

Miller College of Business Guide to the

Pre-Business Honors Program



Table of Contents

COURSE WORK	1
ADVISORS	1
TEXTBOOKS	1
HELPFUL HINTS	2
Professors	2
Tutoring	2
Facebook	2
DIVERSIFYING EDUCATION	2
Study Abroad	2
Immersive Learning	3
Undergraduate Fellowship	3
Advanced Professionalism Certificate	4
GETTING INVOLVED	4
College Organizations	4
Community Service	7
CAREER CENTER	8
Internships	8
Building Your Resumé	8
Mock Interviews	8
FOR MILLER SCHOLARS	9
Study Abroad for Scholars	9
Tuition	9
Laptop Issues	9



COURSE WORK

You are probably wondering what classes you will be taking during your time in the Miller Honors Pre-Business Program. The Miller College of Business requires every business student to complete the “Rule of 9.” These nine courses establish the core of business foundations, which is intended to prepare students for upper level business courses by providing them with knowledge of the fundamentals of business. The unique part about the honors program is that you will be taking most of your core business classes with the group of students you enter the program with. The following is a list of the classes you will take with the honors program:

Year	Fall Semester	Spring Semester
Freshman	ECON 201 & ISOM 135	ECON 202 (opt.) & ACC 201
Sophomore	ACC 202 (opt.) & ISOM 249 (opt.)	BL 260 (opt.) & ECON 221
Junior	MKG 300 & MGT 300 & FIN 300	ISOM 351
	(You may opt to take one of these early.)	
Senior	HONRS 499	MGT 491

* You **must** also receive credit for these courses outside of the honors program: ENG 103, ENG 104 & MATHS 136 (Must be completed with a minimum grade of C).

In addition to these courses outlined above, you will be required to take two colloquium courses. These classes vary from semester to semester and are uniquely designed by the professor, such as a class focusing on contemporary business literature. Most classes are discussion-based.

Four-Year Plan

Creating a four-year plan is very important because it will allow you to plan out your schedule each semester and know that you will meet all of the requirements to graduate – on time! Use this [Excel template](#) to create your electronic four-year plan; it is important to keep the electronic file because your plan will inevitably change during your time at Ball State!

ADVISORS

Figuring out who your advisor is can be confusing. The nice thing about the pre-business honors program is that you always have someone to go to who knows what path you need to be on and is concerned about your best interest during your time at Ball State. [Gayle Hartleroad](#) is the main advisor for the program and can answer any questions you may have. In addition to Dr. Hartleroad, you will also be assigned a traditional advisor by the university. During your orientation visit to campus you will meet with your university advisor to schedule classes for the fall. This person will act as your advisor until you reach junior standing. As a junior, you will be assigned a departmental advisor from your major who will advise you for the remainder of your time at Ball State.

Find your advisor: <https://apps.bsue.edu/MyEducationGateway/Advisor/Default.aspx> or look on your DAPR.

TEXTBOOKS

Buying Books

Purchasing textbooks is a very important and often very expensive part of college. Many students order their books in advance, either through a bookstore or an online site. This is usually the easiest method, but be sure to order early or your books may arrive after classes start.

Some students save money by using an older edition of the course textbook. Ask your professor which editions may be used in your class.

Local bookstores:

- **Ball State University Bookstore** (Arts and Journalism building)
 - Pre-ordering books – done in store
 - [Ordering online – place online orders](#)
 - Buying in store – new and used books
- **TIS Bookstore** (in the Village)
 - Pre-ordering books – done in store
 - [Ordering online – place online orders](#)
 - Buying in store – new and used books (usually has the best price)
- **CBX Bookstore** (in the Village)
 - Pre-ordering books – done in store
 - [Ordering online – place online orders](#)
 - Buying in store – new and used books (smallest selection)

Buying books online:

- [Amazon](#)
- [Cheap-Textbooks.com](#)
- [Half.com on Ebay](#)
- [Valore Books](#)
- [Textbooks.com](#)

Selling Books

Although many of the bookstores and websites also allow you to sell back your books, many students prefer to sell directly to other students. Why is this so popular? First, you will be able to sell your books to other students and get more money for the books than you would receive during the bookstore end-of-semester buy-backs. Second, the person who you sell to will save money because it is usually cheaper to buy a book from another student than from the bookstore.

