



Brandeis University

INTERNATIONAL BUSINESS SCHOOL

IBSTalk

From the Office of Administration & Student Services
August 3, 2012

Greetings from Student Services

We're moving closer to your arrival date (less than 3 weeks to go!) This week we'd like to share some details about the Orientation week. Also included in this week's issue is a welcome note from our Career Services Office. It's never too early to start networking and preparing yourself for your post-Brandies life.

In this week's issue, you will find:

- 2012 New Student Orientation Schedule
- Orientation Homestay information
- Airport shuttle
- A message from Career Services
- Can you answer YES to these questions?
- Get the most of your time at IBS

Best regards from the Student Services staff,

Kate, Chris, Viola, Karen, Meredith, Matt, Pam and Echo

2012 New Student Orientation Schedule

Wednesday, August 22nd 8:00 to 9:00 a.m. Orientation Registration and Breakfast
9:00 a.m. Welcome from the Dean and Program Directors
9:30 a.m. to 5:00 p.m. Program-specific sessions: <u>For MA & BA/MA students</u> Program Advising IBS and Brandeis campus tours Team Building program English Language Learning skills assessment <u>For MBA & MSF students</u> Solving Problems and Leading Teams Planning Your Academic Program IBS and Brandeis campus tours

Thursday, August 23rd 8:00 to 10:30 a.m. Breakfast
10:30 a.m. to 5:00 p.m. Program-specific sessions: <u>For MA & BA/MA students</u> Justice Brandeis Values Keys for Success in the American Classroom Case Study and group work English Language Learning skills assessment <u>MBA & MSF students</u> Succeeding in the Classroom Communicating Effectively in School and on the Job Developing Your Career Strategy

Friday, August 24th 8:00 to 9:00 a.m. Breakfast
9:00 a.m. to 4:00 p.m. Program-specific sessions: <u>For MA & BA/MA students</u> Case Study Career Advising <u>For MBA & MSF students</u> Negotiating Agreements in Life and Work Thinking Before Acting MBA Wrap-up/MSF advising English Language Learning skills assessment
4:00 to 6:00 p.m. Welcome BBQ (for all programs)

Saturday, August 26th 5:00 to 9:30 p.m. Graduate Student Association (GSA) buses to the Arsenal Mall (also offered on Friday 8/24, 5:00 to 9:30 p.m.)
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Sunday, August 27th 1:30 to 4:00 p.m. Special Event in Boston
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Monday, August 27 th
8:00 to 9:00 a.m. Breakfast
9:00 to 10:30 a.m. Dean's welcome and department/faculty introductions
10:30 a.m. to 5:00 p.m. Life at IBS info sessions <u>For MSF students</u> 11:30 a.m. to 12:30 p.m. Program Advising <u>For PhD students</u> 1:00 to 5:00 p.m. Program Advising and MatLab <u>For all programs</u> 1:00 p.m. Beer Game
5:00 p.m. Group dinners with Leadership Fellows

Tuesday, August 28 th
8:00 to 9:00 a.m. Breakfast
9:00 a.m. to 6:00 p.m. <u>For all programs</u> Workshops International Student info session U.S. student info session English Language Learning skills assessment

Wednesday, August 29 th
8:00 to 9:00 a.m. Breakfast
9:00 a.m. to 4:30 p.m. <u>For all programs</u> Workshops Student Q&A discussion IBS Club Fair & Ice Cream Social
5:00 to 6:30 p.m. GSA's Graduate Student Welcome Reception (at the Faculty Club)

Please be advised that this schedule is subject to change. We will continue to send information about Orientation through weekly IBSTalk emails. You can also check our [website](#) for updates.

Temporary Housing

We recognize that many of you may be traveling from far away, and have not yet made arrangements for your permanent housing. Others have already secured an apartment, but the lease will not permit you to arrive before September 1. In order to help out, some of our second year (returning) students are offering to host new students for a few nights in their home until you are able to make permanent arrangements.

These are the ground rules:

- This offer is extended to IBS incoming students only (no spouses, or other family members or friends)
- You will pay your host \$20 per night that you are staying in his/her apartment.
- There are no other services (such as meals)

Airport Vans

During the day on **Monday and Tuesday, August 20th and 21st**, Student Services will offer a van shuttle pick-up from Logan International Airport to Waltham (Brandeis campus). The cost of this service is \$25 per person. If you are interested, please fill out the attached form and **return it to Pam Frontino (frontino@brandeis.edu) by August 15th**.

Please be aware that space is limited. Also, if your flight is delayed, you will be required to make separate arrangements on your own. Taxis can be found at the airport, and you can learn more about Boston's public transportation system [HERE](#).

Once you arrive at Brandeis, it will be your responsibility to arrange transportation to your apartment/wherever you are staying. Local taxis are

<p>provided.</p> <ul style="list-style-type: none"> • We ask that you contact Matt Rocker (rocker@brandeis.edu) BY WED. AUGUST 15th, to let him know if you are in need. • If you have any special requirements (e.g. women only, non-smoking only) or if you are allergic to pets, please specify this at this time • We will be collecting requests and will connect students as space is available. • All guests must be out by September 1 unless you have made a private agreement with your host. 	<p>available.</p>
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A Message from the Career Development Center

Welcome! We are looking forward to meeting you in late August.

The Career Development Center team understands that one of the strong motivations for enrolling at the Brandeis International Business School is to improve your career prospects. We are committed to helping you. We have many resources to help you develop the job search skills and the contacts that will enable you to manage your career. In order to begin building essential career management skills, some of you will take the "Launching Your Global Career" course and others will attend career-related workshops.

