New Student Online Orientation
Spring 2016
Welcome!

Congratulations on your admission!
Who We Are

Jennifer Cleary
Associate Director-
Corporate Engagement

Dr. Deborah Silver
Executive Director

Dr. Matthew Sills
Life Sciences
Curriculum Coordinator

Vicki Pasigos
Program Coordinator

Judy Pellicane
Business Specialist
About Rutgers

- State University of New Jersey: Rutgers is the sole university in the United States that is a colonial college, a land-grant institution, and a public university. Founded in 1766.
- Research-Intensive University with $700M sponsored research
- Campuses:
  - New Brunswick Campuses: Busch, College Ave, Douglas/Cook, Livingston
  - Newark
  - Camden
- More than 65,000 students, 20,000 Graduate Students
- More than 400,000 alumni
- 33 Schools & Colleges
- Only public New Jersey university in the Association of American Universities (AAU), a group comprising North America’s 61 leading research universities.
- Rutgers has more than 500 active U.S. patents

Rutgers Fun Fact: it is the birthplace of college football
Name of our office: Professional Science Master’s Program (PSM Program)

- Master of Business & Science Degree (MBS Degree)
  - Matriculated
  - Non Matriculated (Non Degree Students)
  - Joint Degree
- Certificates:
  - Science & Technology Management
  - Pharmaceutical & Clinical Trials
  - Computational & Data Enabled Science & Engineering
  - Certificate in Intellectual Property and Technology Transfer
- Continuing Education
Professional Science Master’s Degrees

Designed to allow student to pursue advanced training in natural sciences, technology, engineering, mathematics while simultaneously developing professional workplace skills highly valued by employers.

“I think of it as a 21st-century degree. It’s interdisciplinary. It’s a hybrid, which I think is more agile. It’s responsive to rapidly changing needs in terms of the job market.” – D. King
Academic Landscape

Professional non-science Degrees

- MBA – All Business Courses
- MPA – Policy Courses

Practical STEM Graduate Education

Professional Science Master’s Degrees – Professional focus instead of academic focus

Traditional STEM Graduate Degrees

- Traditional MS – technical courses, preparation for Ph.D., master’s thesis
- PhD – Science/technical focus, for a research career
The Master of Business & Science Degree
MBS Requirements

- **Science Concentration**
  - 24 credits (Core + Electives)

- **Business Courses**
  - 19 credits (Core + Electives)

- **Colloquium Requirement**
  - 12 lectures/workshops/events

- **Relevant Work Experience**
  - Full time students must show work experience and can take up to 6 credits in internship.
MBS Requirement

SCIENCE REQUIREMENT
MBS | SCIENCE CONCENTRATIONS

LIFE SCIENCE
- Biotechnology & Genomics
- Chemistry
- Drug Discovery & Development
- Personal Care Science

ENGINEERING MANAGEMENT
- Biomedical Engineering
- Chemical & Biochemical Engr
- Electrical & Comp Engr
- Engineering Management
- Pharmaceutical Engr
- Quality & Reliability Engr

HEALTH & WELLNESS
- Food Science (Functional Food)
- Horticulture & Turfgrass Science (Horticulture Therapy)
- Kinesiology and Applied Physiology
- Coming Soon -- Nutrition

AGRICULTURE & FOOD
- Biotechnology & Genomics
- Food Science (Food Safety & Biosecurity)
- Horticulture & Turfgrass Science
- International Agriculture

SUSTAINABILITY
- Sustainability
- Urban Environmental Analysis

COMPUTER AND INFORMATION SCIENCES
- Analytics: Data Sciences
- Applied Computing
- Geospatial Information Systems & Technology
- Industrial Mathematics
- Information Technology
- Social Networking & Media
- User Experience & Design (UXD)
- Statistics & Biostatistics

MATH AND STATISTICS
- Actuarial Science
- Analytics: Discovery Informatics
- Industrial Mathematics
- Statistics & Biostatistics
Science Concentrations

• Each science concentrations has a set of requirements (on the web site)
• Study plans will be available on SAKAI – look under the PSMStudentResources.
• Curriculum Advisors for science concentrations
• Business curriculum – PSM Office

