

THE UNOFFICIAL GUIDE JUNE 2013



Once upon a time, FY students at the Fuqua School of Business had an epiphany. *Why not provide incoming Fuqua students with some "unofficial" guidance so they know what to expect as they navigate their first year?* What started as an idea is now a reality, as we present to you the third edition of the Unofficial Guide to Fuqua.

Get to know your guide well. Make it your friend. After all, it is one of many resources at your disposal, and holds the answers to many of the

questions that you'll be asking over the next few months.

Most importantly, think of this guide as another tool to enhance your transformative experience - a living document to be made better each year. We hope you enjoy it, and welcome to Team Fuqua.

Wishing you the best in your first year,

The MBAA



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ACRONYM LESSON #1: FY = First Year SY = Second Year

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I. FIRST YEAR AT A GLANCE

Academic Calendar '13-'14

(for full version, please see: http://www.fuqua.duke.edu/student_resources/academics/academic_calendars/daytime-calendar-2014/)

August							September							October							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5						1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30

December							January							February							March						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4							1							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	23	24	25	26	27	28	29		
																					30	31					

April							May							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	
												1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	
27	28	29	30				25	26	27	28	29	30	31	

Academic Calendar Key

- First Day of Classes
- Last Day of Classes
- Final Exams
- Vacation / No Classes
- Other Mandatory Events

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Career and Social Events

	Snapshot of Career-TO-DO'S	Social Events
GI (August)	<ul style="list-style-type: none"> • Get to know your classmates • Reflect on professional goals • Research companies of interest • Learn the basics of Fuqua before the 2nd years arrive 	<ul style="list-style-type: none"> • 80's Party • Pool Parties & Grilling
Fall 1	<ul style="list-style-type: none"> • Complete CMC tasks for bid points • Navigate online career tool; upload résumé • Attend corporate presentations and club symposia • Start the off-campus search • Seek/prepare for informational interviews • Network with Second Years (SYs) 	<ul style="list-style-type: none"> • Basketball Campout • Halloween Party • Football Tailgates
Fall 2	<ul style="list-style-type: none"> • Continue networking/informational interviews • Attend internship search sessions • Complete cover letter templates • Practice interviewing and participate in MIW • Begin submitting cover letters and resumes 	<ul style="list-style-type: none"> • Brand Challenge • Around-the-World Dinners • Global Week • Case Competitions
Winter Break	<ul style="list-style-type: none"> • Meet remaining resume drop deadlines • RECHARGE! Reflect on your search strategy • Research companies and practice for interviews • Begin on-campus interviews – early January! 	IT'S UP TO YOU!
Spring 1	<ul style="list-style-type: none"> • Continue interviews and off-campus search • Get advice from SYs and CMC on offer decisions 	<ul style="list-style-type: none"> • Prom • MBA Games Auction Night • Stache Bash
Spring 2	<ul style="list-style-type: none"> • Continue interviews and off-campus search • Explore other Fuqua Programs for internships • Prepare for your internship experience 	<ul style="list-style-type: none"> • MBA Games Weekend • Fuqua Idol / Iron Chef • MBA World Rugby Tournament • White Party • Luau • Blue Cup

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BEFORE SCHOOL

Reminders from Incoming Student Website and Other Helpful Information

Date	Critical Actions	Nice to Do	If it Applies
ASAP	<ul style="list-style-type: none"> Obtain a well-functioning laptop with Microsoft Office (e.g.. Word, PPT, Excel). [Tip: unless you are already familiar with the Mac OS, get a PC to avoid compatibility issues and VMWare Fusion headaches] Keep a record of your Duke Unique ID# (starts with a "0" and can be found on ACES) for parking, health insurance, etc. Sign up for Duke Student Health Insurance Submit Parking Registration Submit your Duke Card request form and FLEX Account form (use passport photos) 	<ul style="list-style-type: none"> Familiarize yourself with the Pre-Term schedule. In particular, note that you do not have the week off between GI and Fall Term I. You will have Pre-Assignments for your classes that will take some time to complete 	<ul style="list-style-type: none"> If you received a Financial Aid Award Letter, login to ACES to accept your award(s)
June	<ul style="list-style-type: none"> <u>Submit Health Immunization Form before June 30th</u>. Be sure to follow up with past Primary Care Physicians early to obtain this information Pack at least two business formal suits with you when you move for networking events and interviews Keep track of all Duke ID numbers (most can be found on ACES web) 	<ul style="list-style-type: none"> Put \$ on your FLEX Account to purchase food in the Fox Center and at various vending machines around Fuqua. 	<ul style="list-style-type: none"> Review the requirements for obtaining a driver's license in North Carolina

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June/July

- **Order Fuqua business cards and nametag by July 15th.** For the Fuqua email address, use “@fuqua.duke.edu”. The “@duke.edu” address goes away once your graduate
- Complete Business Computer Applications “BCA” [DEC383] course (start early!)
- Read the Welcome Letters from GIE and LEO professors to prepare for those courses
- Finish Pre-Assignments for GIE and LEO before Orientation
- Review Pre-Program Math Foundations software and Financial Accounting Pre-Term Review
- Unpack completely! School activities will start to fill up quickly, so make sure to unpack as soon as possible when you move
- Change your mailing address with the Post Office, your banks / credit cards, your insurance companies, etc.
- Contact utilities / cable / Internet companies prior to move-in
- Begin formatting your resume in Fuqua Format [See [Appendix A](#)]
- Begin thinking about your Personal Development Plan (PDP) [See [Appendix B](#)]
- Google yourself and make sure you hide or remove content on social networking sites (e.g., Facebook) that could be incriminating when recruiters search for you online
- Finish Pre-Assignments for Fall Term 1 before September 6
- Update your calendar to Outlook
- Review the MBAA Transition Guide
- Learn more about Fuqua Partners (if it applies)
- Purchase Renter’s Insurance
- Consider investing in a SmartPhone
- Copy your identification documents (i.e. Passport, Visas, Driver’s License, Birth Certificate, Social Security Card)
- Consider attending Math Camp (July 15th -19th) – register by **June 30th**
- Submit International Flags Form by **July 11th**.
- Submit Core Course Administrative Exemption Requests by **June 29th** [Operations 370 is due by November 1st].
- Obtain pet immunization records
- Consider attending the Pre-Term Accounting Workshop on August 31st – September 1st (register by **August 31st**)
- New F and J visa holders: register with Duke during Language Institute or on the July 30th day of programming for International Students
- Finish HSM Paper before Fall Term I
- For more Statistics Prep, review Module III of Pre-Program Math Foundations software

August

Moving

- **Driver License's Information:** Review the requirements for obtaining a driver's license in North Carolina and make sure that you have all of your documentation to avoid multiple trips back and forth. Further information can be found here: http://ncdot.org/dmv/driver_services/drivingpublic/applying.html
- **Where are the Grocery Stores near Fuqua?** (Please Note: These directions originate from Fuqua):

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- **Super Target:** Turn right at N Carolina 751 N/Cameron Blvd. Continue to follow N Carolina 751 N for 0.7 miles. Turn left to merge onto US-15 S/US-501 S toward I-85/Chapel Hill/Sanford for 1.9 miles. Take exit 105A on the left to merge onto US-15 BUS N/US-501 BUS N/Durham-Chapel Hill Blvd toward Chapel Hill Blvd/S Square. Destination will be on the right after 1 mile.
 - **Walmart:** Turn right at N Carolina 751 N/Cameron Blvd. Continue to follow N Carolina 751 N for 0.7 miles. Turn left to merge onto US-15 S/US-501 S toward I-85/Chapel Hill/Sanford for 4.2 miles. Turn right at Mt Moriah Rd - 0.2 miles and turn left after 0.1 miles.
 - **Harris Teeter:** Turn left at Cameron Blvd. Continue onto Academy Rd for 1.6 miles and turn right at Chapel Hill Rd/University Dr. Take the 2nd left onto Old Chapel Hill Rd and continue for 1.2 miles. Turn right at Williamsburg Rd and continue for 0.3 miles.
 - **Kroger:** Head west on Towerview Rd toward Science Dr. Continue onto Morreene Rd and turn right onto the US-15 N/US-501 N ramp to Roxboro/Oxford/I-85. Take exit 108C-108D on the left for N Carolina 147 N/US-70 BUS/Durham Frwy/Hillsborough Rd toward I-85 S/US-70 W. Keep left at the fork in the road and take exit 108D for US-70 BUS/Hillsborough Rd. Destination will be on the right.
 - **Food Lion:** Head west on Towerview Rd toward Science Dr. Continue onto Morreene Rd and turn right onto the US-15 N/US-501 N ramp to Roxboro/Oxford/I-85. Take exit 108C-108D on the left for N Carolina 147 N/US-70 BUS/Durham Frwy/Hillsborough Rd toward I-85 S/US-70 W. Keep left at the fork in the road and take exit 108D for US-70 BUS/Hillsborough Rd. Turn right onto US-70 BUS/Hillsborough Rd for approximately 1 mile.
 - **Whole Foods:** Head west on Towerview Rd toward Science Dr. Turn right onto Erwin Rd and then take a right onto W. Main St. Turn left at Broad St.
 - **Trader Joe's:** Turn right at N Carolina 751 N/Cameron Blvd. Continue to follow N Carolina 751 N for 0.7 miles. Turn left to merge onto US-15 S/US-501 S toward I-85/Chapel Hill/Sanford for 6.3 miles. Turn right onto Ephesus Church Rd for 0.2 miles. Take the 2nd right onto E Franklin St. Destination will be on the right.
- **Unpack completely. Let us repeat...UNPACK COMPLETELY!** School activities and events will start to fill up quickly, so make sure to unpack as soon as possible when you move in.
 - **Contact utilities prior to moving in:** To avoid potential inconveniences, arrange for your cable/internet and electricity before moving in:
 - **Cable/Internet:**
 - Time Warner Cable: www.timewarnercable.com; 1-866-489-2669
 - Verizon: www.verizon.com; 1-800-483-4000
- Note: Make sure to buy a router.
- **Electricity:**
 - Duke Energy: www.duke-energy.com; 1-800-777-9898

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- **Purchase renter's insurance:** Your apartment complex may have preferred vendors or you might be able to get coverage through the same company that you use for car insurance or one of their partner companies.
- **Change your address:** Tell the post office and your credit card companies your new address.
- **Research furniture and mattress stores:** arrange for delivery prior to orientation.
- **Share moving expenses:** Find out if anyone living in your area wants to share the expense of movers, U-Hauls, etc.
- **Consider getting a Smartphone:** The expectation at Fuqua is that you are available to respond in real time, so look into obtaining an iPhone, Droid or Blackberry.
- **Obtain your pet's immunization records.**
- **Copy your identity documents:** Keep copies of your identity documents with emergency contacts and make copies for yourself.