Whichever method you choose, you should be working on the following in your first semester:

- Self-assessment, value proposition, elevator pitch
- Résumé
- LinkedIn profile
- Learning to write effective cover letters
- Techniques for contacting alumni/ae and others for informational interviews/advice
- Networking skills

Things you should do either before you arrive or no later than the end of September:

1. Take the on-line Career Leader self-assessment tool. This is especially useful if you are unsure of which career to pursue. Instructions for accessing Career Leader will be provided when you arrive.
2. Set up an account on [IBS CareerLINK](#) and complete your profile. IBS CareerLINK is our on-line job posting system. A completed profile will inventory your skills and interests. This helps us identify qualified candidates for various positions. If you need help, please contact Drew Quinton, Program Coordinator at dquinton@brandeis.edu.
3. Upload a draft copy of your resume on IBS CareerLINK. Our IBS résumé formats can be found on [our website](#). Or you can download them directly here:
[Résumé for students with less experience](#)
[Résumé for students with more experience](#)
4. Prepare/update your LinkedIn profile and include a link to it in your resume

The Career Development Staff is available by appointment for one-on-one counseling. We are here to help you succeed. Please come to our office and get to know us. The names of the Career Development Office Team are listed below:

Elana Givens, Associate Dean for Career Services (egivens@brandeis.edu)
 Marcia Katz, Director, Career Development (mgkatz@brandeis.edu)
 Katherine Prum, Associate Director, Employer Relations (kprum@brandeis.edu)
 Geri Brehm, Associate Director, Career Advising (gbrehm@brandeis.edu)
 Alessandra Rober Christensen, Assistant Director, Employer Relations (archristensen@brandeis.edu)
 Mignon Bissonnette, Assistant Director, Career Development (mbiss@brandeis.edu)
 Drew Quinton, Program Coordinator (dquinton@brandeis.edu)

Sincerely,

Elana Givens, Associate Dean for Career Services

Can you answer YES to these questions?

Did you secure housing yet (or are you in the process of securing housing)?

By now, you should be in the process of attempting to secure housing, or making plans to do so once you arrive in Waltham before classes begin. This site: my.brandeis.edu is a good place to look for apartments. Temporary housing/hotels are available at a reasonable price can be found here. You can also contact Robin Hennessey at robinh@brandeis.edu for assistance and more information about housing.

Did you make your Tuition Payment?

Remember, tuition payments are due on *August 10th*. Your Sage account will be updated automatically once payment is made. Failure to pay your tuition will result on a hold on your account (which means you will not be able to register for classes). Click [HERE](#) for best methods of payment.

Did you submit your Health Examination form?

If you did, pat yourself on the back for a job well done. If your answer is "what Health Examination Form?", then go to [this link](#). Print out the form, bring it to your doctor to complete the form in English, and send it to the Brandeis Health Center at:

Health Center

MS 034 Brandeis University

P.O. Box 549110

Waltham, MA 02454-9110

or by fax at 781-736-3675

If you have any questions about the Health Examination Form, please contact Anna Porter in the Health Center at porta@brandeis.edu.

Did you set up a Brandeis Email?

You must create your Brandeis email address, because different offices at IBS (like the Career Services Office, Registrar's Office, or Student Services) will need to contact you in the coming weeks to pass along important information. If you have not set up your Brandeis email account, you can do so [here](#).

If you have not yet received your SAGE ID (which you will need to set up your email account), please contact Gerard Casal directly at gcasal@brandeis.edu.

Did you send us your Netbook information?

You must send your Netbook information prior to arriving on campus. Please fill out the attached Netbook Signup Form and email it to rocker@brandeis.edu, along with an electronic passport photo or other clear head-and-shoulder photo.

Get the Most Value out of your time at Brandeis IBS

You are about to become part of a fascinating and diverse community. Brandeis IBS is, as you know, a small business school, with just under 500 students. You may also know that about 75% of the student body comes from some country other than the United States—in fact, our students represent more than 70 countries from around the world. This makes IBS the ideal environment for you to try on your identity as a “global citizen”. IBS is a truly unique place where you can learn on many levels.

ACADEMICALLY—You'll find your class work will be greatly enhanced by the wide variety of perspectives brought by your classmates from around the globe.

CULTURALLY—Throughout the year, we celebrate the cultural diversity of our community in student-led events full of music, dance, art and food.

PERSONALLY—You will be making choices about who you want as a roommate, who you'll be going out to dinner with, who you'll be traveling with, etc. When you make these choices, go beyond your “comfort zone” and look to

bring the international flavor of IBS into your personal life.

Students constantly tell us that one of the main reasons they chose Brandeis IBS over other business schools is because of its international and cultural diversity. Is this true for you, too? Is this why you're coming to IBS?

Some of you will automatically be drawn in, because you'll be the only person here from your home country. Others, however, will have many classmates at IBS from their country. You will have to make a conscious choice to be not only part of your group from home, but to challenge yourself to reach out to those who are different from you. If you're coming all this way to take part in an international education, having only friends from your home country really becomes a barrier to your educational and personal goals.

Here's a practical suggestion. When looking for a roommate, look to live with someone from a country other than your own, who speaks a different language than you do, who has a different experience of the world. By seeking out this type of living situation, you'll not only learn English much more quickly, you will be making every aspect of your life a memorable learning experience.

Challenge yourself!

IBS Social Networking:

