

What Info Can I Give to Those Who Are

Faculty Recommendations: Should be on letterhead and signed.

Describe the student's level of participation in class, his/her ability to work in teams, if he/she comes to office hours. If you've had a lot of contact with the student, you may want to touch upon his/her work ethic, his/her ability to problem solve, and your overall impressions of him/her as a student. It's helpful, too, if you could discuss his/her overall performance in class and his/her ability to overcome various challenges. If the student is involved in business organizations or other campus activities, you may want to mention that, too.

The better you know the student, the more descriptive you can be.

ONE PAGE IN LENGTH

Employer/Internship: Should be on letterhead and signed.

The recommendation letters need to be one page in length and should describe in detail what the student did for you. Did he/she take the initiative on projects and how did he/she work with peers, clients etc? What leadership did the student show in his/her work and in what ways did he/she contribute and show creativity on the job? Also, include his/her work ethic, character, values, etc.

ONE PAGE IN LENGTH

Recommendation letters can be:

- Given to the student to be scanned into his/her portfolio
- Mailed to Portfolio Review Committee, 1022 Farmer School of Business, Miami University, Oxford, OH 45056
- Faxed to Michelle Thomas at 513-529-6466
- Emailed to Michelle Thomas at thomasm@muohio.edu

Where do I go if I need help with:

Writing my essays/personal statements (proofreading, too):

Student Development Office, 1022 Farmer School of Business

Questions about classes and my GPA:

Advising Office, 1022 Farmer School of Business

Checking to see if my recommendation letters have arrived:

Student Development Office, 1022 Farmer School of Business

All other questions/concerns:

See Michelle Thomas (thomasm@muohio.edu), 1022 FSB
Kim Eads (eadskl@muohio.edu) 1022 FSB

PORTFOLIO PREPARATION Farmer School of Business

Portfolio Submission Deadline:

November 2, 2009

(Notification of acceptance/denial via email on January 4, 2010)



Portfolio/Professional Skills Development Workshops

It is mandatory that Portfolio participants attend at least ONE skills development or portfolio workshop prior to submitting a portfolio.

Monday- Sept 28, 6-7pm FSB 0020
Tuesday- October 20, 6-7pm FSB 0019
Monday - October 26, 7:30-8:30pm FSB 0019

For more information on portfolio process
<http://www.fsb.muohio.edu/offices/student-development/portfolio>

Portfolio Requirements

Meet the following criteria:

Complete 60 or more credit hours including:

12 or more hours of business core courses taken at Miami

Successful completion of all of the following:

ACC 221, ACC 222, DSC 205, ECO 201, ECO 202, MIS 235*, AND MTH 151

(*As a prerequisite for MIS 235, must have demonstrated computer competency through passage of the School of Business Basic Skills Exam and/or successfully completed CSA 148/141, CIT 154, or BTE 181)

AND

3.00 GPA on a combination of all business core courses and Miami Plan courses

OR

Minimum of a 2.6 qualifying GPA or minimum of 2.6 GPA in all business courses.

Can I apply if I am currently taking a prerequisite class?

If you submit a portfolio while taking prerequisite classes, your portfolio can be reviewed before the class ends. The outcome will be held pending your completion of the course.

What if I submit a portfolio, and then reach the 3.0 GPA?

When a 3.0 is attained, you have gained admission.

How can I increase my chances of portfolio acceptance?

It is extremely important to contact Michelle Thomas (1022 Farmer School of Business, thomasm@muohio.edu) for assistance in preparing your personal statements/essays.

How do I submit/share my portfolio?

Go to www.fsb.muohio.edu/portfolio/

- Select **Login**
- Enter Unique ID and Password
- Click **“Login”** button
- Select **“Upload”** from the menu on the left
- Click the **“Browse”** button to find the documents you would like to attach.
- Highlight file and click **“open”**. Repeat until all files are selected.

When you are finished selecting all documents, click the **“Upload”** button. You will receive an “Upload Complete” message for each document. (*Note: this message is your submission confirmation. You will not receive any additional notice*)

Select **“View”** from the menu to view the list of attachments or to delete a file. Exit the system when you are finished.

What Goes Into a Portfolio?

Two recommendations, feel free to select from the following:

Faculty advisor (including evidence of regular advising sessions), faculty member, academic advisor, first-year residence hall advisor, employer, or other persons who can speak to student potential success in the RTFSB.

One page each, minimum 12 pt. font. MUST BE ON LETTERHEAD AND SIGNED.

These recommendations can then be submitted by:

- Including them in your electronic portfolio with the rest of your documents
- Mailed to Portfolio Review Committee, 1022 Farmer Business School, Miami University, Oxford, OH 45056
- Faxed to Michelle Thomas at 513-529-6466
- Emailed to Michelle Thomas at thomasm@muohio.edu

Two separate personal statements (essays) addressing the following:

Why are you interested in studying business? (Not an essay about business in general or Miami’s reputation, an essay about **YOU and your interest**) One page only, minimum 12pt. font, single or double spaced.

Each of our applicants is unique. Describe how your background, values, academics, activities and/or leadership skills will enhance the experiences of other Miami students.

One page only, minimum 12pt. font, single or double spaced.

Note: Personal statements may address other factors as well, such as a discussion of the impact of extenuating circumstances on the applicant’s academic record to date. ***It is highly recommended that students contact Michelle Thomas (1022 FSB, thomasm@muohio.edu) for assistance.**

One example of academic work (written papers, project reports, etc.) and any substantive extra-curricular activities (organization/implementation of activities sponsored by student organizations) at Miami or other external experiences. Keep examples between 1-5 pages in length. If submitting visual work, limit to 3 minutes.)

Some students also choose to submit a resume; this is NOT a requirement.

***Other than the recommendations, all parts of the portfolio MUST be submitted electronically.**

Remember, you can only submit one time, so make it count.