> Fundamentals of Information Technology (3)		
<b>IT 3210</b> Introduction to Scripting Languages (3)		
<b>IT 3520</b> Cisco CCNA I (3)		
<b>IT 3521</b> Cisco CCNA II (3)		
<b>IT 4210</b> Wireless Networks and Security (3)		

**Please submit this form to Ruby Williams in COB by:**

**Email:** [bpainfo@govst.edu](mailto:bpainfo@govst.edu) **Fax:** 708.534.8457 **Room:** G281

## GABAN Form

Guaranteed Admissions to the  
Master of Science in Business Analytics  
(for GSU students)

<b>Student Name:</b>	
<b>GSU ID #:</b>	
<b>Anticipated MIS Start Date</b> (Year & Semester – Fa, Sp, Su):	
<b>GSU Undergraduate Degree Program:</b>	
<b>GSU Graduation Date</b> (projected or actual):	
<b>Preferred email address:</b>	
<b>Preferred Phone #:</b>	

**To be completed by COB Advising Office:**

**Health Informatics**

GPA for last 60 hours (min. 3.0):	
GPA of 4 business courses below (min. 3.25):	

Core Business Courses	Grade	Semester
HLAD 3102 Principles of Healthcare Microeconomics (3)		
HLAD 3103 Basics of Healthcare Informatics (3)		
HLAD 3104 Healthcare Statistics (3)		
HLAD 3099 Healthcare Organization (3)		
HLAD 3201 Healthcare Vocabularies (3)		
HLAD 3202 Healthcare Operations Management (3)		
HLAD 3203 Health Information Technology and Systems Analysis and Design (3)		
HLAD 4110 Health IT Standards (3)		
IT 3310 Information Technology Project Management (3)		
HLAD 4111 Healthcare Information Systems (3)		
HLAD 4112 Healthcare Statistics II (3)		

**Please submit this form to Ruby Williams in COB by:**

**Email:** [bpainfo@govst.edu](mailto:bpainfo@govst.edu) **Fax:** 708.534.8457 **Room:** G281

## **GAMBA**

### **Guaranteed Admission to the Master of Business Administration (for GSU Students)**

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Current undergraduate GSU students or GSU alumni may be eligible for guaranteed admission to the Master of Business Administration program (MBA). For qualified candidates, the GMAT/GRE score and letters of recommendation will be waived. Current students meeting conditions under the GAMBA program will be conditionally admitted into the MBA program. Students will be fully admitted into the MBA program once their undergraduate degree is awarded (overall GPA of 3.0 must be maintained during the last 60 hours of program).

#### **GSU Alumni Criteria:**

- GSU undergraduate degree must have been received within 5 Years of the intended start of the MBA.
- Overall GPA of 3.0 in the last 60 hours at GSU.
- All majors are welcome to apply as long as they meet the specific **core business course requirements** listed in the student criteria below.

#### **GSU Current Student Criteria:**

- Minimum of 90 hours completed with an overall GPA of 3.25
- **Core business course requirements:** Complete four courses (12 hours) from the list below at GSU with a minimum GPA of 3.25:

ECON 3404	Managerial Economics
FIN 3110	Principles of Financial Management
MIS 3101	Management Information Systems
MGMT 3400	Production and Operations Management
MGMT 3500	Organizational Behavior
STAT 3780	Statistics for Management II

#### **Application Requirements:**

The following documents are required for admission consideration into the GAMBA program:

- GAMBA Form (Submit directly to COB room G281 or [bpainfo@govst.edu](mailto:bpainfo@govst.edu))
- Graduate Application ([applynow.govst.edu](http://applynow.govst.edu))
- Graduate Application fee
- Statement of Intent
- Resume

Students or alumni who do not qualify under GAMBA are encouraged to apply to the MBA program with a GMAT/GRE score, two recommendation letters, statement of intent, and resume.

#### **Contact:**

For more information, please contact the College of Business at [bpainfo@govst.edu](mailto:bpainfo@govst.edu) or 708.534.4391.

