WELCOME to the Professional Science Master's Program

New Student Orientation
How to get your NetID

1. Go to https://netid.rutgers.edu/index.htm

What is a NetID?

All faculty, staff, and students are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. Your assigned NetID will appear on the activation screen.

What does NetID and Services Activation do?

- **Sets your authentication password**
  This is the password you will use for most electronic services.
- **Allows you to setup your security questions and answers**
  You can choose to select three questions and answers that will help you reset your password. Please note this is only available for students not employed by Rutgers University.
- **Allows you to select services**
  You can choose services for which you are eligible, including ScarletApps (Google for Rutgers), or locally provided email and website services.
- **Establishes your Rutgers email address**
  This is the email address to which Rutgers University will send official communications and notices.
- **Allows you to choose where you would like your official Rutgers email delivered**
  You can choose to have your Rutgers email address forwarded to a different account, or you can choose to use a Rutgers provided email service.

1. To access your e-mail please go to: http://webmail.eden.rutgers.edu
2. For more information regarding your e-mail please visit this website: http://nbcs.rutgers.edu/services/communicating/email-overview.php

How to obtain a Rutgers 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.

Based on your role within the Rutgers University community, the RUconnection Card may be used to access services including:

- Checkout privileges at any of the Rutgers University libraries
- Access to recreation centers and computer lab facilities
- Entry to football games and other events
- Access to purchased meal plans and debit account options
- Access to assigned housing and other buildings
- Identification for transactions with the university cashier and registrar
- Attendance verification for classes and exams
Campus specific information about obtaining your RUconnection Card can be found by clicking on your location below.

Graduate students have access to Rutgers University libraries, computer labs, recreation centers, RU Express accounts, and meal plans via their RUconnection card.

**First-Year Graduate Student RUconnection cards may be obtained:**

- One week prior to the start of classes
- At any RUconnection card office (no appointment necessary)
- With a valid government-issued form of photo ID such as a driver’s license or passport
- At no charge for the first issue of this card
- The card will be issued immediately

**Graduate Students in University Housing RUconnection cards may be obtained:**

- Immediately in office
- With a form from the Graduate Housing Office
- At any RUconnection card Office (no appointment necessary)
- With a valid government-issued form of photo ID such as a driver's license or passport
- At no charge for the first issue of this card

Please visit this site for more information: [http://www.rci.rutgers.edu/~ruconxn/](http://www.rci.rutgers.edu/~ruconxn/)

**Office of the Registrar**
[source: registrar.rutgers.edu]

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.

**myRutgers**
[source: 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, sign up for classes, search the Rutgers libraries, see a calendar of events at the university, and much more. To login to myRutgers, go to [http://my.rutgers.edu](http://my.rutgers.edu) and click on the link that says "Login". You will need to use your valid Rutgers NetID and password.

For help setting up and using myRutgers, take a look at the myRutgers User Guide, located at [https://my.rutgers.edu/portal/help.pdf](https://my.rutgers.edu/portal/help.pdf).

Through myRutgers you will have access to:

- e-mail
- schedule of classes
- degree navigator
- unofficial transcripts
- eCollege
- grades
- financial information
- featured events
- maps/buildings
- buses/shuttles
- dining menus
- parking & transportation information

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**International Students**

International Student websites:
New Brunswick: http://international.services.rutgers.edu/
Newark: http://oiss.rutgers.edu/
Camden: http://studentaffairs.camden.rutgers.edu/international.html

**All foreign students must be fulltime**

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**Parking & Transportation**

(source: http://rudots.rutgers.edu/)

FAQ about Parking
http://rudots.rutgers.edu/faq.shtml

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**University Buses**

(source: nextbus.com)

