

*Welcome to*  
**American University's  
 Kogod School of Business**

**MBA PACKET**

# WELCOME TO THE Kogod School of Business



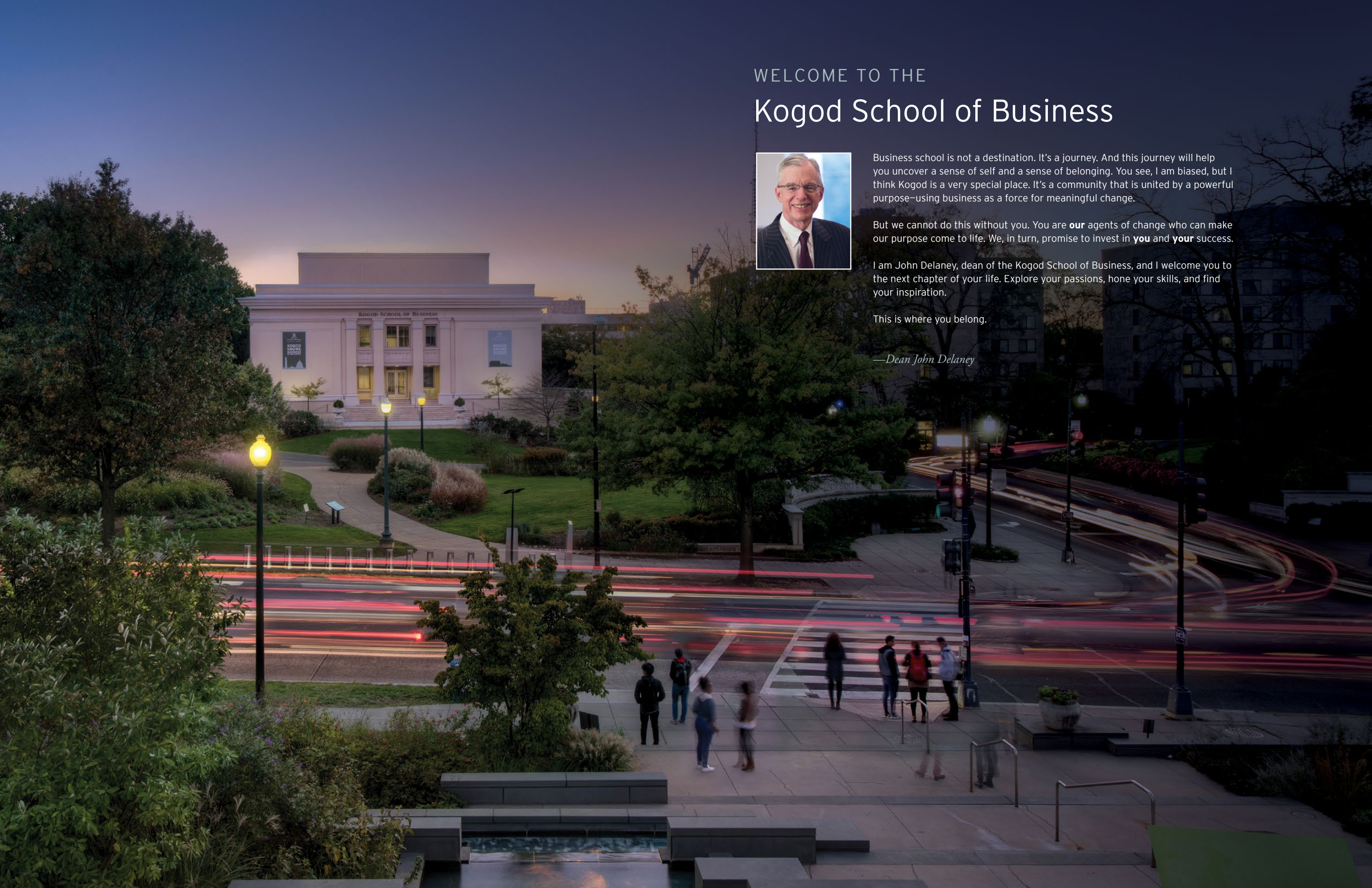
Business school is not a destination. It's a journey. And this journey will help you uncover a sense of self and a sense of belonging. You see, I am biased, but I think Kogod is a very special place. It's a community that is united by a powerful purpose—using business as a force for meaningful change.

But we cannot do this without you. You are **our** agents of change who can make our purpose come to life. We, in turn, promise to invest in **you** and **your** success.

I am John Delaney, dean of the Kogod School of Business, and I welcome you to the next chapter of your life. Explore your passions, hone your skills, and find your inspiration.

This is where you belong.

*—Dean John Delaney*



#### WHAT IS KOGOD'S PURPOSE?

At Kogod, we believe that business is a force for meaningful change.

#### WHAT IS KOGOD'S MISSION?

Our mission is to equip and empower the Kogod community to use business as a force for meaningful change.

#### HOW DOES KOGOD ACHIEVE ITS MISSION?

**We build the path from passion to success.**

We provide the knowledge, skills, and experiences to turn aspirations into outcomes.

**We are inspired by the pursuit of knowledge.**

We believe that seeking, creating, and disseminating knowledge is a lifelong endeavor.

**We are diverse and inclusive.**

Our differences in cultures, ideas, and beliefs deepen our understanding of the complex global environment.



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# Student Resources

The Kogod School of Business and American University offer a number of on-campus resources to help you both personally and professionally.



KOGOD SCHOOL OF BUSINESS

# Office of Career Engagement

202-885-1908

kogodcareers@american.edu

kogod.american.edu/career

At the Office of Career Engagement, we empower students and alumni to build fulfilling relationships and careers. We provide the guidance, skills, and networking opportunities to turn career aspirations into meaningful outcomes. Students receive an array of career management tools to not only help them explore and refine their individual career goals, but also build their professional brand post-Kogod.

We are committed to providing students with the support needed to realize their unique career visions, whether they need help crafting their résumés, transitioning to new jobs, executing job search strategies, preparing for interviews, or negotiating salaries. We also partner and create valuable relationships with employers to connect them with students and alumni who align with their professional needs. We help students, alumni, and employers make informed and intentional decisions.

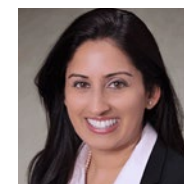
## OFFICE OF CAREER ENGAGEMENT SERVICES

### Job and internship search support

- Customized job postings database
- Resources for conducting local, national, and international searches
- On and off-campus recruiting
- On-campus and virtual job and internship fairs
- Partnership with all career centers campus-wide

### Professional skill-building

- Résumé and cover letter resources and review
- Behavioral, case, and technical interview preparation
- Mentoring connections
- Mock interview opportunities
- Alumni/student networking opportunities



**RAINA GANDHI**

*Assistant Dean of  
Career Services*

**MAKE AN APPOINTMENT**

[american.joinhandshake.com/  
appointments](https://american.joinhandshake.com/appointments)

Monday-Friday

*9 a.m.–5 p.m.*



KOGOD SCHOOL OF BUSINESS

## Center for Business Communications

202-885-1920

cbc@american.edu

kogod.american.edu/cbc

At the Center for Business Communications, we empower Kogod students to become confident, innovative, and strategic business communicators who will drive meaningful change.

In both our peer-tutoring and our teaching within Kogod's core curriculum, students learn one-on-one and in groups to communicate persuasively. They also practice providing thoughtful peer-to-peer advice, and working collaboratively to analyze and convey business solutions.

Inspired by our students' pursuit of knowledge, our center provides a space to pilot discovery and innovation. With our coaching, students can grow and refine their business knowledge into clearly communicated ideas that inspire change.

As experts in business writing, public speaking, and team presentations, our peer consultants and experienced staff provide coaching for students to:

- Master the art of writing case studies, executive summaries, emails, and business reports
- Speak with confidence and authority
- Improve PowerPoint slides with dynamic data visualization
- Plan and rehearse both individual and team presentations
- Revise writing to be clear, concise, and to credibly incorporate trusted business sources
- Speak persuasively when delivering elevator pitches and prepping Q&A skills

The Center for Business Communications also publishes our own in-house Kogod Style Guide for Business Writing, available at [kogod.biz/kogodstyleguide](http://kogod.biz/kogodstyleguide). While you'll receive a hard copy at orientation, this digital guide will preview expectations for the quality of your writing as an MBA and offers helpful guidance for the structure, grammar, wording, and research you'll need to know as effective business writers.




**CARON  
MARTINEZ**  
*Director of the  
Center for Business  
Communications*

### MAKE AN APPOINTMENT

[kogod.mywconline.com](http://kogod.mywconline.com)

Monday-Friday

*9 a.m.–6 p.m.*

 Mary Graydon Center,  
Suite 320



## KOGOD SCHOOL OF BUSINESS

# Student Involvement

202-885-1982

andrew@american.edu

kogod.american.edu/involvement

At the Kogod School of Business, we believe in extending education beyond the classroom to include experiential learning that will enhance our students' personal and professional development.

Kogod's student involvement programs help build students' paths from passion to success. Program offerings—which include community service days, dean luncheons, and peer-led organizations—expand upon students' ambitions outside of the classroom. Benefits include enhanced intellectual development, leadership ability, communication skills, and professional self-confidence.