Academics

- **Textbooks:** Most core classes use textbooks; however, it is your decision as to whether or not you want to buy them. All textbooks are on reserve in the library, but are difficult to come by during Finals period. You should consider talking to SYs that you meet during Orientation about which books they recommend buying and see if they want to sell their old copies. If you do choose to buy books, you can find used copies on Amazon.com and Better World Books to help keep costs down. You can also rent books from Chegg.com.
- **Exemptions:** There is an option to exempt core classes, either through an administrative exemption or by taking an exam. If you think want to exempt one of the core courses, start brushing up on the material early. You can find the relevant textbooks on reserve in the library.

Career/Leadership

- Begin to browse the different student clubs and activities and start to prioritize! Remember, you cannot do everything! *See the Student Life "Clubs" section of the unofficial guide for a detailed description of Fuqua's clubs.*
- Also, familiarize yourself with the ways to get involved with the aforementioned clubs and activities and the different levels of commitment. *See the Student Life "Clubs" section of the unofficial guide for commentary on the following:*
 - Taking a cabinet position
 - Volunteering to help with club events

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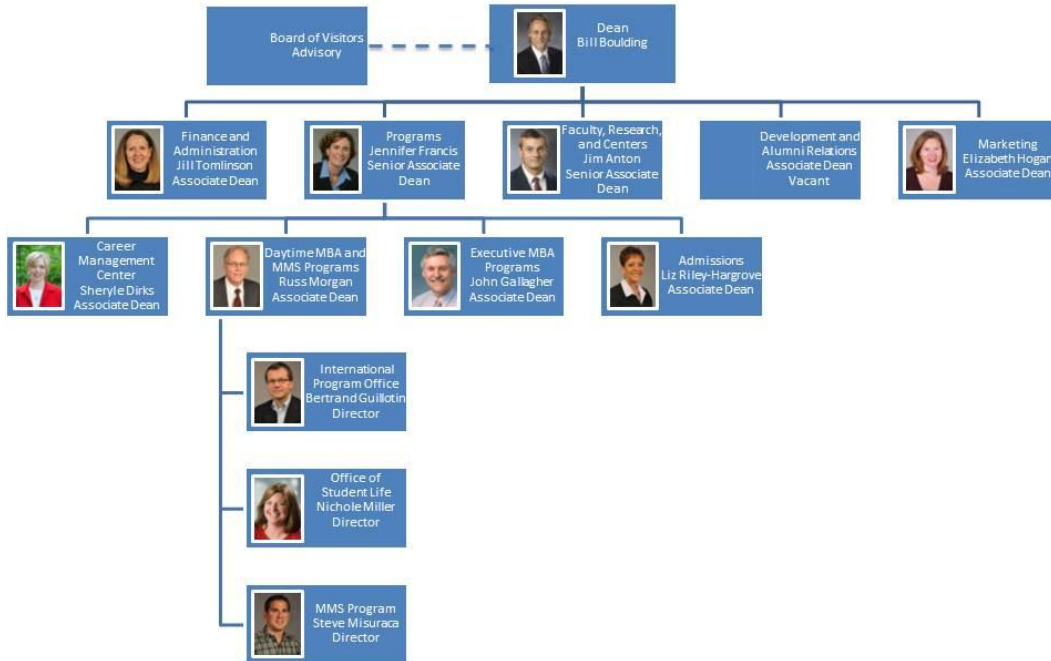


- Joining the listserv and attending events of interest
- Start thinking about *what type* of summer internship you would like to pursue. Consider industries, function, and target companies. Recruitment and career activities start immediately, and it helps to have already started the process of narrowing down the options.
- Think about the goals you'd like to set for yourself upon entering Fuqua. You'll record these goals in your Personal Development Plan (PDP) throughout the summer and fall and review them with your COLE Fellow. Please see [Appendix B](#) for PDP Instructions and template.

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FUQUA HIERARCHY





THE BRAND

Our brand can be described as the set of associations different people have about our school. While external rankings and the school's own marketing tactics can influence these associations, by far the biggest potential impact to our brand is owned by our students and alumni.

Steward the brand. This is the reason you chose Duke. It is arguably also the most sensitive, yet valuable asset you will retain for the remainder of your career. Your classmates will undoubtedly conduct themselves in such a way that strengthens our brand each and every day. While we all appreciate such actions, as they serve to strengthen the relative position for us all, we also *expect* such performance or behavior.

Your fellow Fuquans expect each of you, individually, to make a concerted effort to both protect and grow our brand. This is not something reserved for recruiting events. It is a philosophy that must permeate your daily life and find its way into all aspects of your complex schedule this year.

A brand, as many of you will find out as you venture into Consumer Packaged Goods (CPG), is a funny concept. When you consider a university's brand, it is much different from that of a typical CPG. We're not selling toothpaste here! Our brand resides with the successes and failures of us all. It can take years and the hard work of many to build; yet it can be destroyed in *just moments* by the careless conversation of one person. A brand is rarely destroyed by one monumental act. To the contrary, it is more often eroded over time by the careless actions of those who do not respect or consider the impacts their behavior will have on their friends, colleagues, and fellow students for many years to come. Examples of brand "erosion" include, but are not limited to: unprofessional behavior with corporate recruiters, tardiness to Distinguished Speaker events (or any speaker events for that matter), or any behavior that may reduce someone's perception of the caliber of our students.

Protecting a brand is simple: act with the same intelligence, common sense, and charm that got you admitted in the first place. It also involves realizing that your success is dependent upon the actions of others. You may decide in the middle of a corporate presentation that you do not want to do marketing. Don't mess it up for someone else, whether that involves interrupting the event to leave, asking unnecessary questions, or acting in a manner that negatively draws attention.

Selfishly, we all want the Duke / Fuqua brand to be successful, and through the hard work of many, we arguably have one of the best student cultures of any business school. Please remember that the success of any brand, especially at this level, is often found in the details.

WHAT IS OUR BRAND?

You have already begun to shape our brand the moment that you accepted. You are the school's symbol to the outside world; "What type of student does Fuqua accept?" You will continue to help better our brand throughout your two years and beyond as alumni. Every class shifts the brand in some small way; some more than others. That being said, we thought we may give you some insight into what we believe are the core tenants of our student brand; those that hold true no matter the class.

Serious Work; NOT People Who Take Themselves Too Seriously:

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We have fun at school. If you visited Fuqua prior to arriving on campus, you undoubtedly saw this in full-force. The ability to have fun at any given moment, be it in a team room or at a party, gives us all the energy to keep pushing through our schedules even when they get overwhelming. If you ask any student, one of his or her greatest points of pride is most likely that huge, personal egos are rarely found and not welcome within our community. We are not a group who attempts to succeed individually regardless of the outcome of our fellow students. Instead, we strive for collaborative success. That's not to say you won't push yourself to become a better individual. It just means that you will also remember the stresses and successes of those around you.

Team:

"Team Fuqua" is undoubtedly one of our most visible student brand statements. This is a statement that the students believe in; one that they truly live. You will see the team culture play out in your C-LEAD teams, clubs, recruiting opportunities, and social networks. Your classmates (both FYs and SYs), the faculty, and the administration will be there to support you along the way. Business school is intended to be a "safe zone"; a place where you can make mistakes in the classroom, in your leadership endeavors, and even as a member of a team. A team is only truly successful, however, once its members feel comfortable enough to push beyond a supportive environment and into one of constructive criticism. The ability to give and receive such comments which broaden your self-awareness is what will make your degree worth every penny you spend.

One of your fellow classmates was recently asked to comment on the Fuqua brand (more specifically, the concept of a team culture and the perceptions it creates). While direct, it is also very articulate:

"The notion of Duke as a team-oriented community that develops broad skills, knowledge, and experience is generally accepted. That image creates two distinct camps in the business world, however. The first believes Fuqua graduates use advanced interpersonal skills to build a healthy working environment while carrying analytical abilities that can adapt to any challenge. The second believes Fuqua graduates lack the competitive nature and robust analytical tools necessary to thrive in the business world. Each irresponsible action by a Duke student (arriving late to a presentation, allowing a telephone to ring during a meeting, sending poorly edited messages, dressing inappropriately, etc.) diminishes the image held by the former and cements the image held by the latter. Either result bodes poorly for Fuqua, whose youth presents tremendous opportunity but also creates an ill-formed, highly malleable brand."

