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Dear *C. Lamar and Ann Wright School of Business* Student:

Welcome to the *C. Lamar and Ann Wright School of Business* (WSOB) at Dalton State College! Your coursework in the WSOB is essential for preparing you for your business career with specialized courses and activities within your major field of study. Our business programs are designed for collaboration with your classmates and professors as you begin building the professional network that will remain vital throughout your career. This letter provides an overview of what you can expect from the *Wright School of Business* and what is expected from you during your college experience.

Preparing students for professional careers is one of the highest priorities at the *Wright School of Business*. You will develop an extensive knowledge set, ensuring your success in the broad spectrum of business situations you will encounter. Our program gives equal emphasis to the development of both quantitative and qualitative skills. Quantitative skills include an in-depth knowledge of business theory, problem-solving, use of leading industry software, and data analysis, while qualitative skills include written and oral communication, critical thinking, relationships, teamwork, networking, professional attire, and etiquette.

Meeting these objectives over the next few years will be both challenging and fun. Strengthening your professional behavior is another key component of our mission. Please review the WSOB expectations of excellence on the WSOB's webpage at <http://www.daltonstate.edu/academics/wsob-excellence.cms> to understand what will be expected of you as a WSOB student. If you want to purchase a computer for class, our recommendations are at <https://www.daltonstate.edu/academics/student-technology.cms>.

Advising

Advanced courses build on prior learning. Completing courses in the proper sequence and effective scheduling of classes is central to having a smooth progression through your program. You will work with the DSC Advising Center until you complete 30 credit hours. Then you will be assigned a faculty advisor in your chosen business discipline of study: Accounting, Finance and Applied Economics, Logistics and Supply Chain Management, Management, Management Information Systems, or Marketing.

Your faculty advisor is an indispensable resource for career mentoring. However, it is assumed that you will become proficient at managing the course scheduling and enrollment

process, including checking prerequisites and when courses are offered. Then your faculty advisor will be responsible for reviewing and approving course selections. Advising and scheduling materials are available at: <https://www.daltonstate.edu/academics/wsob-registration.cms>. In addition, you will find your assigned advisor from the DSC Roadrunner Portal under the “Who is My Advisor?” tab.

Faculty advisors are available during their scheduled office hours and by appointment. You may email your advisor to request a face-to-face appointment or virtual meeting using TEAMS. You should receive a response within 24 business hours. Emails often get overlooked, and after this time, a polite follow-up is appropriate. The Dean of Students office will assist you with disability access, career services, professional development, counseling, and tutoring.

Chain of Command

Chain of command describes the way organizations, including DSC, are structured. You will learn about reporting relationships as well as responsibility and authority in your business classes. If there is an issue or concern about a professor or advisor, first speak directly with them to reach a solution. If unsuccessful, contact the Assistant Dean, Ms. Jamie Connors (jconnors@daltonstate.edu), the Associate Dean, Dr. Mike D'Itri (mditri@daltonstate.edu), or the Dean, Dr. Marilyn Helms (mhelms@daltonstate.edu). Please follow the WSOB and DSC chain of command. Please do not email the Provost or President or post your issues on social media until you have followed all prior channels and received a response.

Job Shadowing

Often you know you are interested in a business career, but you may be unsure of your major. As previously mentioned, we offer six Bachelor of Business Administration majors (Accounting, Finance and Applied Economics, Logistics and Supply Chain Management, Management, Management Information Systems, and Marketing) and seven minors (Business Analytics, Entrepreneurship, Finance, Financial Technology, Forensic Accounting, Human Resource Management, and International Business) for you to choose from in the WSOB. Take our short quiz at <https://www.daltonstate.edu/skins/userfiles/files/Business%20Program%20Quiz.pdf> to see which major and minor is right for you.

You may also schedule a half-day job shadowing experience and work with one of our many community business partners to learn more about any or all of our six majors. Schedule this experience with our WSOB Assistant Dean, Jamie Connors, at jconnors@daltonstate.edu or 706-272-2455, or Gignilliat Hall room 112.

Internships and Career Placement

An important aspect of your college experience is to apply and obtain a for-credit, paid internship in your specific major once you have completed the principles course within your major. The Assistant Dean, Jamie Connors, will email all incoming opportunities from employers including internships, part-time jobs, and full-time career positions. Dalton State College also has the “Handshake” website listing jobs and internships. Watch for these email

“blasts” from Professor Connors or stop by her Gignilliat Hall office (GH 112) and meet with her or email her at jconnors@daltonstate.edu.