HELPFUL HINTS

Professors

One of the biggest perks of being a business honors student is that your core business classes, if taken as an honors section, will never be more than 25 students. What makes this such a perk is the ability it gives you to get to know your professor on a closer level. Because your classes are small, professors know your name and are able to give you more personalized assistance on assignments and other questions you may have. Furthermore, you will begin to build professional relationships with your professors which are always good for the future when you need letters of recommendation and other assistance of that nature. However,



do not think these relationships will come automatically. In order to build these relationships you must be in contact with your professors and the best way to do that is to meet with them in person. Every professor is required to have set office hours in which students can set an appointment to meet with him or her. It is very important to take advantage of these hours and to never forget that no professor wants to see their students

doing poorly, but it is your responsibility to ask for help!

Tutoring

The Learning Center – North Quad (NQ) 323

Student tutors are available for every core class and most other classes offered on campus. To set up an appointment with a tutor visit the learning center and you can set up a weekly visit with a tutor who will help you with anything from homework and papers to studying for a midterm or final.

The Writing Center

Another place you can get excellent help on writing papers is the writing center. If you are having trouble figuring out what to write about, how to organize your thoughts, or just need some help revising your paper, the writing center is the place to go. The center offers free one-on-one feedback on all sorts of writing projects: essays, reports, websites, slideshows, theses, dissertations, proposals, resumes and applications. If you would like to make an appointment with the writing center follow the link above.

Bracken Library

One of the greatest perks from taking your business classes with the same group of students each semester are the study groups. Your fellow business honors students can be your greatest asset in the program. Study groups are a great way to get homework done and to study for tests. In the past, groups have met in lobbies in various campus housing

buildings, however, dorms are not always the most study-friendly zones. Therefore, reserving a room in the library to meet as a group is always a good idea. Not only will you have a plethora of resources available to you, including friendly library staff to help with everything from finding resources to technological problems, but you will also be in a quiet place.

Facebook

There is a [Facebook group](#) dedicated to the Miller College of Business Honors Program. This group was designed as a way for you to meet your fellow classmates prior to arriving at Ball State. It also serves as the event calendar for the group. Dr. Hartleroad and the Executive Board members will post events on the Facebook group so that you will have easy access to the program's calendar at all times. The group also acts as a discussion board for students to get acquainted with one another, share how their summers are going, and to talk about what is to come for the group. It is very important that you create a Facebook account, if you do not already have one, and become an active member of the group to not only give you a chance to meet your fellow classmates, but to also stay connected with the happenings of the group.

DIVERSIFYING EDUCATION

Study Abroad

One of the best ways to make your resume stand out is to have international experience on it. The Miller College of Business has its own programs that you can choose to go on, or you can participate in other programs offered by Ball State.

You can choose from short field studies that last approximately two weeks, or even go abroad for an entire semester. Both types of experiences would benefit you. Don't think that you will make yourself behind in school, either. If you take a semester abroad, most of the time you can get a full semester's worth of credits. Similarly, if you go on a short field study, you will usually be able to get academic credit (usually around three hours).



Study abroad programs within the Miller College of Business:

<http://www.bsu.edu/business/abroad>

Study abroad programs at Ball State:

<http://cms.bsu.edu/Academics/CentersandInstitutes/Rinker/StudyAbroad.aspx/>



Immersive Learning

At the heart of the Ball State educational experience is what’s called “immersive learning.” Ball State asks its students to go beyond merely learning to realize the intention.

Immersive learning melds content, skills, societal need, and your interests into an experience—an intense, real-world transformative experience that results in a tangible product such as a book, DVD, or business plan. And that product lives on and has a purpose beyond the duration of the experience itself.

Immersive learning experiences at Ball State have most or all of the following characteristics:

- Carry academic credit
- Engage participants in an active learning process that is student-driven but guided by a faculty mentor
- Produce a tangible outcome or product, such as a business plan, policy recommendation, book, play, or DVD
- Involve at least one team of students, often working on a project that is interdisciplinary in nature
- Include community partners and create an impact on the larger community as well as on the student participants
- Focus on student learning outcomes
- Help students define a career path or make connections to a profession or industry

Recent immersive learning projects:

- **Building Better Communities Fellows** – Teams of students and faculty mentors work directly with Indiana businesses, organizations, or communities on projects that address specific problems.
- **Virginia B. Ball Center for Creative Inquiry** – Interdisciplinary semester-long seminars engage faculty, students, and community sponsors and produce a collaborative project that sparks public discussion.
- **Digital Media Institutes** – Funded by a \$20 million grant from Lilly Endowment Inc., the Institute for Digital Intermedia Arts, the Institute for Digital Entertainment and Education, and the Institute for Digital Fabrication offer students the opportunity to immerse themselves in research, learning, and practice on technology-based initiatives.

