Student Survival Guide
2002/2003

A student’s guide
to the standards and expectations
of Business Administration
at the University of Washington, Tacoma
# Table of Contents

The Student Survival Guide was written to provide you with information about UWT and Business Administration in a convenient and accessible format. When you need information quickly, please use this Guide but keep in mind that your official contract is with the University of Washington, Tacoma and the catalog in effect the year you were admitted. Visit our website: www.tacoma.washington.edu/business

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Mission Statement

The mission of Business Administration is to offer high quality undergraduate and graduate education for citizens of the State of Washington especially in the south Puget Sound region. We seek to integrate innovative teaching, relevant scholarship and proactive service to our business and academic communities. While our primary emphasis is on providing education, we also are committed to advancing and disseminating business knowledge and theory and to cultivating collaborative relationships with the community.

Business Faculty Vision Statement

Our vision for the University of Washington, Tacoma Business Administration is an organization where individual achievement is valued and rewarded. We encourage and support collaborative, collegial relationships. We see Business Administration as a dynamic, progressive academic unit in which students, faculty, and staff are proud to work and learn.
Business Administration Faculty

PATRICIA M. FANDT, Ph.D.
Dr. Fandt is the Director of Business Administration and a founding faculty member. She earned her doctorate in Management and Organizational Behavior from Texas A&M University in 1986. Her scholarly interests include leadership performance, accountability, team dynamics and organization change.

RICHARD O. ABDERHALDEN, Ph.D.
Dr. Abderhalden earned his doctorate in Business Administration from the University of North Carolina at Chapel Hill in 1994, specializing in strategic management. He has extensive investment experience and is a graduate of the Securities Industry Institute. Dr. Abderhalden leads the Financial Services concentration at UWT.

ZOË M. BARSNESS, Ph.D.
Dr. Barsness earned her doctorate in Organization Behavior from Northwestern University in 1997. Her scholarly interests include group process and effectiveness, alternative work arrangements, workplace diversity, cross-cultural management, and negotiation and conflict management.

VANESSA C. CHIO, Ph.D.
Dr. Chio received her doctorate in Organization Studies and International Management from the University of Massachusetts Amherst in 2000. Her scholarly interests include development and international business, transfers of management knowledge, cross-cultural management, women in management, and diversity. Dr. Chio draws from a variety of disciplines such as anthropology, sociology, and postcolonial studies in her research on these issues. Her writings have appeared in Organization, and a number of national and regional conference proceedings.

SERGIO V. DAVAŁOS, Ph.D.
Dr. Davalos received his Ph.D. in 1992 from the University of Arizona. His doctorate is in Business Administration with a focus in MIS; his minor is cognitive psychology. Dr. Davalos’ scholarship interests are in cognitive science and hypermedia, web technologies, eLearning, artificial intelligence and knowledge engineering and the use of artificial intelligence in financial analysis of organizational solvency.

MARK FIEGENER, Ph.D.
Dr. Fiegener earned his doctorate from the University of Pennsylvania in 1990. His scholarly interests include the strategic management of information technology, the coordination of sense-making activities in organizations, and the governance practices of small firms. Dr. Fiegener’s current research examines the processes by which executives attempt to align information technology decisions with business strategy.
SUBIN IM, Ph.D.
Dr. Im earned his doctorate in Business Administration from the University of North Carolina in 1999. His primary scholarly interests include organizational aspects of innovation, new product development for marketing strategy, the consumer side of the innovation adoption process, and research methodology using multivariate statistical techniques including a structural equation model. His recent research focuses on creativity, product innovation capabilities, and innovativeness in new product development. His working papers appear in the AMA conference proceedings and are currently under review for major journal publication.

JANET MOBUS, Ph.D.
Dr. Mobus earned her doctorate in Accounting from the University of North Texas in 1997. Her scholarly interests include environmental accounting, ethics and public interest accounting. Dr. Mobus is a member of the Public Interest and Auditing Sections of the American Accounting Association. She has recently presented conference papers at the Asia Pacific Interdisciplinary Research In Accounting in Adelaide, Australia; the Interdisciplinary Perspectives on Accounting in Manchester, England; and the Critical Perspectives on Accounting in New York. Her published work appears in Research on Accounting Ethics and the Journal of the International Academy for Case Studies.

STERN NEILL, Ph.D.
Dr. Neill earned his doctorate in Marketing from Louisiana State University in 2000. His scholarly interests include marketing strategy, sense making, and the impact of information technology on marketing decision processes. Dr. Neill’s current research seeks to explain how organizations make sense of and respond to the environment. This research appears in national conference proceedings and is currently under review.

KENT NELSON, Ph.D.
Dr. Nelson earned his doctorate from the University of Washington in 1994. His scholarly interests include informal and emergent forms of coordinated collective action, communication in mixed-status relationships, leadership, and interpersonal communication. In addition to his participation in a variety of academic associations, Dr. Nelson is actively involved in the community as a public speaker, facilitator and trainer. He has a broad and varied background as a management/communication consultant to several prominent service organizations in the South Puget Sound, as well as multiple companies in the private sector.

DOROTHY J. PARKER, Ph.D.
Dr. Parker earned her Ph.D. in Accounting from the University of Arkansas in 1992. Dr. Parker taught financial and management accounting at Stephen F. Austin State University in Texas and at Western Washington University in Bellingham. She is a Certified Public Accountant and has extensive experience in education. Her research interests include management accounting performance measures and accounting education issues.
JILL M. PURDY, Ph.D.
Dr. Purdy earned her doctorate in Business Administration from Pennsylvania State University in 1994. She is a founding faculty of the UWT Business Administration program. Her scholarly interests include conflict resolution, organization theory and management education. Current research interests focus on wisdom in organizations and self-evaluation processes for faculty teachers.

RICHARD W. STACKMAN, Ph.D.
Dr. Stackman earned his doctorate in Business Administration from the University of British Columbia in 1994. His scholarly interests include organizational sages, organizational change, and the self-study of teaching, values, and personal work networks. Dr. Stackman recently completed revisions to the book, Managing Organizational Change, and he has published articles in the Journal of Social and Personal Relationships, Journal of Higher Education, and Journal of Management Education.

TRACY A. THOMPSON, Ph.D.
Dr. Thompson earned her doctorate in Organization Behavior from Northwestern University in 1994. She is a founding faculty of the UWT Business Administration program. Her areas of specialization include strategic management and organizational change. Research activities focus on organizational change, corporate governance and social networks. Most recently, her research examines how individuals adapted to a structural and strategic reorganization in a newsroom, looking at how social structure changes over time and its impact on newsroom productivity. Her work has appeared in Administrative Science Quarterly, Corporate Governance, Journal of Managerial Education, and in several edited volumes.

