

GWSB Summer Business Institute Most Frequently Asked Questions

What is The Summer Business Institute?

The Summer Business Institute is an immersion program created by The George Washington University School of Business for *non-business majors* preparing to transition from college to a career. Students learn business fundamentals and acquire skills that are important for success in all organizations, whether in the corporate, government, or non-profit sectors. The program also helps students plan their career path and sharpen their interviewing skills. At the same time, earning the Summer Business Institute Certificate strengthens a student's resume. In short, this intensive, three-week program is designed to *give students an edge* in the job market and in their future careers.

Who is eligible to participate in the program? Is this only open to GW students?

The program is designed for juniors, seniors and recent college graduates who are not business majors or minors. The applicant must have completed 75 semester credit hours or its equivalent prior to attending the Institute. The applicant must also have a cumulative grade point average of at least 3.0. And NO, you do not need to be a GW student.

What does the curriculum cover?

Accounting, finance, marketing, business law, business ethics, operations, human resources, information systems and organizational behavior are covered. We also go beyond the more academic topics and have other sessions focusing on developing career skills, including presentation skills, leadership, career management, interviewing, writing resumes and team building. GWSB faculty and business professionals incorporate a variety of learning methods into the Summer Business Institute experience to get students actively involved.

What is a business “certificate” program as opposed to a traditional college business degree program?

The GW Summer Business Institute offers a *Certificate in Business Education*. You will cover most of the same functional disciplines in a traditional college business degree, but not in the same depth. The *Certificate in Business Education* from The George Washington University informs prospective employers that you have knowledge of some of the basic functions of business plus skills and approaches that show an understanding of the requirements for working successfully in business organizations.

Will my business certificate help me get a job?

In this highly competitive job market, employers in every field are looking for reasons to differentiate candidates. Candidates who have taken on a business certificate on their own time during the summer stand out from other non-business majors with no academic training in business. Employers are looking for people who take action on their own to prepare themselves for the future.

In addition, you will work with professionals from the School's F. David Fowler Career Center. As part the program you learn how to create an effective resume, and how to prepare for a job

interview, including practice in a mock interview setting. Institute graduates will also have access to the online Fowler Career Center databases and career services tools. Visit the Center's website at www.gwu.edu/~business/careercenter/.

How long is the work day?

The class schedule runs from 9:00 am to 5:15 pm, Monday through Friday for three weeks. With the lunch break and breaks between classes, it works out to about 6 hours of class per day. An occasional field trip to an organization might last into the evening.

What is the work load like at the Institute? Will I have homework and work in the evenings?

In three weeks, you will have intense coverage of all the functions of business. You will have classes all day, with readings and assignments at night. You make a major team presentation, prepare for field trips, craft interview strategies for mock interviews, learn how business now approaches the world on a 24/7 basis. You will sign a pledge that you will complete your work and that you will be a good teammate for group work. You are going to be really, really busy. In the end, you will know a lot about business and what it takes to be an effective professional in an organization.

Why isn't the program for credit?

As a non-credit certificate program, we can be very dynamic and flexible. This allows us to quickly adapt content to meet the rapidly changing business environment and to bring in new faculty and speakers to match a shifting environment. It also allows further flexibility as we structure some of the program around key career skills such as resume writing and interviewing skills.

Who teaches in the program?

The vast majority of the Institute's outstanding faculty are full-time faculty members at the GW School of Business. The full-time faculty are complemented by very highly qualified instructors from staff in the Business School or professionals in the Washington business community. The faculty quality is exceptional—the kind of faculty whose classes are often oversubscribed on your home campus. Please look at the faculty page to see who is teaching this summer <http://business.gwu.edu/gwsbi/faculty.htm>

Who will we visit on the field trips?

The field trips and organization visits have varied through the years. We want participants to see a range of organizations in which they might want to work including business and government. There have been field trips to the Washington Post, Securities and Exchange Commission, World Bank, American Red Cross, and Washington Nationals, among others.

Will I be required to buy textbooks for the courses?

No, you will not be required to buy textbooks for the many subjects being taught. Instead, faculty will provide materials including outlines, articles, cases, and other resources that you will put in the binders provided by the Institute.

Are there grades for the work I do in the courses?

Each course segment is graded on a “Pass, No Pass” basis by the program faculty. The faculty will provide you with a written assessment of your performance. Any participant who receives a “No Pass” on more than one element of the program will not receive the Certificate of Completion for the GW Summer Business Institute. We do not have exams or grades, but a student does need to be active in the program and do the work in order to earn the certificate.

Your program says recent graduates. What if I have been out of school for a few years and have some business work experience? Am I a good fit?

The program is really designed to be conducted at the basic level. If you have business experience already, our program may not be a good fit for you.

What is the class size in the program?

The program is deliberately small and selective. We want the participants to work closely with the faculty and the career center. Each institute will be between 15 and 25 carefully chosen participants.

When and Where is it?

The Summer Business Institute runs from May 26 to June 12, 2009. All classes are held in Duquès Hall, the state-of-the-art School of Business classroom building. We encourage students to live in the program’s on-campus housing. However, students may attend the Summer Business Institute on either a residential or non-residential basis.

Does the program run any other time during the year?

No, we only offer The Business Institute one time each year in May-June.

How Do I Apply?

The Summer Business Institute is for students in their junior or senior year or recent grads. Students need a minimum of 75 credit-hours by May 26, 2009. The deadline for submitting an application is April 1, 2009 but students should apply early because the class size is limited and may fill up before that date. Deadline for the deposit of \$750.00 is April 15, 2009. Deadline for the full payment is May 1, 2009.

Where Can I Get An Application or More Information?

Visit <http://business.gwu.edu/gwsbi/> attend an open house shown on the website, or contact gwsbi@gwu.edu.

How soon will I know that I’ve been accepted by the program?

We do rolling admissions. Once we receive your completed application and application fee in our office by mail or in person, we will immediately begin to review your material. A completed application includes the application sheet, your personal statement, unofficial transcript, and a reference if you feel that will enhance your chances for admission. We will evaluate your candidacy

quickly and get back to you by email. If you are accepted, you will receive an acceptance e-mail followed by a letter from the GWSB Undergraduate Dean's office.

What Does it Cost?

The fee for the program is \$6,300. This fee includes all tuition, materials, site visits, and career counseling. If you wish to stay on campus, lodging in GW residence halls is available for an additional \$1,000.

What method do I use to pay for the program?

You can use a personal check made out to The George Washington University to pay for the non-refundable registration fee and other program fees. However, we are unable to accept credit cards or debit cards.

Are there scholarships available for the program?

Unfortunately, there are no scholarships available for students in the program. Students participating in the program may be eligible for academic loans. For additional information, please contact gwsbi@gwu.edu.

Is there housing available on campus?

Yes, there is university dormitory housing available on campus during the summer. If you are accepted and want to stay in university housing, we will send you the housing application from the GW Summer Housing Program. You can return the application to us and we will put the applications in with the other program participants so that you will be housed together if possible. The rates shown on our website are based on single residence hall housing on campus. Regarding length of stay, participants may check in on May 24 or May 25 and check out the morning of June 13, 2009, the day after the program ends. Extensions of the stay must be worked out in advance with the GW Summer Housing Program.