In 2008, the department hired an Administrative Specialist – Student & Alumni Affairs to add value to the student experience across all of our programs and provide outreach to our alumni. Her student-related duties include:(1) design and execute activities through the student organizations to advise/support student leaders and enhance the leadership/communication skills of our students;(2) work closely with Robinson Career Management Services to coordinate job fairs, internship/placement efforts, resume building/professional development activities, and share information between the college and the department; (3) provide dedicated staff support for the department’s scholarship award process; and (4) work closely with the department’s program directors and advisors to facilitate the advisement process. This position serves as the primary point-of-contact within the department for all of our students.

The department hosts undergraduate, graduate and doctoral student orientations at the beginning of every semester, to introduce incoming students to key faculty and staff.

GRADUATE STUDENT ADVISEMENT PROCEDURES

Master of Science (MS): Once accepted into an RMI Department MS program, students are directed to contact their assigned graduate adviser prior to initial registration to prepare a "Program of Study." This document becomes the contract between the student and the department as to what courses will satisfy their degree requirements. This Program of Study can be revised as necessary during the course of their program. At that time, students are also introduced to the department’s administrative specialist – student & alumni affairs, as a primary point of contact within the department to better serve their needs.

The graduate advisor and administrative specialist – student & alumni affairs also play important roles with students that are looking for internships during their program or employment after graduation. Existing networks with leading employers and high-profile alumni are utilized in this effort.

Master of Business Administration (MBA): Although MBA students are not generally required to seek advisement, our MBA students, once accepted into a program of study, are contacted by a graduate program adviser offering assistance should the need arise. Many MBA students do seek advice as to suitable courses and career guidance. MBA students are also introduced to the department’s administrative specialist – student & alumni affairs, as a primary point of contact within the department to better serve their needs.

Doctoral (PhD): The RCB doctoral program is initially coordinated through the college-level Doctoral Program Office, especially during the first year. Once accepted into the RMI program, doctoral students are required to meet with the department’s doctoral program coordinator on a regular basis, especially during the second year when students take doctoral seminars in their area of study, and during the third year when students generally take the required comprehensive exam.

The doctoral program coordinator assists students in securing internal and external funding opportunities throughout their program, and also assists students that are looking for placement assistance after graduation. Existing networks with leading national and international academic institutions are utilized in this effort.

UNDERGRADUATE STUDENT ADVISEMENT PROCEDURES

Bachelor of Business Administration (BBA): While not required, it is strongly recommended that RMI/AS majors meet with their respective undergraduate program advisors at their earliest convenience so that an efficient program of study can be constructed in accordance with the major and course scheduling requirements. Students are also introduced early on to the department’s
administrative specialist – student & alumni affairs, as a primary point of contact within the department to better serve their needs.

The following advisement activities are available:

- Introduction to a variety of RMI/AS careers
- Suggested schedule for completion of program, based on RCB requirements and the department’s existing and projected course schedules.
- Electives selection advice
- Guidance in the construction and editing of resumes
- RMI career counseling, including arranging interviews with potential employers. Existing networks with leading employers and high-profile alumni are utilized in this effort.

The undergraduate program advisors work in cooperation with, and defer to the RCB OAA in official matters regarding a student’s completion of graduate requirements.