DOUGLAS T. WILLS, Ph.D.
Dr. Wills received his doctorate in Economics from Texas A&M University in 1995. He earned his CFA designation in 2001. His scholarly interests include financial markets, origins of financial institutions, and the financing of public education. His research appears in such academic publications as the Journal of Economics History and Economic Inquiry.
Business Administration Design and Competencies

UW Tacoma Business Administration is designed to prepare students to enter professional positions in business and government. The Association to Advance Collegiate Schools of Business (AACSB) accredits it in association with the University of Washington, Seattle School of Business. The curriculum, which leads to a Bachelor of Arts in Business Administration, emphasizes critical competencies needed to prepare students to succeed in the business environment of the 21st century. Students will learn and apply the specific skills associated with each competency in the core courses, refine and practice the competencies in their major concentration, and use and demonstrate the competencies in additional course work as they fine tune skills for their professional careers. The five competencies are as follows:

Teamwork
Teamwork requires interdependence to achieve a common goal. Interpersonal skills that support teamwork include leading, following, managing conflict, and attending to individual differences.

Communication
Communication is the ability to create and exchange meaning with others in a variety of contexts. Communication is comprised of skills in speaking, writing, reading, and listening. Additional aspects include giving and receiving feedback, constructing and interpreting symbolic and nonverbal messages, and employing various media technology.

Strategic Thinking
Strategic thinking is the process of proactively recognizing, framing, and analyzing opportunities and problems in a dynamic environment. Strategic thinking requires considering multiple stakeholders in creating, evaluating, and implementing systematic solutions on an ongoing basis. Additional aspects include managing ambiguity and complexity and being a catalyst for change.

Integrated Business Knowledge
Integrated business knowledge is understanding and applying principles, concepts, models, and skills from the various fields of business administration and their interrelationships.

Professionalism
Professionalism is adopting the social norms and standards of the business profession. Professionalism embodies ethical, accountable, and socially responsible behavior, and commitment to continuous individual development.
Business Administration Standards

The following standards apply to all students in Business Administration. These standards may be in addition to other academic standards at UW Tacoma.

• Students must satisfactorily complete all courses at UWT by achieving a minimum 1.7 grade. If a grade below 1.7 is received in a Business core or concentration course, the student must repeat the course. Course credit will only be awarded once and both grades will be computed into the grade point average. If a grade below a 1.7 is received in an elective course, the course will not count toward graduation, but students are not required to repeat the course.

• Courses in the Business core and concentration may not be taken by correspondence (distance learning).

• Courses in the Business core and concentration may not be taken for C/NC (credit/no credit).

• Upper-division business courses completed at other accredited four-year institutions may not be more than seven years old in order to substitute for a course in the Business major. If a course is more than seven years old, the student will be required to repeat the course at UWT. Credit will not be awarded twice for the same course. There is no time limit on prerequisite course work.

Removal from Business Administration

An undergraduate Business major who is dismissed from the University for low scholarship is removed from the Business Administration major. A letter of dismissal is sent to the student. Students removed from Business Administration must petition for re-instatement. The Admissions Committee evaluates the student’s file, personal statement requesting re-admission, and any extenuating circumstances and recommends action.

UWT Academic Standards

The Business faculty expects all business students to abide by the Academic Standards as published in the University of Washington, Tacoma Catalog. We require that all of students’ written work is their own except when it is a team assignment. Moreover, all student work must be original to all classes unless approved by the professor in advance. To avoid plagiarism, students must correctly cite the source of any idea that is not their own (books, magazines, newspapers, articles, internet sources, etc.) using APA reference style. Examples of the format are located in the Publication Manual of the American Psychological Association (5th ed.) (2001).
Concentrations

All undergraduate UW Tacoma Business students major in Business Administration and select a concentration in Accounting, Financial Services, General Business, Information Systems, International Business, Management, Marketing, or Organizational Leadership. Concentration courses are directed toward refining and practicing the competencies of teamwork, communication, strategic thinking, integrated business knowledge, and professionalism. With the exception of Accounting, concentrations are not printed on the transcript but may be noted on a resume or job application.

Accounting  
Drs. D.J. Parker and Janet Mobus, Faculty contacts  
The Accounting concentration is designed to complement the broader based business core. Students are trained to work in organizations and to be effective decision makers with a focus on the accounting aspects of business. Areas stressed include the analysis of issues in financial accounting, understanding the tax effects of business decisions, auditing financial statements using generally accepted auditing standards, understanding accounting information systems, and gathering and using cost data in planning and control. Electives provide for further study in public sector accounting, taxation, and auditing.

Financial Services  
Drs. Rick Abderhalden and Doug Wills, Faculty contacts  
The Financial Services concentration prepares students for careers in the financial planning, investment, brokerage, banking, insurance, and real estate industries. Courses in the Financial Services concentration are designed to emphasize the economic concerns of individuals and businesses. Integrated topics of study include macro and microeconomics, quantitative models, finance, securities, markets, debt, and risk. These topics are studied in a framework of ethical, legal, and global societal concerns and the industries that operate in this sector.

General Business  
The study of business is truly interdisciplinary, drawing from such varied fields as economics, political science, psychology, sociology, and anthropology. The General Business concentration is designed for the student interested in a broad perspective that draws from multiple disciplines. General Business gives students the opportunity to explore a wide range of business disciplines, including management, marketing, accounting, information technology, international business, finance and leadership.

Information Systems  
Drs. Mark Fiegener and Sergio Davalos, Faculty contacts  
The Information Systems concentration brings together the disciplines from Business Administration and Computer Science to give students a good technology foundation and an understanding of business processes and structures. All Information Systems courses are taught by faculty in small sections to provide students with the individual attention needed to master and apply the requisite technical skills to manage field projects.
International Business
The International Business concentration provides a focused course of study from the perspective of the global environment. Courses in the concentration are designed to emphasize the economic reality of the global marketplace and effective performance in the dynamic international business arena. The electives from Interdisciplinary Arts and Sciences provide for further study in international culture, religion, and economics. Students are required to develop a portfolio to demonstrate their integrative learning. The concentration is intended to prepare students for positions in international divisions of American companies, to work in the import-export business, to seek careers in national or international governmental agencies, to establish international businesses, and to be prepared for careers in international commercial and investment banking.

Management
The Management concentration addresses the leadership of other people including planning, organizing, controlling, and decision making at all levels in the organization and in all areas. Courses in the management concentration focus on the impact of technological facts, emphasize how the tools and theories of management can help accomplish organizational goals, and provide skills that can be used to affect individuals and organizational efficiency and effectiveness. The concentration prepares students for careers leading to opportunities in employee relations, work design, training, inventory and material management, production and operations, strategic planning, purchasing and buying, consulting, administration, information systems, human resources, financial services, hotel and retail management, project management, organizational development, and sales management in business, industry or government.

Marketing
The Marketing concentration provides the knowledge that encompasses the dynamic environment of economic conditions, consumer research, product safety, technology, legal issues, and social change. The courses in the concentration examine consumer behavior, channels of distribution, measurement and analysis of markets, pricing, physical movement of goods, advertising, product development, promotion, industrial marketing, and sales. The concentration prepares students for careers in agencies and international and multinational organizations. Marketing careers may involve various specialization such as product or brand management, advertising, wholesaling, marketing research, and sales.

