

RESOURCES

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Residential Graduate Business Programs

Full-Time MBA Admissions

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<http://www.graduate.mason.wm.edu> | 757-221-2900

Full-Time MBA Program

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Master of Accounting Admissions

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Master of Accounting Program

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Master of Science in Business Analytics Admissions

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Master of Science in Business Analytics Program

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Center for Online Learning

Learn about our programs by visiting <https://online.mason.wm.edu/>

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Online Faculty Program Directors

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Scott Gibson, Faculty Program Director, Online Master of Science in Finance Program
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Student Resources

Graduate Career Management Center

The Graduate Career Management Center (GCMC) provides career and professional development related services for graduate business students within the Raymond A. Mason School of Business. The GCMC includes a team focused on Career Advising & Education, and another specializing in Corporate Relations & Employer Engagement. The department offers a variety of services and resources, including:

- Summer Start-up Program for residential students to prepare for Fall recruiting
- 1:1 coaching and advising services
- Access to job search tools and resources including Handshake, VMock's Resume Builder, Big Interview, and more
- Professional development and career related workshops focusing on resumes/cover letters, interview preparation, networking, personal branding, offer evaluation and negotiation, and other career relevant skills
- Mason Career Circles (Employer Information Sessions)
- On and off-campus recruiting and networking events with alumni and hiring managers (e.g., Tech Day)
- Career Leader Self-Assessment to identify interests, skills, motivations, and career paths
- Employment outcomes reports
- National and local career fair preparation
- Personalized job search support
- Mock Interviews

Alan B. Miller Hall, Suite 1049

T: 757-221-7887

F: 757-221-2958

<http://mason.wm.edu/careers/>Residential: gradcareers@mason.wm.eduOnline: masoncolcareer@mason.wm.edu**Graduate Career Advising & Education (for Residential Students)****Vacant**, Director, Graduate Career Advising & Education**Danielle Hennessey**, Associate Director, Graduate Career Advising & Educationdmhennessey@wm.edu

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Graduate Career Advising & Education (for Online Students)**Shontae Taylor**, Director, Online Graduate Career Servicessntaylor@wm.edu

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Executive Partners

Executive Partners is a volunteer organization dedicated to enriching and expanding the educational experience of students enrolled in the Raymond A. Mason School of Business and selected other programs within the university. Executive Partners add to the effectiveness of the programs designed by faculty and administration and support efforts to prepare the next generation of business leaders. This network of experienced senior business executives volunteers time, expertise and contacts to all programs within the Raymond A. Mason School of Business.

Executive Partners consists of more than 100 former and current senior executives with backgrounds in over 36 diverse industries and virtually every functional area. More than 40% have international expertise and 30% currently work full or part-time. Executive Partners provide coaching, career guidance, placement and networking support. Executive Partners also mentor students in their career selection and advise them on the skills required in different industries and functional areas.

Faculty members utilize Executive Partners in the classroom to share relevant experiences that augment and enhance the classroom-learning environment. In cases where special expertise is required, Executive Partners participate as guest lecturers and subject matter experts. Executive Partners frequently judge competitions and critique student presentation skills.

Executive Partners provide opportunities for students to interact with senior executives and address interests that extend beyond classroom activities. They offer panel sessions on topics of special interest to students and that complement curriculum offerings; they also provide speaker support and program guidance to MBA Student Committees.

A biography of each executive partner can be found on the Raymond A. Mason School of Business internet site under Executive Partners. You can click on an alphabetic directory or expertise directory. The expertise directory includes both functional and industry expertise areas.

If you wish to contact an Executive Partner, please send your request to EP@mason.wm.edu.

Alan B. Miller Hall**Chris Splan**, Executive Director, Executive Partnerscsplan@wm.edu**The McLeod Business Library**

Located on the second floor of the Raymond A. Mason School of Business in Miller Hall, the McLeod Business Library is your center for business research. Business librarians and student assistants are ready to help you access business information and data. Most databases can be accessed remotely by the Mason community. Workstations are available for business research and study. Food and beverages are allowed in the Business Library.

Suite 2034, Alan B. Miller Hall**Anna D. Milholland**, Head of McLeod Business Libraryadmilholland@wm.edu**William Judd**, Instruction & Research Librarian for Businesswjudd@wm.edu**General Contact**, Instruction & Research Librarian for BusinessEmail: McLeodLibrary@wm.edu

Front Desk: 757-221-7986

In conjunction with Swem Library, McLeod Business Library offers an online chat service that is available during specified hours. The chat service is available from both the McLeod Business Library website and the W&M Libraries website at <https://libraries.wm.edu>.

Library Hours

Hours for the library are posted on the McLeod Business Library website (<https://mason.wm.edu/library/>). Because the hours may vary, especially during interim periods and holidays, students should check the web page to confirm hours before visiting.

Library Resources and Services**Business Databases**

The McLeod Business Library has multiple business databases, including two Bloomberg terminals. You may search on the library website by going to the Databases A-Z portal, which will then link to appropriate resources. These databases are also accessible through W&M Libraries.

Most databases are accessible remotely by using your WMUserID and Password.