* EACH STUDENT MUST SPEAK WITH AN ADVISOR FROM THE PSM OFFICE
MBS Requirement

BUSINESS REQUIREMENT
Business Curriculum

- Principles of Finance & Accounting (3cr) 16:137:530 (Fall & Summer)
- Marketing (3cr) – all semesters & online,
  - Special topics: Marketing for Sci Tech Management
  - MiniMBA
  - Communication & Leadership (3cr) 16:137:502 (Fall & Spring)
- Science & Technology Management Electives (6cr, can include project management, management of innovation, etc.)
- Ethics & Professionalism (1cr, online/hybrid)
- Capstone 16:137:600 – business case, intrapreneurship, entrepreneurship (3cr) (Fall & Spring)

*Please note: Capstone can only be taken after the student has taken a minimum of 3 pre-requisites: Communications & Leadership, Marketing & Principles of Finance & Accounting
### Spring 2016 Business+ Courses

Courses are listed on MBS website under Academics Tab

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Name</th>
<th>Index #</th>
<th>Day &amp; Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>16:137:500</td>
<td>Ethics</td>
<td>14560</td>
<td>Online, 2-3 Onsite</td>
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<tr>
<td>16:137:502</td>
<td>Principles of Communication &amp; Leadership</td>
<td>11993</td>
<td>Monday 6:40pm-9:30pm</td>
<td>SEC-216</td>
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<tr>
<td></td>
<td></td>
<td>10785</td>
<td>Monday 1:40pm-4:40pm</td>
<td>TIL-209</td>
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<tr>
<td>16:137:503</td>
<td>Colloquium (0)</td>
<td>09151</td>
<td>By Arrangement</td>
<td></td>
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<tr>
<td>16:137:504</td>
<td>Colloquium (1)</td>
<td>10483</td>
<td>By Arrangement</td>
<td></td>
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<tr>
<td>16:137:507</td>
<td>Market Assessment Business &amp; Science</td>
<td>17589</td>
<td>Wednesday 6-9pm</td>
<td>BE 252</td>
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<tr>
<td>16:137:530</td>
<td>Principles of Finance and Accounting</td>
<td>11389</td>
<td>Tuesday 6:40pm-9:30pm</td>
<td>TIL 103A</td>
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<tr>
<td></td>
<td>Management Science/Technology Capstone</td>
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<td>*Special Permission Number Required</td>
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<tr>
<td>16:137:600</td>
<td>Pre-requisites: Communication &amp; Leadership</td>
<td>11963</td>
<td>Wednesday 6:40pm-9:30pm</td>
<td>CDL - 103</td>
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<td></td>
<td>Finance and Accounting</td>
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<tr>
<td></td>
<td>Marketing</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>16:137:609:80</td>
<td>Professional Internship</td>
<td>10746</td>
<td>By Arrangement</td>
<td>Offsite</td>
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<tr>
<td>16:137:612</td>
<td>Research Internship</td>
<td>09150</td>
<td>By Arrangement</td>
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<tr>
<td>16:137:651:80</td>
<td>Mini-MBA (CMD) courses See here</td>
<td>14093</td>
<td>By Arrangement</td>
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<tr>
<td>16:137:651:ST</td>
<td>RIE/Online Training course shell See here</td>
<td>20092</td>
<td>By Arrangement</td>
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<tr>
<td>22:799:691</td>
<td>Project Management</td>
<td>20152</td>
<td>Thursday 6:40pm - 9:40pm</td>
<td>BRR-5087</td>
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<td>22:799:692</td>
<td>Supply Chain Management</td>
<td>15394</td>
<td>Wednesday 6:40pm-9:40pm</td>
<td>BRR-5071</td>
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</tbody>
</table>
MBS Requirement

COLLOQUIUM REQUIREMENT
WELCOME TO THE MASTER OF BUSINESS & SCIENCE DEGREE

Alumni student dinner

Capstone presentation

Interview workshop

Ecocomplex tour

Regulatory affairs poster presentation

Intellectual Property class trip to USPTO

Lecture series
MBS | EXPERIENCE

- Lecture Series
- Workshops
- Networking
• Experiential Learning: classes include presentation, trips, etc
• Lecture Series
• Workshops & Networking Events
• Innovation & Discovery Events

Colloquium Series

• Colloquium – MBS students must attend 12 sessions of events (lectures, seminars, mixers, etc.) over the course of their studies

• 9 must be PSM run or co-/sponsored events, 3 can be outside events (outside events are events not sponsored or run by the PSM office)

• Student register for a 0 credit colloquium course in the last semester

• Form in packet with explanation

To see upcoming events, go to the MBS website and look at the calendar!
Professional Workshops

- Resume Writing
- Interviewing Techniques
- Professional Etiquette
- Alumni Mixer events
- Branding yourself
- Mock Interviews
- Dining Etiquette
Entrepreneurship & Innovation

- Hackerspace/Makerspace events
- Entrepreneurship Days
- Innovation & Discovery: NJ Startup Incubator Tours
MBS Requirement

RELEVANT WORK EXPERIENCE REQUIREMENT
If you are already working in your field, you have fulfilled this requirement.

If you are not employed in your field, you can fulfill this requirement in a number of ways:

- Internship (for credit or not)
- Summer work
- Part-time work
- Co-op
Internships & Career Services

• Goal: to have *relevant work experience*

• 130 hours for 3 credits

• Up to 6 credits

• Either Business and/or Science elective(s)

• Employed students can also do internship at their place of work – but in another division
We need to add you to SAKAI!

- Please email vpasigos@docs.rutgers.edu with the following information:
  - First and Last Name
  - RUID
  - NetID
  - Concentration
- Make the e-mail subject: New Spring 2016 Admit Coming Student
Graduation Checklist & E-portfolio

- **Courses** (verification through transcript for Part I. of Candidacy Form)
  - a. Science Courses (24 credits, min. GPA 3.0)
  - b. Business Courses (19 Credits, min. GPA 3.0)

- **Work Experience**
  - a. Form completed and signed
  - b. If internship done then upload presentation

- **Colloquium Attendance**
  - a. Form completed and signed

- **Exit Survey completed** (click Tests & Quizzes to fill out Exit Survey)

- **CV uploaded**
  - a. Email, address and phone number that is other than Rutgers student account. This is for alumni directory.

- **LinkedIn Profile connected to ‘Rutgers MBS’ LinkedIn.**

- **ePortfolio (for signature on Part II. Section B of candidacy form)**
  - a. Mid-program reflection completed (must be completed by all students that started the program in Spring 2011 and later)
  - b. Communications & Leadership course assignment uploaded
  - c. A Science course assignment uploaded
  - d. Capstone assignment uploaded
  - e. End-of-program reflection completed (must be completed in the last semester of study)

- **Candidacy Form (Please see the Candidacy Form - Guidance Document under 'Resources' tab to understand the various sections of the candidacy form)**
  - a. Completed (Part I and Part II and Sections B, C and E only).
  - b. Dropped off to: PSM office for the signatures.

- **Testimonial (optional) uploaded**
New Student Information

- NetID
- RU ID Card
- Schedule of classes & registration
- Registrar
- Student Accounting
- International Students
- Academic Calendar
- Parking & Transportation
Obtaining a Net ID

• NET ID:
A NetID is a university wide login id used for computer services at Rutgers. To get a NetID please go to https://netid.rutgers.edu.

How do I Register for Classes with an RUID #?
DIRECTLY TO WEBREG: Go to https://sims.rutgers.edu/webreg/
Click on WebReg login for Rutgers students OR
Click on to the middle link which states: “Alternatively, Rutgers students may log into WebReg using RUID and PAC.”
In the Personal Access Code (PAC) block type in the month and day of your birthday. (for example May 5th would be 0505)
Please Note: New students may have to call the registrar's office to unblock their account.
* If you are still having trouble, please call the Registrar's office: (732)445-7000 ext 0 for the New Brunswick campus and (856) 225-6053 for Camden. Or please visit their website: http://registrar.rutgers.edu/
How do I get my RU ID Card?

The RUconnection Card is the official photo identification card issued to faculty, staff, students, and guests on all Rutgers University campuses. This unified photo ID card serves as the primary form of identity verification throughout the university. There are various locations on campus where you can get your RU ID Card. Please see [http://ruconnection.rutgers.edu/](http://ruconnection.rutgers.edu/)
Registering for Class

• Via webreg.rutgers.edu (or nbregistrar.rutgers.edu)

• TERM BILLS: Students who register early will receive an email alerting them to pay their term bills online.

• Students registering in person near the registration deadline will be asked to pay at that time.
my.rutgers.edu - The myRutgers portal is a one-stop tool that provides you with access to important information at Rutgers. Using the customizable channels in myRutgers, you can read your email, check your grades, drop a class, search the Rutgers libraries, see a calendar of events at the university, and much more.
**SP#s & Schedule of Classes**

**What is a special permission number?**

A special permission number is needed to register for many of the MBS courses and some of the other graduate courses. Each course needs its own special permission number. **For MBS courses 16:137: xxx, please contact OUR office to get a special permission number.**

http://mbs.rutgers.edu/academics/special-permission-numbers-request For Business School courses 22:xxx:xxx, please fill out the Rutgers Business School Special Permission Number form on our website with an updated resume and email Vicki vpasigos@docs.rutgers.edu

For all other courses, you must contact the professor or graduate director of the course Dept. (subject # gives the course department).

**Where can I see the Schedule of Classes?**

Go to: webreg.Rutgers.edu

Click on “University Schedule of Classes” (4th link down under Related Links)

On left side in the “or select the schedule you wish to see” select:

- Campus location (New Brunswick, Camden, Newark – this is where the class is being offered)
- Level of study: Graduate (unless it is a 400 level or lower class, then you would select undergraduate)
- Semester Term: Semester you are planning on taking the course

In the section: -Select a Subject Area-

Select 137: Business and Science then click on Get course Schedule

*Courses will be listed this way:*

| Sc  (School) | Subj (Subject) | Crs/Index (Course Index #) | Sec (Section) | Title (Title of Course) | Cred/Instr (Credits) |
The registrar's office is in charge of calendars, transcripts, diplomas, grades, and records. All student registration inquiries, including class registration, address changes, and contact information are handled by the registrar as well as graduation and commencement information.
The Office of Student Accounting, Billing, and Cashiering provides access to your online term bill, processes refunds, administers payment plans, coordinates exit counseling, and assists with issues that arise with your student account. Our department is also referred to as the Bursar's Office, the Campus Business Office, or the Cashier's Office.

You can visit them at studentabc.rutgers.edu
All International students must take the Language Placement Exam. Exams will take place January 12, 2016 at the Livingston Campus, Lucy Stone Hall, B110, 10:00am. Please email Vicki Pasigos vpasigos@docs.rutgers.edu with your name and RUID to register for the exam.

Questions about International Student Orientation, I-20s and others please contact the Center for International Faculty & Students:

CENTER FOR INTERNATIONAL FACULTY AND STUDENT SERVICES (CIFSS)
180 College Avenue
Rutgers, The State University of New Jersey, Campus in New Brunswick
New Brunswick, NJ 08901
Phone: (848) 932-7015
Fax: (732) 932-7992
Email: ru_cifss@email.rutgers.edu

Directions to our Center

OFFICE HOURS
Monday, Tuesday, Thursday, & Friday: 8:30 a.m. to 5:00 p.m.
Closed every Wednesday except for severe emergencies.
Parking & Transportation

Department of Transportation Services (DOTS)
Rudots.Rutgers.edu

- Tickets – will hold your grades & graduation
- Different parking options available

http://rudots.rutgers.edu/faq.shtml
# University Academic Calendar

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<thead>
<tr>
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<tbody>
<tr>
<td>Fall Semester Begins</td>
<td>Tuesday, September 2</td>
<td>Tuesday, September 1</td>
<td>Tuesday, September 6</td>
</tr>
<tr>
<td>Regular Saturday Classes Start</td>
<td>Saturday, September 6</td>
<td>Saturday, September 12</td>
<td>Saturday, September 10</td>
</tr>
<tr>
<td>Changes in Designation of Class Days</td>
<td>Tuesday, November 25 (Thursday Classes)</td>
<td>Tuesday, September 8 (Monday Classes)</td>
<td>Tuesday, November 22 (Thursday Classes)</td>
</tr>
<tr>
<td></td>
<td>Wednesday, November 26 (Friday Classes)</td>
<td>Wednesday, November 25 (Friday Classes)</td>
<td>Wednesday, November 23 (Friday Classes)</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Thursday, November 27 - Sunday, November 30</td>
<td>Thursday, November 26 - Sunday, November 29</td>
<td>Thursday, November 24 - Sunday, November 27</td>
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<tr>
<td>Regular Classes End</td>
<td>Wednesday, December 10</td>
<td>Thursday, December 10</td>
<td>Wednesday, December 14</td>
</tr>
<tr>
<td>Reading Days</td>
<td>Thursday, December 11</td>
<td>Friday, December 11</td>
<td>Thursday, December 15</td>
</tr>
<tr>
<td></td>
<td>Friday, December 12</td>
<td>Monday, December 14</td>
<td></td>
</tr>
<tr>
<td>Fall Exams Begin</td>
<td>Monday, December 15</td>
<td>Tuesday, December 15</td>
<td>Friday, December 16</td>
</tr>
<tr>
<td>Fall Exams End</td>
<td>Monday, December 22</td>
<td>Tuesday, December 22</td>
<td>Friday, December 23</td>
</tr>
<tr>
<td>Winter Session Begins</td>
<td>Tuesday, December 23</td>
<td>Wednesday, December 23</td>
<td>Friday, December 23</td>
</tr>
<tr>
<td>Winter Session Ends</td>
<td>Friday, January 16</td>
<td>Friday, January 15</td>
<td>Monday, January 13</td>
</tr>
<tr>
<td>Spring Semester Begins</td>
<td>Tuesday, January 20</td>
<td>Tuesday, January 19</td>
<td>Tuesday, January 17</td>
</tr>
<tr>
<td>Spring Recess Begins</td>
<td>Saturday, March 14</td>
<td>Saturday, March 12</td>
<td>Saturday, March 11</td>
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<tr>
<td>Spring Recess Ends</td>
<td>Sunday, March 22</td>
<td>Sunday, March 20</td>
<td>Sunday, March 19</td>
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<tr>
<td>Regular Classes End</td>
<td>Monday, May 4</td>
<td>Monday, May 2</td>
<td>Monday, May 1</td>
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<tr>
<td>Reading Days</td>
<td>Tuesday, May 5</td>
<td>Tuesday, May 3</td>
<td>Tuesday, May 2</td>
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<tr>
<td></td>
<td>Wednesday, May 6</td>
<td>Wednesday, May 4</td>
<td>Wednesday, May 3</td>
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<tr>
<td>Spring Exams Begin</td>
<td>Thursday, May 7</td>
<td>Thursday, May 5</td>
<td>Thursday, May 4</td>
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<tr>
<td>Spring Exams End</td>
<td>Wednesday, May 13</td>
<td>Wednesday, May 11</td>
<td>Wednesday, May 10</td>
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<tr>
<td>University Commencement</td>
<td>Sunday, May 17</td>
<td>Sunday, May 15</td>
<td>Sunday, May 14</td>
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<td>Summer Session Begins</td>
<td>Tuesday, May 26</td>
<td>Tuesday, May 31</td>
<td>Tuesday, May 30</td>
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<tr>
<td>Summer Session Ends</td>
<td>Wednesday, August 12</td>
<td>Wednesday, August 17</td>
<td>Wednesday, August 16</td>
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Sakai & ecollege & blackboard

• Course Management Systems
• Sakai – most science
• Ecollege – online courses
• Blackboard – business school
• Sakai PSM student resources:
  – PSM Student Resources
  – MBS Graduation check list
As a Student all work submitted in a graduate course must be your own. Students may never:

• Quote or paraphrase another, including material from the internet, without complete citation;

• Cite a source that has been identified through a secondary source but has not been consulted;
• Collaborate with others on assignments or exams without the explicit permission of the instructor;
• Use materials during an exam that have not been sanctioned by the instructor of the course;
• Look at or copy the work of another student during an exam;
• Submit the work completed in one class to fulfill an assignment in another without the consent of the instructor.
Graduate Academic Policy

The following are examples of conditions which usually indicate lack of satisfactory academic progress:

- Earning a grade below B in more than 3 courses counting towards the degree,
- Grade point average below B (3.0) for one academic year,
- Excessive course withdrawals (W grades) after the normal course add/drop period,
- Excessive incomplete (IN) grades,
- An F in any course.
- Failure to make up incomplete grades,
- Exceeding the time limit for completing the degree program: three (3) years for full-time students.
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Student Organization

Connect with us on our social networks!

https://www.linkedin.com/in/rutgerspsm
https://www.facebook.com/RutgersMBS
https://twitter.com/Rutgers_PSM
ADVISING SESSIONS

Please go to the PSM website and click on Advising

Dr. Silver advises for Engineering, Computer & Information Technology, Math/Stats and Sustainability concentrations.

Dr. Sills advises for all of the Life Sciences, Health & Wellness, and Agriculture & Food concentrations.
If you have any questions, please feel free to contact us:

848-445-5117
psminfo@dceo.rutgers.edu