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Anderson School of Management weekly bulletin, December 3, 2007.

Anderson School of Management

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NEWS

MBA students ... Looking for an elective and a chance to learn more about leveraging information systems as corporate resources? Sign up for an MIS course with no pre-reqs. The course focuses on the integration of information systems with core functions of the firm. Topics include strategic planning and organizing information resources, managing development projects -- including their ongoing support and service levels, and trends in information technology. Prof. Laurie Schatzberg will teach the course, MGMT 630 on Thursdays at 7 pm. Sign up or contact her for more information (Laurie@mgt.unm.edu).

CAREER SERVICES

DECEMBER GRADS – HAVE YOU COMPLETED THE CSO EXIT SURVEY?

Don’t hold up the certification of your new degree! Please take some time to complete the Exit Survey created by the Anderson Career Services Office. This is a 5-minute online survey available at http://jobs.mgt.unm.edu/survey/exitsurvey.asp. Use your NetID to login (Ex: jsmith).

Interview Tips

• Arrive early.
• Dress professionally.
• Focus on the positive, not the negative.
• Think about your non-verbal communication
• Have a list of questions prepared to ask the interviewer.
• Close the sale by restating your interest and fit. Finish by asking about next steps.
• Follow up with a thank you letter immediately afterwards.
• Let the employer know about other offers if you have them.
• Avoid stating a figure if asked about salary. However, do conduct research ahead of time to know the average salary range for the position.

ADVISEMENT

MBA graduation applications are due on Monday, December 3.

CLUB NEWS & EVENTS

The SHRM student chapter will be hosting a meeting Monday, December 3 at 6 pm. The meeting will be held in GSM room 302. Guest speaker Patty Longdon will talk about the Business Aspects of HR. This is the last meeting of the year so be sure to attend to hear all about the exciting events scheduled for the 2008 school year.

$ Millions of Dollars $

For Interested Energetic Students

Gain Money-Management Skills With Real Money in Stock Market Meet Local Investment Professionals

Finance Practicum/Classes Spring 2008 & Fall 2008
MGMT 594A & MGMT 490A

Applied Investment Management
Instructor: G. Vora, PhD, CFA (vora@unm.edu)
More Info.: Kaye Summerhays (277-3756)
Syllabus: Course Descriptions on ASM Web Site
Sign-up/Yellow Card: ASM Advisement Center

ENROLLMENT: BY PERMISSION ONLY

Hard Work High Returns

Marketable Skills
The Anderson School of Management hosted a Graduate Programs Information Fair on Wednesday, November 28. The Information Fair attracted more than 100 people interested in pursuing an MBA.

Watch for the next Graduate Programs Information Fair in the spring 2008 semester.

**UPCOMING EVENTS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, December 3</td>
<td>MBA graduation applications due</td>
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<td>SHRM Meeting, 6 pm, GSM 302</td>
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<tr>
<td>Friday, December 14</td>
<td>University Commencement, 6 pm, University Arena (PIT)</td>
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<tr>
<td>Saturday, December 15</td>
<td>Anderson School of Management Fall 2007 graduation ceremony, 2 pm, Johnson Center</td>
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**FAST INFO**

**Have a question?** Ask it at [http://fastinfo.unm.edu](http://fastinfo.unm.edu) and we'll try our best to answer it here.

**Question:** I received a letter that said my admission application was placed on hold. What does that mean?

**Answer:** If you are currently enrolled in any pre-admission coursework, have pending transfer coursework, a borderline GPA, or are planning on taking the CS 150 waiver exam, your application will be placed on hold until those requirements are complete. At the end of the semester, your application will be re-evaluated to see if the pre-admission requirements have been met and then you will receive a letter that will let you know if you have been accepted into the BBA program or not. If your application has been refused, you must reapply to the BBA Program.

Once your application has been finalized at the end of the semester, if you are admissible, you will receive an email from the BBA listserv; that is your indication that you can then register for management courses.

Since this will be your first semester in Anderson, please note that you may not get your first choice of courses, however, all BBA Program applicants are in this same position. Since your first semester schedule will be comprised mainly of Anderson core classes (MGMT 300, 303, 306, etc.), there are multiple sections of these courses available during the fall and spring semesters.

For financial aid or scholarship purposes, you may want to create a “backup schedule” until you’re able to register for Anderson courses.

The Anderson Bulletin is published on Mondays. Deadline for inclusion is Wednesday at noon; send complete information to news@mgt.unm.edu or submit online at [http://www.mgt.unm.edu/bulletin/submitContent.asp](http://www.mgt.unm.edu/bulletin/submitContent.asp).