### STUDENT INVOLVEMENT PROGRAMS

- Annual case competition
- Making a Difference Is Our Business community service program
- Dish with the Dean series
- Student-run clubs and organizations
- Educational Enhancement Fund




**ANDREW  
TOCZYDLOWSKI**

*Director of Student  
Development and  
Services*

### MAKE AN APPOINTMENT

[ksbinvolvement.youcanbook.me](https://ksbinvolvement.youcanbook.me)

 Kogod School of Business,  
Room T1A





KOGOD SCHOOL OF BUSINESS

## Global Learning Programs

202-885-1940

ksbabroad@american.edu

kogod.american.edu/global

At Kogod, we believe that all business is global and that the best way to prepare to compete in a global marketplace is to experience it firsthand. Kogod's global learning programs offer MBA students the opportunity to participate in global consulting projects.

### PROGRAMS FOR GRADUATE STUDENTS

#### FTMBA Global Consulting

FTMBA students spend the second semester of their first year in the class Global Consulting. Students are arranged into teams and assigned to live consulting projects which they work on throughout the semester. At the end of the semester, the entire cohort will travel abroad for two weeks to meet with their corporate clients, finish their research, and present their findings. Projects include development of US market entry strategies, exploration of opportunities to enter other foreign markets, development of comprehensive marketing strategies, and research on new or potential new products.

#### Elective short-term faculty-led courses

These courses combine on-campus study with travel for one week abroad with a faculty member. Students visit a range of companies and organizations allowing them to build upon their on-campus learning as well as develop their research topic. Students have visited startups, large national and multinational companies, farms, eco lodges, auto manufacturers, banks and financial firms, non-profits, and a range of other businesses.




**JOLIE ROETTER**

*Director of Global Learning Programs*

**MAKE AN APPOINTMENT**

[ksbabroad.youcanbook.me](https://ksbabroad.youcanbook.me)

 Kogod School of Business,  
Room 107



KOGOD SCHOOL OF BUSINESS

# International Student Development

+1-202-885-1113

pattillo@american.edu

kogod.american.edu/internationalstudents

Kogod recognizes international students' needs and concerns. We build their paths from passion to success—from academic adjustments to cultural transitions.

Our international student development team provides programs and services designed specifically for international students.

## INTERNATIONAL STUDENT DEVELOPMENT SERVICES

- Helping students improve their academic English language skills, including grammar, pronunciation, and conversational strategies
- Building confidence in group participation and time management skills
- Relationship building with classmates and faculty
- Detailed reviews of US academic and cultural norms
- International student events



**SHARI PATTILLO**

*Associate Director  
of International  
Student Development*

**MAKE AN APPOINTMENT**

[pattillo.youcanbook.me](https://pattillo.youcanbook.me)



Kogod School of Business,  
Room T1



AMERICAN UNIVERSITY

# Off-Campus Housing Services

📞 202-885-3370

✉️ [housing@american.edu](mailto:housing@american.edu)

📍 [american.edu/ocl/housing](https://american.edu/ocl/housing)

Because on-campus housing is only guaranteed for first- and second-year undergraduate students who meet all deadlines, many American University students, including graduate and Washington College of Law students, live off campus in the DC area.

A video guide about finding housing and living in Washington, DC, is available from the Office of Off-Campus Housing Services at [american.edu/ocl/housing/off-campus-services.cfm](https://american.edu/ocl/housing/off-campus-services.cfm).

This video provides you with important information to help with your off-campus housing search. Topics covered include where AU students live, how to be a good neighbor, the AU Off-Campus Housing search platform, and a review of useful resources and considerations.

An off-campus housing and roommate search is available for AU students at [american.edu/ocl/housing/use-off-campus-posts.cfm](https://american.edu/ocl/housing/use-off-campus-posts.cfm).

## HOURS

Monday-Friday  
*9 a.m.–5 p.m.*

📍 Anderson Hall,  
First floor

## OFF-CAMPUS HOUSING POSTINGS

[american.edu/ocl/housing/  
use-off-campus-posts.cfm](https://american.edu/ocl/housing/use-off-campus-posts.cfm)



# Helpful Contacts

## KOGOD GRADUATE PROGRAMS

- 📍 Kogod School of Business, first floor
- 📞 202-885-1900
- ✉️ kogodgradprograms@american.edu

### When you should contact Graduate Programs

You have a question about what needs to be completed over the summer, you have questions about your courses, you need information about orientation, you are unsure who to contact on campus, or you have interest in another program.



### RENE THOMAS

*Director of Graduate Studies  
(Academic Advising, MBA & MS programs)*

- 📍 Kogod School of Business, room 111
- 📞 202-885-1911
- ✉️ ksbgradadvising@american.edu

### When you should contact Rene

You have a question about the courses that are required for your degree, you want to do long-range course planning, you have a problem or concern that affects your classes, you are struggling in a course academically, or you are not sure where to go for help and need to be connected to campus resources.



### MICHELLE PARK

*Associate Director for Programs & Learning*

- 📍 Kogod School of Business, room 109
- 📞 202-885-1953
- ✉️ mlpark@american.edu

### When you should contact Michelle

You have a question about orientation or other activities before the program begins.

## FINANCIAL AID

- 📍 Asbury Building, room 200
- 📞 202-885-6500
- ✉️ facounselor@american.edu

### When you should contact Financial Aid

You are planning on changing your current enrollment, you want to submit a cost of attendance appeal, or you receive a request from Financial Aid.



### KECIA HANSARD

*Associate Director, Career and Professional Development*

- 📍 Kogod School of Business, Office of Career Engagement
- 📞 202-885-1383
- ✉️ khansard@american.edu

### When you should contact Kecia

You are working on your career action plan, including job/internship strategy, interviewing preparation, résumé and cover letter insights, and exploring opportunities.

# Websites To Know

## myAU Portal

[myau.american.edu](https://myau.american.edu)

The myAU Portal provides the American University community with an entryway to a variety of information, tools, and resources, such as registration and scheduling, finances, campus services, and software.

To sign in to the myAU Portal, you will need your AU identification (AU ID)—the first part of your student email address before the “@” symbol—and the password you use to log in to your student email account. Visit [myau.american.edu](https://myau.american.edu) and enter your AU ID into the username field, followed by your password. See p. 31 for instructions on creating your AU user name and email account.

If you need help, visit the AU Office of Information Technology (OIT) website at [americanuniversity.service-now.com/sp](https://americanuniversity.service-now.com/sp). If you cannot find what you are looking for, contact the Office of Information Technology help desk at 202-885-2550 or [helpdesk@american.edu](mailto:helpdesk@american.edu).

## Blackboard

[blackboard.american.edu](https://blackboard.american.edu)

Blackboard is a web-based course management system used at American University and will house all of the courses you are enrolled in. Most professors use Blackboard in their classes.

Blackboard can be accessed through the myAU Portal by clicking on “Academics” in the left side menu, then on “Blackboard.” You can also access Blackboard directly at [blackboard.american.edu](https://blackboard.american.edu). Enter your username and password, which is the same information as your AU email account. More information about Blackboard is on p. 32.

If you need help with a password, contact the Office of Information Technology help desk at (202) 885-2550 or [helpdesk@american.edu](mailto:helpdesk@american.edu). You can also reset your password through the myAU Portal by clicking on “Technology” in the left side menu, then the “Change/Reset My Password” option.

## Lynda.com

*Access via [myau.american.edu](https://myau.american.edu)*

[Lynda.com](https://lynda.com) offers online courses and tutorials on a variety of topics. As an American University student, you can access the site for free by going to [myau.american.edu](https://myau.american.edu), clicking on “Technology” in the left side menu, then on “Lynda Web-Based Training.” You will need to complete some of these courses before arriving in the fall.

## Handshake

[american.joinhandshake.com](https://american.joinhandshake.com)

Handshake is the Office of Career Engagement’s jobs and internships portal. Using Handshake, you can search for opportunities, schedule appointments with the Office of Career Engagement, and access additional resources. You will receive a welcome email and account access at the end of July.

## VMock

[vmock.com/kogod](https://vmock.com/kogod)

VMock is an online résumé preparation tool used by the Office of Career Engagement. To log into VMock, visit [vmock.com/kogod](https://vmock.com/kogod) and register using your @american.edu email address (without “student”). Students are pre-approved to use this system, so contact [kogodcareers@american.edu](mailto:kogodcareers@american.edu) if you have any difficulty accessing your account. See p. 31 for instructions on creating your AU user name and email account.

# Other Useful Links

## Academics

**EAGLE SERVICE** | [myau.american.edu](https://myau.american.edu)

Eagle Service is a web-based self-service solution for students to plan and register for classes, as well as pay and view their student account bill. To access Eagle Service, go to [myau.american.edu](https://myau.american.edu), click on “Academics” in the left side menu, then “Eagle Service.” Two important portals—Student Planning and Student Finance—are housed under the Eagle Service umbrella.

Student Planning is the registration system students use to plan, register, add/drop, and waitlist. It combines the degree audit information with the upcoming schedule of classes and allows students to easily plan and register for classes.