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<th>ROUTE</th>
<th>DESTINATIONS</th>
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<tbody>
<tr>
<td>A</td>
<td>College Avenue &amp; Busch Campuses (Clockwise loop in Busch)</td>
</tr>
<tr>
<td>B</td>
<td>Livingston &amp; Busch Campuses</td>
</tr>
<tr>
<td>C</td>
<td>Busch Commuter Shuttle (Loop between the Stadium, Hill Center &amp; ARC)</td>
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<tr>
<td>EE</td>
<td>College Avenue &amp; Cook-Douglass Campuses (via George St / Downtown New Brunswick)</td>
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<tr>
<td>F</td>
<td>College Avenue &amp; Cook-Douglass Campuses (EXPRESS via Route 18)</td>
</tr>
<tr>
<td>H</td>
<td>College Avenue &amp; Busch Campuses (Counter clockwise loop in Busch)</td>
</tr>
</tbody>
</table>

- LX: College Avenue & Livingston Campuses EXPRESS
- REXB: Douglass & Busch Campuses EXPRESS
- REXL: Douglass & Livingston Campuses EXPRESS
- NEW BRUNSWICK CK 1 SHUTTLE: Route: RSC, Train Station, Nursing School, New Brunswick Filth & Sixth Wards, (Colon House during Peak Hours only)
- NEW BRUNSWICK CK 2 SHUTTLE: Route: RSC, New Brunswick Filth & Sixth Wards, (Colon House during Peak Hours only), Train Station, Nursing School, SAC
University Schedule of Classes – How to see what courses are available

- Go to: [http://sis.rutgers.edu/soc/](http://sis.rutgers.edu/soc/)
- Select Term, Location of courses & Level of Study then click Continue

Choose a term, location and level of study to get started...

- **Term:**
  - Spring 2016
  - Winter 2016
  - Fall 2015

- **Location:**
  - New Brunswick
  - Newark
  - Camden
  - New Brunswick Online Courses
  - Newark Online Courses
  - Camden Online Courses
  - Burlington County Community College - Mt. Laurel
  - Camden County College - Blackwood Campus
  - County College of Morris
  - Denville - RU-Morris
  - Freehold WMHCC - RU-BCC
  - Mays Landing - RU-ACCC
  - Mercer County Community College
  - McGuire-Dix-Lakehurst RU-JBMDL
  - North Branch - RU-RVCC
  - RU & the Shore

- **Level:**
  - Undergraduate
  - Graduate

- Select whether you’d like to search by number, keyword, etc. In this example, Keyword search was used to find 16:137:502, Principles of Communication & Leadership:
Once you see the course listed, click on the line of the course. Once the line is dropped down, you will see on the right side: Register in blue letters.

Follow next section on how to register for courses.

How to Register for Courses

How to Obtain Special Permission Numbers

Other Rutgers Departments
Please contact the department for which you need SP#s for. Do not contact the professor directly unless the department administrator says so.

MBS courses
Please submit request on our website.

Business School Courses
Please submit request on our website. DO NOT Email Professors or RBS for SP#s. They are given out by the MBS office after they are properly requested

Please note course requests may take a few days. Your patience is greatly appreciated.

https://sims.rutgers.edu/webreg/
Click on the left on WebReg Login for Rutgers Students

WebReg Login Options

WebReg login for Rutgers students

Alternatively, Rutgers students may log into WebReg using RUID and PAC.

Type in your NetID and password.

Select which semester you’d like to see/register for:

** If you get prompted with the message below, please contact Alexandra Bachmann at the Graduate school at 848-932-7449 to have the block lifted.

There seems to be a problem...
- You are not eligible to register or change registration by this application. For assistance, go in person to your academic dean's office.

You can add courses directly by entering the index number of the courses if you know them, else click on the Course Lookup tab. You can see the index numbers listed in our website at http://mbs.rutgers.edu/spring-2016

After clicking on the Course Lookup tab choose the semester, Location and Level of study.

In the drop down menu choose Business and Science (137) for MBS courses. Choose the respective subjects for course offering in their department.

Courses will be listed this way:

<table>
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<tr>
<th>Sc (School)</th>
<th>Subj (Subject)</th>
<th>Crs/Index (Course Index #)</th>
<th>Sec (Section)</th>
<th>Title (Title of Course)</th>
<th>Cred/Instr (Credits)</th>
</tr>
</thead>
</table>

12. Choose the desired course and click register. Add the courses to your list.

13. A special permission number may be needed to register for some of the MBS courses and the other graduate courses. Each course needs its own special permission number. For Business or MBS (Business and
Science-137) courses, please contact our office to get a special permission number. Contact the respective departments for Special Permission Numbers for the courses in that department.

