

# Requirements for All Incoming UG Students within the School of Business & Global Innovation

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All incoming undergraduate students<sup>1</sup> within the School of Business & Global Innovation (SBGI) must complete the following required experiences in order to be eligible to graduate with a BBA degree from Marywood University (*experiences must be officially approved by the proper SBGI faculty member as designated on the appropriate form*):

## INDUSTRY EXPERIENCE

- **400 hours<sup>1</sup> of Industry Experience** (with *minimum of 250 hours* as a Tier 1 experience)
  - Tier 1 Experience includes:
    - All approved for-credit internships
    - Any field-related work experience approved by the Executive Director (currently Dr. Comstock) or the Associate Director of Graduate and Professional Studies (currently Dr. Speicher) to fulfill Tier 1
  - Tier 2 Experience includes:
    - Approved work experience within a related industry (example: an Accounting major working as a store clerk at Lowe's)
    - Approved work experience in an organization owned by a family relative

## SBGI SERVICE EXPERIENCE

- **40 hours<sup>1</sup> of service to the School of Business & Global Innovation** (with *minimum of 20 hours* as a Tier 1 experience)
  - Tier 1 Experience includes:
    - Peer Tutoring through the Tutoring office
    - Apprentice Teaching with a Business faculty member
    - Participating member of Net Impact or the SBGI Ethics Team
    - Any other officially approved Tier 1 experience
  - Tier 2 Experience includes:
    - Performing approved administrative or research tasks for the SBGI

## COMMUNITY SERVICE EXPERIENCE

- **40 hours<sup>1</sup> of approved service to the community** for a charitable or non-profit enterprise

## PERSONAL ADVISORY NETWORKING EXPERIENCE

- **4 Advisory Council members** for personal network
  - NO family members or faculty members
  - One member will be assigned from the SBGI Advisory Council as a mentor

## SENIOR PORTFOLIO EXPERIENCE

- Approved Portfolio delineating all experiences and achievements

\*\* Each spring semester, students must register for *BUS 475A* (first year), *BUS 475B* (second year), *BUS 475C* (third year), and *BUS 475D* (fourth year) and meet with their advisors to discuss progress.

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<sup>1</sup> Transfer students will have total required hours pro-rated according to credit status upon entry.

**Approval Form for**  
**SBGI INDUSTRY EXPERIENCE**  
*(400 Hours<sup>1</sup> Required – with minimum 250 hours in Tier 1)*

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Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

Brief Description of Experience:

Approved for:

Tier 1

Signed: \_\_\_\_\_  
(Dr. Comstock or Dr. Speicher)

Tier 2

Signed: \_\_\_\_\_  
(SBGI Faculty Advisor)

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**Approval Form for  
SBGI SERVICE EXPERIENCE**  
*(40 Hours<sup>1</sup> Required – with minimum 20 hours in Tier 1)*

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Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Experience:

Number of Hours: \_\_\_\_\_

Peer Tutoring

*(Tier 1)*

Apprentice Teaching

*(Tier 1)*

Participation with Net Impact

*(Tier 1)*

Participation with Ethics Team

*(Tier 1)*

Administrative Task / Research

*(Tier 2)*

Other

*(Tier 1 or 2)*

Describe:

Approved for:

Tier 1

Signed: \_\_\_\_\_  
(SBGI Faculty Advisor or Peer Tutoring Office)

Print Name: \_\_\_\_\_

Tier 2

Signed: \_\_\_\_\_  
(SBGI Faculty Advisor)

Print Name: \_\_\_\_\_

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<sup>1</sup> Transfer students will have total required hours pro-rated according to credit status upon entry.

**Approval Form for**  
**SBGI COMMUNITY SERVICE EXPERIENCE**  
*(40 Hours<sup>1</sup> Required – Charitable or Non-profit Organization)*

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Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Number of Hours: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Brief Description of Experience:

Approved: \_\_\_\_\_

Signed: \_\_\_\_\_  
(SBGI Faculty Advisor)

Print Name: \_\_\_\_\_

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<sup>1</sup> Transfer students will have total required hours pro-rated according to credit status upon entry.

**Approval Form for**  
**SBGI PERSONAL ADVISORY NETWORKING EXPERIENCE**  
*(4 Council Members Required – Maximum 1 Faculty Member and No Family Members)*

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PERSONAL ADVISORY COUNCIL FOR:

Student Name: \_\_\_\_\_

Major: \_\_\_\_\_

*Advisory Council Information:*

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1	<u>Name</u>	<u>Employer</u>	<u>Title</u>
	<u>Phone</u>	<u>Email</u>	<u>Signature</u>

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2	<u>Name</u>	<u>Employer</u>	<u>Title</u>
	<u>Phone</u>	<u>Email</u>	<u>Signature</u>

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3	<u>Name</u>	<u>Employer</u>	<u>Title</u>
	<u>Phone</u>	<u>Email</u>	<u>Signature</u>

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4	<u>Name</u>	<u>Employer</u>	<u>Title</u>
	<u>Phone</u>	<u>Email</u>	<u>Signature</u>

Approved:

Signed: \_\_\_\_\_  
(SBGI Faculty Advisor)

Print Name: \_\_\_\_\_

**Approval Form for  
SBGI SENIOR PORTFOLIO EXPERIENCE**

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Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Comments:

Approved:

Signed: \_\_\_\_\_

(SBGI Faculty Advisor)

Revise and Resubmit:

Signed: \_\_\_\_\_

(SBGI Faculty Advisor)