Please note: As an MBA student, you will be registered by your advisor for your classes in the first year of the MBA program. In the second year, you will use Student Planning to register for your electives.

Student Finance is where you can view and pay your bill. It provides a detailed accounting of student finances—for current and prior terms—with a breakdown of:

- *Charges:* tuition, housing, meal plan, mandatory fees, and other charges
- *Payments:* payments received are broken down into student, financial aid, sponsor, and deposit payments
- *Refunds:* refunds processed for credit balances

**THE KOGOD SCHOOL OF BUSINESS** | [kogod.american.edu](https://kogod.american.edu)

The Kogod School of Business homepage is the gateway to information about degrees and programs, admissions, career development, and more. There are numerous resources to explore, like the Office of Career Engagement and the Center for Business Communications. Visit the homepage to discover upcoming events and stay updated with Kogod news.

**FULL-TIME MBA PROGRAM** | [kogod.american.edu/mba](https://kogod.american.edu/mba)

The full-time MBA program (FTMBA) site offers information about the program, as well as a link to the degree requirements.

**OFFICE OF THE REGISTRAR** | [american.edu/provost/registrar/](https://american.edu/provost/registrar/)

The Office of the Registrar provides multiple services to the AU community, including information about course registration and add/drop, student forms for special registration cases, and information on ordering an official transcript.

## SCHEDULE OF CLASSES | [american.edu/provost/registrar/schedule/](https://american.edu/provost/registrar/schedule/)

The schedule of classes page allows you to search the AU catalog of courses by term, subject, day of week, and academic level.

## Campus Life

### CHILD DEVELOPMENT CENTER | [american.edu/hr/cdc/index.cfm](https://american.edu/hr/cdc/index.cfm)

The Child Development Center provides high-quality child care to primary family caregivers within the AU community while they pursue a university education or career. Children aged 2 1/2 to 6 years are eligible. The center is open Monday-Friday from 8 a.m.-6 p.m.

### INTERNATIONAL STUDENT & SCHOLAR SERVICES (ISSS) | [american.edu/ocll/iss/](https://american.edu/ocll/iss/)

The Office of International Student & Scholar Services (ISSS) supports international students. Incoming students are given access to resources like obtaining immigration documents, a pre-arrival guide, and orientation information. Current students continue to receive support through resources such as access to immigration law advisors, ISSS activities, and pre-graduation training options.

### AU CENTRAL | [american.edu/aucentral/](https://american.edu/aucentral/)

AU Central is a one-stop student service center that provides front line services related to student accounts, registration, and Veterans Service. Find the answers to your questions through the online "Just Ask" feature or contact their team of cross-trained student service counselors via phone or email.

### STUDENT HEALTH CENTER | [american.edu/ocll/healthcenter/](https://american.edu/ocll/healthcenter/)

The Student Health Center offers services such as medical appointments, medical emergency and after-hours care, and health education programs. Schedule an appointment online through the myAU Portal or via phone.

### STUDENT HEALTH INSURANCE | [american.edu/ocll/healthcenter/About-Student-Health-Insurance-Plan.cfm](https://american.edu/ocll/healthcenter/About-Student-Health-Insurance-Plan.cfm)

American University requires all full-time students, all students who live in AU housing, and all international students with F-1 and J-1 visas to carry personal health insurance. All students meeting those requirements are enrolled in the AU student health insurance plan but have the option to waive out if covered under a comparable health plan. Visit the website to learn more about AU's health insurance benefits and find out what plan is best for you.

## Transportation

### PARKING AND COMMUTER SERVICES | [american.edu/finance/transportation/parking.cfm](https://american.edu/finance/transportation/parking.cfm)

The Office of Parking and Commuter Services is committed to providing the AU community with sustainable transportation options. Visit the website to learn more about parking enforcement and parking permits for faculty, staff, and students, as well as to access the parking portal to view your permits, citations, and vehicles.

## WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY (WMATA) | [wmata.com](https://wmata.com)

WMATA operates bus and subway services in DC, Maryland, and Virginia. You can plan trips, check on the arrival of trains and buses, and download system maps on [wmata.com](https://wmata.com).

### AMTRAK | [amtrak.com](https://amtrak.com)

Amtrak provides passenger rail service to cities across the United States and Canada. Along with regular service, high-speed trains are available to Baltimore, Philadelphia, New York, New Haven, and Boston. An Amtrak train station is located at Union Station in downtown Washington, DC.

### MARC TRAIN | [mta.maryland.gov/marc-train-and-commuter-bus-tickets](https://mta.maryland.gov/marc-train-and-commuter-bus-tickets)

The Maryland Transit Administration provides the Maryland Area Regional Commuter (MARC) Train as a commuting service between Baltimore and DC at a cheaper price than Amtrak. Visit the website for schedules and ticket information.

### CAPITAL BIKESHARE | [capitalbikeshare.com](https://capitalbikeshare.com)

Capital Bikeshare is metropolitan DC's bikeshare service, with 4,300 bikes and over 500 stations across six jurisdictions: Washington, DC; Arlington, VA; Alexandria, VA; Montgomery County, MD; Prince George's County, MD; and Fairfax County, VA.

### CAR2GO | [car2go.com](https://car2go.com)

Car2Go is a membership-based car sharing service in DC and Northern Virginia. Cars are available to rent by the minute or other defined lengths of time via a mobile app. Learn more at [washingtondc.car2go.com](https://washingtondc.car2go.com).

### FREE2MOVE | [us.free2move.com](https://us.free2move.com)

Free2Move is a membership-based car sharing service in DC. Cars are available to rent by the minute or other defined lengths of time via a mobile app. Learn more at [us.free2move.com](https://us.free2move.com).

### MAVEN | [american.edu/finance/transportation/Maven.cfm](https://american.edu/finance/transportation/Maven.cfm)

Maven is a car sharing service available to American University community members with a free annual membership. Prices are based on what type of car you reserve and the length of your rental period. Cars are available in multiple locations on campus. Visit [american.edu/finance/transportation/Maven.cfm](https://american.edu/finance/transportation/Maven.cfm) for more information.

### ZIPCAR | [zipcar.com](https://zipcar.com)

Zipcar is a membership-based car sharing service. Cars are available at many Metro stops, airports, and other high traffic areas in DC. AU students can get a discount on ZipCar memberships by visiting [zipcar.com/universities/american-university](https://zipcar.com/universities/american-university).



# Before You Arrive

So you can hit the ground running on your first day at Kogod, we've prepared a list of to-do items you should complete before you arrive on campus. These items will help prepare you for career advancement, classes, and settling in to student life.

# Class Registration

During your first academic year in the full-time MBA, your academic advisor will register you for all of your courses. The first year of your MBA is cohort-based and lockstep, and your schedule will consist of core courses that are set in advance.

You will be in one class during the first two weeks of the fall 2019 semester:

- **KSB-609: Business at the Intersection of Private and Public (3)**

*8:30 a.m.–5 p.m. | August 26–September 6*

This hallmark course meets all day during the first two weeks of the semester. During this time, it will be the only class you are taking. The times listed on the schedule are only those times during which you will be in the classroom. However, there are many non-classroom obligations (e.g. site visits, meetings), and you will need to be available from 8:30 a.m.–5 p.m. during this time to fulfill your academic obligations.

On the third week, you will begin the remainder of your fall semester courses:

- **ACCT-607: Financial Accounting (3)**

*Monday | 8–11 a.m.*

- **MGMT-609: Management of Organizations and Human Capital (3)**

*Wednesday | 8–11 a.m.*

- **KSB-653: Business Leadership Skills (.5)**

*Wednesday | 11:20 a.m.–2:10 p.m.*

- **ITEC-610: Applied Managerial Statistics (3)**

*Thursday | 8–11 a.m.*

In your second year, your academic advisor will register you for your remaining required courses, and you will be able to register yourself for electives of your choosing.

# What to Do Immediately

## □ Create your user name and email account | [myau.american.edu](http://myau.american.edu) | *Complete immediately*

Every American University student receives a unique username that provides access to AU's various on-line resources. As a new student, you will need to follow these steps to create your username:

1. Open a web browser and go to [myau.american.edu](http://myau.american.edu).
2. Click the "create your account" link.
3. Click the "I am a student" link.
4. Select "create student account."
5. Enter the following personal information when prompted:
  - your seven-digit American University identification number (AU ID), which can be found on any official document from the university
  - your name
  - one of the following:
    - the last four digits of your social security number
    - date of birth in the format of MM/DD/YYYY
    - last four digits of your home telephone number
6. You will be asked to agree to AU's technology policies.
7. Enter your choice of an initial password, which you will be required to change every 365 days.
8. You will also be encouraged to choose a secret question and answer for verification purposes, if you ever forget your password.
9. The system will take a moment to create your user name. At this point, the portal will display your user name and your AU-sponsored Gmail account email address. Please record this information for future reference.
10. Next, you should go to the AU Gmail website at [mail.student.american.edu](http://mail.student.american.edu) to log into your email account to make sure you can access it. The password will be the one you selected for your myAU account.

