

## Table of Contents

The Student Survival Guide was written to provide you with information about UWT and the Business School 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](http://www.tacoma.washington.edu/business)

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## **Mission Statement**

The mission of the Milgard School of Business 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 Milgard School of Business is an organization where individual achievement is valued and rewarded. We encourage and support collaborative, collegial relationships. We see the Business School as a dynamic, progressive academic unit in which students, faculty, and staff are proud to work and learn.

## Business School Faculty

### **SHAROKH M. SAUDAGARAN, Ph.D., Dean**

Dr. Saudagaran, earned his Ph.D. in accounting from the University of Washington. He has broad expertise in international accounting and has a decade of experience providing consultation and executive training for organizations in Asia, Europe and the United States.

### **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.

### **ZOE 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.

### **SERGIO V. DAVALOS, 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. Fiegenger 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. Fiegenger's current research examines the processes by which executives attempt to align information technology decisions with business strategy.

### **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.

### **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.

**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, trainer and management/communication consultant to several prominent organizations in the South Puget Sound.

**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 member of the UWT Business Administration program. Her scholarly interests include conflict resolution, organization theory and management education. Her current research interests focus on wisdom in organizations and self-evaluation processes for faculty teachers.

**GREG ROSE, Ph.D.**

Dr. Rose earned his Ph.D. from the University of Oregon in 1995. He has previously been on the faculty at the University of Mississippi, conducted advertising research, and worked as a marketing analyst. His research interests include consumer socialization and cross-cultural consumer behavior.

**TRACY A. THOMPSON, Ph.D.**

Dr. Thompson earned her doctorate in Organization Behavior from Northwestern University in 1994. She is a founding faculty member of the UWT Business Administration program. Her areas of specialization include strategic management and organizational change.

**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 School Design and Competencies**

The Milgard School of Business 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 School Standards**

The following standards apply to all students in the Milgard School of Business. 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 S/NS (Satisfactory/Not-Satisfactory).
- 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 the Milgard School of Business**

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, Finance, 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.

### Finance

**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. Sergio Davalos and Mark Fiegner, 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**

**Dr. Vanessa Chio, Faculty contact**

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**

**Dr. Tracy Thompson, Faculty contact**

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**

**Drs. Stern Neill and Greg Rose, Faculty contacts**

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**

**Dr. Kent Nelson, Faculty contact**

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 30 credits (6 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 301 Quantitative Methods  
TBUS 310 Effective Managerial Communications  
TBUS 320 Introduction to Marketing Management  
TBUS 330 Introduction to Information Technology  
TBUS 350 Business Finance

### Capstone Courses

All concentrations require one advanced capstone course (5 credits) to complete the business degree, which is taken only at the end of a student's course of study. Most students will have an additional capstone course (5 credits) specific to their concentration:

TBUS 400 Business Competencies Practicum (All)  
TMGMT 470 Business Policies and Strategic Management (General Business, International Business, Management, Organizational Leadership)  
TFIN 470 Investment Management (Finance)  
TIS 470 Information Systems Competency Practicum (Information Systems)  
TMKTG 475 Strategic Marketing (Marketing)

### 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 most concentration courses. These courses must be taken during a student's first or second quarter in the Business School.

## 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 the Milgard School of Business.
- Satisfy all of the prerequisite requirements for entrance into the Milgard School of Business.
- Satisfy all of the general education requirements for graduation.
- Complete all of the courses in the Business major including:

**Accounting Concentration:**

- 30 credits of core courses
- 35 credits selected from the chosen concentration
- 5 credits of capstone courses
- 20 credits of electives

**Management, Marketing, General Business, Organizational Leadership Concentrations:**

- 30 credits of core courses
- 30 credits selected from the chosen concentration
- 10 credits of capstone courses
- 20 credits of electives

**Marketing Concentration:**

- 30 credits of core courses
- 25 credits of marketing courses
- 10 credits of capstone courses
- 25 credits of electives

**Finance Concentration:**

- 30 credits of core courses
- 35 credits of finance courses
- 10 credits of capstone courses
- 15 credits of electives

**International Business Concentration:**

- 30 credits of core courses
- 20 credits from the International Business course list
- 15 approved IAS courses (see web page for list)
- 10 credits Business Electives
- 10 credits of capstone courses
- 5 credits of electives

**Information Systems Concentration:**

- 30 credits of core courses
- 20 credits Information Systems courses
- 10 approved IS courses (see web page for list)
- 10 credits of capstone courses
- 20 credits 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 TMGMT 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 adviser by the application deadline posted by Business for the expected date of graduation.