At times, you will love your teams and believe that you could build The Pyramids in a week if asked. Other times, you will question the team culture and why we place such an emphasis on it as you just can't seem to work with a particular individual. **Forewarning: it is in these moments that you will experience the most significant growth.** You will learn how to adapt, deal with conflict, criticize but not demean, and accomplish goals under pressure.

Diversity:

As one of the business schools with the highest percentage of international students, you may already realize that diversity is one of our primary considerations. The time you spend learning from one another regarding business practices, cultural norms, adaptive communication, and even local cuisine will be some of the more rewarding experiences of your two years.

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The diverse geographical background of your classmates, however, represents only one pillar of diversity in the Fuqua community. Others include, but are not limited to: age, gender, marital status, parenthood, industry experience. These bits of diversity, if you let them, will have you associating with people from backgrounds of which you may not be familiar. We challenge you to stretch beyond your comfort zone. Immersing in diversity will be one of most difficult tasks you face. It is easy and natural to associate with those with whom you share the most in common. That would be a shame. You are at business school to learn what you don't know; not more about what you already know.

Student-Led:

Leadership, leadership, leadership. Our school literally would not function without student leaders (i.e. volunteers). Students at Fuqua are given a unique opportunity to develop their skills as managers / leaders through leadership in clubs and the MBAA. Take advantage of these opportunities but don't over-commit. It is better to have one leadership position you execute with passion than to "pad" your resume with multiple roles in which you learn nothing and worse yet, become frustrated. Leadership positions at Fuqua are no small matter. Students routinely manage dozens of their peers, tens of thousands of dollars, and relationships with key corporations. Such roles offer the chance to serve the school and develop your skills as a manager.

Words of Advice:

"Don't necessarily take the most prestigious role; take the role which you will enjoy most."

"Leadership at Fuqua is not meant for one group of students or ideas. It is meant for all. Never hesitate to step forward and offer your expertise and/or passion. The entire school will benefit from your contributions."

CLASSROOM ENVIRONMENT

Time in the classroom is often one of the more enjoyable times of your experience. The discussion will be enriched by the experiences and diversities offered by your classmates. Let's say one day you're discussing economic development in Rwanda. You may be surprised when one of your classmates raises her hand, citing her work in the region and what the rest of the class may learn from the experience. Don't be surprised....similar incidents will permeate your classroom experience.

While we like to enjoy ourselves in the classroom, it should never be to the detriment of others. **Treat class similar to a meeting at your former job: come prepared, on-time, and ready to contribute.** Keep your cell phone and all other electronic devices off the desk and turned off. We promise you, however you think you are hiding your phone, the professor can see you and it is incredibly distracting to your classmates. Late arrivals tend to be the first "cold calls"; not typically how you'd like to start a 2-hr class session! We speak from experience.

GUESTS AND CORPORATE EVENTS

Anytime we host guests or hold recruiting events, we have the opportunity to help shape our brand in the direction we so choose. Please remember that while you are representing yourself, you also represent something much larger, a brand that many people hope to rely upon for the remainder of their careers. As we mentioned earlier, cementing our brand as one of the top business schools in the world requires a commitment

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to detail. We need a commitment from each of you to execute on the small things so that we can continue to show off the obvious talent within our school. This is how we separate ourselves. Companies who recruit at top business schools know that they're getting the best intellectual talent available. They never cite, "oh the students just weren't smart enough." That would be frustrating and out of our control. What is at risk, however, is a student's behavior in even the most casual of settings, "wow all those Duke students arrived late and left early; their disheveled appearance creates cause for concern that I may not be able to put them in a client-facing role." What separates schools is their ability to put their best foot forward; the commitment to the detail that is expected of these employers. Fortunately, this is fully within our control.

ACADEMICS

HOUSTON, WE HAVE ACADEMICS:

The Duke MBA builds one general class of leaders – “Leaders of Consequence” (ask the SYs about this if you’re not familiar) who are team-oriented and personable. And there are three types of students: Wall Street, Main Street, and Off Street.

Ask yourself the following five questions, add up your points, and you’ll soon know where you fall.

1. Give yourself one for point for each time that you’ve watched *Wall Street* (maximum of three)
2. Give yourself two points if you expect an internship from on-campus recruiting
3. Give yourself one point if you are sponsored (your previous employer is paying for your MBA)
4. Give yourself one point if you drink scotch
5. Give yourself one point if you can only speak one language

Wall Street (6 points or more):

As a Wall Streeter, getting good grades is par for the course. You need, and get SPs (and occasionally HPs) in Accounting, Statistics, and Finance, among other courses. You typically contribute more to team assignments than your peers because it’s for you that SPs were created anyway. Wall Streeters must take quantitative courses and courses that build computer skills. You will also enroll in special courses, even on the weekends, mostly run by Training the Street or some consultant guy. In actual Fuqua courses, make sure to do the problem sets and work through all the practice materials, including practice exams. Get a FY leadership position in your desired career-affiliated club, network with SYs who interned at your desired firms, participate in consulting case competitions, and remember Fuqua when you hit the big time.

Main Street (between 2 and 5 points):

Most of you will never get asked about your courses or grades; with that being said, make sure to consider your career and personal interests when you pick classes. Speak to alums and SYs at the firms you are interested in and take their advice when choosing classes that will best prepare you for your desired role.

Off Street (1 point or less):

Sample the field. Take that class you’re interested in at the Nicholas School. Or the Law School. Or the Sanford School. You can slot it right before your Small Business Consulting class, or was it a Mentored Study? Since your internship search won’t be as well-defined as some of your classmates, it is important to view these non-traditional courses as opportunities to both learn and demonstrate your abilities in order to get you started on your internship search. Your unique path both affords the opportunity and provides the motivation to truly make your MBA academics your own. Take advantage of the wealth of classes and opportunities afforded to you as a Duke student, and make sure to reach out to SYs, alumni, and professors as early as possible because they will help you focus your efforts and maximize your experience.

GENERAL TIPS FOR ALL

Regardless of your student type, here are some general tips to help you navigate the new world that is upon you.

Look within – Define your goals:

Another way of thinking about academics is to understand what you are trying to take away during the next two years. One student whose priorities in order of importance were communication, awareness, and technical skills development used the following as a guide to selecting his course schedule:

- *“My first priority was to improve my communication skills – my presentation ability, my written communication ability, and my ability to connect on a one-on-one basis. With this in mind, I chose courses that would move me towards this objective.*
- *“My second priority was to improve my awareness. This means that even if I don’t possess the competency to complete something on my own, I will be aware of the factors, tools, and possibilities that could drive a potential solution.*
- *“Lastly, I wanted to obtain certain specific competencies, such as those taught by the computer courses. Thinking about these priorities provided me with a framework that I used to choose my courses.”*

While your priorities may be different, thinking about academics in terms of your desired high-level takeaways may be helpful in choosing your courses.

Class Registration:

For your core courses, you will be automatically registered with your section, and there is nothing that you need to do before classes start. If you exempt a core course, or for when you begin to choose courses, you can register through ACES, which is accessible via a link on the FuquaWorld home page.

Once you begin to choose courses, you’ll learn that each term has a few different registration periods. The first period allows time for everyone to choose their top choice class, while subsequent periods are first-come, first-served basis. If there is a course that you really want to take, make sure you pay attention to when the early enrollment period occurs as some courses fill up quickly.

Textbooks:

Textbooks are a complicated subject. On one hand, now is *not* the time to sacrifice learning to save a few dollars. On the other hand, textbooks can be expensive, are available on reserve in the Ford Library at Fuqua, and, in some cases, are rarely needed for class. A good idea might be to share a book with a friend or C-LEAD team, or check out the book during off-peak hours at the library. However, if a particular course is very important to you, then the textbook can be a resource even after the course ends so buying one may be a good idea. Ask SYs about specific books/courses if you’re not sure what to do.

Another good compromise is to check with a professor to see if an older version of the textbook is acceptable. In many cases, it is, and they are usually significantly less expensive. If you choose to buy textbooks, make sure

that you know the retailer's return policy. Many people buy textbooks from the Duke bookstore immediately before their first class, so they will have the option of returning it after class (within 24 hours) if they decide to do without it. Textbooks online tend to be less expensive than textbooks in bookstores. You can also rent textbooks through Websites like Chegg.com.

Interacting With Professors:

Listen to what your professor says. When your Global Finance or Statistics professor says, "Do the problem sets," then **DO the problem sets**. When your Corporate Finance professor says that "Lecture 4 is a problem point for many students," then spend a substantial amount of time preparing for Lecture 4. Remember, **they want you to succeed**.

What sets most of your new professors apart from past professors is their accessibility. No more are professors a distant voice that rolls into class, lectures, and leaves. Most professors are very accessible and very down-to-earth. Many professors are responsive to email and message board questions, have ample office hours, and are willing to meet at other times if necessary. Some professors might say, "If you have any problems at all, come see me immediately." When professors say this, they absolutely mean it. They want you to do well, which is why they make themselves so accessible. Again, listen to what your professors are telling you. Additionally, your professors strive for continuous improvement and take feedback from students very seriously. Take a moment to share your thoughts about each course and offer ideas of how to improve by filling out the back side of the course evaluations at the end of the term.