Organizational Leadership
The Organizational Leadership concentration provides a focused study of leadership along with the development of technical, interpersonal, and conceptual skills. Courses in the concentration prepare students to develop an ability to inspire and articulate a clear vision, develop well defined strategies to attain organizational goals, visions, and missions, develop a keen awareness of themselves as leaders, and become innovative and productive members of the workforce and community.
Core Courses

A total of 25 credits (5 courses) form the Business Core requirement. These courses are directed toward learning and applying the competencies of teamwork, communication, strategic thinking, integrated business knowledge and professionalism.

Required Core Courses

- TBUS 300 Managing in Organizations
- TBUS 310 Effective Managerial Communications
- TBUS 320 Introduction to Marketing Management
- TBUS 330 Introduction to Information Technology
- TBUS 350 Business Finance

Capstone Courses

Two advanced capstone courses (10 credits) complete the business degree and are taken only at the end of a student’s course of study.

- TBUS 400 Business Competencies Practicum
- TBUS 470 Business Policies and Strategic Management

Course Sequencing

Students complete the majority of the Business Core before progressing on to more advanced concentration courses.

TBUS 300 Managing In Organizations and TBUS 320 Introduction to Marketing Management

These are the prerequisite courses for the Business major and all concentration courses. These courses must be taken during a student’s first or second quarter in Business Administration.
Degree Requirements

To qualify for graduation with a Bachelor of Arts in Business Administration from the University of Washington, Tacoma, students must:

• Be an admitted Business student in good academic standing with the University of Washington, Tacoma and Business Administration.
• Satisfy all of the prerequisite requirements for entrance into Business Administration.
• Satisfy all of the general University requirements for graduation.
• Complete all of the courses in the Business major including:

  **Financial Services, Management, Marketing, General Business, Information Systems, Organizational Leadership Concentrations:**
  • 25 credits of core courses
  • 30 credits selected from the chosen concentration
  • 10 credits of capstone courses
  • 10 credits of Business electives
  • 15 credits of electives

  **Accounting Concentration:**
  • 25 credits of core courses
  • 28 credits of accounting
  • 10 credits of capstone courses
  • 10 credits of Business electives
  • 17 credits of Approved Electives

  **International Business Concentration:**
  • 25 credits of core courses
  • 20 credits from the International Business course list
  • 10 credits of capstone courses
  • 10 credits of Business electives
  • 25 credits of electives (see web page for complete list of electives)

• Complete 180 credits, 90 of which must be upper division (300-400 level) course work.
• Complete 5 of the 7 Business core classes, to include TBUS 300, TBUS 400, and TBUS 470 in residence at UW Tacoma.
• Complete 5 of the 6 concentration courses in residence at UW Tacoma. Students in the Accounting concentration must complete 5 of the 6 required accounting courses in residence at UW Tacoma to receive the Accounting notation on their transcript at graduation.
• Maintain a minimum cumulative 2.0 grade point average in all classes and a minimum cumulative 2.0 grade point average in all business classes.
• Complete 45 of final 60 credits in residence at the University of Washington, Tacoma.
• Apply for graduation with a Business Administration adviser by the application deadline posted by Business for the expected date of graduation.
Business Administration

Studying and Testing
Developing Effective Study Skills: Reading

Scan, Question, Read, Recite, and Review
Use the acronym SQ3R to help you remember to Scan, Question, Read, Recite, and Review.

- Quickly **Scan** the material.
- Develop **Questions** that you want to answer from the readings. One way to do this is to make questions out of the headings.
- Actively **Read** the material by constantly asking yourself what you have read and how it answers the questions you developed above.
- **Recite** the key points of the readings by talking about them out loud. Involving another part of your body (i.e., your mouth) increases your retention of the material.
- **Review** the readings a second time.

Take Notes on Readings
- Use the headings already in the article to organize your notes and to emphasize the main points.
- Write your notes in outline form.
- Budget your time. Learn what your Page Per Hour (PPH) reading speed is. For example, a PPH of 10 and chapter reading of 30 pages will require that you budget 3 hours of study time.

Take a Break
- Take a 10–15 minute break every two hours to help keep your mind fresh.

Developing Effective Study Skills: Note-taking

Set the Stage
- Complete the outside assignments for each class.
- Bring materials: pen(s), paper, books, case packets.

Concentrate
- Accept your wandering mind. Acknowledge it and then return to the discussion or lecture.
- Postpone debate. Note your disagreement on paper. Do not let your internal debate distract you from the discussion/lecture. Save your questions and ask them when it is appropriate.
- Participate in class activities.
- Think critically about what you hear. Some of this can be done later, but jotting down alternative phrases or examples can help.
Watch for Clues

- Label, number, and date all notes.
- Be alert for repetition. If the instructor is saying it more than once, it probably is important.
- Listen for introductory, concluding, and transition words or phrases. These signal relationships, conclusions, and examples. They can help you figure out the overall structure of the lecture so you can structure your notes better.
- Watch the board or overhead projector. Instructors often highlight important ideas and concepts using diagrams, graphs, lists, etc. Copy everything.
- Watch the instructor’s eyes and interest level. When an instructor glances at his or her notes and then makes a point, it is probably important.

Format

- Leave a large left margin (1.5”) for adding key words when reviewing your notes later.
- Write your notes in an outline form. Main points should be supported by subordinate points. Try to determine the structure of the argument and let your notes reflect it.
- Use pictures, diagrams, and graphic symbols when possible. These can be from the instructor or from you. These enable you to relate one point to another, to emphasize points, to show causation, etc.
- Copy all of the material from the board or from the overheads.
- Consider using a three-ring binder. You can then spread out the pages for review and add additional interpretive pages later.
- Consider using only one side of the paper. This enables you to spread your notes out for review.
- Keep your own thoughts separate from the content of the lecture. Label them so that you can distinguish your own ideas and insights from the content covered in the class.
- Use a “lost” symbol to follow up on later.
- Use standard abbreviations or create your own. One easy way is to leave out vowels in some words, but be sure that you can interpret the results! Other shortcuts: “&” or “+” can be used for “and,” “w/” can be used for “with,” and “b/c” can be used for “because,” etc.
- Use blank space. This enables you to emphasize important points and to write more on them later.
- Highlight the important points. Develop a system to identify the important points easily — using symbols (e.g., stars, dashes, etc.) or a highlighter pen.

Review

- Review your notes within 24 hours.
- Edit your notes when reviewing them.
- Fill in key words in left-hand columns.
- Conduct short weekly review periods.
- Use your key words as cues to recite. Say your notes out loud to improve your recall.
- Create mind map summaries, especially of main subjects, to better understand how different parts of the lecture/subject relate to one another.
- Consider typing your notes. Typing them, thinking about them, and possibly reorganizing them help you to remember them.

How to Pass with Flying Colors: Test-Taking

Most people feel at least a little nervous when they are confronted with an exam. By following these guidelines, you can boost your confidence so you can do your very best on tests.

