

Bachelor of Business Administration (BBA)



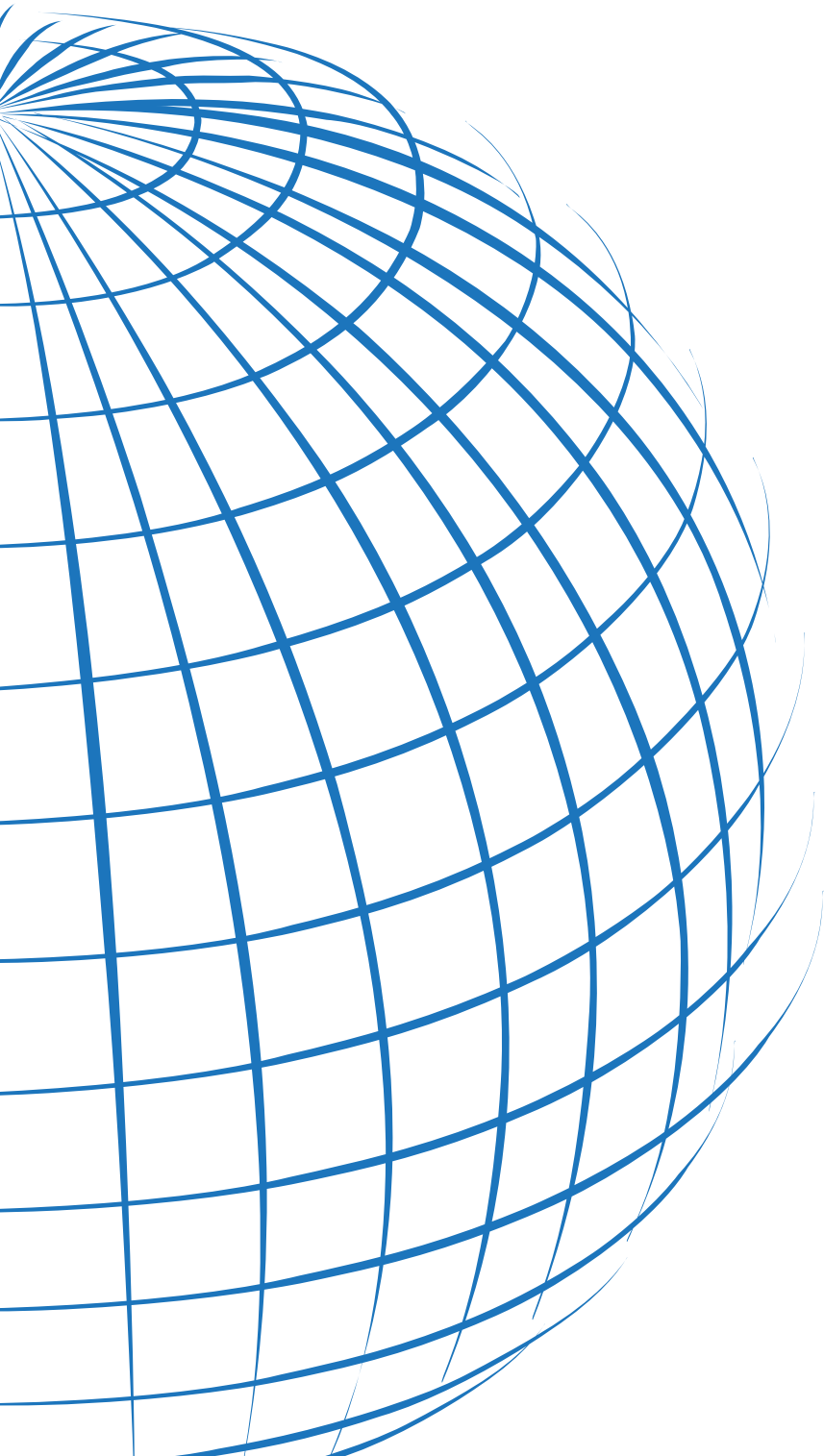
UNIBE
Forjando líderes!

BBA

SURVIVAL MANUAL

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UNIBE
INTERNATIONAL
BUSINESS SCHOOL



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MESSAGE FROM THE DIRECTOR:

Welcome to UNIBE! It's a great pleasure to see all of you eager to start a new stage in your lives, college. You have now become a part of UNIBE's International Business School, the place where future business leaders and innovators will start/continue to create value in their countries.