It is okay to ask professors questions before and after class, and during class breaks. In addition, the common practice is to address professors by their first name, but be sensitive if you think that they prefer otherwise. Some professors will even take the time to learn all of your names before classes even start. This is their way of effectively "cold-calling." So don't be surprised if you walk in on Day 1 and a professor comes at you with, "*Joe, how does Doug North define an institution?*"

Get to know your professors on a personal level. They do more research than they do teaching, and are often exploring non-traditional aspects of traditional business concepts. Getting to know your professors personally can also help when you need some assistance in the future, whether it is during your internship, a full-time job, or a brainstorming session for a new business idea.

Food and drink, but not that kind of drink:

It is okay to eat and drink quietly in most classes, as long as the food isn't too noisy, messy, or aromatic. Some cuisines include Gummi Worms, chocolate bars, granola bars, or peanut butter on wheat snack crackers. As always, be careful not to disturb others while eating or unwrapping your snack. Some professors will have their own preferences, and of course their wishes need to be respected, but if nothing is said, one can assume that it is okay. And remember, bringing alcohol into Fuqua is expressly prohibited.

Arriving late (don't do it):

It is a good idea to plan to arrive a few minutes early to each class. That way, you'll be prepared and ready to go when class starts – and it always starts on time. Class also begins on time after the break, so make sure to be

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back a few minutes early as well. If for whatever reason you arrive late, enter quietly and take the seat nearest the door, even if it is not at a table. If you need to leave early, it is also respectful to sit close to the door so you do not distract classmates.

Laptops (and smart phones):

Laptops and other tablets are not allowed in any class, with the exception of computer application courses. Smart phones, while allowed, are not a *smart* idea. Texting, emailing, or playing Words with Friends during class is considered disrespectful. If you have an important call – related to recruiting, for example – there is nothing wrong with letting the recruiter or alum know that you have class and are unavailable. If for whatever reason you are expecting an important call, it is polite to let the professor know beforehand and to sit towards the back of the class so that you can leave without being disruptive.

Speaking up in class:

Contributing to classroom discussion is a public good. It's also an easy way to earn the credit offered for participation in almost every course. Come to each class prepared to contribute, and then do so. Your collective experiences and insights are what make the MBA such a transformational experience. It is also important to make sure that any comments should be applicable to most, if not all of the class. Therefore, more specific questions, comments, or war stories are most appropriate during the break, after class, or during office hours. Remember, there will be 75 other students in your classes who are eager to learn.

Name Tents:

Each of you will receive a "Name Tent" upon arriving to Fuqua. Your Name Tent is your classroom identification, allowing your professor to address you by name and give you the participation credit you desperately desire. It is important that you bring your Name Tent to class for the benefit of your classmates and professors. **If you lose your Name Tent** (and many of you will), please print another copy on FuquaWorld. Under the "Resources" section (on the bottom of the right-hand side), open the template and print the Name Tent on regular paper. Then take it to the Building Management Office (BMO) for lamination.

Studying for exams:

Almost all grading is on a pre-determined curve – can't we all agree to end this unnecessary "arms race" once and for all and enjoy our time here a little bit more? All kidding aside, the best way to study for exams is to start as early as possible. Don't just cram for a night or two and expect good grades. Remember since we are graded on a curve if you want an SP, you'll need to perform at a SP level at the outset (as opposed to undergrad where you may have been able to earn an A with a strong performance on the final). Almost all finals are individual, which is different from the team assignments you will take on throughout the term. As a result, finals differentiate students with respect to grades, so be sure to take them seriously.

Grades:

The grading scale at Fuqua consists of SPs (Superior Pass, or 4.0), HPs (High Pass, or 3.5), Ps (Pass or 3.0), LPs (Low Pass, or 2.5), and Fs (Fail). There is a recommended grade distribution or "curve". For core courses, SPs are

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given to the top 25 percent of the class, HPs to the next 40 percent, and Ps or below to the remaining 35 percent. The recommended grade distribution for elective courses is as follows: SPs are given to the top 30 percent of the class, HPs to the next 45 percent, and Ps or below to the remaining 25 percent. To graduate, you will need a 3.0 GPA and a total of 79 credit hours (joint degree students need sixty-five credit hours and visa-holders need 80).

Finally, here are specific tips and information to help you navigate the next two years, categorized by “pre-term,” “core courses,” and “electives.”

PRE-TERM

The easiest way to do well in a class is to begin each course with an understanding of what will be covered. Read and complete the pre-term assignments, including reading the syllabus. Typically, a professor will spend 20 minutes during the first class telling you how to succeed in his / her course, but will not spend much time going through the syllabus. **Again, listen to what your professor says.**

Relatively speaking, the early quizzes and assignments are easier (and are typically weighted less) than the end-of-term assignments and finals, when everyone is trying to work hard to earn those extra points. It is a good idea to know what your upcoming courses will cover, and do some pre-reading or work on your own. For example, know the concepts that you will cover in econ and look them up online, or buy an inexpensive self-help or textbook. If you are pressed for time, though, do not stress over this last point. You can seek out a peer tutor if needed, among other resources. So do not stress more than you need to over a particular class.

Exemptions:

There are a few different ways to get an exemption from a core course. The first is to take a test and do well enough to pass a course or a subject altogether. For example, the core statistics exemption exam can result in exempting statistics altogether, or placement into a higher course (called “Forecasting”). The second way to exempt is an administrative exemption. This is for someone who majored in undergrad, or has extensive work experience, in a particular area. For example, if you are a CPA you will automatically exempt out of the core Financial Accounting course. Either way, if you plan on exempting a course, pay attention to your email, as the registrar will contact everyone with the dates and/or exemption procedures for core courses. Alternatively, you can reach out to the registrar via email (registrar-info@fuqua.duke.edu) with any questions you may have.

CORE COURSES

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SUMMER

Global Institute

Leadership, Ethics, and Organizations (LEO)
Global Institutions and Environment (GIE)

FALL SEMESTER

Term 1:

Financial Accounting
Probability & Statistics
Managerial Economics
Management Communications I

Term 2:

Global Financial Management
Marketing Management
Foundations of Strategy
Management Communications II

SPRING SEMESTER

Term 1:

Operations Management
Elective
Elective

Term 2:

Elective
Elective
Elective

Academic Resources – Teaching Assistants (TA's):

The TA's are an under-utilized resource to help you with your academic success. TA's are free resource, very helpful, and can be utilized as much as needed. It is a good idea to get connected to your TA early in the semester if you are not familiar with the subject material for two reasons. The first reason is to avoid falling too far behind, and the second reason is because the supply is fixed and demand will rise as the semester progresses.

Honestly, many students utilize the TA's for every class they take at Fuqua. If you are confused about any topic, at any time, even on the very first day of class...reach out! Think of this academic resource as a mode of help instead of a sign of difficulty.

Working with your C-LEAD Teams:

Each of you will be assigned to a 5-7 person team known as your C-LEAD team. You will be working with this team on virtually every assignment from the summer term until Spring Term 1. The dynamic of every team greatly varies, and every student has a different experience. Regardless, you will be seeing your team almost every day during the first three terms, so here are some helpful hints to facilitate some of the logistical challenges of this process:

- Before the term begins, find a time to hold weekly meetings with your team, and do not stray from those meeting times. You will be extremely busy, and finding time to complete the assignments is essential to the learning process. Set the expectation that these are mandatory meetings from the outset.
- Show up prepared. Everything runs more smoothly because of it. That way you can focus on productive discussion as opposed to "filling someone in."
- Schedule social outings with your team, and enjoy each other's company outside of the team room. Those walls can be confining! Great team events include dine-in or out dinners, happy hours, bowling, wine tastings, etc.

About Core Courses, Tutoring, and Academics...Current students say:

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"Complete the problem sets; you will learn the material better and be better prepared for exams. It's okay to exempt core courses if you have adequate experience to ace the class. First term is more quantitative, while second term has projects which you should work on periodically throughout the term."

"Get tutors for classes you think will be hard early on in the term to develop a rapport so that you can be sure to have someone to ask questions to before the exams."

"Academics will be tough and demanding. And most of you will not be able to give 100% to each and every class. Choose which classes are most important to you and your career, and focus your efforts on those classes. And stay on top of things - there will be never be time to 'catch up' if you get behind."

ELECTIVES

REGISTERING FOR CLASSES:

Priority registration:

Before each term, there is a special registration period where everyone is able to sign up in advance for one course in the following two terms. This ensures that everyone gets a fair shot at their top choice. Once this period ends, open registration begins. As with everything else, you will be notified via email, so make sure to look out for emails coming from the Registrar.

Book-bagging:

Book-bagging is simply a tool on ACES that allows you to select and compare courses and schedules before registering. It is helpful to compare possible schedules and ensure that you have no conflicts. *Best Advice: Ask a SY student to walk you through the process. It will take about ten minutes. You have plenty of time for this since you don't have to worry about registration until Spring Term 1.*

Waitlists:

If you'd like to take a course that is already full, join the waitlist right away. It is very common to get in off the waitlist, and if a waitlist is large enough, oftentimes a new section will be added. Each person on the waitlist is assigned a rank which is viewable on ACES. If you are on a waitlist, make sure you have a contingency plan in case you don't get in to the course, and make sure that schedule time is free in case you do get in.

PROFESSOR EVALUATIONS:

You can find past evaluation scores for classes and professors on Fuquaworld. To get there, look along the left-hand side under "Key Links", and click "Course Descriptions". Additionally, the SY class generally puts together a PDF file with student commentary on classes at end of the fall to ensure FYs have relevant information prior to making course selections.