Research Guides

Business Librarians have created a number of research guides, which link specific databases to common and course-specific Business research tasks and topics (Company and industry research, finding a company's annual report, et al). Guides are organized by discipline, course, and topic at <https://guides.libraries.wm.edu>.

Popular and Reference Collection

All items in the Business Library's reference collection are listed in the W&M Libraries online catalog, found at <https://libraries.wm.edu>. You can narrow your results to those materials that are located within the Business Library or any of the other branch libraries.

Research Assistance

If you need research assistance, help is available! You can schedule an individual or group research consultation with a Business librarian on the Business library website (<https://mason.wm.edu/library/contact-us/>).

Consultations usually last from 30 minutes - 1 hour in length, and can occur in person and online.

Use of facilities in Alan B. Miller Hall

Alan B. Miller Hall

- When classrooms in Miller Hall are open, they may be reserved for class project preparation, review sessions, and officially recognized guest speakers.
- Students may reserve any of the 14 classrooms through their respective program offices.
- Students may be required to move or reschedule their activity if the room is needed for a School of Business event.
- The Financial Markets Classroom doubles as a computer lab consisting of 20 computers for student use.
- Please leave the room clean and tidy, with the technology turned off.

Meeting Rooms (Miller Hall)

There are thirteen team meeting rooms on the lower level of Miller Hall, eleven team meeting rooms on the first level of Miller Hall. Student use of team meeting rooms is restricted to business students only. Student groups can reserve team-meeting rooms for up to seven days in advance by using the EMS reservation system online.

Appropriate use of the team meeting rooms is on the honor system. Team meeting rooms are intended for collaborative group work and should not be used by a single group for more than two hours.

Meeting Room Guidelines

- Meeting rooms may be reserved for groups of up to 7 people. The small meeting rooms are for small group student use only. Please respect other students' needs for meeting space and limit use to two-hour blocks of time. Do not leave belongings unattended in these rooms to "hold" the space or post signs of intended use.
- Miller Hall food and drink policies apply to team meeting rooms.
- Students must clean up after themselves and leave the room in excellent condition for the next group of students. Furniture should not be moved in or out of the team meeting rooms.

Access/Keys/Security

Miller Hall

Raymond A. Mason residential students' WM ID cards will allow access from 6:00am - 11:59 pm Monday - Friday and 7:00 am - 7:00 pm Saturday & Sunday. After the building is closed, security officers will clear the building. Offices and suites will be locked.

Boehly Cafe

The Boehly Café, located in Miller Hall, is open for breakfast and lunch during the academic year. Students can use their W&M Express cards to make purchases.

Lockers and Locker Policy

Lockers are available for rent to residential MBA Full-time, MAcc, and MSBA students at the beginning of the school year. These lockers are located on the lower level of the Miller Building. Materials kept in lockers are the responsibility of the user. The Mason School of Business takes no responsibility for lost, stolen or damaged materials while stored in lockers. The Mason School of Business reserves the right to inspect the contents of a locker at any time and will do so periodically. Food may not be kept in lockers.

To reserve a locker, contact the Building Operations Team at events@mason.wm.edu.

Technology Services in Miller Hall

Technology Services is committed to providing a high level of service to ensure that information technology is an effective enabling tool for all Raymond A. Mason School of Business departments and divisions.

Technology Services' goals are to provide: timely and effective technical support of computer software and technical tools that effectively support business needs, secure and reliable electronic environments, and new technology solutions that are rapidly acquired and implemented.

Students are required to have acceptable laptop computers (see our Laptop Requirements page (<https://mason.wm.edu/current/technology/>) for more information). It is the responsibility of the student to obtain sufficient technical and warranty support on his/her laptop computer and software supported by Technology Services for course work. Technology Services cannot be responsible for supporting student hardware and will refer students to the hardware manufacturer or third-party repair facilities to deal with hardware problems or problems with software/operating systems not supported by Technology Services.

MSBA Students have a more technical set of laptop requirements (<https://mason.wm.edu/graduate/msba/residential/academics/experiences-capstone/laptop-requirements/>).

Online students should check with their program regarding technical requirements.

Mason Technology Services Help Desk (Mason Help Desk)

All requests for assistance should be directed to the Mason Help Desk, which serves as a centralized point of contact for all computer issues for the Mason School of Business staff, faculty, and students.

The Mason Help Desk can be reached by calling 757-221-3401 weekdays between 8:30am and 4:30pm (excluding holidays) or via email at help@mason.wm.edu.

Student walk-in service is also available in Alan B. Miller Hall, Room 3047, Monday - Friday between 8:30am and 4:30pm, excluding holidays.

Mason Help Desk staff reserves the right to prioritize requests to ensure appropriate response time. Service requests for issues affecting classrooms, multiple users, or that prevent individuals from performing their duties, are given priority.

Mason Technology Services Help Desk

Room 3047, Alan B. Miller Hall

757-221-3401

help@mason.wm.edu

William & Mary Campus IT Support

<https://www.wm.edu/offices/it/index.php> (<https://www.wm.edu/offices/it/>)

757-221-4357

support@wm.edu