# Milgard School of Business

# Writing

## Writing Guidelines

Most business classes require writing assignments, and we recommend that you become familiar with APA standards, especially with regard to the treatment of the different elements of a business/academic paper, as well as referencing. APA materials are available at the UWT bookstore and library, as well as at the official APA website, <http://www.APASTyle.org>. A brief reference guide is included in this section as well, and should answer most basic questions.

### Formatting Business Papers

This document sets forth guidelines to be followed by students when submitting written work for courses in the Milgard School of Business. It outlines a general set of parameters to follow regarding the standard components of business documents. Please note: Students should carefully review the particular requirements of individual assignments within different courses, as faculty members may have specific preferences that differ from the guidelines presented here. When questions or discrepancies arise, please consult with specific faculty members about their requirements.

As a general rule, documents should be professionally type written and printed. Papers should be stapled, but should not be submitted with a folder or cover of any kind.

**1. Margins:** Standard rule: 1 – 1 ½ inches on all sides.

**2. Font type and size:** “Dark, clear, readable” 12-pt. font.

**3. Pagination:** Pages should be numbered consecutively, beginning with the title page. Preliminary pages (front matter) are assigned lower case roman numerals, which appear on the page beginning with the table of contents (ii). The first page of text is treated as page 1, but is left unnumbered. Subsequent pages should include page numbers which “appear at least one inch from the right hand edge of the page, in the space between the top edge of the paper and the first line of text.”

**4. Running Heads:** Included only in documents submitted for publication, but not for documents submitted as part of normal coursework.

#### 5. Line Spacing:

(a) Text – Double-spaced throughout the document. No right justification or division of words at the end of lines.

(b) Headings – Include two line spaces (double-spacing) at the end of the text before a new heading appears, and after the heading before new text appears, as shown in the following example:

#### Heading

The text begins here, two line spaces below the heading. The next heading below, “quotations,” begins two lines below the end of this block of text.

(c) Quotations – Short quotes (fewer than 40 words) should be included in the text with quote marks, but without other formatting. Longer quotes (more than 40 words) should be treated as a double-spaced block of text starting on a new line, set apart from the normal text by indenting it from the left margin (5-7 spaces). No quote marks are used for longer quotes. Subsequent lines of the quote should be flush left with the indentation, as shown in the following example:

In this example of a longer quote, the quoted material begins on a separate line and is indented flush left with the previous line, indented 5-7 spaces. Also note that no quote marks are used. The text would then continue, but should be double-spaced.

(d) Paragraph indentation – The first line should be indented (5-7 spaces) to indicate the beginning of each new paragraph.

## 6. Arrangement of Document Components

- (1) Title Page
- (2) Table of Contents
- (3) Executive Summary
- (4) Text of Document
- (5) Appendix
- (6) References

### Components of the Title Page

The Title Page is the first page of the document, but is left unnumbered. The following components should be balanced and centered on the Title Page.

1. A descriptive title of the document (10 – 12 words maximum) formatted in Upper Case and Lower Case Letters.
2. The name and title of the individual receiving the report, and his/her organizational affiliation.
  - “Submitted to”
  - “Prepared for”
  - “Presented to”
3. The author’s name, title and organizational affiliation.
  - “Submitted by”
  - “Prepared by”
  - “Presented by”
4. The date the document is submitted.
  - Date should be spelled out fully: “May 15, 1998”

The Table of Contents is the second page of the document (ii). It should include the following components:

1. Centered heading in Upper Case and Lower Case Letters:

“Table of Contents”
2. Page numbers indicating where each section can be found in the text, with leaders (spaced dots) connecting the heading to the page number.
3. Front matter (executive summary, letter of transmittal, etc.) labeled with descriptive headings that are formatted flush left to the margin in Upper Case and Lower Case Letters and numbered with lower case roman numerals.
4. Primary headings formatted flush left to the margin in Upper Case and Lower Case Letters.
5. Secondary headings, two line spaces below their respective primary headings, indented from the left margin and formatted in Upper Case and Lower Case Letters.