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Then, on the upper right-hand side of the next page, click on “View previous course evaluations”, and select the course you desire.

Course (Class Number)	Instructor(s)	Time	Room	Seats open/enrolled/max
ACCOUNTG 990.101 (9177) Financial Accounting	TBD	Time TBD	Room TBD	82 0 82
ACCOUNTG 990.102 (9178) Financial Accounting	TBD	Time TBD	Room TBD	82 0 82
ACCOUNTG 990.103 (9179) Financial Accounting	TBD	Time TBD	Room TBD	82 0 82
ACCOUNTG 990.104 (9180) Financial Accounting	TBD	Time TBD	Room TBD	82 0 82

TYPES OF COURSES:

Traditional:

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You've completed the core, ignored your GPA, and are ready to choose your punishment from classics such as Market Intelligence, Corporate Finance, or Negotiation. Begin with understanding what you want to learn and reading the course descriptions. After that, make sure to speak with alumni or SYs to hear about their experiences, and finally, feel free to reach out to the professors if you have any other questions. *Best advice: ask a SY student which classes are recommended and choose accordingly.*

Current Students say...

"Decision Models, Managerial Accounting, and Corporate Finance are highly recommended elective courses for all students, regardless of career interest. Focus more on selecting courses which interest you and not as much on concentrations; you will end up backing into a concentration anyway."

"Take the time to look over the classes offered and the content of each class so that you are able to prioritize. It is worth taking the time to know what is offered. Be ready to manage the balance between grades, what you hope to learn, and what you actually need to do for deliverables, not just what is given to you to do."

Managerial Improv (over Winter Break):

Building upon your Management Communication skills, the improv course in January is a great way to continue to hone your ability in a fun and safe environment. In the past it has been about a week long, and has been taught by visiting professionals. Be aware that it often falls at the beginning of interviews, so make sure that you don't anticipate too many conflicts that might hinder your ability to recruit or learn successfully. You can always take it during second year as well, at which time you'll (hopefully) be done with recruiting..

Mentored Study:

Mentored studies are a great way to combine learning and networking. A mentored study is a course in which a student gets credit for completing an actual project for a company or organization outside of Fuqua. A mentored study is a great way to learn outside of the classroom, where you can apply your MBA studies and build valuable relationships. The biggest challenge is finding the right project. While the school does make available several mentored study opportunities (see James Sheldon), you are also free to do some research and put together your own project – with a company you're targeting for your summer internship, for example. Center for the Advancement of Social Entrepreneurship (CASE) occasionally publicizes a few mentored study opportunities with companies in RTP as well. To participate in a mentored study, you must attend an information session.

While we believe this is a pretty exhaustive list of tips and advice, don't hesitate to reach out to SYs with questions and concerns regarding academics. We want you to be successful and for your time at Fuqua to be time well spent. This is Team Fuqua, after all!

GATE / FCCP / STUDY ABROAD

GATE (GLOBAL ACADEMIC TRAVEL EXPERIENCE) COURSES

About GATE:

Established in the early 1990s, GATE is an elective course in international business. Through this course, students may further hone their global leadership skills through a study of the business, culture, economy and politics of a country or region. Each GATE course is one-term long (six weeks) and meets once a week. . At the end of the term,



students take an intense two-week study tour to the country or region. During the trip, the group will explore international businesses through visits to multi-national corporations, local enterprises, government agencies, exchange program partner schools, alumni, and others in the region as well as a range of cultural excursions.. Students travel with their GATE Student Team Leaders and the Faculty to the country(ies) they studied. Trip duration runs for approximately 10-14 days. .

GATE Class Structure:

- 3.00 credit course taught once a week, usually in the evenings.
- Taught in Spring Term 1 or Spring Term 2. If taught in Spring Term 1, students travel to countries during Spring Break. Conversely, if chosen in Spring Term 2, students travel to countries after final exams in May due to timing around graduation and reporting of grades, Spring 2 GATEs are typically restricted to FYs only. Regardless of which term you select, GATE registration occurs in Fall Term 1.
- Class enrollment is limited. Students normally rank their choices and are then notified of what trip they will be attending. Once you know what trip(s) you want, it is better to get your deposit in as early as possible to secure your spot. The IPO will hold info sessions and send emails with all relevant information.
- Classes are highly participatory and require students to help educate each other on their findings.
- The professor teaching the GATE course facilitates the classroom component of the course and provides a consultant role during the trip. The Faculty member invites high-level regional experts to provide in-

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depth information on the historical and current political, economic, and cultural situation in the countries to be visited.

- Coursework – assignments by faculty members may include company research and presentations in class prior to the trip, Cultural Dash and Cultural Disconnect projects, international case studies, participation in all required activities on the trip, and an individual or group paper or case write-up upon return.
- The Trip – is organized by the IPO and the lead Faculty, trip content is coordinated by one or two student Team Leaders, in consultation with the professor. During the trip, students will meet with businesses and government leaders in a wide variety of industries and economic sectors.

How to Become a GATE Team Leader:

The IPO will send out emails starting in mid-August with information on attending an information session if you are interested in applying to be a GATE Team Leader. Whether you would like to apply to be a leader for a trip during Spring Break or after FY classes end, you must attend an information session. The application process typically includes: cover letter, resume, and a 30-minute interview with the International Programs Office staff. Should you be selected for a final round interview, your interview is with GATE faculty. As a GATE Team Leader, you will work closely with your professor. Leadership responsibilities include: marketing the course to your peers, coordinating corporate visits, arranging cultural activities, facilitating trip logistics, and working closely with GATE faculty and staff, the IPO, and the travel agent.

- Time commitment: Approximately 5-8 hours per week during Spring Term 1 or Spring Term 2
- Benefits include: leading a group of peers on a trip of a lifetime, immersing yourself in a cultural learning experience, and shaping an extremely memorable experience for yourself and classmates. Also, you receive a small discount for your travel expenses.

Overview of Trips (offered in 2013):

<u>GATE Course</u>	<u>Countries Traveled</u>	<u>Cost (Approx.)</u>	<u>Term</u>
Central America	Honduras, Costa Rica, Guatemala	\$4000; \$300-\$700 misc.	Spring Term 1
South America	Brazil, Argentina	\$4000; \$300-\$600 misc.	Spring Term 1
India	India	\$4200; \$200-\$500 misc.	Spring Term 2
China I	Mainland China and Taiwan	\$4300; \$200-\$500 misc.	Spring Term 2
China II	Mainland China and Taiwan	\$4300; \$200-\$500 misc.	Spring Term 2
South Africa	South Africa	\$4400; \$400-\$800 misc.	Spring Term 1

***Please note, miscellaneous costs vary on an individual basis. Miscellaneous costs can include: visa expenses, souvenirs, immunizations, certain meals, alcoholic beverages, taxis, activities during designated "free time," etc.)*

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Additional Tidbits:

- Most students tend to go on GATE during their first year; however, you can still go on GATE during your second year (only Spring Term 1). Fewer SY students go on GATE, as many choose to study abroad during Spring Term 1.
- Many students choose to do a GATE trip over FCCP project as it is generally less academic work, and students are able to travel to more places; albeit the GATE trip will be more intense than a GCP trip. However, many students decide to do both (in separate terms) as they do want the experience of helping out a non-profit organization in another country. GCP also tends to have a heavier work load and deliverables when students return. FCCP is a 6.00 credit course and GATE is a 3.00 credit course.
- If you know what trip you want to go on, look up what the travel document requirements are. If you need a visa, apply for it as early as possible. Each year, students are forced to withdraw from trips because they were unable to secure proper documentation.

Why Choose GATE?

"GATE was by far, one of the biggest highlights of my first year. At what other point in your life are you going to have the opportunity to travel the globe, with 30 of your classmates, and see both the business and tourism aspects of the countries you visit? SE Asia GATE was a whirlwind two weeks, but I loved every minute of it. We toured businesses from cell phone companies to breweries, we visited places from major cities to small beach town resorts, we ate a lot of delicious food, we danced and shopped, and we met a lot of amazing people. In short, it was an incredible experience. And while I was initially nervous that I really didn't know many of the other Fuquans on this GATE, getting to know everyone and forming new friendships just enriched the trip even more."



"Awesome. The combination of incredible history, landscape, and wildlife is what makes South Africa one of my favorite places in the world. We visited cool companies, and the combination of going on safari, meeting the great people in



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the townships, and exploring the Cape of Good Hope was incredible. We saw lions, elephants, rhinos, zebras, giraffes, penguins, monkeys, and baboons—amazing! We even saw Nelson Mandela's house and went to Robben Island where he was imprisoned. Just an awesome experience all-around that I'll never forget."

FCCP PROGRAM

About FCCP:

FCCP, started in 2007, provides a unique opportunity for Fuqua students to roll up their sleeves and work with a non-profit organization in a developing country, including traveling to the country over Spring Break. During 2009-2010, a total of 60 students went to India (Jaipur), South Africa (Johannesburg), and Belize (Dangriga). In 2010-2011, students traveled to Johannesburg and Hyderabad, India. The cost typically ranges from \$2,800 to \$4,000, depending on the country. Students can learn more at various info sessions during orientation and in the fall. All interested students complete an online application in September/October describing their preferences (country, type of organization, type of project) and past experience, and staff will customize teams of 4-6 students with a complementary skill set to a particular client. Projects range from helping an educational organization expand, assessing the financial sustainability of a healthcare venture, or creating a marketing strategy to sell handmade goods abroad.