1. **Know what type of questions will be on the tests.** Test questions generally fall into two categories: objective and subjective. Objective questions include multiple-choice, true or false, and questions that have a single correct answer. Subjective questions are essays, short answers, or any question where you answer in your own words. Different types of questions require different strategies; see the guidelines that follow.

2. **Read the directions and each question carefully.** When you take an exam, you may be nervous, tired, or even bored. Don’t let your concentration waiver, especially on long exams. Instructors don’t purposely try to trick you, but you must read carefully. Ask for help in interpreting test questions you don’t understand.

3. **Play to your strengths.** Budget your time wisely. Tackle the easy questions first, then go back to the tougher items. You’ll feel more confident and you may remember more as you go along. Keep an eye on the clock so that you don’t feel pressured at the end. Don’t worry about what other students are doing. There is no prize for finishing first.

4. **Be prepared.** Know exactly what material will be covered on the test. Come a few minutes early so you can relax before the exam begins. Make sure you have at least one pencil and pen. Most importantly, get a good night’s sleep before an exam. Staying up late to cram usually does more harm than good.

**Answering Objective Questions**

- Write down formulas and memory cues as soon as you get the exam. Go through the test in order and mark the answers you know immediately. Then go back and carefully read those you didn’t get on the first pass. Some questions may contain clues to help you answer other questions. Trust your first instinct; changing your answers often results in errors.

- In a multiple-choice question, look for key words in the question like “not, never, every, all, least, best,” etc. If you’re unsure, eliminate the answers that you know are wrong.

**Answering Subjective Questions**

- Answer the question that is asked. Provide an example when asked. Look for key words such as those listed on the following page.

- For essay questions, list your key points in outline form. This helps you to organize your thoughts and budget your time. An outline indicates that you have some knowledge even if you don’t have time to finish your answer. Use a paragraph to expand on each point in your outline. Don’t pad your answers with irrelevant information. Longer is not always better.

- Budget your time according to the difficulty and the point value of each question.
Key Words for Essay Questions

The following words are commonly found in essay test questions. Understanding them is essential to success on these kinds of questions.

Analyze. Break into separate parts and discuss, examine, or interpret each part.

Compare. Examine two or more things. Identify similarities and differences. Comparisons generally ask for similarities more than differences. (See Contrast)

Contrast. Show differences. Set in opposition.


Define. Give the meaning; usually a meaning specific to the course or subject. Determine the precise limits of the term to be defined. Explain the exact meaning. Definitions are usually short.

Describe. Give a detailed account. Make a picture with words. List characteristics, qualities and parts.

Discuss. Consider and debate or argue the pros and cons of an issue. Write about any conflict. Compare and contrast.

Enumerate. List several ideas, aspects, events, things, qualities, reasons, etc.

Evaluate. Give your opinion or cite the opinion of an expert. Include evidence to support the evaluation.

Illustrate. Give concrete examples. Explain clearly by using comparisons or examples.

Interpret. Comment upon, give examples, and describe relationships. Explain the meaning. Describe, then evaluate.

Outline. Describe main ideas, characteristics or events. (Does not necessarily mean, “write a Roman numeral/letter outline.”)

Prove. Support with facts (especially facts presented in class or in the text).

State. Explain precisely.

Summarize. Give a brief, condensed account. Include conclusions. Avoid unnecessary details.

Trace. Show the order of events or progress of a subject or event.
Business Administration
Writing Standards
Writing Standards, Guidelines and Parameters

The Publication Manual of the American Psychological Association (APA Manual) provides the standards used by Business Administration at UWT. Most business classes require writing assignments, and it is highly recommended that you purchase the 5th edition (2001) of the APA Manual available at the University Bookstore.

This guide provides some examples of the most commonly used reference formats. Please refer to the APA Manual (5th ed.) (2001) for details not included here. You may also refer to the materials available at the Teaching and Learning Center or the library. Additional information about writing guidelines and expectations of specific business classes are available from your professor.

Tips to remember in the use of references and citations in documents

- Titles of periodicals, books, magazines and/or newspapers are either underlined or italicized.
- On the reference page(s), alphabetize references letter by letter. For example, Smith would precede Smithsonian.
- When citing multiple works by the same author, order them by date, the earliest first.
- When ordering references that have the same first author and different second or third authors, arrange alphabetically by the surname of the second author.
- In titles of books and articles in the reference list, capitalize only the first word of the book or article, the first word after a colon or a dash, and all proper nouns.
- If a reference has an anonymous author, alphabetize the reference with the word “Anonymous” spelled out as if anonymous was a true name.
- If there is no author, the title should be placed in the author position and the reference should be alphabetized by the first significant word of the title.
- When citing multiple authors in running text, join the names by the word and. In parenthetical material, tables and captions, and in the reference list, join the names with an ampersand (&).
Periodicals

General Format
Author last name, first initial. (Year). Article title. Periodical Title, volume number, issue number, page number(s). Note the indentation; it is referred to as a hanging indent.

Journal article, one author

Journal article, two or more authors

Journal article, anonymous author

Magazine article

Daily newspaper article, discontinuous pages

Books

General Format
Book author(s) or editor(s). (Year). Book title. Publication City, State: Publisher.


Book, second or higher edition

Book, no author, no editor

Chapter in an edited book
Audiovisual Media

General Format
Last name, first initial. (job title), & Last name, first initial. (job title). (Year). Title. [Medium]. (Available from name of distributor, full address)

Motion Picture

Television Broadcast

Electronic Media

General Format
• Direct readers as closely as possible to the information being cited; be as specific as is possible.

• Provide URL addresses that work. The URL is the most critical element — if it does not work, readers will not be able to find the cited material, and the credibility of your paper or argument will suffer.

• At a minimum, a reference of an Internet source should provide a document title or description, a date (either the date of publication or update or the date of retrieval), and an address. Identify author if possible.

• Documents from the Internet may be articles from periodicals (journal, newspaper, newsletter) or may be a stand-alone document such as a research paper, government report, online book, or they may be in a Web-based format such as a Web page.

Personal Communications

Personal communications include letters, memos, email, discussion groups, messages from electronic bulletin boards, telephone conversations, personal interviews, and the like. These sources are not included in the reference list; they are cited only within the text, as they do not provide recoverable data. Give the initials and the surname of the communicator, and as exact a date as possible.

Reference Citations In Text

The purpose of citations within the text of a document is to give credit to the original source of information and to enable readers to locate the source that is referenced in the alphabetical reference list. Materials borrowed from other sources should be documented throughout the text of the paper.

The following three examples illustrate the use of citations in text. In the first example, the author and date are both cited parenthetically. In the second example, only the date and page numbers are cited parenthetically, as the author is noted in text. In the third example, only the page number is needed, because the author and date are both included in text.

1. A recent study found that new mutual funds expanded in relationship to the fund managers’ experience (Abderhalden, 2002).
2. In Abderhalden’s study it was found that new mutual funds expanded in relationship to the fund managers’ experience (2002, p. 46).
3. In Abderhalden’s 2002 study it was found that new mutual funds expanded in relationship to the fund managers’ experience (p. 46).