- **Student Technology Incubator** – The incubator supports digital technology entrepreneurs and cosponsors an annual technology business idea competition.
- **Entrepreneurial Consulting Course** – Students are linked with new businesses for strategic planning and business plan development.
- **Community-Based Projects Program** – Created by the College of Architecture and Planning, these projects combine teaching, research, and service activities.
- **Capstone courses** – Many majors include a capstone course that requires students to complete a comprehensive project or report. Examples include:
 - **The New Ventures Creation course** (also called “senior sweat”) for entrepreneurship majors, in which students must pitch a successful business plan to a panel of experts in order to graduate.
 - **The two-semester computer science sequence** in software engineering, in which student teams create custom software for real-world client partners.
 - **Honors College senior thesis/creative project.** Past work includes research papers, collections of short stories, exhibitions, videos, recitals, and other endeavors demonstrating the student’s deep knowledge and passion.

Undergraduate Fellow

About the Fellowship

The undergraduate fellow in the Miller College of Business represents the college to prospective business students and their families. The fellow works for the Office of the Dean and represents Miller College internally and at Cardinal Preview Days, admission events, and special programs. The Undergraduate Fellowship is the most prestigious position/scholarship granted to a Miller College upperclassman. The undergraduate fellow serves as the “student face and voice” of Miller College and represents Miller students to outside constituents.

Structure of Position

The undergraduate fellow works in the Miller College Student Services office ten hours per week. The primary duty is to meet with prospective students and their family members during their visit to campus. Participation in Preview Days, admission events, and Miller College special events are also required. Participation in these events may range from attendance to presenting to a large group.

Please note: Many events occur on Saturdays.

Award

The Miller College of Business Alumni Fund pays full-time in-state tuition for enrollment between summer and spring semesters, inclusive. (Summer tuition will cover a maximum of six credit hours.) A book stipend (as available) may also be provided for each semester of enrollment. Within certain limits, student wages will be paid for all time spent on Miller College duties. The appointment begins late in spring semester.

Advanced Professionalism Certificate (APC)

You want to get a job after you graduate, and the APC Program is going to help you get there. We encourage you to take advantage of the Advanced Professionalism Certificate. The program, which is sponsored by the Miller College of Business Alumni Board, teaches you skills in job searching and career development.

You are encouraged to attend at least two programs each semester to keep your certificate participation active. Participation will be monitored to ensure that at least half (six events) of the requirements are met by the beginning of your senior year.

Requirements

Practice makes perfect in our book, and we have several opportunities for you to learn and test your skills, which is a requirement for the certificate. You will have to attend a minimum of 12 events before graduation. Those events include:

- Miller College of Business Connections Program (1)
- Resume Jump-Start or Resume Critique Clinic* (1)
- Job Fair Jump-Start or Jump into the Job Search* (1)
- On-campus job fairs (2)
- Etiquette dinner* (1, payment required)
- Mock interview (1)
- Miller College speaker presentation (1)
- Your choice seminar/lectures** (4)

* Event presented by the Career Center

** Your choice options:

- **Ball State University Career Center seminars:** You are encouraged to take advantage of valuable Career Center services, lessons, and resources.
- **Miller College of Business Distinguished Speaker Series and Executive-in-Residence Program:** Experienced business professionals share their personal career stories and offer advice on career and professional development. Attendance at one speaker presentation is required for the certificate. Your choice options may be met by attending additional presentations.
- **Miller College of Business Connections Program:** This program connects undeclared and pre-business students to professors and experienced students within the major. Faculty from every program in the college explain course requirements and career options for those pursuing the specific business major. You are encouraged to attend several sessions to explore different majors; however, only one session will count toward meeting the attendance requirement for the certificate.

APC Calendar of Events: <http://www.bsu.edu/events/dept/apc/>

Enrollment

You may enroll in the APC program at any time by completing the online registration form at www.bsu.edu/business/apc or stopping by Student Services in the Whiting Business Building, room 147.



GETTING INVOLVED

Miller College of Business Student Organizations

One of the most important things that you can do to prepare yourself for your career is to get involved. What better way to get involved than through an organization that is directly tied to your major! The following student organizations are housed within Miller College of Business.

Accounting Club

Purpose: The Ball State Accounting Club helps accounting majors and potential accounting majors get information about available career opportunities. Practitioners from different accounting career areas speak to our club members.