6. The page number of the Table of Contents formatted in lower case roman numerals centered at the bottom of the page (ii).

### **Components of an Executive Summary**

The executive summary should be treated as a “stand alone” section that makes sense apart from the larger document. It provides a synopsis of the larger report for those who will not read the entire document. Thus, it should present the material in the same order as the larger document itself. An executive summary is typically single spaced in full block format (flush left to the margin) with two line spaces between paragraphs. As a general rule, an executive summary should be approximately one-tenth of the total length of the document (e.g., the executive summary should be approximately one page in length for a 10-page document).

An executive summary should include the following components:

1. A brief description of the topic, problem or question under study in order to establish context or frame of reference for the reader, followed by a concise statement of the document’s purpose or objective(s). The statement of purpose or intent should clearly describe the outcomes the reader can expect.
2. A concise description of the main methods and/or sources used to gather information for the document, which helps to establish the validity and credibility of the document’s findings. When primary sources of information are used, the description of methods should include the procedures used to obtain data, the subjects or participants, and the apparatus or instrument(s) used. The description of secondary sources should include the titles of key periodicals, journals and books from which information was obtained.
3. A summary of the major points, findings, conclusions and/or recommendations described in the body of the main document. This synopsis should review the report’s content in condensed form following the document’s primary and secondary headings. This is the most important and substantial portion of the executive summary.
4. A preview of the document’s main sections that describes how the report is organized, setting clear expectations for the reader about how the document will unfold.

### **Components of the Body of Text**

#### **Introductions**

The introduction orients the reader to the topic and sets the stage for the remainder of the document. It creates clear expectations about the scope of the topic and what can be gained from reading it. As a general rule, the introduction should be approximately five to ten percent of the length of the entire document. The introduction of a business document fulfills five basic functions. The introduction should:

1. Create a desire for information by capturing the reader’s attention and interest in the opening sentences.
2. Establish context or frame of reference for the reader by clarifying the nature of the topic, its scope, the “problem” or “question” being explored, and the way this topic is related to other topics of interest. In short, the introduction gradually puts the topic in perspective, establishes the tone or style of the document, and brings the reader to a clear expectation of the document’s specific goals
3. Describe the importance of the topic for the reader, including how it is relevant, meaningful and significant for the particular reading audience. The introduction should clarify “implications” of the information for the reader.
4. Clarify the specific intent or objective(s) of the document in the form of a statement of purpose. The purpose (or thesis) statement is typically treated as the culmination of the preceding paragraphs of the introduction, moving from the general to the specific. Importantly, the statement of purpose should be

stated in terms of reader outcomes, such that the reader has a clear understanding of what can be gained from reading the document.

5. Provide a preview of the remainder of the report, briefly describing the way the material will be covered, how the information is organized, and highlighting the primary sections of information.

### **Headings**

Documents which exceed five pages typically should include headings. Even in shorter documents, headings are often used to provide clarity of organization, thereby aiding the reader in comprehension and retention of information. The use of headings depends on the complexity of a document's organization. Reports approaching 10 pages in length will include primary and secondary headings at a minimum, and possibly tertiary headings if the information is detailed in greater depth.

### **Formatting Guidelines for Headings**

1. If a document contains only two levels of headings, primary and secondary:

- Primary headings should be centered and bolded in Uppercase and Lowercase Letters.
- Secondary headings should be flush left and underlined, using Uppercase and Lowercase letters.

Example:

**Primary Heading**

Secondary Heading

2. If a document contains three levels of headings, primary, secondary and tertiary:

- Primary headings should be centered and bolded in Uppercase and Lowercase Letters
- Secondary headings should be flush left and underlined, using Uppercase and Lowercase letters
- Tertiary headings should be indented and underlined or italicized, using a lowercase paragraph heading ending with a period.

Example:

**Primary Heading**

Secondary Heading

*Tertiary heading.*

### **Closing Sections**

The closing of a document is important because it reinforces the most important information in condensed form, thereby aiding reader comprehension and retention. Closing sections should:

1. Summarize key points, findings and/or sections of information following the order in which these findings were presented in the main text of the document.
2. Discuss implications of the major findings for the reader by responding to the question: "What does all this mean?"
3. Provide closure/finality by bringing the document to a natural closing and leaving the reader with a final thought that carries impact.