Your email address will be `username@student.american.edu`. All university correspondence will be sent to your AU email address, so be sure to regularly monitor it or forward it to another account to ensure that you receive important information from your professors, advisor, the registrar, and other university offices. Some websites, like VMock, require that you log in without "student" in your email address, so be sure to closely follow directions when logging into university-provided services.

You can access your email in a variety of ways:

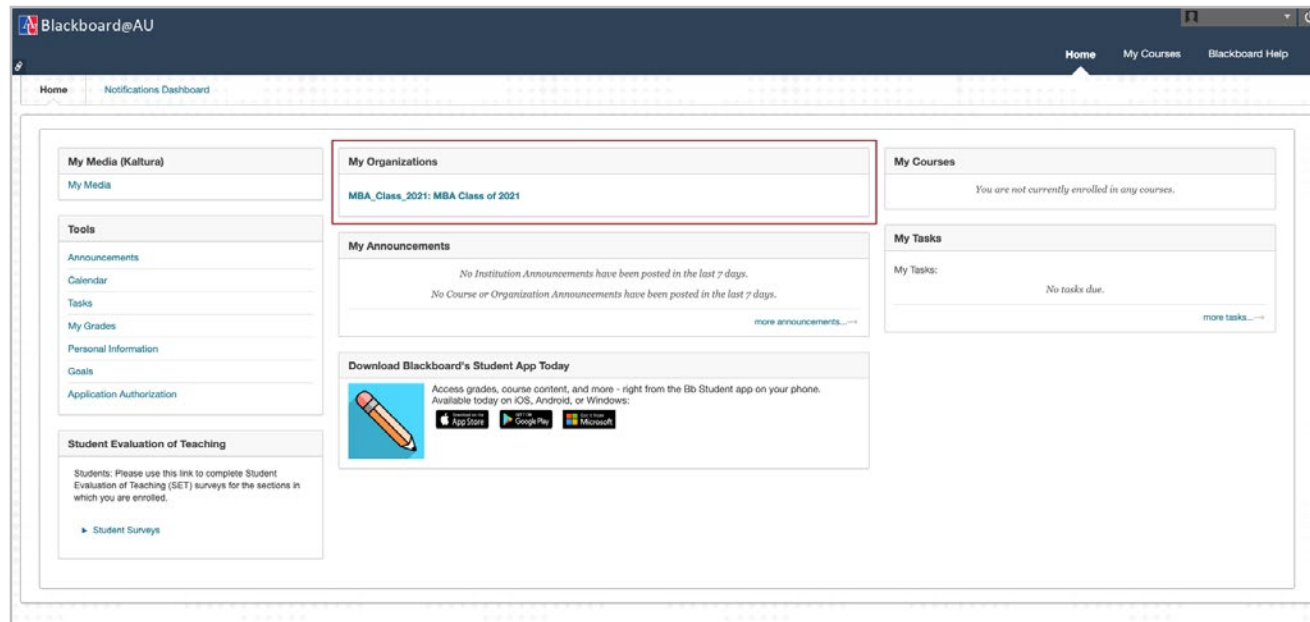
- Through the web at [gmail.com](http://gmail.com). Your username should be in the format `AUID@student.american.edu` when logging in.
- Through a mobile device. Instructions are available at [kogod.biz/emailhelpmobile](http://kogod.biz/emailhelpmobile).
- Using an IMAP client, such as Mac Mail or Outlook. Instructions are available at [kogod.biz/emailhelpimap](http://kogod.biz/emailhelpimap).

## □ Log in to Blackboard | [blackboard.american.edu](http://blackboard.american.edu) | *Complete immediately*

Blackboard currently houses documents you'll need to complete the career, student life, and coursework preparation in the next section. Log in to [blackboard.american.edu](http://blackboard.american.edu) using your AU email address and password, then take a few minutes to familiarize yourself with the interface.



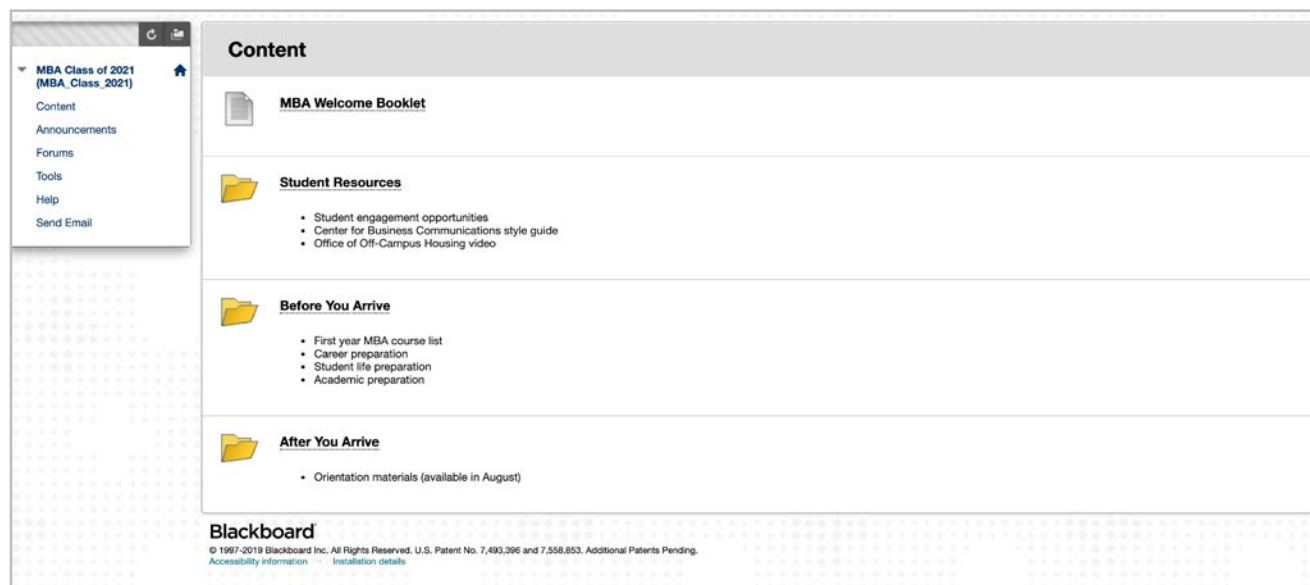
When you log into Blackboard, you should see “MBA\_Class\_2021: MBA Class of 2021” in the “My Organizations” section. Click on this link.



You will automatically be taken to the “Content” folder. The materials in the folder are organized like the information in this booklet. Student engagement opportunities, a style guide from the Center for Business Communications, and a helpful video from the Office of Off-Campus Housing are included in the “Student Resources” folder.

Several checklist items on the next page of this booklet include links to resources on Blackboard. These resources are available in the “Before You Arrive” folder.

Lastly, links to orientation materials will be available later in the summer in the “After You Arrive” folder.



# What to Do This Summer

## Career Preparation *with the Office of Career Engagement*

- Complete the MBA career survey | [kogod.biz/2Hkd7KA](http://kogod.biz/2Hkd7KA) | *Complete by June 28*  
The MBA career survey at [kogod.biz/2Hkd7KA](http://kogod.biz/2Hkd7KA) will help the Office of Career Engagement better understand your career goals and background.
- Create an MBA-level résumé | [vmock.com/kogod](http://vmock.com/kogod) | *Complete by June 28*  
Use the instructions and templates provided in the MBA Class of 2021 folder on Blackboard in Content > Before You Arrive > Career Preparation > MBA résumé materials to create your résumé on VMock at [vmock.com/kogod](http://vmock.com/kogod). You can upload your résumé up to 10 times per year, so make sure your résumé fits the template before using your first upload. Earn a score of at least 65 with 30/30 on the presentation benchmark. Contact [kogodcareers@american.edu](mailto:kogodcareers@american.edu) if you have any difficulty accessing your account.
- Complete the CareerLeader assessment | [blackboard.american.edu](http://blackboard.american.edu) | *Complete by June 28*  
After uploading your résumé, complete the CareerLeader assessment using the instructions available in the MBA Class of 2021 folder on Blackboard in Content > Before You Arrive > Career Preparation > CareerLeader assessment. Submit the completed worksheet through Blackboard using the “CareerLeader report and reflection” link underneath the assessment instructions.
- Complete the CliftonStrengths assessment | [blackboard.american.edu](http://blackboard.american.edu) | *Complete by June 28*  
Email Andrea Carpenter, director of career and professional development at the Office of Career Engagement, at [acarpent@american.edu](mailto:acarpent@american.edu) for an access code.
- Review the list of upcoming MBA career conferences | [blackboard.american.edu](http://blackboard.american.edu) | *Complete by June 28*  
A list of career conferences is available on Blackboard in the MBA Class of 2021 folder on Blackboard in Content > Before You Arrive > Career Preparation > MBA career conferences. Review this content and apply to attend one through the Educational Enhancement Fund.
- Meet with your MBA advisor in person or online | *Complete by June 28*  
To schedule a meeting with your MBA advisor, Kecia Hansard, call the Office of Career Engagement at (202) 885-1908. You can meet with her in person, on the phone, or on Skype. In your meeting, Kecia will review your background, career goals, and résumé, so be sure to complete the five previous items before your meeting.

## Student Life Preparation

- Submit a photo for your AU One Card (student ID) | [american.edu/ocl/OneCardDining](http://american.edu/ocl/OneCardDining) | *Complete by July 31*  
Your AU One Card is a physical card that provides access to buildings and services on campus. Visit the AU One Card website at [american.edu/ocl/OneCardDining](http://american.edu/ocl/OneCardDining) for photo requirements, submission instructions, and card features.  
  
You will pick up your card when you arrive on campus in Mary Graydon Center, room 123, during the week of August 12-16. When you pick up your card, you must present one of the following forms of photo identification: a valid driver’s license, a valid passport, or a valid government-issued photo identification.

Although you can have your picture taken when you arrive on campus, you may need to wait in a long line, as the beginning of the fall semester is a busy time of year for the One Card office. You should anticipate a minimum of 4-5 days to process your photo submission and more than five days during peak operation periods.

- Complete the AU online orientation** | [american.edu/ocl/orientation/onlineorientation.cfm](http://american.edu/ocl/orientation/onlineorientation.cfm) | *Complete by July 31*

Online orientation for American University is available at [american.edu/ocl/orientation/onlineorientation.cfm](http://american.edu/ocl/orientation/onlineorientation.cfm).

- Submit your biography** | [blackboard.american.edu](http://blackboard.american.edu) | *Complete by July 31*

Your biography will be combined with your classmates' to create a student biography booklet to help faculty, your cohort, and second-year MBAs get to know you. It will be used for no other purpose without your permission. Instructions for creating and submitting your biography are available in the MBA Class of 2021 folder on Blackboard in Content > Before You Arrive > Student Life Preparation > Class of 2021 Profile Questionnaire.

## Academic Preparation

- Business readings** | *Throughout the summer*

- Choose at least two books to read from the pre-program book list on p. 36.
- Read the *Wall Street Journal*, the *Financial Times*, *The Economist*, *Forbes*, *Fortune*, and *Business Week*. These publications will help you stay current on business topics/events/debates that will be discussed in class.

- Purchase a laptop (if you don't already own one)** | *Complete by August 16*

You will need a personal laptop for use in a number of Kogod classes. Additionally, Kogod courses require that students use Office 365 Pro Plus for all quantitative assignments; this software operates **only** in a Microsoft Windows environment. Although Kogod strongly recommends Windows laptops, Apple laptops are acceptable when partitioned and configured to run Windows on the second partition. For more information on Kogod specifications, please visit [kogod.american.edu/research/labs/laptop.cfm](http://kogod.american.edu/research/labs/laptop.cfm).

You may purchase your laptop through the AU Campus Store at [bkstr.com/americanstore](http://bkstr.com/americanstore). American University has negotiated discounts for AU students for personal purchases of computing hardware and software. For more information on AU discounts, go to the myAU Portal, click on "Technology" in the left side menu, and click on the links for "Computers: Affiliated Vendors: Dell" or "Computers: Affiliated Vendors: Apple." In most cases, you will be offered a 10% discount on your purchase with a three-year warranty plan.

- Economics review** | [blackboard.american.edu](http://blackboard.american.edu) | *Complete by August 16*

Review and become familiar with this included list of economic terms. Links to suggested tutorials are available in the MBA Class of 2021 folder on Blackboard in Content > Before You Arrive > Academic Preparation > Economics Review folder. You are welcome to use your own resources to review the terms.

### Microeconomics

- Elasticity: price, income, and cross elasticity
- Economies and diseconomies of scale
- Market structure: pure competition, monopolistic competition, oligopoly, monopoly
- Supply and demand
- Demand curve and supply curve (short term and long term)
- Marginal cost and marginal revenue
- Barriers to entry
- Fixed costs
- Variable costs
- Break even analysis
- Profits calculations
- Market share

### Macroeconomics

- Gross national product and gross domestic product
- Aggregate supply curve and aggregate demand curve
- Business cycles
- Inflation, hyperinflation, disinflation, deflation, and stagflation
- Consumer price index
- Monetary policy and fiscal policy—contractionary and expansionary
- Budget surplus and budget deficit
- Trade surplus and trade deficit

- Excel review** | [Lynda.com](http://Lynda.com) | *Complete by August 16*

Learn or review how to use excel equations such as SUM and PV by using the [Lynda.com](http://Lynda.com) tutorial available in the MBA Class of 2021 folder on Blackboard in Content > Before You Arrive > Academic Preparation > Excel 2019 Essential Training.

- Accounting review** | [Lynda.com](http://Lynda.com) | *Complete by August 16*

View the introduction and overview from Lynda.com available in the MBA Class of 2021 folder on Blackboard in Content > Before You Arrive > Academic Preparation > Financial Accounting Part 1,

*or*

take a deeper dive into accounting topics at [navigatingaccounting.com](http://navigatingaccounting.com) using the link provided in the MBA Class of 2021 folder on Blackboard in Content > Before You Arrive > Academic Preparation > Financial Accounting - NavigatingAccounting.com.

- Math review** | [blackboard.american.edu](http://blackboard.american.edu) | *Complete by August 16*

Review algebra, equations, functions, linear equations, proportions, and percentages in preparation for your MBA courses. Materials are available in the MBA Class of 2021 folder on Blackboard in Content > Before You Arrive > Academic Preparation > Math Concepts Module.

- Fall courses** | [blackboard.american.edu](http://blackboard.american.edu) | *Begin checking August 1*

In early August, materials for the courses you're taking in the fall will start to become available on Blackboard under "My Courses" on the right side of the home screen.

- Complete writing assignment from the Center for Business Communications** | *Complete by August 16*

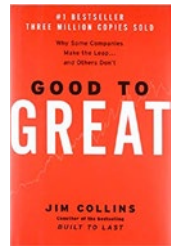
An assignment from the Center for Business Communications will be sent to you via email. This assignment will help the center get to know you as well as understand your past experiences in the area of business communications.

- Complete the pre-work for the team case competition** | *Complete by August 16*

In early August, the Office of Graduate Programs will send you an email with a link to the Harvard Online Case Analysis Tutorial. Complete the tutorial in preparation for a case-based team activity that will take place during orientation.

## Pre-Program Book Reading

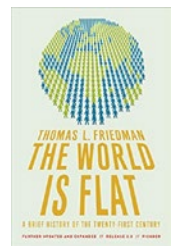
This list of suggested books can provide some insight into contemporary business topics. Choose two or more to read over the summer.



### Good to Great: Why Some Companies Make the Leap...and Others Don't

By Jim Collins

Five years ago, Jim Collins asked the question, “Can a good company become a great company, and if so, how?” In *Good to Great*, Collins, the author of *Built to Last*, concludes that it is possible, but finds there are no silver bullets. Collins and his team of researchers began their quest by sorting through a list of 1,435 companies, looking for those that made substantial improvements in their performance over time. They finally settled on 11—including Fannie Mae, Gillette, Walgreens, and Wells Fargo—and discovered common traits that challenged many of the conventional notions of corporate success. Making the transition from good to great doesn't require a high-profile CEO, the latest technology, innovative change management, or even a fine-tuned business strategy.



### The World Is Flat: A Brief History of the Twenty-first Century

By Thomas L. Friedman

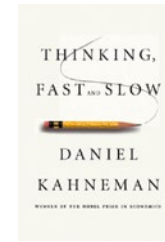
In this brilliant number one bestseller, “the most important columnist in America today” (Walter Russell Mead, *The New York Times*) demystifies the brave new world for readers, allowing them to make sense of the often bewildering global scene unfolding before their eyes. With his inimitable ability to translate complex foreign policy and economic issues, Thomas L. Friedman explains how the flattening of the world happened at the dawn of the twenty-first century; what it means to countries, companies, communities, and individuals; and how governments and societies can, and must, adapt. *The World Is Flat* is the timely and essential update on globalization, its successes and discontents, powerfully illuminated by one of our most respected journalists.



### Lean in: Women, Work and the Will to Lead

By Sheryl Sandberg

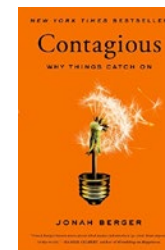
Thirty years after women became 50 percent of the college graduates in the United States, men still hold the vast majority of leadership positions in government and industry. This means that women's voices are still not heard equally in the decisions that most affect our lives. In *Lean In*, Sheryl Sandberg examines why women's progress in achieving leadership roles has stalled, explains the root causes, and offers compelling, commonsense solutions that can empower women to achieve their full potential. Sandberg is the chief operating officer of Facebook and is ranked on Fortune's list of the 50 Most Powerful Women in Business and as one of Time's 100 Most Influential People in the World. In 2010, she gave an electrifying TEDTalk in which she described how women unintentionally hold themselves back in their careers.



### Thinking, Fast and Slow

By Daniel Kahneman

In the international bestseller, *Thinking, Fast and Slow*, Daniel Kahneman, the renowned psychologist and winner of the Nobel Prize in Economics, takes us on a groundbreaking tour of the mind and explains the two systems that drive the way we think. System one is fast, intuitive, and emotional; System two is slower, more deliberative, and more logical. The impact of overconfidence on corporate strategies, the difficulties of predicting what will make us happy in the future, the profound effect of cognitive biases on everything from playing the stock market to planning our next vacation—each of these can be understood only by knowing how the two systems shape our judgments and decisions.

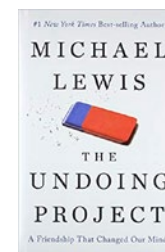


### Contagious: Why Things Catch On

By Jonah Berger

Word of mouth is 10 times as effective as traditional advertising, but why do people talk about and share certain things rather than others? Why do some products catch on, some ideas diffuse, and some online content go viral?

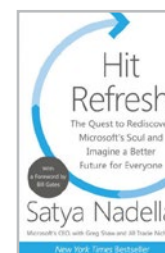
Wharton professor Jonah Berger has spent the last decade answering these questions. In *Contagious*, Berger reveals the secret science behind word-of-mouth and social transmission. Discover how six basic principles drive all sorts of things to become contagious, from consumer products and policy initiatives to services and ideas within organizations.



### The Undoing Project: A Friendship that Changed Our Minds

By Michael Lewis

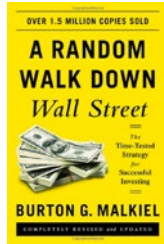
Forty years ago, Israeli psychologists Daniel Kahneman and Amos Tversky wrote a series of breathtakingly original papers that invented the field of behavioral economics. One of the greatest partnerships in the history of science, Kahneman and Tversky's extraordinary friendship incited a revolution in big data studies, advanced evidence-based medicine, led to a new approach to government regulation, and made much of Michael Lewis's own work possible. In *The Undoing Project*, Lewis shows how their Nobel Prize-winning theory of the mind altered our perception of reality.



### Hit Refresh: The Quest to Rediscover Microsoft's Soul and Imagine a Better Future for Everyone

By Satya Nadella

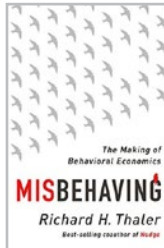
Microsoft's CEO tells the inside story of the company's continuing transformation, tracing his own personal journey from a childhood in India to leading some of the most significant technological changes in the digital era. As much a humanist as engineer and executive, Nadella concludes with his vision for the coming wave of intelligent technologies and a distinct call to action for leaders everywhere. *Hit Refresh* is about individual change, about the transformation happening inside of Microsoft and the technology that will soon impact all of our lives—the arrival of the most exciting and disruptive wave of technology humankind has experienced: artificial intelligence, mixed reality, and quantum computing. It's about how people, organizations, and societies can and must “hit refresh” in their persistent quest for new energy, new ideas, and continued relevance and renewal.



## A Random Walk Down Wall Street: The Time-tested Strategy for Successful Investing

By *Burton G. Malkiel*

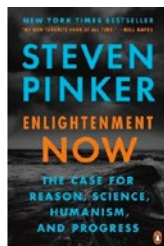
In today's daunting investment landscape, the need for Burton G. Malkiel's reassuring, authoritative, and perennially best-selling guide to investing is stronger than ever. *A Random Walk Down Wall Street* has long been established as the first book to purchase when starting a portfolio. This new edition features fresh material on exchange-traded funds and investment opportunities in emerging markets; a brand-new chapter on "smart beta" funds, the newest marketing gimmick of the investment management industry; and a new supplement that tackles the increasingly complex world of derivatives.



## Misbehaving: The Making of Behavioral Economics

By *Richard H. Thaler*

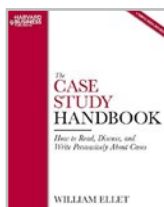
Traditional economics assumes rational actors. Early in his research, Thaler realized these Spock-like automatons were nothing like real people. Whether buying a clock radio, selling basketball tickets, or applying for a mortgage, we all succumb to biases and make decisions that deviate from the standards of rationality assumed by economists. In other words, we misbehave. More importantly, our misbehavior has serious consequences. Dismissed at first by economists as an amusing sideshow, the study of human miscalculations and their effects on markets now drives efforts to make better decisions in our lives, our businesses, and our governments.



## Enlightenment Now: The Case for Reason, Science, Humanism, and Progress

By *Steven Pinker*

Is the world really falling apart? Is the ideal of progress obsolete? In this elegant assessment of the human condition in the third millennium, cognitive scientist and public intellectual Steven Pinker urges us to step back from the gory headlines and prophecies of doom, which play to our psychological biases. Instead, follow the data: In seventy-five jaw-dropping graphs, Pinker shows that life, health, prosperity, safety, peace, knowledge, and happiness are on the rise, not just in the West, but worldwide. This progress is not the result of some cosmic force. It is a gift of the Enlightenment—the conviction that reason and science can enhance human flourishing.

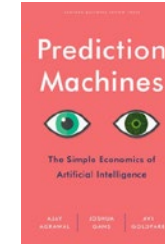


## The Case Study Handbook: How to Read, Discuss, and Write Persuasively About Cases

By *William Ellet*

In *The Case Study Handbook*, William Ellet presents a potent new approach for analyzing, discussing, and writing about cases. Early chapters show how to classify cases according to the analytical task they require (solving a problem, making a decision, or forming an evaluation) and quickly establish a base of knowledge about a case. Strategies and templates, in addition to several sample Harvard Business School cases, help you apply the author's framework.

Later in the book, Ellet shows how to write persuasive case-analytical essays based on the process laid out earlier. Extensive examples of effective and ineffective writing further reinforce your learning. The book also includes a chapter on how to talk about cases more effectively in class.



## Prediction Machines: The Simple Economics of Artificial Intelligence

By *Ajay Agrawal, Joshua Gans, and Avi Goldfarb*

Artificial intelligence does the seemingly impossible, magically bringing machines to life—driving cars, trading stocks, and teaching children. But facing the sea change that AI will bring can be paralyzing. How should companies set strategies, governments design policies, and people plan their lives for a world so different from what we know? In the face of such uncertainty, many analysts either cower in fear or predict an impossibly sunny future.

Says Hal Varian, chief economist at Google, "What does AI mean for your business? Read this book to find out."



## Resonate: Present Visual Stories that Transform Audiences, 1st Edition

By *Nancy Duarte*

Presentations are meant to inform, inspire, and persuade audiences. So why then do so many audiences leave feeling like they've wasted their time? All too often, presentations don't resonate with the audience and move them to transformative action.

Just as the author's first book helped presenters become visual communicators, *Resonate* helps you make a strong connection with your audience and lead them to purposeful action. The author's approach is simple: building a presentation today is a bit like writing a documentary. Using this approach, you'll convey your content with passion, persuasion, and impact.

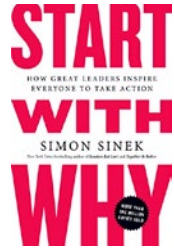


## Give and Take: Why Helping Others Drives Our Success

By *Adam Grant*

For generations, we have focused on the individual drivers of success: passion, hard work, talent, and luck. But today, success is increasingly dependent on how we interact with others. It turns out that at work, most people operate as either takers, matchers, or givers. Whereas takers strive to get as much as possible from others and matchers aim to trade evenly, givers are the rare breed of people who contribute to others without expecting anything in return.

Using his own pioneering research as Wharton's youngest tenured professor, Grant shows that these styles have a surprising impact on success. This landmark book opens up an approach to success that has the power to transform not just individuals and groups, but entire organizations and communities.

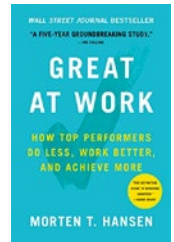


## Start with Why: How Great Leaders Inspire Everyone to Take Action

By *Simon Sinek*

Sinek starts with a fundamental question: Why are some people and organizations more innovative, more influential, and more profitable than others? Why do some command greater loyalty from customers and employees alike? Even among the successful, why are so few able to repeat their success over and over?

*Start with Why* shows that the leaders who've had the greatest influence in the world all think, act, and communicate the same way—and it's the opposite of what everyone else does. Sinek calls this powerful idea The Golden Circle, and it provides a framework upon which organizations can be built, movements can be led, and people can be inspired. And it all starts with *why*.



## Great at Work: How Top Performers Do Less, Work Better, and Achieve More

By *Morten T. Hansen*

Why do some people perform better at work than others? This deceptively simple question continues to confound professionals in all sectors of the workforce. Now, after a unique, five-year study of more than 5,000 managers and employees, Morten Hansen reveals the answers in his “Seven Work Smarter Practices” that can be applied by anyone looking to maximize their time and performance.

Each chapter contains questions and key insights to allow you to assess your own performance and figure out your work strengths, as well as your weaknesses. Once you understand your individual style, there are mini-quizzes, questionnaires, and clear tips to help you focus on a strategy to become a more productive worker. Extensive, accessible, and friendly, *Great at Work* will help you achieve more by working less, backed by unprecedented statistical analysis.