• When quoting the author(s) directly, include the page number where the quote is found. “In environmental cases, strategic marketing implications need to be considered” (Fiegener & Im, 2002, p. 159).

• When a work has two authors, cite both names every time the material is referenced. (Parker & Davalos, 2000).

• When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, only include the name of the first author followed by “et al.,” and the year. First citation: (Thompson, Purdy & Fandt, 1997). Subsequent citations: (Thompson, et al., 1997).

• When a work has six or more authors, cite only the surname of the first author followed by “et al.,” and the year for the first and subsequent citations. (Mobus, et al., 1999).
Business Administration

Get Involved
Business Student Associations

The University of Washington, Tacoma has plenty of opportunity for you to become involved in campus life. The clubs and associations cover a wide variety of interests, and there are a few that are dedicated to the interests and goals of Business students.

**Accounting Society**

The goal of the Accounting Society is to further students’ knowledge of accounting and business. Membership is open to all students at the UWT. The Accounting Society focuses on establishing relationships between UWT students and accounting practitioners in various accounting and business fields. Meetings provide a casual atmosphere where students can gain greater insight into career possibilities from business professionals.

The Accounting Society serves as a network where accounting students look to each other as resources. The long-term goal of the Accounting Society is to obtain endorsement from Beta Alpha Psi, the national scholastic and professional accounting fraternity.

Faculty Adviser, Dr. D.J. Parker, C.P.A., djparker@u.washington.edu

**Beta Gamma Sigma (ΒΓΣ)**

Beta Gamma Sigma is an honor society for collegiate schools of Business. ΒΓΣ was founded as a national organization in 1913. Membership in ΒΓΣ is the highest national recognition a student can receive in an undergraduate or masters in business or management accredited by the AACSB. To be eligible for membership in ΒΓΣ at the University of Washington, Tacoma, a student must rank in the upper 10 percent of the senior class. Students are initiated into ΒΓΣ by faculty and publicly recognized during the spring term of their senior year at UWT.

Membership in Beta Gamma Sigma is a signal honor carrying lifetime affiliations with other outstanding graduates of business schools. While almost 300,000 students receive bachelor or master’s degrees in business each year, only about 15,000 students are elected to membership in ΒΓΣ.

Faculty Adviser, Dr. Patricia Fandt, pmfandt@u.washington.edu

**Business Students Ambassadors**

Business Student Ambassadors (BSAs) seek to enhance their learning, professional skills, and leadership while serving as representatives of UWT Business Administration. BSA activities impact the culture of UWT by promoting involvement, collaboration, and professionalism. Through voluntary efforts that extend beyond the classroom, BSAs form a strong partnership between Business Administration, the UWT campus, and the greater community.

Faculty Adviser, Dr. Patricia Fandt, pmfandt@u.washington.edu
http://uwtbsa.org
Global Business Society
The mission of the Global Business Society is to enhance our cross-cultural awareness and expand our knowledge in international business and global relations. We will accomplish this by promoting professional, educational, cultural and community service activities. The knowledge gained through these valuable experiences will give us the tools needed to become productive professionals who help foster growth in our community.

Faculty Adviser, Dr. Vanessa Chio, chio@u.washington.edu

Institute of Management Accountants
The Institute of Management Accountants (IMA) is a leading professional organization devoted exclusively to management accounting and financial management professionals. IMA membership helps students stay abreast of the changes affecting the management accounting and financial management professions, as well as providing new insights and ideas in this evolving field.

The goal of the IMA at the University of Washington, Tacoma is to attain the award of excellence each year while providing our members with the opportunity to network, gain professional certification, participate in community service, and enhance their leadership, communication, and teamwork skills.

Faculty Adviser, Dr. Janet Mobus, jmobus@u.washington.edu
http://students.washington.edu/imauwt/

Marketing Society
The mission of the Marketing Society is to further students’ practical knowledge of both Marketing and Business. The organization is open to all UWT students. The Marketing Society focuses on developing working educational relationships with local marketing firms as well as other businesses. Meetings are conducted on a regular basis to allow students to examine marketing issues and gain greater knowledge of potential career paths in the marketing arena.

Faculty Advisers, Dr. Subin Im, imsubin@u.washington.edu, and Dr. Stern Neill sneill@u.washington.edu

Future Technology Professionals
Future Technology Professionals (FTP) was founded in 2000 by students from the Information Systems concentration. FTP was formed to serve all UWT students who have academic and/or career interests in the field of Information Systems. The organization provides a forum, in which students, faculty, and members of the hi-tech community in the Puget Sound region can meet to discuss new information technologies, learn software tools and applications, and share information about careers in Information Systems. FTP also provides opportunities for its members to gain systems development experience by identifying and implementing projects of value to the UWT community.

Faculty Adviser, Dr. Mark Fiegener, fiegener@u.washington.edu
http://www.students.washington.edu/techpros
Disability Accommodations

If you would like to request academic accommodations due to a permanent or temporary physical, sensory, psychological/emotional or learning disability, please contact Lisa Tice, counselor for Disability Support Services (DSS). An appointment can be made through the front desk of Student Affairs (692-4400), by phoning Lisa directly at 692-4493 (voice), 692-4413 (TDD), or by e-mail (ltice@u.washington.edu). Appropriate accommodations are arranged after you’ve presented the required documentation of your disability to DSS, and you’ve conferred with the DSS counselor.
Career Services Center

The mission of the Career Services Center, as part of the educational process at the UW Tacoma, is to provide quality services to assist students and alumni in developing and fulfilling their career objectives. We provide students and alumni with expertise, resources, and access to potential employers. Our services address the three stages of the career development process: self-assessment, exploration of the world of work, and the search for employment or graduate school. Students and alumni will experience the career development cycle many times during their work lives. Judy Colburn is the UWT Career Specialist.

Career Services holds a Career Fair in the spring. Last year it attracted over 80 employers seeking to hire students and graduates of UWT. Watch for the Career Services calendar of events, and plan to participate in the various workshops. This service is dedicated to your success.

Career Services Center: Keystone building, KEY 202 .......................... 692-4421 or 692-4400 http://www.tacoma.washington.edu/career

The Teaching and Learning Center

The Teaching & Learning Center supports the interdisciplinary focus of UWT through consultations on course assignments and other areas of instructional and professional support. As part of its mission, the UWT strives to equip its students with the skill of critical writing. The TLC offers individual, group, and online consultations for students, faculty, alumni, staff, and community members from all academic programs. TLC departments include: communication, math, reading, study skills, teaching support, and writing.

The TLC has three ways to serve you: regular office hours, on-line conferences, and independent on-line services.

On-line writers can reach the Center electronically. The address is: uwtwrite@u.washington.edu. If you send questions or comments on a weekday, a consultant will respond to your inquiry within 24 hours.

Business Computer Lab

As a Business Administration student, you have access to the Business Computer Lab. This is located in WG 116. It is designed for group work with eight computer pods. Business students staff the lab. Operating hours vary per quarter, and the lab may be closed periodically throughout the quarter for class and faculty use. Watch for announcements and updates on the email subscription line UWTBIZ. If the lab happens to be closed, you may request a key from the Campus Computer Lab in WG 108. You will be required to leave your student ID card with the front desk. You will also be responsible for the equipment in the lab during this time.