Our best asset is our faculty members, nationally and internationally renowned individuals who care about our students' development as leaders. They will push you to achieve your best in your academics; furthermore, most importantly, they will encourage your continuous intellectual growth in an effort to enhance your career aptitudes throughout your life. We aim to provide you with a world-class education that considers professional ethics and social values to be important aspects when achieving your personal goals.

Through this unique academic experience, you will develop the competencies needed in your future by having the opportunity to obtain a truly international exposure. You will study in the Dominican Republic's most prestigious and international university and acquire a globalized vision by studying two semesters at Florida International University (FIU). At the end of the program, you will be getting a dual Bachelor's degree in Business Administration one from each institution (UNIBE and FIU), and that will be the foundation of your continuous success.

Erik F. Pérez Vega

Director International Business School
Universidad Iberoamericana (UNIBE)

Credits:

Rosalina Muñoz
Monica Sido Hawli

Our Mission:

To forge a new generation of business leaders and entrepreneurs, endowed with world-class professional competencies, who are able to innovate and create value within a globalized business environment and possess the highest professional ethics, passion, and social responsibility.

Our Vision:

To become the best undergraduate business school in the Dominican Republic as measured by our graduates' excellence, program innovation, solid commitment of our faculty, and national and international recognition of the business community.

DURING THE FIRST FEW DAYS...

- Location, location, location. Don't sit in the back of the classroom; fight to get in the front row!!!..... These are judgment days, and there are no second chances to give a first good impression. Sitting in front means that you are actually interested in the class, while sitting in the back means that you may be fooling around during class.
- As tempting as it is to skip those first few classes, don't! They are the most important. The first day of class you can find out everything you need to know about the professor's way of teaching and grading for the entire semester. Besides, all professors start teaching from day one. Go to class every single day unless you have an extremely good reason not to. Sure, now that you are no longer forced to be in class, it's tempting not to go. But, if you do not go, you are not going to do well. By regulation, the maximum that you can miss class is 20%; nevertheless, when you do not attend, you do not learn!
- Every single point counts. When you lose a point, it is not recoverable most of the times. That's how college works, which means those few points you lose at the beginning are always needed at the end. Fail and you'll be sitting in that class again next semester.
- Take responsibility for your own learning. In college, the level of personal responsibility increases. No one is going to remind you when your papers are due or to do homework every night.

AS THE SEMESTER MOVES ON...

- Acknowledge that attendance is an important part of class participation. If you cannot make it to class, how can the professors ensure that you have what it takes to pass the course? University policies establish that once students miss more than 20% of the classes, they automatically lose their right to take that course's final exam.
- Remember to check your UNIBE electronic address and also to register in the International School's BB Group. This is where all official communications, both from the University and from your school, is sent.
- Ensure that you access all of your classes in UNIBE's virtual platform and that you do not have any issues accessing them. Access to UNIBE's virtual platform is a requirement for many, if not all, of your classes. Those subjects that do not might have a book in an electronic format (E-Books) granting you a license that will allow you to enter their online platform as well as all the book's resources online. Make sure you are aware of all of your reading requirements as the semester proceeds.
- UNIBE is a wireless campus; all you need is your username and password to access it. Having issues logging into any of your accounts (e-mail, Virtual Platform, INTRANET)? If so, drop by Technical Support at FR1- 5th floor, or call 809-689-4111 ext. 1168 or 1178 for assistance.
- To have access to many of UNIBE's other facilities, all you need is to show your UNIBE Student ID. Don't have one yet? Get it as soon as possible at the student's lounge at FR2- 2nd floor.
- Need to finish an assignment or continue with your research? Want to check your email or send a quick message? No problem. Feel free to use the computer labs in the 5th or 9th floors of the Francia I building.

PASSING OR FAILING A COURSE?

- Talk to your professor about any situation; remember that they are human beings and want the best for us and from us! Most of them really understand and will try to help you with your issues. But you have to make the first move and show them your interest, effort, and eagerness to make sacrifices in order to pass the course.
- Keep on top of your grades. Always calculate your accumulated percentage and write down how many points you need to pass the course. Evaluate if it is a feasible and a realistic task for the remaining time. If it is not feasible, seriously consider dropping the course in order to avoid failing it.
- Before withdrawing a subject be aware of your prerequisites. That course might be a prerequisite for other advanced courses. Take a look at your study program (Pensum) before making a final decision.
- Keep in mind that some courses are not offered every semester. Some might be offered just once a year.

YOUR OWN CREATION...

- Be aware of plagiarism. It's an academic violation which is sanctioned by UNIBE's Academic Committee, and sanctions could go as far as definite separation from the university.

DURING THE SEMESTER...