Activities: Meetings are informal and typically consist of the speaker's presentation. Topics have included such things as services provided by the Ball State Career Center, campus interviews, office visits, balancing personal life and career, and career opportunities in government accounting, not-for-profit accounting, public accounting, banking, and manufacturing. Meeting dates and topics are announced in accounting classes and posted in the Whiting Business Building.

Eligibility: The club is open to any major. You must attend three meetings per year, and membership dues are required.

History: Ball State University Accounting Club was started in 1968.

Contact: [Department of Accounting](#)

Alpha Kappa Psi

Alpha Kappa Psi is a professional business fraternity that promotes service, education, and membership in the Miller College of Business and beyond.

Purpose: "To educate our members and the public on appreciating and demanding higher ideals in business and to further the individual welfare of members during college and beyond."—Robert A. Davenport, national president.

Eligibility: You must be majoring or minoring in business and have a cumulative grade point average (GPA) of 2.5 or higher.

Activities: Alpha Kappa Psi hosts activities in three important areas.

- **Service:** Throughout the semester, we perform various service-oriented activities that benefit the community.
- **Business:** We invite speakers and possible future employers from area businesses to share their business insight.
- **Social:** We involve our members in fun, extracurricular activities. All of our activities promote bonding and unity for members and prospective members.

History: Alpha Kappa Psi, the first professional business fraternity, was founded by four men at New York University on October 5, 1904. The fraternity now has more than 260 college chapters, more than 90 alumni chapters, and initiated more than 175,000 members. This is one of the largest coed fraternities in the nation.

Contact: [Department of Finance and Insurance](#)

American Marketing Association

Purpose: We give students an opportunity to increase their professionalism and awareness of the marketing process. The American Marketing Association is the largest professional organization serving the needs and interests of marketing practitioners, students, and faculty. In addition to maintaining collegiate chapters at most major universities, we have professional chapters in major cities throughout the world—including one in Indianapolis.

Activities: We host lectures, research projects, professional meetings, fundraising activities, and assorted committees.

Eligibility: We are open to any major. Membership includes students, faculty, and staff, and AMA has professional chapters

History: The American Marketing Association was established in 1937 to develop standards and objectives to strengthen the marketing profession and to promote professional improvement.

Contact: [William Moser](#)

American Production and Inventory Control Society (APICS)

APICS, the educational society for resource management, is an international organization offering a full range of programs and materials on the latest business management concepts and techniques. These materials, developed under the direction of integrated resource management experts, are available at the local, regional, and national levels.

Purpose: The student chapter of APICS serves as a bridge between academia and the business community. The major goal of APICS is to give students the opportunity to grow professionally and to interact with practitioners in production and operations management.

Activities: We hold regional and international conferences, monthly dinner meetings in Indianapolis sponsored by the parent chapter, CPIM review courses, monthly meetings at Ball State, seminars, workshops, and plant tours.

History: Since 1957, APICS members have been at the forefront of management and manufacturing achievements and has 70,000 members affiliated with 280 chapters in North America. The Ball State student chapter of APICS affiliated with the central Indiana chapter was founded in 1989.

Eligibility: APICS is open to students in any major. Members receive a one-year subscription to APICS—The Performance Advantage and Production and Inventory Management Journal, discounts on conferences, meetings, and workshops, and on books and publications through the APICS Educational Materials Catalog.

Contact: [Chai Jitpaiboon](#) or Ball State APICS

Association of Information Technology Professionals (AITP)

The AITP is the student chapter of the Association of Information Technology Professionals.

Purpose: The purpose of the AITP is to foster a better understanding of the vital role that information technology plays in the business environment.

Activities: Meetings include skill development workshops and tours of area businesses.

Eligibility: AITP is open to students in all technology related fields of study.

History: AITP has been a professional organization since the 1950s. The mission is to provide superior leadership and education in information technology. The organization seeks to encourage network opportunities for information systems students to help them become more marketable in rapidly changing technological careers.

Contact: [Fred Kitchens](#)

Beta Alpha Psi

Purpose: Beta Alpha Psi is a national scholastic and professional fraternity for financial information professionals. The primary objective of the fraternity is to encourage and give recognition to scholastic and professional excellence in the business information field. This includes promoting the study and practice of accounting, finance, and information systems; providing opportunities for self-development and association

among members and practicing professionals, and encouraging a sense of ethical, social, and public responsibility.

The local chapter of Beta Alpha Psi has won “Superior Chapter” status every year beginning with the 1989-1990 academic year. As a result of this achievement the KPMG Peat Marwick Foundation awards a scholarship each year to members of the chapter.