Please remember that absolutely no food or drinks are allowed in any computer lab. Because of the business lab design, please respect other individuals using the facilities by keeping the noise level to a minimum. Students must sign in and report which class and professor they are using the lab for. Please remember this is our lab! Keep it spotless and treat the computer equipment and furniture with care.

Campus Computer Labs

Computer Labs are drop in computing resource centers for general school-related computing. You will need a UWTS logon to use all campus computers, including those in the classrooms.

Computer Lab locations:
- Walsh Gardner building, WG 108 ........................................692-5611
- Science building, SCI 105 .............................................692-4511

Library

The UWT Library is part of the University Libraries serving the University of Washington campuses of Bothell, Seattle, and Tacoma. The immediate benefit of this relationship is that you have access to the collections and services of one of the largest academic research libraries in the United States. Please see the library’s website at http://www.tacoma.washington.edu/library/index.htm for more info on the following helpful subjects:

- Library cards and PINs
- Getting started with your research
- Getting your questions answered
- Reserves and eReserves
- Connecting from home
- Copying and printing

- Borrowing information
- Hours
- Mission
- Location
- Parking
Safety and Security Services

The mission of the University of Washington, Tacoma Safety and Security Services is to maintain and enhance a safe environment for all individuals associated with the campus, including faculty, staff employees, students, and visitors. It is staffed with Campus Security Officers who are trained in campus law enforcement and security procedures by the Washington State Criminal Justice Training Commission and who have additional training in hazardous materials response and first aid treatment. Safety and Security Services provides proactive patrols for the campus, enforces State and University regulations and laws, investigates crimes committed on campus, and coordinates campus escorts and other safety related issues that are inherent to campus law enforcement and security. It operates 24 hours a day, 7 days a week.

Reporting Emergencies

Emergencies such as fire, explosions, personal injuries, or suspected problems such as smoke, gas leakage, crimes off campus, etc., are to be reported by calling 9-911 from any campus telephone or 911 from any public telephone. To ensure that the emergency will be handled properly, please supply the operator with as much information as possible (i.e., location and nature of emergency.) All members of the campus community can help reduce hazards by promptly reporting dangerous conditions to Safety and Security Services.

Reporting Personal Injury Accidents

Injuries or accidents that occur on campus and require immediate medical attention are to be reported by calling 9-911 from any campus telephone or 911 from any public telephone. To ensure that the emergency will be handled properly, please supply the operator with as much information as possible (i.e., location and nature of emergency.) Upon notification the operator will dispatch the appropriate emergency services to the scene.

Campus Safety Escorts

For your safety, UWT encourages students, faculty, staff, and visitors to use the Campus Safety Escort Program. The program is staffed with contracted security personnel Monday through Thursday during the hours of darkness. Students may request this free service by dialing #300 or #333 from any campus telephone.

Lost and Found

Items found or recovered on campus property are held for a maximum of 60 days. Items considered as evidence in an investigation are released into the custody of the Tacoma Police Department for processing. This includes items such as illegal weapons, illicit drugs, etc.

Other Services

Safety and Security Services can also assist the campus community in these areas:

- Emergency vehicle admits (manual locks only)
- Emergency battery jumps
- Crime awareness and prevention sessions
- Operation Identification Program and Crime Prevention Surveys

If you have any questions, please call Safety and Security Services.

Office of Safety and Security ................................................................. 692-4416
http://www.tacoma.washington.edu/security/
Inclement Weather Policy

If weather conditions are bad, find out if the Tacoma Campus is closed by calling (253) 383-4636. Please do not call the Business office for information about class cancellation. If a class must be canceled, an announcement will be made via email on UWTBIZ. You may also call the office phone number for your current instructors and listen for a voice mail message (phone numbers are listed under the directory in the back of this guide.)

Parking and Transportation

Parking
UWT is an urban campus and, therefore, parking is limited. There are pay parking lots next to the Washington State History Museum and Union Station on Pacific, at the intersection of 21st and Jefferson, and on 19th between Market and Fawcett. One-hour street parking is available along Pacific Avenue, Jefferson Street and Market Street. Parking for students and visitors with disabled permits is available on C Street in front of the Library and Commerce Street behind the Dougan Building.

Public transportation
The campus is conveniently located near the Tacoma Dome Transit Station, Pierce Transit, Sound Transit Express, and Downtown Connector buses stop along Pacific Avenue, right in front of campus.

UWTPass for easy commuting
The UWTPass is your ticket to ride Pierce Transit, Sound Transit or Metro Transit — anytime, anywhere. With UWT’s flexible transportation pass, you can leave your car behind and get off the bus just a few steps from the Grand Staircase in Garretson-Woodruff-Pratt (GWP).

With a face value of $2.50, it will cover the full $2.50 fare for Sound Transit’s Seattle Express. It is good for rides on Pierce Transit and Metro Transit. The UWTPass is worth $40 toward monthly vanpool fare and also provides a reimbursed ride home in case of emergencies or when you work late unexpectedly.

For more information, download the brochure (PDF) from the website: http://www.tacoma.washington.edu/campus_map/ or contact the Finance office in GWP 408.

UWT Scholarships
The University of Washington, Tacoma offers several scholarship programs through the Office of Campus Advancement that are open to all students. Business Administration also offers program-specific scholarships. Remember that consideration for need-based scholarships will be given based on information received on the FAFSA. Please see the following websites for the most current information:

http://www.tacoma.washington.edu/prospective_students/financing.html
http://www.tacoma.washington.edu/business
Campus Directory

Business Administration....................................................253-692-5630

Faculty
Richard Abderhalden ........................................... 692-5685
ricka@u.washington.edu DOU 410
Zoe Barsness ....................................................... 692-5884
zib@u.washington.edu DOU 418
Vanessa Chio .......................................................... 692-5885
chio@u.washington.edu DOU 416
Sergio Davalos ....................................................... 692-4658
sergiod@u.washington.edu DOU 408
Patricia Fandt ........................................................ 692-5633
pmfandt@u.washington.edu DOU 401b
Mark Fiegener .......................................................... 692-5632
fiegener@u.washington.edu DOU 301f
Subin Im ................................................................. 692-5688
imsubin@u.washington.edu DOU 301e
Janet Mobus ............................................................. 692-5810
jmobus@u.washington.edu GWP 209
Stern Neill .............................................................. 692-5684
sneill@u.washington.edu DOU 412
Kent Nelson .............................................................. 692-5683
gknelson@gohuskies.com GWP 224
D.J. Parker .............................................................. 692-5682
djparker@u.washington.edu GWP 208
Jill Purdy ................................................................. 692-5635
jpurdy@u.washington.edu GWP 429
Richard Stackman ..................................................... 692-5638
stackman@u.washington.edu WCG 435
Tracy Thompson ....................................................... 692-5636
tracyat@u.washington.edu GWP 427
Douglas Wills ........................................................ 692-5626
dtwills@u.washington.edu DOU 324