- Take good class notes. Pay close attention in class. Text messaging your friend can wait a little longer if the teacher is in the middle of an explanation.
- Study a little every day throughout the semester. We know the idea of studying every day is not attractive, but accumulating content for the day before the exam is not going to be easy when this day comes. So dedicate at least 15 minutes a week and, who knows, maybe the day before the exam you won't even have to study.
- Open your mind. You are going to meet lots of people who see the world very differently from you. You are also going to hear a lot of ideas that go contrary to what you learned at the kitchen table growing up. This might be uncomfortable, but it's an important part of the college experience that will teach you quite a bit. Keep an open mind and try to understand where other people are coming from, even when you do not agree with them.
- Approximately 3 weeks before your semester is over, you will be able to pre-select your courses for next semester. Remember that there is a limit to the number of students allowed in each course, so do your pre-selection as early as possible. Don't wait to know your final grade. You will still be able to make adjustments to your schedule if things do not go as planned.

AFTER THE FIRST SEMESTER, REMEMBER...

- You are still learning. Work hard, but don't be too hard on yourself; enjoy studying! Yes, you should hold yourself to high standards and do the best you can. Remember, you are learning to be a student on top of everything else, so do not beat yourself up if it doesn't come as easily as high school did for you.
- Your first college semester gives you a time to readjust and change patterns that will help you later on.
- If you still believe you deserve a better grade, you always have the right to have a course review, and the professor must grant you this right. However, a review does not entitle you to a change of grade. How is it done?
 - You must request your review in writing through the School.
 - The School will set up the date and time of review.
 - The professor and a school representative must be present. However, if the student is absent, the review must be performed without the student.
- You are not officially registered until you have made the payment for the upcoming semester. Be aware of late fees that will be applied to your tuition if you do not pay during the specified payment period.

NEED A QUIET PLACE TO STUDY? WE HAVE GREAT PLACES FOR YOU.

UNIBE's Library and the 9th Floor Study Rooms

- The UNIBE Library's mission is to support the university's teaching, study, and research. It integrates all the holdings of the university and provides access through its online catalog. It has a newspaper library with more than 1800 journal titles and a database of nearly 200,000 indexed articles.
- As an UNIBE student, you also have access to the EBSCO Host Research Database, "the world's most-used reference resource: it is a customizable, intuitive search experience designed to cater to user needs and preferences at every level of research and over 300 full-text and secondary databases available." For more details about having immediate access, please contact your Library.



- What about the 9th floor study rooms? If you are looking for a place to study, these small rooms located behind the 9th floor computer lab are perfect for you. They can accommodate up to four (4) people per room.

LOST AND FOUND:

- All lost or misplaced belongings are taken to UNIBE's office of the Dean of Students. Go and find them there!

NEED TO PRINT?

- In the basement of FR-1, at UNICOPY, you will be able to print all your papers in no time.
- You also have QualiPrint, a printing and copying center on the 2nd floor of Francia I.

WHAT ABOUT SOCIAL LIFE IN COLLEGE?

What people say is true: you will meet most life-long friends in college. So this would be a good time to get to know different people and try new experiences.

• FOOD:

- Hungry? Besides the cafeterias option at UNIBE, Alamesa and Moussezzarella, most students also go to Rusty's and Macri's, both located just outside the campus.
- You could also call for delivery. Most places have UNIBE within their range; however, no eating is allowed in the classrooms.

• SPORTS:

- On Saturdays, you will be able to join the Tennis, Basketball, and Volleyball groups. To find out about their schedules, drop by the office of the Dean of Students, which is located in front of the Auditorium. They will be able to provide all details.
- There is also UNIBE'S gym. It's open from 7:00 AM to 8:00 PM, Monday through Friday, and Saturday from 8:00 AM to 5:00 PM.

• CULTURAL GROUPS:

- Sing, dance, or act? You might want to join one of UNIBE's cultural groups. Periodically, UNIBE'S makes a call for participation by the student body. For further information, drop by the office of the Dean of Students!

WHAT ABOUT ACADEMIC EXTRACURRICULAR ACTIVITIES?

- For those that are looking to start refining their professional skills through building interpersonal relations and taking leadership roles at UNIBE, we have the perfect option for you... the School's extracurricular activities, such as the Model United Nations, the Malvina's Project, etc.

- We encourage you to take a leadership role in these groups and immerse yourself in the experience. Allow UNIBE to become a part of your new life journey, a voyage that will be unforgettable and instrumental towards becoming a more socially responsible citizen in the near future.

Contacts You Should Know

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Created by BBA students: Monica Sido Hawli, Rosalina Muñoz Russo • December, 2010



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