FCCP Class Structure and the In-Country Experience:

The course starts up during the middle of Fall Term 2 with team meetings and initial client calls. The class then meets weekly during Spring Term 1 and for most of Spring Term 2. During this time, teams are expected to meet regularly to complete team deliverables, and there are also several individual assignments to be submitted. During Spring Break, the teams depart for their respective countries for a two-week whirlwind of client meetings, sight-seeing, cultural experiences, and some group bonding. Much of the trip is spent working with the clients, learning about their programs, and preparing an in-country presentation. In addition to having impactful experiences with the client organizations, the South Africa group went on an amazing safari, the India group saw the Taj Mahal, and the Belize group spent plenty of time on the beach. Here's what some students said about their experience abroad:

"The trip to India is an incredible, eye-opening experience for someone who has never been outside of the developed world, and many of the teams were able to make real impacts on the organizations that they worked with."

"I worked with a health care focused organization in Johannesburg, and the international work experience (something I previously did not have) I gained from it was invaluable, not to mention the fun our group had in the city and on safari! In fact, I fell in love with the country enough to come back, and I returned in May to continue my work as a summer intern."

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"My FCCP experience in India was unforgettable...it not only exposed me to the critical elements of international development and non-profit consulting, but also touched me on a personal level through my interactions with the women in the slums."

Honestly...

FCCP is a fantastic experience, but it's also a lot of work. You will end up working hard to help your client organization and required a lot of team work. Clients are more than others (you communicating Skype at crazy meet them in is still evolving, been making the syllabus from The bottom line is



The bottom line is the challenge, it is an incredible opportunity to gain international experience and apply what you are learning in school to truly impact a deserving organization.

to complete the deliverables. There is involved, and some accessible and flexible could be with these folks over hours until you get to person). The program and the faculty has significant changes to one year to the next. that if you are up for

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GATE V. GCP COMPARISON CHART

	GATE	FCCP
Credits	3	6
Application	Basic Information	Basic Information + Essays
Description	Learn about the business and social environment of a foreign country.	Conduct a consulting project for a non-profit in a developing country.
Terms	Spring Term 1 or Spring Term 2	Starts in Fall Term 2, heaviest in Spring Term 1, continues a bit in Spring Term 2
Travel period	Immediately following course work (either Spring Break or after Spring Term 2 finals)	Spring Break
Workload	Light to Medium	Heavy
Cost	*\$4,300-\$4,900 (plus misc. expenses)	*\$2,800-\$4,000 (plus misc. expenses)

**Note: These costs are estimates.*



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OUTGOING EXCHANGE PROGRAMS (STUDY ABROAD)

So you quit your job, came back to school, and now you're thinking about traveling the world for intensive academic and cultural enlightenment. Study abroad is a unique opportunity that will be hard to find when you return to the 'real' world and can be one of those memorable, transformative experiences you take with you after graduation. The study abroad programs compliment the leadership training and education you receive at Fuqua and are an important tool in your arsenal as a global leader of consequence. Yet, before you take the plunge, you should consider a few things to make the best decision on the program, the timing, and what you want out of the exchange experience.

Length of programs:

As Fuqua offers several varied exchange programs at schools with overlapping academic schedules, the length of your program may vary as well. Some programs are roughly the length of a GATE course (10-12 days), most are encompassed by one Fuqua six-week term, while others are full semester programs. Additionally, some semester-long programs may allow you to petition your exchange program to receive credit for attending less than a full semester. Programs that allow this will generally be noted on the list of programs available. Note – it

will most likely be your responsibility (not Fuqua's or the International Program Office's, although they will help) to coordinate with your exchange program (and possibly individual professors) to attend a school on exchange (and receive credit) for less than its full term.



When to start planning:

Right now. You have plenty of time during your first year to figure out where you might want to study and for how long. In the spring of your first year, the IPO will hold an exchange fair to market all the partner schools. In addition, they will host a variety of information sessions

and feature visiting students from partner schools who are here on exchange, as well as returning SY students. Talking with SY students who've just returned from an exchange program is a great way to learn firsthand about a particular opportunity and the IPO can help connect you with them. However, the earlier you can decide *when* and for *how long* you want to be abroad, the easier it will be to plan your elective schedule. Many Fuqua electives are offered once per year, and if you decide to go on exchange during, say, your second year Spring Term 1, you'll want to plan your first year Spring Term 1 elective schedule accordingly. Depending on where you study on exchange, you may or may not be able to replace an elective you're missing at Fuqua with one you take at your host school.

If you go abroad during the fall of your second year, you'll have to apply early the previous spring (meaning you'll need to accelerate your selection process). Likewise, if you go abroad in the spring, you'll have to apply in

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September of your second year. The earlier you make these decisions, the easier it will be to adjust later on. The IPO is happy to meet any time to discuss your options and help with your decision process. It is also important to know that it is possible to participate in more than one exchange program, conditions and restrictions applied.

Cultural aspects:

Exchange is a great opportunity to expand your network as you will become alumni of the partner school, to learn from classmates, and to understand how to do business and get to know new place (or several). You may find yourself in a program with as many as 10 other Fuquans, or you could be the only one. Figuring out what kind of cultural immersion and international business knowledge you want will be one of the keys to enjoying the program you choose.

Immersing in another culture is a learning experience wholly different from simply working with people from another culture, as all of us do here at Fuqua. It is an opportunity to challenge yourself, and to experience differences without the lens of better vs. worse, and rather learn a *different* way of doing things. You are likely to return to Fuqua and to the United States with new understanding of the global economy and a better appreciation for how and why we all make certain choices or exhibit different behaviors in a given situation.

When you go abroad your likely inclination will be to shun as much about your native culture as possible, and embrace everything local, all of the time. This is a great way to lose your "touristy-ness" and feel like a member of the community. However, don't feel badly if you crave something familiar. You may crave a burger and a salad a few weeks into your program. No need to feel guilty...there is certainly no harm in indulging. Whether you're abroad for four weeks or three months, always remember that balance is important. The IPO will host pre-departure sessions prior to your exchange to help you prepare for your experience.

Academic aspects:

It's no secret that most students don't go on exchange strictly for the rigorous academic experience. We have that at Fuqua, and often the exchange academic experience is just one of several motivations. You'll find that rigor varies greatly between programs. Research the schools you are interested in, and perhaps seek out exchange students from the programs who might be studying at Fuqua. Your grades will not transfer (just the credits) back to Fuqua, but you will need to represent yourself and the Fuqua brand well when you're at another school. Make sure the academic environment matches what you're looking for, so you can meet your expectations and the schools' expectations.

Additionally, as much as we expect international students to adjust to American-style pedagogy, remember that it will be your responsibility to do the same in your exchange country, to be respectful, and to add positively to your hosts' learning environment.

Costs:

The cost of exchange programs varies greatly. For all programs, the tuition is waived as part of the partnership between the host school and Fuqua. There may be additional program related fees similar to Fuqua's (you will continue to pay your Fuqua tuition). A few exchange programs have additional expenses as the program is a

special offering outside of the host school's normal curriculum. These schools will be identified by the IPO and the extra expense can be included in financial aid. What varies the most is the cost of living, travel to and from the region, and related personal expenses. The International Program Office will provide estimated living costs for each program, including lodging, food, school supplies/books, etc. If needed, you can apply for an additional Grad PLUS loan to cover the travel and living costs of your program (not including additional recreational travel). Expect to pay an average of \$1785/month in housing, food and in-country transportation (low: \$800, high: \$3000). Add ~\$750 per month for expenses such as course materials, visa(s), program fees and insurance. One other cost to consider is your Durham apartment. You might consider subletting it to an exchange student, or even a Fuqua student who will be abroad when you come back and the IPO can help make these connections.

Study abroad vs. GATE vs. FCCP:

Exchange programs are much less structured, and provide a greater opportunity to immerse in a far-off land. On a GATE, you can expect two highly scheduled weeks filled with company visits, tourist stops, and inter-city (or inter-country) travel. GATE will feel like a busy, exciting, whirlwind of a working-vacation. FCCP involves a significant amount of pre-departure team-based work. Once you hit the ground, you are likely to experience two weeks of work with your teams. It's a great opportunity to transfer the skills you've developed in the classroom into someone's real life work environment. In contrast to both of the above programs, studying abroad will likely be a more relaxed cultural experience. You'll be in control of what sightseeing you do, how involved you get in school, how much travel you do, and where it takes you. As much as you choose the identity of your Fuqua experience, study abroad gives you the opportunity to do so. Beyond the classes you'll be required to take, a study abroad experience is yours to shape.

Current students say...

"Studying abroad or traveling on your own is much more attractive [than GATE] if you have the motivation to plan the trip."

"Traveling before and after my program was a cost-effective way to explore an entire region of the world around my exchange program country. When else will I have this time? An unforgettable experience."

"Business school is supposed to be transformational. [Spring Term 1] in my second year...figured to be a tough time to stay motivated. With an accepted job offer, the once hectic life settled into routine. [For] this reason I chose to study abroad for a term, and again stretched my boundaries. Not all learning has to occur in the classroom."

"It was a good experience to see another business school and [to gain] a sense of [the current] business environment in another country. My mission...was to [observe] the [pace of life] and culture in this emerging economy, as it is better to see it [once] than [to] hear about it 10 times."