Activities: Activities include speeches and panel discussions by students, faculty, and professionals; field trips; business meetings; and a wide variety of professional, social, and service activities.

Eligibility: Membership by invitation. Beta Alpha Psi is open to accounting, finance, and information systems majors. You must have a grade point average (GPA) of 3.3 in major and 3.3 overall and have completed two courses beyond core principles. Members include students, faculty, and professionals.

History: Beta Alpha Psi was founded in 1919. By 2000, there were more than 230 chapters on college campuses with more than 200,000 members initiated since the fraternity’s formation.

Contact: [Department of Accounting](#)

Beta Gamma Sigma

Top students in the Miller College of Business are honored with an invitation to join Beta Gamma Sigma business honor society. Membership in the respected international society is the highest recognition any business student in an Association to Advance Collegiate Schools of Business (AACSB)-accredited business program can receive.

Purpose: Beta Gamma Sigma encourages and rewards scholarship and accomplishment among students of business and administration, promotes the advancement of education in the art and science of business, and fosters integrity in the conduct of business operations.

Activities: Annual initiation banquet.

Eligibility: Membership by invitation to business majors. Seniors must be in upper 10 percent of class; juniors must be in the upper 7 percent.

Membership includes students and faculty.

History: Founded in 1913, there are more than 200 chapters that induct 12,000 members annually. Beta Gamma Sigma’s total membership exceeds 190,000.

Contact: [Betty Brown](#)



Collegiate Entrepreneurs Organization (CEO)

Purpose: Ball State’s Entrepreneurship Center is proud to be a local chapter of the national Collegiate Entrepreneurs’ Organization (CEO). CEO’s mission is to inform, support, and inspire college students to be entrepreneurial and seek opportunity through enterprise creation.

Activities: You will participate in regular meetings and have the opportunity to listen and interact with national and local entrepreneurs through a speaker series. You will have the chance to think entrepreneurially with fundraising efforts for CEO and have an opportunity to attend an annual national conference.

Eligibility: Membership is open to any major. You must have a grade point average (GPA) of at least 2.0.

Contact: [The Entrepreneurship Center](#)



Delta Sigma Pi

Purpose: Delta Sigma Pi is a professional fraternity that fosters the study of business in universities, encourages scholarship, promotes closer affiliation between the commercial world and students of commerce, and furthers a higher standard of commercial ethics.

Activities: The chapter arranges for speakers from the professional world, tours, fundraisers, community service, and business meetings where members serve on chapter committees. Various social and sports events are also offered.

Eligibility: Delta Sigma Pi is open to students majoring in business. You must have a grade point average (GPA) of 2.5 and complete a pledge program.

History: Delta Sigma Pi was founded November 7, 1907, at New York University School of Commerce, Accounts, and Finance. The Epsilon Xi Chapter at Ball State University was founded on April 28, 1963.

Financial Management Association

Purpose: The Financial Management Association assists in the professional, educational, and social development of college students interested in finance, banking, and investment. It also offers an association for college students actively interested in these fields and encourages interaction between business executives, faculty, and students of business and finance.

Activities: The association hosts speakers, discussions of current financial topics, investment club, etc.

Eligibility: Membership is open to any major and includes students, faculty, staff, and professionals.

History: The Finance Association was founded at Ball State University in 1975 on the premise that students need a place to cultivate their intellectual pursuits in a social environment. In the early 1990s, the Finance Association joined the Financial Management Association, a national organization, thus providing a catalyst for growth and learning.

Contact: [Department of Finance and Insurance](#)

Gamma Delta Pi

Purpose: Gamma Delta Pi (GDP), allows members of various majors to explore how economics influences everyday life. One of the goals of GDP is to make more students aware of the importance of economics in every field of study.

Activities: Gamma Delta Pi sponsors talks given by professors, students, and professionals in economics and related areas. It also sponsors hand-on sessions where economic theories are applied in everyday life.

Eligibility: Membership is open to any major and includes students, faculty, and professionals.

Contact: [Department of Economics](#)

Gamma Iota Sigma

Purpose: Gamma Iota Sigma's aim is to promote, encourage, and sustain student interest in insurance, risk management, and actuarial sciences as professions. It encourages high moral and scholastic attainment among its members and provides several scholarship opportunities.

Activities: Gamma Iota Sigma sponsors tours of local insurance companies, guest speakers at meetings, awards banquet, annual dinner, fundraisers for the fraternity and community, and the National Management Conference. Members attend dinners sponsored by the Central Indiana Chapter of Chartered Property and Casualty Underwriters (CPCU) Society, and the Indiana Chapter of Risk and Insurance Management Society (RIMS).