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/

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**Sakai & eCollege**

**Sakai**
(source: sakai.rutgers.edu)

Sakai is designed to help you set up your own online collaborative work environment. It is useful for communicating with your classes, receiving and grading assignments, and organizing discussions. Sakai also can be used to set up project groups for your research so that you can collaborate with colleagues both on and off-campus.

How you use the features of Sakai depends entirely on your needs. You can limit your use of Sakai to basic course functions, like posting syllabi or sending e-mail to your students. If you’re feeling more technologically adventurous, you can use the Wiki tool within Sakai to create a collaborative environment. You can create the Sakai that you want by choosing only the tools you need.

Please visit: http://oirt.rutgers.edu/sakai/helpdocs/orientation.html for a brief orientation on how to use the program.

**eCollege**
(source: eCollege.rutgers.edu)

eCollege is another tool used by professors and students for distance learning. Students can access their online materials for class as well as have threaded discussions, receiving grades, assignments amongst many other things.

The Professional Science Master’s Program is planning on using eCollege for online courses in the future. *Your eden/netID will be connected to your eCollege account. Please check your eden mail for updates.*

**Student Accounting**
(source: studentabc.rutgers.edu)

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.

**Veterans Information**
Special Permission Numbers
(source: http://mbs.rutgers.edu/academics/special-permission-numbers-request)

All Special Permission Number requests should be made by filling out the form only. **E-mail requests will not be processed.** You can submit requests for three courses at a time. Please include all the fields for the course i.e. **Course Number, Course Name and Index Number.** Please provide an email where you can be reached.

This form is to be used to request Special Permission Numbers for **16:137:xxx (Business and Science).** The PSM Office is only able to provide SP#s for 16:137.

**DO NOT CONTACT THE RUTGERS BUSINESS SCHOOL FACULTY OR STAFF FOR ANY SP#s.**

**All other special permission numbers must be requested from the respective department directly.** For example: If you need a number from Chemistry, contact the Chemistry department administrator, if you need one for Electrical and Computer Engineering, contact that department.

Internships
(source: http://mbs.rutgers.edu/internship)

**Internships:** An internship is a course undertaken outside the classroom in which students, under supervision, perform tasks, test theories and exercise skills learned in the classroom. Typically they are performed in a commercial setting, where a student trains under the guidance of a professional mentor. The internship gives the student the opportunity to integrate key learning’s while understanding how these impact the organizations mission and goals. It provides the practical experiences that can lead to enhanced results and an enhanced intern.

The Rutgers MBS Experience:

The MBS program is a hybrid master’s program. It combines the rigorous scientific focus of the traditional master’s with the essential business skills of an MBA. Students in the MBS degree program must demonstrate **relevant work experience** to be eligible for graduation. Part-time students who are working in a relevant industry automatically satisfy this requirement. For all others, students have the option of registering and completing an internship through the MBS program. The three relevant courses include: Professional **Internship -- 16:137:608 (Fall), 609 (Spring), 610 (Summer).**

Qualifying for an Internship

Students must have successfully completed two semesters of full-time graduate course work before the internship is to begin. **Students on academic probation are not eligible for an internship.** Applications for internships will be deferred until students are in good standing.
The job responsibilities of the internship will be reviewed by the Internship Coordinator. The internship should be educational in nature and should be consistent with the goals and educational mission of the professional master’s program. The internship must be a minimum of **130 hours** for the semester that the student has registered. The coordinator will evaluate the work involved and determine if it qualifies to be counted as graduate level course work. If it is determined that the work is acceptable and the student meets the other qualifications, the student's internship will be approved.

**Applying**

To apply for an internship, students will be required to fill out an internship form (click here for application) and register for one of the Professional Internship courses.

Before you begin with the internship course you must:

- Submit the internship application form to the PSM office.
- Submit a signed offer letter from your supervisor or HR
- CPT form (for international students only. Please find the form here: [http://www.mbs.rutgers.edu/sites/mbs.rutgers.edu/files/documents/CPT%20…](http://www.mbs.rutgers.edu/sites/mbs.rutgers.edu/files/documents/CPT%20…))
- Once this is approved, you will receive a special permission number to register for the course.

Register for one of the internship courses (608, 609 or 610)

Work out your hours and responsibility with your work supervisor.

- Read through the internship course requirements.
- For CPT/OPT related information contact the PSM Office (psminfo@dceo.rutgers.edu)

**Partnering with your Supervisor:**

The organization and it’s supervising leader have a vested interest in your success that the MBS program shares. Our unique focus is to engage your supervisor to ensure alignment and critical feedback is given that enhance performance and overall effectiveness of the intern. We have several built in supervisor requirements:

- Internship application is complete with description of internship and goals for both the intern and the internship
- Mid-course evaluation form to be completed and submitted
- Final course evaluation form to be completed and submitted
- Participation in final presentation by reviewing presentation materials and presentation. Optional and highly encouraged to be present at final presentation.
- Interaction with Rutgers Internship Facilitator. Exchange of information beginning with a welcome packet to ensure steady flow of communication without becoming a full time job.

**Internship Requirements**

In the duration of the course you must:

- Complete the mid and final surveys and the on-line report. These are available on Sakai.
- Participate in the internship online course. Check your emails regularly for information and updates for internship forums and discussions. Our intent is to learn from each other in the internship program.
- Present a power point presentation about your internship experience, your goals accomplished, the interactions you shared and how you added value to your role and the organization.
- Complete the minimum number of hours at your internship site
- Ensure that your supervisor has submitted the mid and final surveys
If you were to leave the internship and still wanted to receive credit and a grade for the Internship course then you must secure another internship where you can reach your required 130 hours. You must fulfill the course requirements at your new site.

Evaluation

An internship must have a strong educational component. In addition to participating in online discussions during the semester (through the course portal), at the end of the internship, students will submit a power point presentation and an on-line report detailing the internship experience. The supervisor will need to read and approve the power point presentation before it is submitted. The supervisor must also complete a mid and final evaluation of the student's work.

To successfully complete the Internship course, the following must be achieved:

- Work a minimum of 130 hours.
- Submit a mid and final survey as well as an on-line report (on the Sakai site).
- Participate in the online internship course (readings, discussions, essays).
- Present a power point presentation of the internship experience. Upload the presentation on the Sakai site.
- Submit a comprehensive portfolio of your internship experience, including examples of work performed and a current resume. These must be submitted through Sakai.
- A mid and final survey from your internship supervisor.

The Rutgers MBS Enhancements:

- The Rutgers MBS program offers many opportunities for an enriched program and the immediate application to internship success. These include: guest lecturers, industry seminars and engagements, on-line workshops, on-line directed forums and discussions as well as interactions with key Advisory Board members.

- The Alumni of the MBS programs are also key partners in our program. Their experiences shared at formal and informal networking events lead to critical skill enhancement and key relationship building opportunities for future career growth.
Academic Standards in the University

All graduate students have a responsibility to understand and to uphold the standards of the academic community. Without a commitment from all members of the community to work honestly and fairly, intellectual inquiry will suffer. A high standard of honesty and integrity is expected of you—as a student, as a researcher, and as a teacher.

Because academic integrity is such a basic element in the scholarly enterprise, it is useful to review the expectations of the institution and of your colleagues in relation to your academic work and your teaching responsibilities. It is the responsibility of every student to understand these standards thoroughly and to act in accordance with them.

This brochure outlines the expectations the university has for its graduate students. In addition, most disciplines have a code of conduct by which their members are expected to abide. Graduate students are expected to be aware of the University’s policy and of their discipline’s ethical code and act accordingly. Failure to comply with these codes is grounds for dismissal from a graduate program.

As a Student:

All work submitted in a graduate course must be your own.

It is unethical and a violation of the University’s Academic Integrity Policy to present the ideas or words of another without clearly and fully identifying the source. Inadequate citations will be construed as an attempt to misrepresent the cited material as your own. Use the citation style preferred by your discipline.

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.

As a Researcher:

Data must be accurate and complete. Appropriate credit should be given to all who contribute to a project.