## APA Reference Guide

*The Publication Manual of the American Psychological Association* (APA Manual) provides the standards used by the Business School 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 Center for Teaching, Learning and Technology, 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

Purdy, J. (2000). The role of third parties in county dispute resolution. *Public Administration Quarterly*, 24, 320–337.

### Journal article, two or more authors

Thompson, T., Purdy, J., & Fandt, P. (1997). Building a strong foundation: Computer simulations and introductory management. *Journal of Management Education*, 21, 418–434.

### Journal article, anonymous author

Anonymous. (2002). A brief history of hype. *Administrative Science Quarterly*, 113, 164–169.

### Magazine article

Mitchell, G., & Fandt, P. (2001, November 21). Confident role models for tomorrow's classrooms: The self-esteem of education majors. *Newsweek*, 113, 556–562.

Quirk, M., & Fandt, P. (2000). *The 2nd language of leadership*. Mahwah, N. J.: Lawrence Erlbaum Associates, Inc.

### Book, second or higher edition

Neill, S., Pullig, C., Ross, B., & Black, W. (1999). *Instructor's manual for multivariate data analysis* (5th ed.). Upper Saddle River, NJ: Prentice Hall, Inc.

### Book, no author, no editor

*Webster's collegiate thesaurus*. (2002). Springfield, MI: Merriam-Webster, Inc.

### Chapter in an edited book

Barsness, Z. I., Tenbrunsel, A. E., Michael, J. H., & Lawson, L. (2002). Why am I here? The influence of group and relational attributes on member-initiated team selection. In M. Neale, B. Mannix & H. Sondak (Eds.), *Research on managing groups and teams: Toward phenomenology of groups and group membership* (pp. 141–171). London: Elsevier Science Ltd.

## Audio-visual 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

Wills, D. (Producer), & Davalos, S. (Director). (2002). *Changing our minds: The story of new business students* [Motion Picture]. (Available from Metro, 1900 South Pacific Ave, Tacoma, WA 98402).

### Television Broadcast

Thompson, T. (Executive Producer). (1999, May 11). *The Thompson news hour*. [Television broadcast]. Seattle, WA: UWT Broadcasting Service.

## 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.

G. K. Nelson (personal communication, June 15, 2000)  
(G. K. Nelson, personal communication, June 15, 2000).

## 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" (Fiegenger & 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).

**For further reference, check out [www.APASStyle.org](http://www.APASStyle.org).**



Milgard School of Business

# Campus Resources and Services

## 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:** Mattress Factory building, MAT 106 ..... 692-4421  
<http://www.tacoma.washington.edu/career>

## Center for Teaching, Learning and Technology

The Center for Teaching, Learning and Technology 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 CTLT offers individual, group, and online consultations for students, faculty, alumni, staff, and community members from all academic programs. CTLT departments include: communication, math, reading, study skills, teaching support, and writing.

The CTLT 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](mailto:uwtwrite@u.washington.edu). If you send questions or comments on a weekday, a consultant will respond to your inquiry within 24 hours.

**UWT Center for Teaching, Learning and Technology:** Keystone building, KEY 202 ..... 692-4417  
<http://www.tacoma.washington.edu/ctl>

## Computer Labs

Computer Labs are drop in computing resource centers for general school-related computing. You will need a UWTS log-on 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

## Business Computer Lab - “BAT” lab

As a Business School student, you have access to the BAT 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.

## **Counseling Center**

253-692-4405 MAT 206 <http://www.tacoma.washington.edu/oessa/counseling/>

The Counseling Center provides free, confidential counseling services to UWT students. Our patients commonly seek help with stress, grief, relationships, depression, anxiety, and academic difficulties. Counselors, Lisa Tice and Dr. Carol Wood are glad to discuss any difficulties you may be facing. The Counseling office also facilitates support groups and holds workshops and seminars. Keep an eye out for announcements, or e-mail us at [cswood@u.washington.edu](mailto:cswood@u.washington.edu).

## **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](mailto: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.

## **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 for more info on the following helpful subjects:  
<http://www.tacoma.washington.edu/library/index.htm>

- 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

If you think you may have lost an item in a campus building, check with personnel there first - they may still have it. Staff may hold the found items for several days before turning it over to Safety and Security Services. If it has been several days since you lost the item, also check with Safety and Security Services. Safety and Security Services is located in Dougan Addition, DOU-180.