## Pre-Program Publication Reading

- *Wall Street Journal*
- *Financial Times*
- *The Economist*
- *Forbes*
- *Fortune*
- *Business Week*

## Pre-Program Podcast Listening

- TED
- Freakonomics
- Planet Money
- How I Built This



# When You Arrive

After completing the pre-arrival checklist, you're ready for orientation and the beginning of your MBA program.

# Getting to Campus

4400 MASSACHUSETTS AVENUE, NW  
WASHINGTON, DC 20016

The Kogod School of Business is located on the American University campus along the west side of Massachusetts Avenue.

## BY METRO

The closest Metro station is the Tenleytown-AU stop on the red line. From the station, you can take the AU shuttle that is located on the corner of 40th Street NW and Ablemarle Street NW in front of Whole Foods. The AU shuttle runs from the Metro to campus every 15 minutes.

## Rider App

The Rider app tracks AU shuttles in real-time and gives arrival predictions so you'll never miss the shuttle again. Download it at [translocrider.com](http://translocrider.com).

## BY BUS

DC Metro Bus routes M4, N2, N4, and N6 stop at the AU main campus near the Katzen Arts Center and/or Ward Circle. The M4 and N2 also stop at the Tenleytown-AU Metro station.

## BY BIKE

Capital Bikeshare stations are available near the Tenleytown-AU Metro station and campus. To see a map of station locations, visit [capitalbikeshare.com](http://capitalbikeshare.com). Multiple bike racks are available throughout the campus both outside and in parking garages. Bike repair stations are located in the Letts/Anderson dormitory courtyard, the Leonard Hall covered bike parking area, the School of International Service parking garage on the terrace level, and the Spring Valley parking garage on P1.

## BY CAR

### From Baltimore and points northeast

Follow I-95 South and exit onto I-495 West (Capital Beltway). Exit at River Road and turn right. Follow River Road until it ends at Wisconsin Avenue. Turn right on Wisconsin Avenue and after a few blocks, turn right on Nebraska Avenue. Follow Nebraska Avenue to Ward Circle and make a right onto Massachusetts Avenue. The Katzen Arts Center parking garage will be on your right directly across from the campus entrance.

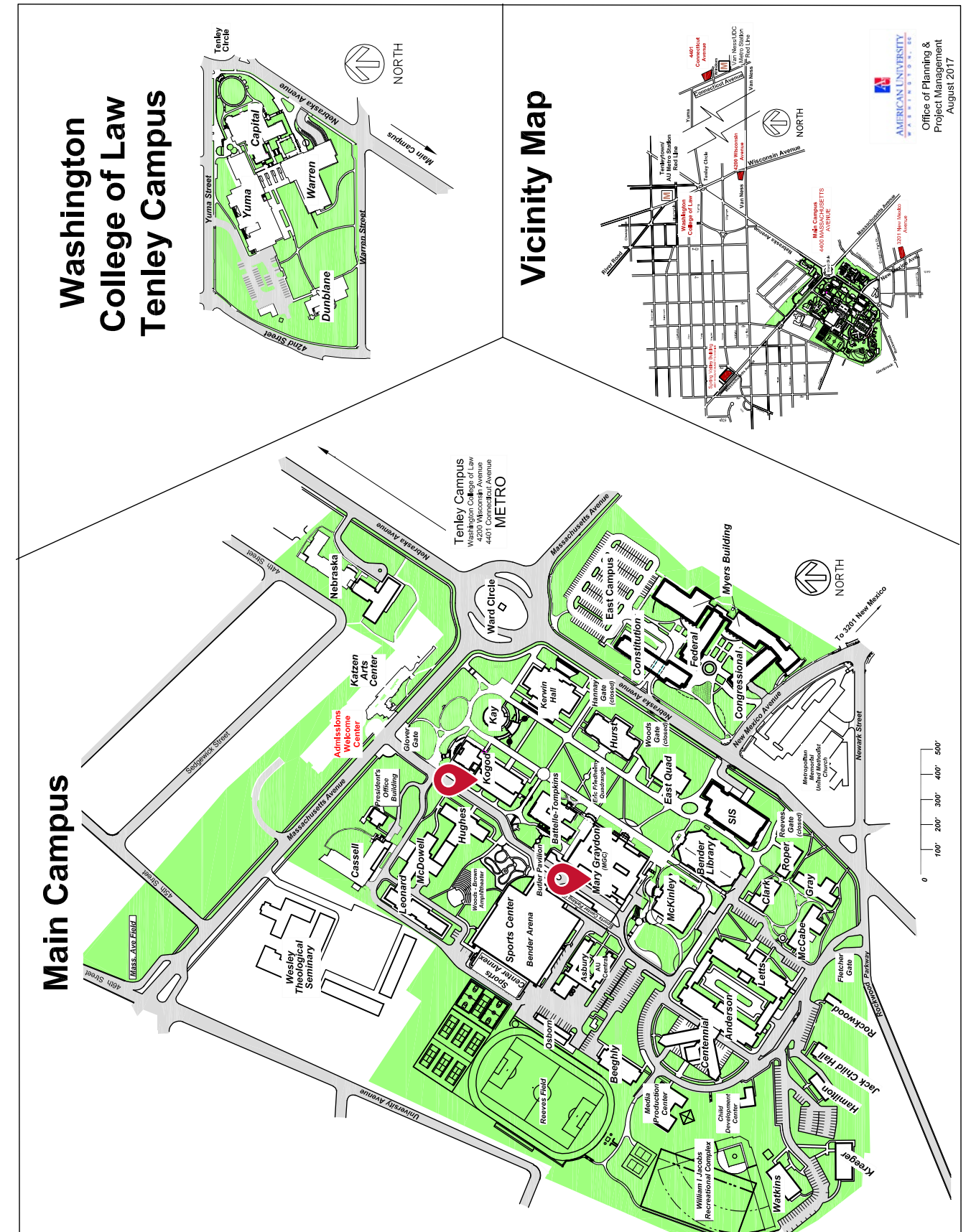
### From Dulles International Airport and points west

Follow I-495 North (Capital Beltway) across the Potomac River. Exit at River Road and turn right. Follow River Road until it ends at Wisconsin Avenue. Turn right on Wisconsin Avenue, and after a few blocks, turn right on Nebraska Avenue. Follow Nebraska Avenue to Ward Circle and make a right onto Massachusetts Avenue. The Katzen Arts Center parking garage will be on your right directly across from the entrance to campus.

### From Reagan National Airport and points south

Follow the George Washington Memorial Parkway to I-395 North across the Potomac River. Exit onto 14th Street. Follow 14th Street northbound through the city center and turn left on Massachusetts Avenue NW. Follow Massachusetts Avenue for about five miles to Ward Circle—this is a corner of American University. Continue on Massachusetts Avenue to the Katzen Arts Center parking garage, which will be on your right directly across from campus entrance.

# Campus Map



AMERICAN UNIVERSITY  
Office of Planning & Project Management  
August 2017

# Metro Station Map



wmata.com  
 Customer Information Service: 202-637-7000  
 TTY Phone: 202-962-2033  
 Metro Transit Police: 202-962-2121

**Legend**

- RD** Red Line • Glenmont / Shady Grove
- OR** Orange Line • New Carrollton / Vienna
- BL** Blue Line • Franconia-Springfield / Largo Town Center
- GR** Green Line • Branch Ave / Greenbelt
- YL** Yellow Line • Huntington / Mt Vernon Sq / Fort Totten
- SV** Silver Line • Wiehle-Reston East / Largo Town Center