Eligibility: Membership is open to any major and includes students, faculty, and professionals.

History: The Phi Chapter was founded at Ball State University in 1982. There are currently 35 chapters nationally. Ball State's Phi Chapter has won several national awards.

Contact: [Department of Finance and Insurance](#)

Phi Gamma Nu

Purpose: Phi Gamma Nu fosters the study of business in colleges and universities; upholds the interests of our alma mater through the encouragement of high school scholarship, participation in school activities, and the association of students for their mutual advancement; promotes professional competency and achievement in business; and furthers a high standard of business ethics and culture in civic and professional enterprises.

Activities: We encourage participation in all campus affairs. Projects build a reputation for cooperation, responsibility, and constructive contribution. Related social functions develop poise and add zest to serious endeavors.

Eligibility: Phi Gamma Nu is open to majors and minors in the Miller College of Business. You must have a grade point average (GPA) of at least 2.5, have completed 6 credit hours of business, and pledge membership before entering your senior year along with successfully completing a pledge education program. Membership includes students, faculty, and professionals.

History: Phi Gamma Nu was founded on February 17, 1924, at Northwestern University.

Contact: [Allen Truell](#)

Pi Omega Pi

Purpose: An honor society in business and marketing education, Pi Omega Pi promotes scholarship, leadership, and loyalty to the profession of teaching. It aims to promote fellowship among business and marketing teachers, to promote scholarship to enhance the field, and service to the profession of teaching.

Activities: The national convention of Pi Omega Pi is held every two years. Pi Omega Pi publishes a national newsletter containing announcements of the society, reports of chapter activities, and professional articles written by members. Other activities include regular meetings to which speakers are invited. You are encouraged to participate in programs and to write articles for publication in the national newsletter.

Eligibility: Pi Omega Pi is open to students majoring in business education. You must have a grade point average (GPA) of 2.75 and have completed at least 15 hours in business or education with a B average.

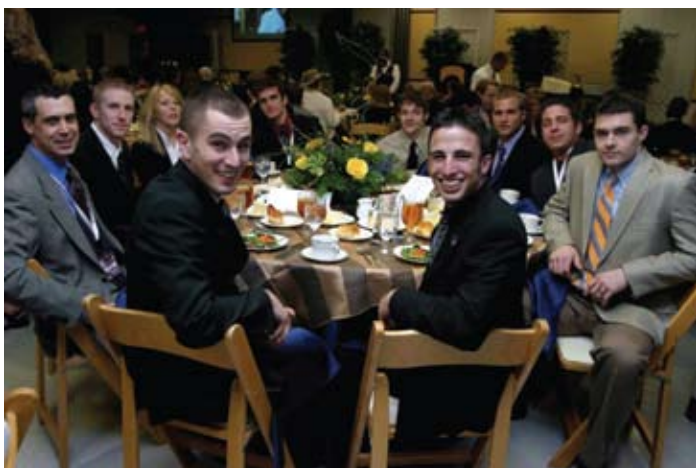
History: The Alpha chapter of Pi Omega Pi was established on June 13, 1923, at the Northeast Missouri State University. There are 99 active chapters in 34 states.

Contact: [Betty Brown](#)

Pi Sigma Epsilon's Selling/Sales Management/Marketing Club

Purpose: This coed fraternity adheres to the following six purposes:

- Create a collegiate organization of students who are interested in the advancement of professional selling, sales management, and marketing as a career and a profession
- Promote the study of professional selling, sales management, or marketing and to



help prepare them for the job market

- Bring together academically qualified students who express a desire to enter the fields of professional selling, sales management, or marketing and help prepare them for the job market
- Encourage colleges and universities to establish courses preparing students for careers in professional selling, sales management, and/or marketing
- Stimulate improved methods and techniques in the fields of professional selling, sales management, and/or marketing
- Instill in its members the highest possible ethical standards in professional selling, sales management, and marketing

Eligibility: Phi Sigma Epsilon is open to any student interested in selling, sales management, marketing, or related fields. You must have a grade point average (GPA) of 2.25.

History: Pi Sigma Epsilon was founded as a national professional and coeducational fraternity in selling, sales management, and marketing in 1952 at the University of Georgia. The Selling and Sales Management Club at Ball State University was founded in the fall of 1987 and affiliated nationally in 1994.