### 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/>**

**Student Affairs**  
(AKA OESEA - Office of Enrollment Services and Student Affairs)

**GWP 102.....692-4400**  
**<http://www.tacoma.washington.edu/oessa/>**

The Student Affairs office houses many services you may need throughout your time at UWT. Get transcripts, handle registration problems, and get advice on financial aid and veterans' issues. This office is a great resource for general campus information and services.

**UWT Scholarships**

The University of Washington, Tacoma offers a variety of scholarships that are open to all students. The Milgard School of Business also offers specific scholarships for Business students only. 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/scholarships](http://www.tacoma.washington.edu/prospective_students/scholarships)**  
**<http://www.tacoma.washington.edu/business>**



# Milgard School of Business Get Involved

There are a variety of ways to get involved in your education both in and outside of the classroom. Join a student group, participate in on-campus events, and make contributions to the campus that affect future students. Sit on committee's that manage student activity or technology fees, and learn how complex organizations make decisions. Contribute to the student newspaper or literary magazine, and see your own name in print. Each of these activities can help round out your experience at UWT, and are a large part of why many look back on their college years as the best of their lives.

## **Office of Student Life**

**Mat 108.....(253) 692-4481**

**[www.uwtlife.com](http://www.uwtlife.com)**

STUDENT ASSOCIATIONS give you an opportunity to promote a cause, further your career goals, or find students with whom you share an interest. Make friends while putting on events, networking, or discussing important issues. Some current associations are:

- |  |  |
|--|--|
| Black Student Union                        | HOPE Network                                 |
| Asian Pacific Islander Student Union       | Korean American Student Association          |
| A.L.I.V.E                                  | Latin Student Organization                   |
| Bridge Builders                            | Project Earth                                |
| Campus Ministry for Christ                 | Pre-Law Society                              |
| Civitas                                    | Social Work Student Organization             |
| Gaming Development Special Interest Group  | Student Nurses Organization                  |
| Student Association for Graduate Academics | Students for Peace, Justice, and<br>Advocacy |

Check out the Office of Student Life website for information on all the campus student organizations and how to start your own.

STUDENT PUBLICATIONS provide an outlet for you journalistic- or literary-minded students.

Our newspaper, THE LEDGER, is always on the lookout for writers, editors, photographers, or people interested in layout and design. Interested? Go to Mattress 151, or <http://www.uwtledger.com/>. You could even get paid!

Our literary arts magazine, TAHOMA WEST, annually publishes poetry, visual art, fiction and non-fiction. It also needs people interested in judging submissions and producing the magazine. Visit them at Mattress 152 or <http://students.washington.edu/tahomaw/>.

STUDENT GOVERNMENT lets you get involved and make a difference. The Associated Students of University of Washington, or ASUWT, is here for YOU. Run for office, join a committee, or simply stop by to talk to your student senator. You'll find them at Mattress 103 or <http://depts.washington.edu/asuwt/>.

## **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](mailto: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 masters degrees in business each year, only about 15,000 students are elected to membership in ΒΓΣ.

### **Business Students Ambassadors**

Business Student Ambassadors (BSAs) seek to enhance their learning, professional skills, and leadership while serving as representatives of UWT Milgard School of Business. 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 the Milgard School of Business, the UWT campus, and the greater community.

Faculty Adviser, Dr. Kent Nelson, [gknelson@u.washington.edu](mailto:gknelson@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](mailto: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](mailto: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 Adviser, Dr. Margo Deegan, [mdeegan@u.washington.edu](mailto:mdeegan@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. Sergio Davalos, [sergiod@u.washington.edu](mailto:sergiod@u.washington.edu)  
<http://www.students.washington.edu/techpros>



Milgard School of Business

# Advice From Successful Students

## 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, Learning and Technology Center, the Career 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 take shortcuts, because you are only cheating yourself by doing so.