## GAMBA Form

Guaranteed Admissions to the  
 Master of Business Administration  
 (for GSU students)

<b>Student Name:</b>	
<b>GSU ID#:</b>	
<b>Anticipated MBA Start Date</b> (Year & Semester – Fa, Sp, Su):	
<b>GSU Undergraduate Degree Program:</b>	
<b>GSU Graduation Date</b> (projected or actual):	
<b>Preferred email address:</b>	
<b>Preferred Phone #:</b>	

***To be completed by COB Advising Office:***

GPA for last 60 hours (min. 3.0):			
GPA of 4 business courses below (min. 3.25):			
<b>Core Business Courses</b>	<b>Grade</b>	<b>Semester</b>	
<b>ECON 3404</b> Managerial Economics (also ECON 420)			
<b>FIN 3110</b> Principles of Financial Management (also FIN 301)			
<b>MIS 3101</b> Management Information System (also MIS 370)			
<b>MGMT 3400</b> Production/Operations Mgmt (also MGMT 340)			
<b>MGMT 3500</b> Organizational Behavior (also MGMT 4500 and 401)			
<b>STAT 3700</b> Statistics for Management II (also STAT 362)			

**Please submit this form to Ruby Williams in CBPA by:**

**Email:** [bpainfo@govst.edu](mailto:bpainfo@govst.edu)    **Fax:** 708.534.8457    **Room:** G281

## DECLARATION OF CANDIDACY

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The Candidacy Policy is an important requirement to be adhered to by all Business graduate students.

**To qualify for candidacy a student must:**

1. Satisfy all conditions of admission;
2. Maintain an overall GPA of at least 3.0 (on a 4.0 scale) for all course work completed at Governors State University as a graduate student with no more than two grades of "C";
3. Complete all prerequisite/ preparation/ foundation courses with grade of "B" or higher;
4. Apply for candidacy after earning a minimum of nine (9) and a maximum of twelve (12) graduate credit hours (beyond foundation coursework). Students who complete more than 15 hours of degree requirements before attaining candidacy status may be required to complete up to 18 additional hours, approved by the Dean, as a candidate before being approved for graduation by the college.

Student ID \_\_\_\_\_ Print Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Email Address \_\_\_\_\_

**Please submit this form to your Academic Advisor for approval**

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**Section to be completed by Academic Advisor**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Pending the following requirements \_\_\_\_\_

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Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE CAPSTONE APPLICATION**  
**College of Business****~~ Submit to Academic Advisor ~~***Academic Advising Office -- Phone No.: 708-534-4391 -- Fax No.: 708-534-8457*

Print Name \_\_\_\_\_ ID No. \_\_\_\_\_

Phone No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Please check my records for eligibility to enter the **GRADUATE** capstone course for:Semester:      FALL      SPRING      SUMMER (Circle one)

Course	Section #		Note
MGMT 8900		MBA	
MGMT 8910		New Human Resource	
BAN 8900		New Business Analytics	
ACCT 8965		Accounting	
MIS 8979		MIS	Needs to stay until or thru Su2022

Planned concurrent enrollment courses (if any):

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Note: You will not be able to register into the Capstone prior to obtaining approval from your advisor.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

***Graduation applications are to be completed through your GSU portal by the first week of your final semester.****For Advising Office use only:*

OUTSTANDING COURSE REQUIREMENTS:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

NOTES:

## COB INTERNSHIP APPLICATION & PROCESS (For Academic Credit)

Please complete this fillable form electronically, hand written forms will not be accepted.

### **To be eligible for academic credit for your internship you must be:**

- Enrolled in a College of Business program or minor.
- Concurrent enrollment for the internship term is limited to no more than 12 credit hours.
- Have a minimum GPA = 2.5 or higher for undergraduate students. Please note that many companies only consider applicants with GPA's of 3.0 or higher.