Contact: [Scott Inks](#)

Sigma Iota Epsilon

Mission and Objectives: Sigma Iota Epsilon is an honorary and a professional fraternity. Our purpose is two-fold: to encourage and recognize scholastic excellence and to promote cooperation between the academic and professional aspects of management.

Purpose

- Stimulate interest and achievement in the field of management
- Stimulate scholarship in management
- Facilitate contacts between students and practicing managers
- Recognize persons who have made contributions to the field of management
- Gain recognition of the contribution and value of scholastic achievement in the management discipline

Activities

Initiation and the awards banquet are held during the spring semester. Speakers are invited, and seminars are held periodically.

Eligibility: Membership by invitation. Members are business majors (other than economics) with a grade point average (GPA) of at least 3.0. Membership includes students, faculty, and professionals.

History: Sigma Iota Epsilon was founded as a national honorary and professional fraternity of management students by the merger in 1928 of three management fraternities. In 1964, Sigma Iota Epsilon affiliated with the Academy of Management as its student division. Both organizations seek to promote the professional status of management.

Contact: [Brien Smith](#)

Dean's Student Advisory Council

The Dean's Student Advisory Council is a student organization that advises the dean of the Miller College of Business on issues of importance to the students of the college, and to meet student needs.

The council meets with the dean three times per semester from 7:30-8:30 a.m. Attendance at these meetings is necessary for the council to serve its role; students may meet more frequently as appropriate per project.

Eligibility: Membership is open to all students of the Miller College.

Honors Executive Board

(Available to members of the Miller Honors Program only)

The Honors Program Executive Board serves as a liaison between Honors Program students and the Honors Program Committee and Miller College administration. The students who lead the Honors Program through service on the Executive Board promote a sense of community for its constituents, work to develop academic, professional, service, and social opportunities, recruit future students, and strive to advance the Honors Program.

Eligibility: Any sophomore, junior, or senior is eligible to serve on the Executive Board.

Structure: The board will consist of two members from each eligible class for a total of six members. Board membership will consist of one Miller Scholar and one Honors Program student from each class.

Responsibilities

- Represent the views and opinions of all Honors Program students to the Honors Program administration
- Present programming/event proposals to Honors Committee
- Assist with recruitment of potential Honors Program students, including but not limited to mailings, electronic communication, hosting on-campus visits
- Develop and implement academic, professional, networking, community service, and social activities for the Honors Program
- Assist with Honors Program administration-planned academic, professional, networking, community service, and social activities
- Use administrative access to maintain and update the Honors Program Facebook group page
- Provide updates and new content for Miller Scholar and Honors Program websites
- Communicate new and creative ideas to advance the Honors Program and serve its students

Meetings: The Executive Board will meet as needed, but no less than once per month during the fall and spring semesters. Electronic communication will be used to sustain the board's work throughout the summer.

Community Service

In high school, community service improved your chances of winning scholarships, but continuing your involvement during college will pay off big on your post-graduation resumé. Yes, employers do look at your community service record and it could play a large role in whether or not you get that internship or job! One simple way to get involved in community service at Ball State is through Student Voluntary Services.

Student Voluntary Services (SVS)

Each year, SVS sends more than 2,000 Ball State students into the community to serve others. These students come from all academic disciplines and majors. Some students serve through SVS to complete service-learning requirements for their classes while others sign up with us just for fun!

<http://www.bsu.edu/svs>



CAREER CENTER Internships

Studying abroad and performing immersive learning projects are ways that you can diversify your education; however, the most important thing that employers look for when hiring for full-time positions is experience in the field. Relevant experiences are easiest to gain through internships and prepare you for what you can expect in a career.

Ok, so you know that it's important to perform an internship, but how do you get one?

The best place to start is the [Career Center](#). The Career Center is located in Lucina Hall, room 220. As a business major, your Career Center advisor is James Mitchell (jmitchell@bsu.edu / 765-285-2430). James spends approximately 8 hours a week in the Whiting Business Building, so you don't even need to make the long trek to Lucina to see him. All you have to do is make an appointment in the Student Services office.

Some services offered by the Career Center:

- Revising resumes and cover letters
- Practicing your interview skills
- Starting your job search
- Learning how to network

In your work with the Career Center, you will undoubtedly come across their Web service known as Cardinal Career Link. Cardinal Career Link is an extremely useful tool that employers actually do use to find new-hires!