"You will want to shop more than you realize."

"The professors to whom we had access were leading researchers in their respective fields, making the classroom interaction exceptional."

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Where can you go?

Argentina, Australia, Austria, Brazil, Canada, Chile, China, Costa Rica, Czech Republic, Finland, France, Germany, Hong Kong, India, Israel, Italy, Japan, New Zealand, Netherlands, Nicaragua, Norway, Singapore, South Africa, South Korea, , Spain, Sweden, Switzerland, Thailand, , Turkey, and the United Kingdom (*List subject to change*)

What do you gain / miss out on?

Without a doubt, you must give up some things at Fuqua to study abroad elsewhere. This may include certain leadership opportunities or random fun events (Fuqua Friday, FuquaVision, etc). If you are looking for a job, this may make recruiting more challenging but do keep in mind that you will have access to the network of the exchange school and their career services, essentially doubling your professional network. However, after on-campus recruiting slows, off-campus recruiting may be slow in Spring Term 1, before picking up in Spring Term 2. That said, with email, Skype and video chat, staying connected has never been easier. With discipline, you can continue your recruiting from afar.

There is also much to gain. The two years of business school provide one thing that most of our lives before and after don't – the ability to control our time. So, taking this time to go abroad, especially if you did not as an undergrad, is a gift. You have the opportunity to build relationships in new countries, travel for an extended period of time, visit nearby countries/cities on the weekends during the academic program, practice a new language, explore whether you want to work in a particular global region after school, interact with students from other business schools, and relieve some of that stress that comes from juggling classes, clubs and networking.

You'll always have your Fuqua friends. You can always learn new business topics. This might be a rare chance for extended travel mixed with experiential and cultural learning.

Additional info and useful links can be found at:

http://www.fuqua.duke.edu/student_resources/international_programs_office/

There will also be a Global Opportunities Fair held in the fall where you can receive more information on these programs. Look for email announcements with the date, time, and location

CAREER

The lesson learned most frequently by SYs boils down to this: start career activities early. By "early" we mean over the summer if possible, and no later than Fall Term 1. If you have time this summer to brainstorm what your ideal internship and full-time job look like, make use of that time! Let's face it: many of you applied to

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business school to accelerate your career. Yet, many students delay actively engaging in their career search until Fall Term 2 or later due to difficulties balancing other priorities like academics and social life. This procrastination places them at a disadvantage in the internship search and creates additional stress during an already challenging year.

The following pages contain tips and resources that can greatly support your efforts to secure an internship that you find exciting and rewarding. They are, however, simply *one* aid at your disposal. Team Fuqua shines most brightly during the career search, and you will find the Career Management Center, classmates, faculty, the centers for excellence (e.g., CASE), professional clubs, symposiums and conferences, alumni, and countless other members of the Duke community ready to assist.

TERMS TO KNOW

The Career Management Center (CMC):

Understanding that the CMC is a *resource*, not a job placement service is critical to succeeding in your career search. In the end, the ownership for securing an internship and full-time job rests on your shoulders. Accepting that personal responsibility from the moment you receive your admission letter dramatically increases the probability of your success.

Use the CMC for garnering strategic advice about your search, effectively positioning yourself for the type of position you want, reviewing résumés and correspondence, gaining industry insights, and practicing interview skills. The staff's knowledge and experience reaches far beyond on-campus recruiting, so think of the office as a location where you can gain perspectives on all questions pertaining to your career, not just those centered in Durham.

One consideration is that the CMC serves all Executive MBA and MMS students at Fuqua in addition to the 900 daytime MBA students. Obtaining an appointment with a counselor or receiving a rapid response to an e-mail can sometimes prove challenging, particularly early in the fall, when SY students are interviewing for full-time positions and recruiting events are in full swing. Whenever possible, think proactively and plan ahead so that appointments can be scheduled a few days in advance and your interactions with CMC staff are not all deadline-driven or at the last minute. Take advantage of the walk-up hours offered daily in the CMC as well as the career counselors' table in the Fox Center during lunch. All career counselors are cross-trained and should be able to assist every student with nearly all questions.

CareerCompass: (NOTE: CareerCompass is being replaced over the summer)

CareerCompass is the CMC's online tool for managing all career activities at Fuqua. Growing familiar with and comfortable using CareerCompass should be one of your highest priorities because you will access the alumni database, learn where SY students interned, register for CMC workshops, upload résumés, submit cover letters, review on- and off-campus job postings, schedule interviews, view the most current recruiting calendar, and find numerous other strategic resources on its pages.

CareerCompass is a dynamic Website that is frequently updated. If you develop a habit of spending 10 or more minutes on the site each day, you will greatly benefit your job search.

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There are two notes of caution: (1) some students find the site difficult to navigate due to its design and the amount of information it contains; (2) the system becomes slow (and occasionally crashes) when overwhelmed by important deadlines such as résumé drops. Do not wait until the last minute to submit materials on CareerCompass or through recruiting Websites. Recruiting deadlines are firm, and losing an opportunity due to a technological malfunction will leave you frustrated.

Career Fellows:

Career Fellows are SY students selected to assist FY students throughout the internship hunt. Partnership with a career Fellow is earned by completing a series of CMC requirements by specific deadlines. Completion of these requirements also gains FY students access to on-campus recruiting events. Although the CMC makes an effort to pair FY students with career fellows whose work experience and/or career goals are similar, the matching process is not perfect. Regardless of whether your Career Fellow has the same career interests as you, he or she can provide invaluable support through activities such as reviewing résumés, preparing for interviews, and providing feedback on correspondence. Additionally, your Career Fellow can help you network through certain organizations and among the SY class.

On-Campus Recruiting Partnership Levels (Bid Points):

FY students earn bid points by successfully completing a series of CMC requirements by specific deadlines. Students may earn a maximum of 300 points, which are used to bid for interview slots with firms interviewing on campus if a student fails to earn an invitation.

For example, Fred Jones submits a cover letter and résumé to ABC, Inc., but fails to receive an interview invitation. ABC has made five interview slots available for bidding, and Fred elects to bid 150 points. Fred's bid is the fifth largest, meaning he wins the last of the five interview spots. Each winning bidder loses 150 points (the value of the lowest winning bid), and anyone who placed a non-winning entry retains all his/her bid points.

Not many companies open interview slots to bidding, meaning some students find little to no value in accruing points. Whether or not your target companies make interview slots available to bidders, understand that the tasks required to earn them are critical to your efforts to secure summer employment. If you fail to complete the requirements by the stated deadline, you will find yourself behind the game from the beginning.

The Duke MBA Résumé Book:

The CMC compiles an online database of FY student résumés known as the Duke MBA résumé book in mid- to late-September (see the FY résumé packet posted on the incoming student Website for this year's submission deadlines). Companies interested in recruiting at Fuqua review the book and sometimes proactively approach students whose profiles meet corporate needs for an interview or personally invite them to attend recruiting functions. Placing your résumé in the book can only help your internship search, so ensure you meet the deadline.

Networking:

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Expanding your professional relationships plays an important role in the recruiting process. Make every effort to meet alumni, recruiters, and others employed within industries or at firms of interest to you. These contacts will likely provide valuable information that can shape your recruiting strategy and benefit you throughout the hiring process.

Generally speaking, Fuqua alumni are extraordinarily generous in giving their time to current students. All members of the alumni database have consented to the school publishing their contact information, and most will prove quite responsive. Learning to manage the frustration that unanswered contacts can generate is vital to managing your job search efficiently and effectively, however.

Allowing one week to pass before following up on a telephone message or e-mail is a good rule of thumb. If you do not receive a response after the second outreach, consider the lead cold and move on by seeking another contact or thinking creatively about how you can obtain the information you need through another resource. Do not allow an unreturned telephone call or e-mail to deter you from pressing ahead with your efforts.

The CMC will dive far deeper into networking best practices and etiquette during your fall Leadership Communication courses and throughout numerous other career events.

Informational Interviewing:

Informational interviewing is the practice of conversing with alumni or other recruiters to gain greater insight into an industry, company, or job function. Such activity signals your interest in a firm, strengthens your knowledge base, and can sometimes provide you with an advocate inside the company. For these reasons, informational interviewing is an important step in the MBA career development process.

Recognize that just as informational interviews can make you a more attractive candidate, performing poorly can also diminish your chances of landing a formal interview. To avoid that pitfall, prepare questions that signal you have taken time to prepare for the conversation (i.e. do not make the mistake of entering an informational interview with no knowledge of the industry, the company, the job function, or the individual you are contacting). The person on the other end of the telephone wants to help. One of the most important ways you can demonstrate respect and gratitude is entering the conversation prepared for a meaningful exchange.

Informational interviews should always be scheduled in advance, typically in a 15 or 30 minute block. Remember to begin the discussion with a brief reminder of your background to refresh the other participant's memory and to conclude by thanking the individual for the time. Also, keep the conversation to the scheduled length of time as a sign of respect for the other person's schedule. You requested the interview, so watching the clock is your responsibility.

Follow up with a thank you note, ideally less than 24 hours after the conversation and let the other participant know when you have completed any actions he or she recommended during your conversation. Both are important steps to building genuine professional relationships that benefit both parties.

As with networking, you will receive a great deal of additional information regarding informational interviewing throughout the fall.