### Business Student Ambassadors, 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>]

Anne Alexander .....	apa2@u.washington.edu	Chrystal Morisette .....	cmcgee@u.washington.edu
Glen Bartlett .....	glenb@u.washington.edu	Scott Nelson, VP Oper. .	sntacoma@u.washington.edu
Aaron Blankers .....	blankers@u.washington.edu	Jenifer Osborn .....	jmo4@u.washington.edu
April Bodnar .....	aprilb@u.washington.edu	Erdia Page .....	ep7@u.washington.edu
Steven Carroll .....	steven11@u.washington.edu	Khanh Quach.....	khandq@u.washington.edu
Serena Clark .....	scc9@u.washington.edu	Nima Rahgozar .....	rahgozar@u.washington.edu
David Cho .....	dacho@u.washington.edu	Corry Robinson .....	corryr@u.washington.edu
Keven Crowder .....	kevenc@u.washington.edu	Krysta Teker, President.....	krystat@u.washington.edu
Heather Devink .....	devinkh@u.washington.edu	Melissa Thompson .....	missjune@u.washington.edu
Suneet Diwan .....	sdiwan@u.washington.edu	Joseph Titus .....	josepht@u.washington.edu
Derek Edwards .....	dme79@u.washington.edu	Sherry Trecker .....	treckers@u.washington.edu
Heather Gonzales .....	hharkema@u.washington.edu	Teresa Trimm .....	trimmt@u.washington.edu
Stacy Hubbell .....	stacy713@u.washington.edu	Brianne Turner .....	blt3@u.washington.edu
Jennifer Kahl .....	jennif3@u.washington.edu	Veronika Vacek,VP Fin.....	vacek83@u.washington.edu
Mike McMahon .....	msm1972@u.washington.edu	Angela Ward .....	alw253@u.washington.edu

## **Things to Do: Advice From BSAs**

- \_\_\_ **Speak to your course instructor** or see an adviser immediately if you are experiencing difficulty.
  
- \_\_\_ **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.
  
- \_\_\_ **Add UWT Business Homepage** to your home computer favorites:  
(<http://www.tacoma.washington.edu/business>) This web site has valuable course links to include MyUW, UWTBIZ, faculty, course descriptions, 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** for your personal login and access to your personal student drive (h:) and the student share drive (s:). The student share 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 University 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 (\$5). 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.

## 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), the Copy Center (WCG 105), or the UWT Library 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 Secure Shell which is a great tool if you have work that is too large to put on a disc. You can simply use Secure Shell to upload your file to your Dante file then dial up from home and use Secure Shell to send it to your home computer. DSL or high-speed modem users can stop by the Computer Lab for assistance with connecting from home.
- **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 or Web Pine at home and Dante or Web Pine 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.

## Making a Good Impression

### The Importance of a Professional Appearance

Before you speak a word, your clothes have already spoken volumes. The first impression is made in only a few seconds and may follow you indefinitely. You present your professional polish, competence, and knowledge in a few brief seconds, then fill in the gap with words. The professional presence you bring to the business world has tremendous, although unspoken, impact on the business transaction.

Be attentive of your total being. Your presence is being observed when you enter the office, go for an interview, or make a presentation. Assumptions about your business ability are made on the spot, sometimes based solely upon your appearance and manners, and your product or services may be negatively affected if the client forms unfavorable impressions of you before you even have an opportunity to speak. (Excerpt from *Power Etiquette, What You Don't Know Can Kill Your Career*, by Dana May Casperson, 1999)

### But Everybody's Switched to Business Casual, Haven't They?

Actually, no. Business casual is rather ill-defined, and some organizations found it too confusing. Some have even become more conservative in their dress codes. It is important to research the organization when you're considering applying for a job, and learn what is expected in their office culture. If in doubt, you can rarely go wrong dressing professionally for an interview, even if the interviewer is wearing jeans.

### What is "Professional Attire"?

*Interview attire guidelines for men and women*

**Suit:** A two piece matched suit is always the best and safest choice.

**Conservative colors / fabric:** Navy, dark gray (and black for women) — are safe.

Other color trends may come and go; avoid the extremes. Solids or very subtle weave patterns or plaids (the kind that look solid across a room) are safest. Wool, wool blends, or good quality micro fiber for women only, are generally the best fabrics in all seasons. Avoid acetate / rayon blends.

**Cost / quality:** You are not expected to be able to afford the same clothing as a corporate CEO. Do invest in quality that will look appropriate during your first two or three years on the job. One or two good suits will get you through the interview process, if you buy the highest quality you can afford. You can vary your shirt/blouse/tie/accessories.