**Station Features**

- Bus to Airport
- Parking
- Hospital
- Airport

**Connecting Rail Systems**

- AMTRAK
- MDA
- MARC

**Transfer Station**

**Under Construction**

**Full-Time Service**

**Service operates—**  
 Monday-Friday  
 10:00am - 3:00pm  
 7:30pm - Close  
 All day Saturday & Sunday

**Station in Service**

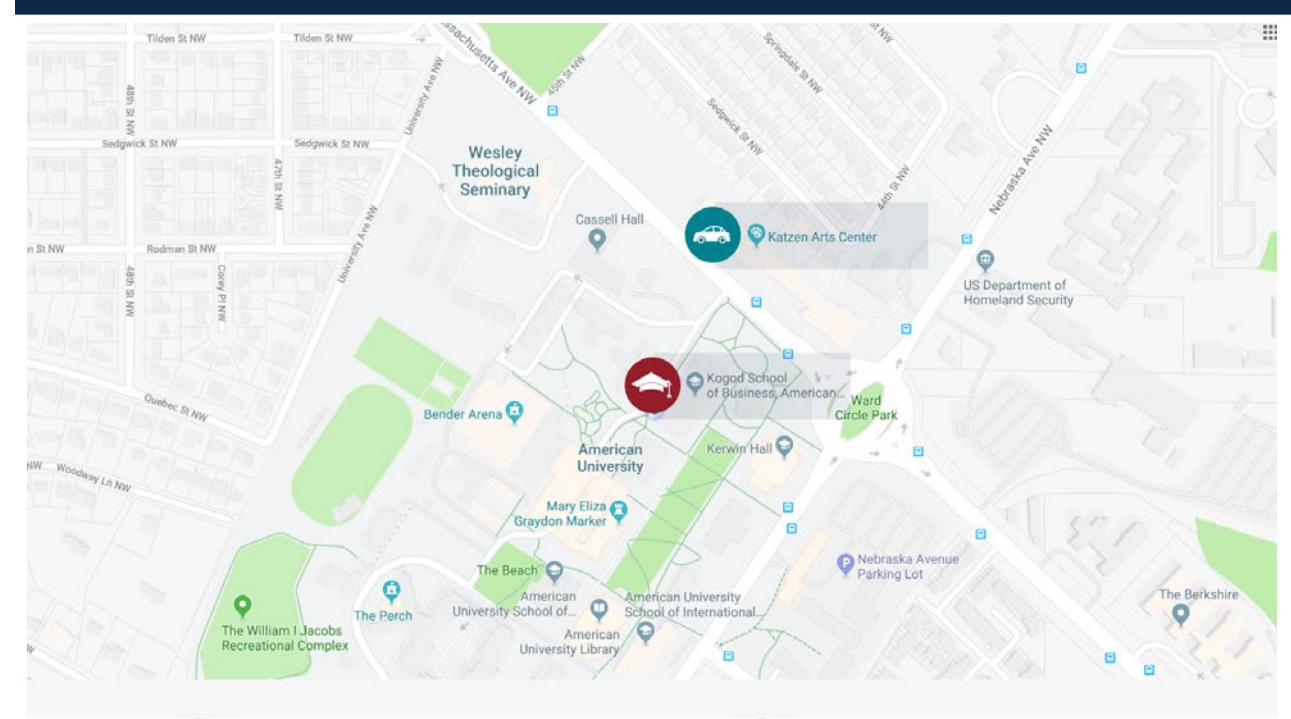


Metro is accessible.



- No Smoking
- No Eating or Drinking
- No Animals (except service animals)
- No Audio (without earphones)
- No Littering or Spitting
- No Dangerous or Flammable Items

# Parking



There are multiple parking garages available on campus. The garage nearest to Kogod is beneath the Katzen Arts Center, located on the east side of Massachusetts Avenue. In order to use the garage, you must pay per hour or have a permit. Pay-as-you-go machines accept cash and major credit cards and are located in the Katzen Arts Center, Spring Valley Building, and School of International Service garages, as well as the surface parking lot on east campus.

Electric car charging stations are available in the Katzen Arts Center garage on level P1 and the School of International Service garage on level P1. More stations are planned for the east campus and Washington College of Law garages. Students must first register their vehicle with ChargePoint and request access from the Office of Parking and Commuter Services.

Parking in garages is free after 5 p.m.

For more information about parking, visit the Office of Parking and Commuter Services website at [american.edu/finance/transportation/parking.cfm](http://american.edu/finance/transportation/parking.cfm).



# What to Do When You Arrive

When you arrive on campus, you'll have the opportunity to attend several orientation events so you can get to know your classmates, professors, and Kogod staff.

## □ Pick up orientation materials | *August 12-16*

The Office of Graduate Programs will have a packet of information that you need for the orientation and mini case competition. You can pick up the material in room 110 at the Kogod School of Business from 9:30 a.m.-3:30 p.m., Monday-Friday. Contact Graduate Programs at 202-885-1900 or [kogodgradprograms@american.edu](mailto:kogodgradprograms@american.edu) if you have any questions.

## □ Purchase textbooks | *Deadline varies by course*

Textbook purchases are available online at [bkstr.com/americanstore](http://bkstr.com/americanstore). To search for textbooks:

1. Click on "Books" in the navigation menu.
2. Select "American University" in the "Program" drop down menu.
3. Select "Fall 2019" in the "Term" drop down menu.
4. Select "KSB" in the "Department" drop down menu.
5. Select your course number in the "Course" drop down menu.
6. Select your section number in the "Section" drop down menu.

The official AU campus store is located on the third floor of the Butler Pavilion building. Employees are available on-site to help you if you have any questions about textbooks. Please note that some courses may not have books available yet, and some may have handbooks or other course materials that need to be purchased. If you do not find textbook information via the online bookstore, information will be announced during the first day of class by your professors and/or will be included in the syllabus.

## □ Attend international student orientation by the Office of International Student and Scholar Services | *August 19-20*

*For international students only*

The Office of International Student and Scholar Services will send international full-time MBA students an invitation for orientation.

## □ Attend the MBA orientation | *August 20-23 | 8:45 a.m. until approximately 6:30-7 p.m.*

*Attire: Business casual on August 20 & 22 and business professional on August 21 & 23*

Orientation will introduce you to the MBA experience and help you get to know your classmates. You will learn the case method, develop your presentation skills, learn more about the career development process, and join the Kogod community. Pick up your orientation materials by August 16 so you can be ready to join in.

## □ Attend the new graduate student and alumni reception | *August 23 at 5:30 p.m.*

Meet students from all of American University's graduate programs and network with faculty, students, and alumni. RSVP by August 20 at [kogod.biz/203Wt2s](http://kogod.biz/203Wt2s).

## □ Classes begin | *August 26*

Kick off the next phase of your career with the start of the MBA program!

## □ Attend the Kogod Kickoff | *September 14*

Meet students across all of Kogod's academic programs as well as student leaders of business-focused clubs. RSVP at [kogod.biz/2WLRnL7](http://kogod.biz/2WLRnL7).

# Business Dress Guide

## Business Casual

Business casual is a shirt with a collar and/or a sweater, khakis or dress pants, and nice shoes for women. Women can also sometimes wear a moderate-length dress or skirt (knee-length or longer). For men, business casual is a polo shirt or shirt with a collar and/or sweater, khakis or dress pants, and dress shoes. No tie is required.



## Professional Business

For women, business professional means a business suit or pants suit, or an appropriate dress and jacket. For men, professional dress means a business suit or a blazer, dress pants, and a tie.



# Student Life

## Connecting to Wi-Fi

American University's wireless network is named "eagle-secure" and is available on main campus, east campus, and off-campus AU buildings. You can configure your device for eagle-secure before you connect to it for the first time by using the QuickConnect wireless configuration wizard. For instructions, visit [kogod.biz/quickconnecthelp](http://kogod.biz/quickconnecthelp). You can also configure your device for eagle-secure before you arrive on campus, so you can simply connect when you arrive.

## U·Pass

As a full-time graduate student, you are automatically enrolled in the U·Pass program. U·Pass provides unlimited rides throughout the semester on Metrorail and Metrobus (including express and airport shuttle buses) for trips to school, work, internships, cultural events, and entertainment. The program extends to all full-time undergraduate, graduate, and law students.

Students utilize the U·Pass using a personal SmarTrip card, provided by the WMATA and AU. Cards will be available for pick-up at the beginning of the semester and will be linked to a unique serial number for each student. After an initial distribution of cards on the main campus and Washington College of Law, the Office of Parking and Commuter Services will handle replacement requests and late pick-ups. Lost or stolen cards should be reported online to the Office of Parking and Commuter Services.

For more information about the program, visit [american.edu/finance/transportation/upass.cfm](http://american.edu/finance/transportation/upass.cfm).

## Dining

There are a number of dining establishments on AU's campus.

### FOOD

American Cafe | *Kerwin Hall*

Asian Flavors | *Butler Pavilion (the tunnel)*

Einstein Bros. Bagels | *Mary Graydon Center*

Elevation Burger | *Mary Graydon Center*

Freshii | *Mary Graydon Center*

Global Fresh | *Mary Graydon Center*

Pi & Fry | *Mary Graydon Center*

Subway | *Butler Pavilion (the tunnel)*

Starbucks | *Butler Pavilion (the tunnel)*

Terrace Dining Room (the campus cafeteria) | *Mary Graydon Center*

### CONVENIENCE

Eagle's Nest P.O.D. Market | *Butler Pavilion (the tunnel)*

P.O.D. Mini Market | *Mary Graydon Center*

East Campus P.O.D. | *East campus*

### TEA AND COFFEE

American Cafe | *Kerwin Hall*

Argo Tea | *Katzen Arts Center*

Bridge Cafe | *Butler Pavilion*

Davenport Coffee | *School of International Service*

Mudbox | *Bender Library*

Starbucks | *Butler Pavilion (the tunnel)*

Additionally, there are many restaurants in Tenleytown, Spring Valley, and Glover Park.

## Emergency Alerts

AU notifies the campus community of emergency and crisis situations using AU Alerts. These messages provide information on what is happening, what to do, and links to available additional information. The AU community is alerted via text and email, the university's home page, Facebook, Twitter, indoor yellow AlertUs emergency beacon boxes, and outdoor speakers located throughout campus. Students are automatically enrolled into AU Alerts.

## Disability Accommodations

To receive disability accommodations for the first time at American University, you must register with the Academic Support and Access Center by submitting documentation and completing the three-step process available at [american.edu/provost/academic-access/documentation-and-eligibility.cfm](http://american.edu/provost/academic-access/documentation-and-eligibility.cfm).

## Connect with Kogod

Each of our social media channels showcases a different aspect of life at Kogod. Follow them all to keep up with events, speakers, photos, career opportunities, and more!





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