The following actions would, in most cases, constitute a violation of the researcher’s ethical code

Falsify/fabricate data or results;

Selectively withhold data that contradicts your research;
Misuse the data of others;

Present data in a sloppy or deceptive manner;

Fail to maintain accurate laboratory notebooks;

Fail to credit authors appropriately. All contributors should be acknowledged;

Sabotage/appropriate the research of another;

Misuse research funds or university resources for personal use;

Develop inappropriate research/industry relationships for personal gain;

Fail to comply with federal and/or Rutgers guidelines for the treatment of human or animal subjects.

As a Teacher:

All teachers have a responsibility to their students to:

Have or acquire the knowledge to teach the assigned course and the teaching skills to facilitate learning;

Inform students of their expectations and requirements at the beginning of the semester;

Evaluate student performance in a fair and timely manner;

Treat all students fairly;

Avoid sexual relationships with students;

Insure that while their teaching may be informed by their personal beliefs, it should not be controlled by them;

Keep all information about students, confidential; inform others only on a need-to-know basis.

Plagiarism

Plagiarism is the representation of the words or ideas of another as one’s own in any academic work. To avoid plagiarism, every direct quotation must be identified by quotation marks, or by appropriate indentation, and must be cited properly according to the accepted format for the particular discipline. Acknowledgment is also required when material from any source is paraphrased or summarized in whole or in part in one’s own words. To acknowledge a paraphrase properly, one might state: to paraphrase Plato’s comment... and conclude with a footnote or appropriate citation to identify the exact reference. A footnote acknowledging only a directly quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material. Information that is common knowledge, such as names of leaders of prominent nations, basic scientific laws, etc. need not be cited; however, the sources of all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged. In addition to materials specifically cited in the text, other materials that contribute to one’s general understanding of the subject may be acknowledged in the bibliography.
Sometimes, plagiarism can be a subtle issue. Students should be encouraged to discuss any questions about what constitutes plagiarism with the faculty member teaching the course.

From the Rutgers-New Brunswick Interim Academic Integrity Policy for Undergraduate and Graduate Students

Academic Integrity Policy

The Academic Integrity Policy of the University recognizes four levels of violations; for graduate students, however, nearly all violations are considered level four violations, the most serious breaches of academic integrity. The sanction for level four violations of the Policy is “permanent expulsion from the university....Notation of ‘academic disciplinary separation’ will be placed on a student’s transcript and remain permanently” (Rutgers-New Brunswick Interim Academic Integrity Policy for Undergraduate and Graduate Students).

According to the Policy, the following actions constitute a level four violation:

Fabricating evidence, falsifying data, quoting directly or paraphrasing without acknowledging the source, and/or presenting the ideas of another as one’s own in a senior thesis, a master’s thesis, a doctoral dissertation, a scholarly article submitted for publication, or any other work represented as his or her own by a graduate or professional student.

From the Rutgers-New Brunswick

Interim Academic Integrity Policy for Undergraduate and Graduate Students

A copy of the full Interim Academic Integrity Policy for Undergraduate and Graduate Students may be found online at http://academicintegrity.rutgers.edu/integrity.shtml

Useful Reference Guides

If you are not wholly familiar with conventions of citation, purchase a reference guide that is standard for your discipline. Among the most widely used guides are:


If you have questions about academic integrity, get them answered before jeopardizing your career. Speak to your faculty adviser, your graduate program director, or one of the Deans of the Graduate School-New Brunswick (732-932-7747).

August 2008
The Graduate School-New Brunswick
Academic Integrity: Issues for Graduate Students
Colloquium in Science & Technology Management  
16:137:503(0) or 16:137:504(1)

Name: _____________________________________________________________
Degree: ___________________________________________________________
Concentration: _____________________________________________________
Admission Date: ____________________________________________________
Graduation Date: ___________________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture/Workshop/Event</th>
<th>PSM Event (y/n)</th>
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______________________________________ has completed this program’s requirements and has attended the minimum 12 Lectures/Workshops/Events for the satisfactory completion of the Colloquium requirement.

______________________________________
PSM Program Director/Associate Director