Cardinal Career Link allows you to:

- Search for all types of off-campus jobs, including part-time, full-time, internship, fellowship, and seasonal employment;
- Apply for jobs and send your résumé and other job-search documents to employers online;
- Track your job-search activities, including job listings you've applied to;
- Receive notification of new job openings that fit your job-search profile;
- Make notes on employers and job listings;
- Schedule on-campus interviews;
- Manage your on-campus interviewing activities;

- Store up to 10 versions of your job-search documents, including résumés, cover letters, unofficial transcripts, and others, such as writing samples, pictures/graphics, your portfolio, etc. tailored to specific employers or job listings;
- Print formatted copies of any of your job-search materials; and
- Add your résumé to online résumé books.

Cardinal Career Link: <http://cms.bsu.edu/About/AdministrativeOffices/CareerCenter/MyCareerPlan/CCL/GettingStarted.aspx>

Another useful resource in your quest for finding internships is the professional resource guide. This guide was developed to give honors students easy access and information to internship opportunities, professional associations, scholarship opportunities, etc. It contains links to specific company's internship Web sites and also to credible online internship databases. Please take advantage of this unique resource!

Resumé Building

The Career Center does a fantastic job of working with you on creating and perfecting your resume for internships and professional jobs. You have the opportunity with the Career Center to schedule a private, one-on-one session with an advisor to go through your resume. The Career Center also hosts several informational sessions on resume building throughout the year. Also, each time you submit your resume on Cardinal Career Link (see above), a Career Center advisor will check it over and approve it!

Helpful hints: <http://cms.bsu.edu/-/media/26D3A47432334B22AC85CAA2F2D8D6B6.ashx>

Mock Interviews

So you made it through the application stage and have an interview! Freaking out yet? Interviews can seem really intimidating, and the key to overcoming that intimidation is practice. The more interviews you have, the easier they become. The Career Center offers an excellent service by conducting practice interviews. These practice interviews are treated just like real interviews, only they are performed by a Career Center employee. You can work on your technique without having the stress of a job on the line.

More information: <http://cms.bsu.edu/About/AdministrativeOffices/CareerCenter/AboutUs/Services/PracticeInterviews.aspx>



mer classes, or what if you need to take an extra semester to finish up your degree? You have the ability to apply your Presidential Scholarship to your extra semester(s) and have your Miller Scholar award cover all of your tuition. What do you need to do to make this happen? You will need to contact the office of [Scholarships and Financial Aid](#) and have them apply your Presidential Scholarship to your summer semester. Then, make sure that you inform Dr. Hartleroad of what you are doing so that she knows to have the Miller Scholar award count for full tuition.

Scholarships and financial aid: <http://www.bsu.edu/finaid>

Another important thing to note about tuition is that if you decide to take more than 18 hours in a semester, you will be assessed an overload fee. Don't worry, your Miller Scholar award will cover this fee. All you need to do is let Dr. Hartleroad know about your overload.

Laptop Issues

If you are having problems with your Miller Scholar-issued laptop, contact Noah Koontz. Koontz is a microcomputer/network analyst who works specifically with the Miller College of Business.

Noah Koontz: nbkoontz@bsu.edu or 765-285-8494

MILLER SCHOLAR ISSUES

Study Abroad for Scholars

You know that you have scholarship money waiting to be applied to study abroad – but how do you apply it? Follow these steps:

- Investigate and select a preferred study abroad program.
- Obtain official description of program, including
 - Theme (business, language, culture, etc.)
 - Location, dates, & duration
 - Deposit amount and due date
 - Total cost amount and due date
 - Tuition cost (if applicable) & approved courses
- Submit the study abroad form with copy of program description, application, and reason for selection of program/goals of experience to [Gayle Hartleroad](#), director of Student Services. Completed study abroad form and all required documentation must be submitted no less than two weeks prior to the deposit/application deadline.
- The director of Student Services will determine eligibility of program. For any questionable program, the Honors Committee will be consulted.
- Once the program is deemed eligible, the director of Student Services will submit the study abroad form and documentation to the Miller College business officer who will process fund transfer/payment. A maximum of \$4,000 is available for study abroad. If the student chooses to take a full-time load of courses with the study abroad, the equivalent of on-campus tuition and fees may also be available.
- Upon return from the study abroad, you will need to submit a summary and/or blog of your experience, including photos. This information will be used in promotion of the Miller Scholar program and evaluation of the suitability of the specific experience for future students.

Tuition

As you are aware, Miller Scholars receive full tuition and fees, renewable for eight semesters. In addition, some of you probably have the Presidential Scholarship, which is equivalent to one-half of tuition (also renewable for eight semesters). Essentially what this means is that your Miller Scholar award pays half of your tuition, and your Presidential Scholarship pays the other half. Suppose that you decide to take sum-