Advising Staff
Melody James ............................................................ 692-5686
melodyj@u.washington.edu DOU 404
Fiona Johnson .......................................................... 692-5634
fionaj@u.washington.edu DOU 401d

Career Services
Career Services Center ........................................... 692-4421

Library
Circulation .............................................................. 692-4440
Reference ............................................................... 692-4442
Media Services ........................................................ 692-4419

Office of Student Affairs
General ................................................................. 692-4400
Financial Aid .......................................................... 692-4408
Teaching and Learning Center ............ 692-4417

Computer Services
Computer Lab .......................................................... 692-4415

University Bookstore
Tacoma ................................................................. 272-8080

University of Washington, Seattle
Campus Operator .................................................... 206-543-2100
Using Email and UWTBIZ

Email
UW email is available to students, staff, alumni, and many other affiliates of the university. You can use your UW Email Inbox and folders as your main email program, or you can configure your UW Email Inbox to forward incoming mail to another email address of your choosing. To create an email account, visit the web site: www.washington.edu/computing/uwnetid/

Warning 1: Do not forget your password! Re-establishing access to your email is difficult and time consuming if you forget your password.

Warning 2: Do not share your password or email account with anyone. If anyone other than you uses your account, you may be subject to disciplinary action.

UWTBIZ
All Business majors are required to sign up for UWTBIZ, an email information and discussion line for business students. The UWTBIZ line is the first place that important information is published. For example, UWTBIZ subscribers learn about business course schedules, internship opportunities, scholarships, graduation deadlines, and course changes. Once you have registered, messages are automatically sent to your email address and are available whenever you check your email.

As a member of the UWTBIZ network, students receive all messages sent to the line and are able to respond to messages and send information of general benefit to all subscribers (students, faculty, and staff). While UWTBIZ is a valuable tool, it is not meant to substitute for face-to-face interactions. The Business Administration faculty and staff continually strive to meet students’ needs and encourage open dialog!

To subscribe to UWTBIZ:
1. Log on to your email account.
2. At the main menu type C to compose a message.
3. At the TO: prompt type: listproc@u.washington.edu
4. In the message text area type: subscribe UWTBIZ <enter your first and last name>.
5. Send the message.
6. Listproc will auto-reply and confirm your subscription.

You should begin receiving news and information within a week.

To send a message to UWTBIZ:
1. Follow steps 1 & 2 above.
2. At the TO: prompt, type: uwtbiz@u.washington.edu
3. In the message text area, type the message.
4. Send the message.

Responding to messages sent to UWTBIZ:
Please follow the prompts carefully and respond only to the person sending the message. Say NO to “Respond to all recipients?” unless you intend for all business students to read your message.

WARNING!
Please note that rules of etiquette apply to email accounts and will be enforced on the UWTBIZ Line. Messages deemed offensive or inconsistent with the intent of the line will not be forwarded to all subscribers.
Things to Do: Advice From BSAs

___Add UWT Business Homepage to your home computer favorites:
(http://www.tacoma.washington.edu/business) This web site has valuable course links to include faculty, course syllabus, etc. Check frequently for updates.

___Add MyUW to your home computer favorites: (http://myuw.washington.edu) This web site allows you to do so much more from the convenience of your home computer. You can check your grades, review your course schedules, review your financial transaction status and history, etc.

___Add UW Library Database Search to home computer favorites:
(http://catalog.lib.washington.edu/search) This web site will allow you to conduct research from your home computer and place books on order without having to go to the library, except for picking up and dropping off.

___Visit the UWT Bookstore and review the master printout for course books. This is usually on the back reference counter along with a quarterly course guide. This printout will indicate prices for all books on all course offerings. The information can be useful for budgeting and purchasing course books.

___Visit the UWT Computer Lab and set up your own subdirectory on the Student Share drive (S:). This drive is accessible by your other group members and works well for centralizing and updating documents and presentations for teamwork. Additionally, during presentations you can use the network instead of floppy disks. Always back up your work!

___Keep a file for all UWT Bookstore purchases. Every spring, you may turn in all receipts for a rebate (percentage is determined yearly.) Prior to turning in original receipts for rebate, make a copy of each original for tax filing. UWT book purchases may be tax deductible under new Tax Education Credits (see IRS Form 8863 Hope and Lifetime Learning Credits). Rebates are not disbursed until the following October.

___Purchase and upload the UW Connectivity Kit (CD) from the bookstore ($19). This CD will provide software to facilitate Internet access from your home computer to the UW server in Seattle, a relatively fast TCP/IP connection. Outlook Express, one of many software programs on the CD, allows you to easily and conveniently manage your email, email attachments, and so much more. You can also purchase other software applications from the bookstore at a discounted rate.

___Sign up for Blackboard! (http://www.bb.tacoma.washington.edu) Blackboard is a web course management tool that works with an existing class or as a stand-alone web class template. It provides an online teaching and learning environment that brings together content management, communication, collaboration, and assessment tools. All business faculty use Blackboard and course syllabi are available only on Blackboard.

___Keep copies of all papers and projects you write while taking courses at UWT. You will need samples of your work for a capstone course in your senior year.

___Speak to your course instructor or see an adviser if you are experiencing difficulty.

___Smoke only in designated areas. Pick up trash in study areas and classrooms and on campus.
Things to Know: Advice From BSAs

- **Printing from any campus computer lab** will cost you $.08 cents a page. Color laser prints are $.85 cents each. Copy cards are available in the Computer Lab (WG 108) or the Copy Center (WCG 105) for a minimum of $5.00.

- **Using the UW Internet software** on your home computer does not interfere with your existing Internet set up. However, you cannot use both of them simultaneously. UW connection software comes with WS FTP which is a great tool if you have work that is too large to put on a disc. You can simply FTP it to your Dante file then dial up from home and FTP it to your home computer.

- **Outlook Express** is an email program that performs all of the functions that Dante does, but is more user friendly (Windows driven). You can use Outlook Express at home and Dante while on campus. The direct line to the Computer Lab (692-5611) will come in handy when setting up.

- **Setting up Outlook Express** can be difficult without the following information: Under Tools, Accounts, Properties, Servers; Outgoing mail should be (SMTP): mailhost.u.washington.edu. Incoming mail should be (IMP): your email prefix.deskmail.washington.edu

- **Most classrooms have an outlet for network access.** This will allow you to run sizable PowerPoint/Media presentations from the network with great speed versus a floppy disk. With advance notice, faculty will order media equipment and set-up.

- **Teamwork** often requires members to develop and update portions of a common file. Creating a common subdirectory and files on the student network greatly facilitates this process.

- **Remember the student network** (share drive) is open to all students and files can be accidentally deleted. Always keep updated back-ups.

- **Teams formed in Blackboard** have a private file exchange forum that can only be accessed by team members. Ask your instructor to set up this tool.