**Details:** Everything should be clean and well pressed. Carefully inspect clothes for tags, dangling threads, etc. Shoes should be shined, and avoid excessive jewelry or perfume.

If you're not certain what is considered professional attire, ask for help. Ask a professor, or an adviser, or the Career Center staff, for suggestions. Once you're hired, it's time to expand that wardrobe. Get guidance from your new employer as to what is considered appropriate on a daily basis.

## Using E-mail and UWTBIZ

### E-mail

UW e-mail is available to students, staff, alumni, and many other affiliates of the university. To create an e-mail account, visit the web site: [www.washington.edu/computing/uwnetid/](http://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 e-mail 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 e-mail 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 e-mail 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 School faculty and staff continually strive to meet students' needs and encourage open dialog!

#### To subscribe to UWTBIZ:

Visit: <https://mailman.u.washington.edu/mailman/listinfo/uwtbiz>  
Enter your e-mail address and name. Click on "subscribe" to complete the process.

#### To send a message to UWTBIZ:

When you want to send a message to everyone on the UWTBIZ listserve, send an e-mail to [uwtbiz@u.washington.edu](mailto:uwtbiz@u.washington.edu).

#### 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 e-mail 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.



Milgard School of Business

# Campus Information

## Campus Directory

**Business School ..... 253-692-5630**

### Faculty

Richard Abderhalden ..... 692-5685 ricka@u.washington.edu DOU 410	Kent Nelson ..... 692-5683 gknelson@gohuskies.com GWP 224
Zoe Barsness ..... 692-5884 zib@u.washington.edu DOU 418	D.J. Parker ..... 692-5682 djpark@u.washington.edu DOU 301e
Vanessa Chio ..... 692-5885 chio@u.washington.edu DOU 416	Jill Purdy ..... 692-5635 jpurdy@u.washington.edu GWP 429
Sergio Davalos ..... 692-4658 sergiod@u.washington.edu DOU 322	Greg Rose ..... 692-5687 rosegm@u.washington.edu DOU 414
Mark Fiegenger ..... 692-5632 fiegenger@u.washington.edu DOU 301f	Sharokh Saudagaran ..... 692-5633 shahrokh@u.washington.edu DOU 401b
Janet Mobus ..... 692-5810 jmobus@u.washington.edu GWP 209	Tracy Thompson ..... 692-5636 tracyat@u.washington.edu GWP 427
Stern Neill ..... 692-5684 sneill@u.washington.edu DOU 412	Douglas Wills ..... 692-5626 dtwills@u.washinton.edu DOU 324

### Advising Staff

Melody James ..... 692-5686 melodyj@u.washington.edu DOU 404
Sue Dahlin ..... 692-4606 sued2@u.washington.edu DOU 406

**Appointments ..... 692-5630**

**General Advising Questions:  
business@u.washington.edu**

### 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

### Center for Teaching, Learning, and

**Technology ..... 692-4417**

### Computer Services

Computer Lab ..... 692-4415

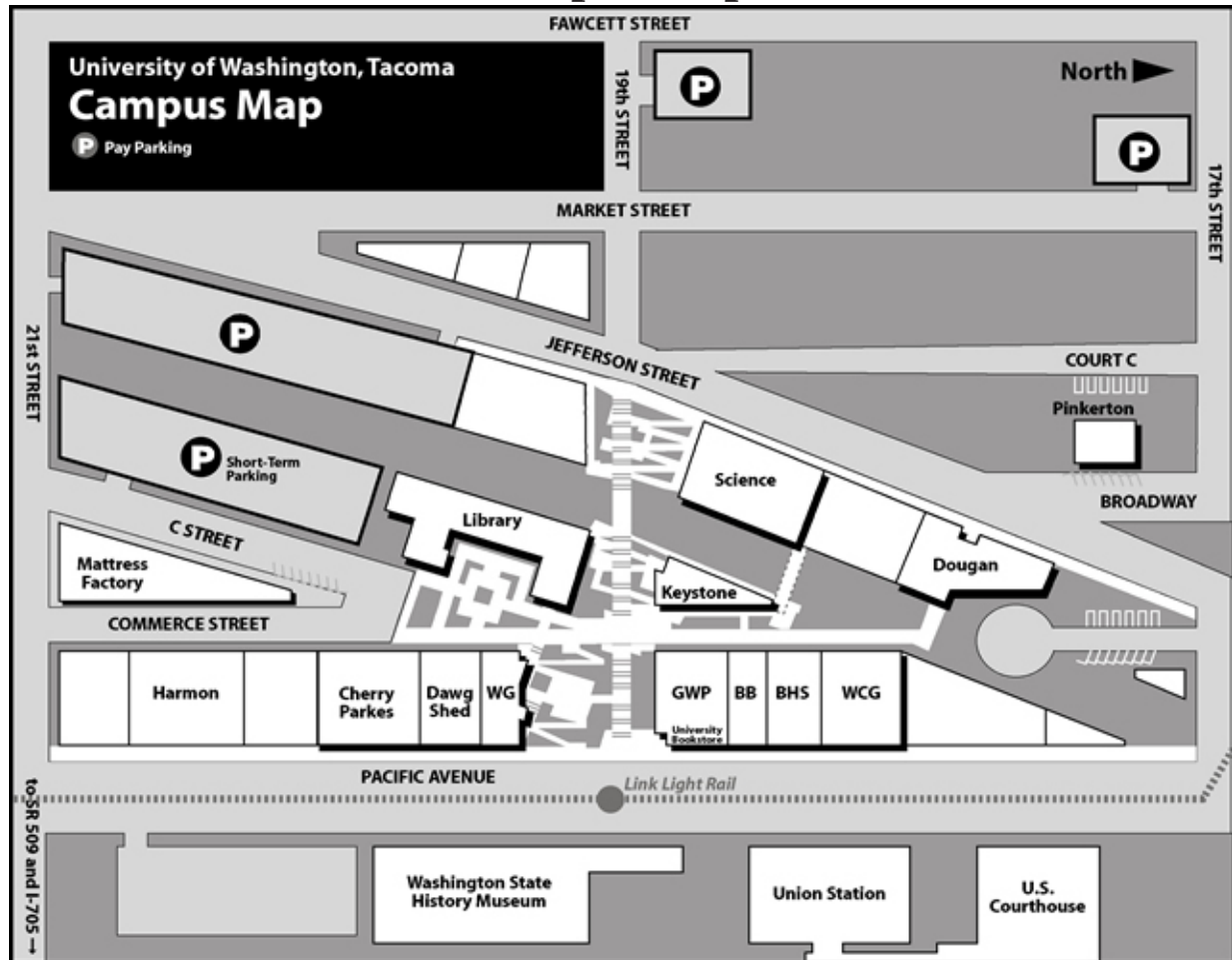
### University Bookstore

Tacoma ..... 272-8080

### University of Washington, Seattle

Campus Operator ..... 206-543-2100

## Campus Map



### Building Lingo

BB	Birmingham Block Building (Classrooms)
BHS	Birmingham Hay & Seed Building (Classrooms)
CP	Cherry Parkes (Classrooms)
DOU	Dougan Building (Business School, Classrooms, Faculty offices)
GWP	Garretson, Woodruff, Pratt Building (Student Affairs, Book store, classrooms)
H	Harmon Building
KEY	Keystone Building (Carwein Auditorium, CTLT)
LIB	Library
MAT	Mattress Factory (Student Center, Finance office)
PNK	Pinkerton Building (Classrooms)
SCI	Science Building (Classrooms)
WCG	West Coast Grocery Building
WG	Walsh Gardener Building (Computer labs, BAT lab)

## **Parking**

UWT is an urban campus and, therefore, parking is limited. There are pay parking lots at the intersection of 21st and Jefferson, on 19th between Market and Fawcett, and on 17th and Market. Parking passes are available on campus the first few days of each quarter. 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.

[www.tacoma.washington.edu/uwtlife/parking.cfm](http://www.tacoma.washington.edu/uwtlife/parking.cfm)

## **Public transportation**

The campus is conveniently located near the Tacoma Dome Transit Station, Pierce Transit and Sound Transit Express. The Link Light Rail and the Downtown Connector buses stop along Pacific Avenue, right in front of campus. Parking at the Tacoma Dome and riding the Link Light Rail are free.

## **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 contact the Finance office in the Mattress Factory, room 354, or call (253) 692-5660.