

Management Studies Concentration

Recommended Timeline



Students are required to complete a contract with the Director of the Management Studies Concentration usually by the end of their sophomore year. The following timeline will help students stay on task and offer a sense of what should be done and when the task should be completed. If the contract is completed after the sophomore year, the timeline can be modified. Consult with the Management Studies Director.

(MSD = Management Studies Director, CEL = Center for Experiential Learning)

SOPHOMORE YEAR (FIRST YEAR STUDENTS IF READY):

- Attend an Introduction to Management Studies Information Session
- Complete the *Contract for Management Studies Concentration* and turn in to MSD*
- Declare the Management Studies Concentration with the Registrar*
- Plan timing of required courses with MSD and/or Academic Advisor*
- Save documents (projects, papers, assignments) that you may include in the Capstone project
- Engage in a Volunteer, Leadership or Entrepreneurial Activity*
- Start Informational Interviews*

JUNIOR YEAR:

- Have the First Draft of Your Resume Reviewed in the CEL*
- Conduct Informational Interviews*
- Engage in a Volunteer, Leadership or Entrepreneurial Activity*
- Search for and obtain an internship**
- Plan for course requirements (MSD and/or Academic Advisor)
- Save documents (projects, papers, assignments) that you may include in the Capstone project
- Attend a “Completing the Management Studies Portfolio” session (Spring)

SENIOR YEAR:

Due in November:

- Reflective component including:
 - Vocational vision statement
 - Synopsis of two required informational interviews
 - Synopsis of two required Experiential Learning Activities
- Basic website

Due in April:

- Updated website demonstrating your skill set with a finalized resume
- Completed practice interview in the CEL
- Participation in the Career Network for Oles

**Sophomore or Junior year*

***Junior or Senior year*

Management Studies Concentration • www.stolaf.edu/depts/mgtstudies/ • 507-786-3904

Center for Experiential Learning • www.stolaf.edu/services/cel/ • 507-786-3268

Management Studies Concentration *Tracking Requirements*



MY ACTION PLAN: Concentration Requirements

Core & Elective Coursework	
Core Courses:	<i>Date Completed</i>
Economics: 121 (Principles of Economics)	
Management Studies 225 (Principles of Accounting)	
Management Studies 251 (Management)	
Electives/Related Courses:	
Management Studies _____	
Approved Level II or III Course Outside Management Studies:	

Reflective Component		
<i>Activity</i>	<i>Comments/Notes</i>	<i>Date Completed</i>
<i>Vocational Vision</i>		

Resume		
	<i>Reviewed by:</i>	<i>Date Completed</i>
1 st Draft	<i>Note name of CEL Peer Advisor:</i>	
2 nd (Final) Draft	<i>Note name of CEL staff member:</i>	

Informational Interviews			
<i>Name</i>	<i>Title</i>	<i>Organization</i>	<i>Date Completed</i>

Management Studies Concentration Tracking Requirements



Experiential Learning	<i>Organization</i>	<i>Notes (Demonstrated Skills)</i>	<i>Date Completed</i>
<i>Internship or Approved* Significant Work Experience</i> <small>*Approved by MSD (Paperwork required for Academic Internship only, complete prior to start of internship.)</small>			
<i>Volunteer, Leadership or Entrepreneurial Activities:</i>			

NOTES: Supporting Materials for Capstone website

<i>Course/Activity</i>	<i>Title of Project/Paper/Assignment</i>	<i>Saved in:</i>

Senior Year Requirements

<i>Activity</i>	<i>Comments/Notes</i>	<i>Date Completed</i>
<i>Vocational Vision and Moodle Reflections</i>		
<i>Website</i>		
<i>Practice Interview in the CEL</i>		
<i>Participation in the Career Network for Oles</i>		