### **Steps to follow:**

1. **Contact the Office of Career Services** to have a cover letter and resume reviewed (<http://www.govst.edu/career> 708-235-3974).
2. **Arrange an internship with an employer.** Internships are arranged between the student and the employer. Although some employers may hold campus interviews, students must schedule other internship interviews between the student and employer. The internship must allow for a minimum of 120 work hours in order to receive 3 hours of academic credit.
3. **Complete the internship application form.**
  - Provide with this completed application (typed):
    - A description of the job position on company letterhead with a statement of internship duties or projects\*
    - Your statement of learning objectives and goals for the internship
    - Your resume and cover letter
  - Make arrangements with the internship site supervisor to sign off on your completed application.
4. **Submit your completed Application to your Academic Advisor by the appropriate due date.**
  - Applications received after the posted date may not be accepted
    - *Fall Internships- Submit Application by **August 1***
    - *Spring Internships- Submit Application by **December 1***
    - *Summer Internships- Submit Application by **April 1***
  - Your Academic Advisor will determine your eligibility and forward your application to the Director of Academic Services, Dr. Karen Janko (708-534-4395 [kjanko@govst.edu](mailto:kjanko@govst.edu))
  - The Director of Academic Services will review the application, request a faculty member to advise you during the internship, obtain the faculty signature and Chair approval.
  - Upon approval your Academic Advisor will contact you and assist with registration for the internship course section.



## COB INTERNSHIP APPLICATION

This form is intended to document the internship position requirements and learning outcomes for students seeking to receive academic credit for an internship. It also serves as a contract between the student and faculty member.

To be completed by the student and approved/signed by both the sponsoring faculty member and the on-site supervisor of the internship site.

***Please fill in all areas completely, include the documents listed above and obtain the required signature of your Academic Advisor for submission.***

### **To be completed by the Student**

Student ID#	
Student Name	
Student Full Address	
Phone#	
Email	
Degree program & minor	
Internship Site Organization Name	
Internship Site Organization Address	
Internship Site Supervisor Name and Title	
Internship Site Supervisor Email and Phone #	
Internship Start date and term	
Hours to work per week across how many weeks?	
How many total hours will be completed across the duration of the internship?	
Is it a paid or unpaid internship?	
Please indicate pay/hour (if applicable)	
My resume and cover letter have been reviewed by	

**\*POSITION DESCRIPTION** includes a brief typed description of the proposed internship and duties or projects on company letterhead



1. Company/Organization description: in brief, its line of business, product, service, annual revenue and number of employees etc.
2. Internship description including primary duties, responsibilities, and special projects you will be working on.
3. Benefits for the student: what skills you expect to gain or specific processes you will master?
4. Skills: what skills or knowledge are required?

### **Signatures**

**Student Signature and Date**

*I agree to the terms of the internship, and I will be in regular contact with the faculty supervisor.*

**Internship Site Supervisor Signature and Date**

*I have reviewed the attached internship work description. I agree that it accurately describes the internship work experience. I will contact the faculty supervisor to address any concerns that may arise.*

*Once the above sections have been completed and signed please submit to your advisor.*

<b>To be completed by Advisor and signed by the Division Chair:</b>	
Degree/Program	
Cumulative GPA	
Expected Graduate Date	
Hours Completed	
Term Internship Desired	
Total Credit Hours Planned for the Internship Term	
Student is eligible for internship for academic credit (Yes or No)	
Advisor Signature & Date	
Division Chair Signature & Date	
Course Section #	



*I have reviewed the attached internship work description. I agree that it adequately supports the goals and objectives of the program.*

**Faculty Supervisor name, email, phone**

**Faculty Supervisor Signature and Date**

Check List:

\_\_\_\_\_ Resume and cover letter reviewed by Career Services or a faculty member ( #1)

\_\_\_\_\_ Internship is arranged with employer or site supervisor (#2)

\_\_\_\_\_ Completed **Internship Application** with site information and required site supervisor signature (#3)

\_\_\_\_\_ Position description and statement of internship duties or projects on company letterhead (#3)

\_\_\_\_\_ Statement of your learning objectives and goals (#3)

\_\_\_\_\_ Eligibility confirmed by your Academic Advisor (#4)

**Undergraduate Business Advisors**

**Kerri O'Shea** (Undergraduate – Accounting M-Z, Business Administration A-L)

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### **Graduate Business Advisor**

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Tuesday - Friday: 8:30 am to 5:00 pm

### **Director of Academic Services**

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### **Division Chairs**

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