The internship program has enabled many students to find full-time employment in their major. Students can determine their interests in a specific area of their major from their internship work experience.

Capstone Strategic Management Course

As a graduating senior, you will complete MNGT 4701 Strategic Management during your last semester at DSC. This capstone course for the WSOB has the following courses as required prerequisites, meaning they must be completed with a grade of “C” or better before you may take Strategic Management.

- MGNT 3051 Principles of Management,
- MARK 3010 Principles of Marketing,
- FINC 3056 Principles of Finance,
- LSCM 3251 Principles of Logistics and Supply Chain Management
- BUSA 3701 Professional Development Seminar

You and your WSOB advisor will review your schedule carefully to keep you on track for graduation.

MNGT 4701 Strategic Management requires that you also file an Application for Graduation at <https://www.daltonstate.edu/academics/current-student-forms.cms>, signed by your faculty advisor, paid and submitted to the Registrar before you register for the class. Please note that FINC 3056, Principles of Finance, and LSCM 3251, Principles of Supply Chain Management, have BUSA 2850 Business Statistics as a prerequisite. BUSA 3701 Professional Development has BUSA 3301 Business Communications as the prerequisite. Therefore, we encourage you to take BUSA 3301 Business Communications as soon as possible to meet these prerequisites and not delay your graduation. We have degree progression charts / check sheets for each major at the main entrance of Gignilliat Hall. Pick one up for your chosen major and minor. These are also available on-line at <https://www.daltonstate.edu/academics/sob-forms.cms>.

Premier AACSB Accreditation

Dalton State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) and the *Wright School of Business* is internationally accredited by the Association to Advance Collegiate School of Business (AACSB). Both of the accrediting bodies assess continuous improvement. SACS-COC focuses on majors and courses and AACSB focuses on programs (our six Bachelor of Business Administration degrees). Assignments for AACSB Assurance of Learning assessment are embedded in many of your business classes.

As part of our AACSB accreditation, you will take the ETS Major Field Test of General Business Knowledge in your last semester. The ETS is a computerized normed test and ranks how business students at Dalton State compare with business students across the country and

around the world and alerts us to opportunities for continuous improvement in the WSOB curriculum. We encourage you to keep books and class notes from all Area F and Business Core classes to prepare for this exit exam. Your score on the ETS will count as ten percent of the grade in the capstone MNGT 4701 Strategic Management course. Learn more about the ETS at <https://www.ets.org/mft>. You will also be asked to participate in surveys and other assessment tools before and after graduation to document your success and employment. This data supports our premier AACSB international accreditation. This accreditation also ensures you a smooth transition to graduate school and your MBA or MACC degrees.

Tutoring Assistance and Honors Classes

We offer a variety of campus and WSOB tutoring services should you need them. Visit the DSC Dean of Students Office, upstairs in the Pope Student Center, for tutoring schedules. Check with our Assistant Dean, Jamie Connors, (GH112) for WSOB tutoring in Accounting.

DSC has a strong and growing Honor's Program for our students as well. Professor Forrest Blackburn (fblackbourn@daltonstate.edu) directs the Honor's Program. Contact him to learn more.

Service Learning, Volunteering and Extra Curricular Activities

We understand that not everything you need to succeed can be taught in the classroom. We encourage all business students to be active on campus in student clubs, in volunteer service, presentations, study abroad travel, career fairs, graduate school fairs, internships, and all that is available to enrich your DSC classroom experience. Check your email daily for announcements. Undergraduate student research and student competitions are further ways to increase your skill set.

In addition, all students in the BUSA 3701 Professional Development Seminar course participate in a civic activity and perform volunteer community service for Junior Achievement using skills from their chosen major.

Graduation and Alumni Role

You will graduate after you have completed all the coursework and graduation requirements. Please note, grade of a "C" or better must be obtained in all upper-division business courses (3000-4000 level).

Grades are submitted early for graduating students, and diplomas are awarded at each fall and spring graduation ceremony. Students completing their degree in a summer semester may submit a graduation application but will attend the graduation ceremony in December.

After graduation, you'll forever be a WSOB alumni. We'll count on you to mentor our students, participate in mock interviews and alumni events, and recruit WSOB students as interns and employees in your organization.

Again, welcome. We hope you make the most of your time at DSC's *C. Lamar and Ann Wright School of Business*.

Sincerely,

A handwritten signature in blue ink that reads "Marilyn M. Helms". The signature is written in a cursive style and is contained within a thin black rectangular border.

Marilyn M. Helms, D.B.A., CFPIM, CIRM, CSCP, CQM/OE, CLTD
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*Lead **Boldly***