- **Diamond Parking** costs range from $51–$111 per quarter or you can pay a daily rate of $3–$5. Your classes will meet approximately 20–22 times each quarter. The convenience of a parking pass may be worth it to you, unless you can arrive on campus considerably early and do not mind a walk.
Projecting the Right Image: Dressing Professionally

Professional Appearance
In any business environment, “professional appearance” means to dress professionally. Dressing professionally is not the same as dressing for a date, church, or an evening out. It means creating the image that what you have to say is important, that you are qualified and competent, and you want to be taken seriously. It will help you make a good first impression and send a positive message about yourself.

The manner of your dress identifies your level of self-respect, seriousness, assertiveness, confidence, and knowledge. Aside from being a powerful career advancement tool, the appropriateness of your dress can reinforce or discredit what you have to say.

Appropriate dress for the business environment has been the subject of many debates. While interpretations of how to dress professionally may vary, a basic common theme can be clearly identified. Be conservative and wear classic, tailored, and impeccable clothing.

Students are expected to maintain a professional appearance when giving presentations, attending academic functions which represent the school and events such as the Career Fair.

DO
- Dress neatly in immaculate, professionally pressed, and well-fitted clothing. Strive to be comfortable, but not casual or sloppy.
- Emphasize coordination, tailoring, and classic fashions rather than the newest colors or fads. Be conservative and use common sense in selecting colors, patterns, and styles.
- Apply cologne or perfume moderately.
- Wear hair nicely groomed in a conservative style.
- Keep nails perfectly manicured and use only neutral colored nail polish.

DON’T
- Wear unpressed, frayed, snagged, worn, or unkempt clothing with missing buttons, split seams, or torn hems.
- Wear poorly fitted or tight clothing.
- Wear scuffed shoes or worn or damaged heels.
- Wear brightly colored or white suits, excessive jewelry, and trendy styles.
- Use heavy cologne or perfume.
- Wear uncontrolled hair.
Professional Dress for Women

Tailored suits and dresses remain essential in a woman’s wardrobe. They project the message of confidence, competence, and seriousness. Choose classic, tailored clothing and add interesting personal touches with accessories. Avoid ruffles, straps, or plunging necklines. People will not take you seriously if you represent a “helpless little girl” image.

Suits and Jackets. Suits and blazers (fully lined) in solid, neutral colors or understated patterns. Colors such as deep blue, gray, or beige in subtle textures and patterns are appropriate. Excellent fabrics are silk, wool, wool/silk, and wool/rayon blends because they don’t wrinkle. Keep the neckline simple with a notched lapel or no collar.

Blouses. Blouses in cotton, silk, or rayon with or without collars. Interesting colors and subtle prints will keep suits from being too plain.

Dresses and Skirts. Tailored dresses in neutral or dark colors worn with or without a jacket. Avoid dresses in bold prints, stripes, or plaids. Avoid extreme slits. Hems should cover your knees when sitting.

Belts. Belts give a “finished” look to your suit. Wear a belt that matches your skirt.

Accessories. Scarves and pins are appropriate accents. Wear small earrings in gold or pearl and a simple gold or pearl necklace. Avoid dangling bracelets or earrings. A watch and one ring are sufficient.

Hose. Always wear neutral hose. Avoid white or patterned hose.

Shoes. Wear basic pumps that coordinate with your skirt color or select a medium-to-dark neutral color such as navy, black, or tan. Avoid white or brightly colored shoes. Do not try to match your shoe color with your dress, blouse, or suit (i.e. red blouse and red shoes). Heels may be low to medium in height as long as they are comfortable for walking.

Professional Dress for Men

The executive suit is the most essential element in a man’s wardrobe. It acts as a foundation upon which you can build a successful image. Think of your suit as a picture frame and your shirt and tie as the picture.

Suits. Dark or gray tailored suits in solid, pinstripe, or shadow plaid. Blazers are always appropriate in navy.

Shirts. Long-sleeved dress shirts in solid colors in white, pale blue, or yellow. These must be starched and professionally laundered (“permanent press” is a misnomer).

Ties. Ties in muted colors but in contrast to the suit. These may be solids, stripes, or small patterns.

Socks. Calf-length socks in dark colors to match the suit. Avoid brightly colored or white socks.

Shoes. Tassel, loafers, wingtips, or laced shoes (polished). Wear brown with brown and black with everything else.

Belts. Black or brown 1 inch belt.

Accessories. Avoid flashy cufflinks, tie tacks, neck chains, bracelets, or earrings. A watch and one ring are sufficient.

Checklist

Before you leave home — look at yourself in a full-length mirror and check these image savers:

___ No snags, stains, or wrinkled clothing?
___ No scuffed shoes or damaged heels?
___ No runs or snags in hosiery?
___ Immaculately groomed hair and nails?
___ Hemlines correct?
___ Clothing pressed?
___ Portfolio in order?
___ Confident smile?
___ Confident attitude?

Don’t forget, the way you look projects an image and sends an important message about you.
University of Washington, Tacoma Language

Business Course Lingo

TBUS  Core Course Requirement
TACCT  Accounting Course
TMGMT  Management Course
TMKTG  Marketing Course
TBGEN  General Business Course
TIS    Information Systems Course

Business Administration Lingo

BIZLINE  Email subscription/business related issues
BSAs    Business Student Ambassadors/Service Organization
TBUS 469 Undergraduate Research for credit
TBUS 468 Internship for credit

Building Lingo

BB    Birmingham Block Building
BHS   Birmingham Hay & Seed Building
GWP   Garretson, Woodruff, Pratt Building
WCG   West Coast Grocery Building
H     Harmon Building
DOU   Dougan Building (Business suite, DOU 401)
KEY   Keystone Building
SCI   Science Building

Miscellaneous Lingo

ASUWT  Associated Students of the UWT Student Government
LEDGER UWT Student Newspaper
OSL    Office of Student Life
MyUW   Your personal Web page—the UW information you use most in one convenient, personalized site.
Hints from Business Student Survivors

- **Develop a system** for studying and stick to it!
- **Get organized!** You will have a lot on your mind, don’t miss a deadline or use the excuse “I forgot.”
- **Make a calender** of due dates.
- **Use ALL campus resources**, including the library, the teaching and learning center, and the computer lab.
- **Contribute** more than your share to team projects. Don’t measure or count, just “go the extra step.”
- **Participate!** Become a part of the entire UWT experience.
- **Join student clubs and organizations.** These associations provide you with an opportunity to try out new ideas and experiment with theories you are learning.
- **Speak up.** Classroom participation is critical. You are here because you have something worthwhile to contribute.
- **Portfolio.** You will be expected to put a portfolio together your senior year in TBUS 400. This is a compilation of varying works that you have completed over your career at UWT. You will receive specific requirements from your instructor. The key is to start early and SAVE papers, awards, presentations, etc.!

Remember that education is an investment in yourself and in your future, so make the most of it. Don’t attempt shortcuts because in doing so, you are only cheating yourself.

**Business Student Amabssadors, an excellent information source!**
Business Student Ambassadors are here to help you. Please contact any of the BSAs with questions or concerns. Visit the BSA web site at http://uwtbsa.org

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