Week in Cities (WIC):

WIC activities provide students the opportunity to visit corporate offices in major cities across the country for additional networking with alumni and recruiters. Organized by Fuqua's career clubs, WIC events take place during Fall, Thanksgiving, Winter, and Spring Breaks. Participating in WIC activities does not guarantee you privileged treatment by the firms you visit. Some students find the additional networking beneficial, however, and believe that visiting a corporate office stands as a sign of committed interest. Others find that visiting a company's office teaches far more about a firm's culture and nuances than interaction in Durham allows.

Look for sign up materials in late September and talk with SYs about their experiences before deciding whether participating in WIC is the best choice for you.

Mock Interview Week (MIW):

Each year Fuqua alumni and recruiters flock to campus the week after Thanksgiving to conduct mock interviews with FY students. MIW is organized by the MBAA. Many SY students also participate as mock interviewers, representing their summer employers. Each interview lasts 30 minutes with an additional 15 minutes allotted for feedback.

Although this setting is designed to provide practice, you should prepare as thoroughly as you would for a formal interview. A good showing in front of a firm's representative can strengthen your position in advance of first-round interviews. Arriving unprepared for the mock interview, however, has the potential to damage your chances of garnering an interview or internship offer. Spending an hour or two completing company-specific research in advance of a mock interview, and incorporating the feedback you receive will only strengthen your performance in a formal setting. The vast majority of students finds participating in MIW beneficial. Career and diversity clubs will provide interview preparation sessions throughout the fall.

RECRUITING GUIDELINES: CAREER ACCOUNTABILITY STANDARD

As Fuquans, we all strive to put our best foot forward, particularly with the companies who choose to recruit at our school. To encourage this, the student body has developed a career code of conduct, which was implemented for the first time in the 2011-2012 academic year. To summarize:

The CMC will track student infractions throughout the year. Infractions include, but are not limited to, sending an RSVP to an event but not attending and attending an event without sending an RSVP. After a student receives a certain number of infractions, the MBAA will meet with the student to decide whether these infractions are valid. If the infractions are valid, the MBAA will then recommend to the administration that the offending student's Career Compass profile be flagged for one term. This flag will be visible to recruiters. The intent of this career code of conduct is not to be punitive, but to help maintain a positive relationship between the students and the companies who recruit at Fuqua.

More details will follow from the CMC in Orientation.

THE JOB SEARCH: ON-CAMPUS AND OFF-CAMPUS

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When students arrive for orientation, the CMC conveys that only one-half of the FY class will find an internship through the on-campus recruiting process. However, many students find out the hard way in Spring Terms 1 and 2 that they placed too heavy an emphasis on opportunities that formally recruit on-campus. Doing so can seriously compromise your likelihood of finding your ideal internship or job. The most important lesson in this section is simple: start your job search process early and ensure it includes a serious off-campus component.

Nothing about a position landed through on-campus recruiting makes it any more valuable than an internship secured by an off-campus job search. In fact, many students find enjoyable, enriching, and lucrative job opportunities through their off-campus efforts. Part of the challenge in searching for these jobs is that you need patience. In some cases, these opportunities may not surface until Spring Term 2. Firms not participating in on-campus interviewing often hire later in the spring than companies that formally recruit at Fuqua. The on-campus and off-campus hiring timelines are simply different, even for firms that post job internships on CareerCompass but do not join the formal on-campus process. It's important to remember that great employers offering excellent experiences can be found across the country and the globe, throughout the calendar year. Seeking only employers who recruit on campus in the spring imposes narrow limits on the range of summer opportunities you consider and increases your risk and of having to start the career process anew in the spring.

Students seeking roles in less traditional MBA environments (e.g., energy, media/entertainment, technology, non-profits) or focusing on off-campus opportunities sometimes feel extreme pressure and place undue stress on themselves as classmates secure positions through on-campus recruiting. This is an understandable but unnecessary anxiety. Again, the hiring timetables for these industries are simply different. Finding the job that is right for you is more important than finding a job early in the process. Word from the wise: Don't get swept up in recruiting for the traditional MBA roles (i.e. Consulting, I-Banking) if those roles are not why you came to Fuqua. Many people learn this the hard way because of the sense of prestige these roles engender.

FY RECRUITING CALENDAR AT A GLANCE: WHAT TO DO AND WHEN TO DO IT

The crush of academic, career, and extracurricular activities throughout the fall can easily overwhelm FY students and leave you wondering how to prioritize. CareerCompass contains a detailed timeline to calibrate your job search, but use these ideas to supplement and reinforce that document:

Pre-Global Institute:

- Read "Taking Your First Steps on the MBA Career Journey," which the CMC publishes each year. You can find it on the incoming student Website.
- Prepare a first draft of your résumé in the Fuqua format. You will have very little free time once you arrive on campus, and although ensuring your résumé meets CMC standards sounds simple, reaching that point can be a remarkably time-consuming chore. Details on the Fuqua format are located on the incoming student Website as well.

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- Spend time reflecting on industries, firms, and job functions that interest you. The more seriously you do this, the easier it will be to manage your time during Fall Term 1. Use MBA-specific resources such as Wet Feet (www.wetfeet.com) and Vault (www.vault.com) to help inform your thinking.
- As you reflect, start jotting down companies that might interest you for summer employment. Do not worry about their size, location, competitiveness, or any factor beyond your level of interest. Just keep a running list. You will use this list in CMC activities during the fall.

Global Institute:

- Learn from the work experience of your classmates. Ask questions about the industries in which they worked and the companies where they were employed. Take this opportunity to find out if the day-to-day activities of a brand manager or the lifestyle of a consultant or a banker would be a good fit for you by getting to know new friends who have worked in those arenas.
- Explore the career site on FuquaWorld. You will find valuable recruiting resources and some corporate presentation dates and other networking sessions may already be scheduled.
- Continue reflecting on your professional goals for the future.

Fall Term 1:

- Ensure your résumé(s) well positions your past experiences. You will work with your Career Fellow to help perfect storytelling, wording and formatting. Consider drafting different resumes to highlight various experiences if you are recruiting for various industries or functions.
- Complete the CMC tasks required to obtain bid points, earn access to a career fellow and on-campus recruiting events.
- Locate the CMC – it is difficult to find. Familiarize yourself with the staff, CMC hours, and upcoming career events. Ask questions if you're curious about resources available to you through the CMC.
- Use career club symposia to help determine whether or not specific industries might provide long-term interest for you. Come prepared with questions to ask panelists and other company representatives.
- Spend some time navigating the career site online. You'll be glad you did this when it's time to post your resume and apply for internships.
- Attend corporate presentations and networking events for only those companies that mesh with your professional goals. Don't waste your time going to events for companies/industries that do not interest you.
- Participate in CMC workshops that provide additional training for the job search process. These sessions cover a wide variety of topics. Registration is available through the career site.
- Determine whether to participate in WIC activities in late September. Registration will take place in early October via the professional clubs in which you chose to participate.
- Start the off-campus job search. Use your company list as a starting point. For extra motivation, organize a small group of FYs who are interested in similar jobs to meet regularly and hold each other accountable. Consider attending the Net Impact job search sessions on Tuesdays if you're interested in pursuing a social sector job/internship.
- Begin reaching out to recruiters and alumni for informational interviews late in the term. Fall Term 2 is an extremely busy period, and you might find it challenging to reach out to recruiters before early December résumé drop deadlines for on-campus interviews.

Fall Break:

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- Participate in WIC if appropriate for your career search. If you reach out in advance, you could supplement WIC visits with individual meetings for informational interviews in the city you visit.
- Press ahead with researching off-campus job opportunities.
- Reach out to additional alumni and recruiters for informational interviews; spend some time organizing and tracking your contacts made thus far.
- Start drafting cover letter template(s) and update your résumé(s) as necessary.

Fall Term 2:

- Continue networking and conducting informational interviews with alumni and recruiters, including those not venturing to Durham for on-campus recruiting. Remember that effectively reaching contacts around Thanksgiving is a challenge.
- Attend the internship search sessions offered by relevant career and diversity clubs.
- Complete your cover letter template(s) that you can easily manipulate for submission to multiple companies. If you are applying to companies in multiple industries, creating multiple templates might prove necessary.
- Practice your interview skills with your career fellow, career counselors, SY students, and classmates.
- Take part in the Thanksgiving break WIC if appropriate for your career search.
- Participate in Mock Interview Week ("MIW"). The MBAA will disseminate registration information in late October-early November, and interviews will take place the week after Thanksgiving.
- Begin submitting cover letters and résumés.

Winter Break (December):

- Meet any mid-December drop deadlines and then give yourself a break for a few days. Recharging is an important piece of the five weeks you have away from school before the new year starts.
- Take stock of where you stand in your off-campus job search. Adjust your strategy as necessary and create an action plan to implement after New Year's Day. Keep in mind that connecting with alumni and recruiters between mid-December and early January is a tough task.
- Practice interview skills in preparation for January interviews. Spend 1-3 hours researching each company you interview with.

Winter Break (January):

- On-campus interviews will begin very early in January. Generally speaking, finance positions interview immediately after January 1. Consulting firms interview later in the month, and marketing and general management interviews take place throughout January and February. Exact résumé deadlines and interview dates can be found on the career site throughout the fall so that you can plan travel to and from Durham accordingly.

Spring Term 1:

- Continue on-campus interviewing, especially within non-traditional fields.
- Persist in your off-campus interviews and search efforts unless you have secured and accepted an on-campus position.

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- The CMC hosts several spring recruiting events for employers hiring interns on a just-in-time basis. While it is unwise to delay your off-campus search in hopes that these events will prove fruitful, they can be a valuable supplement to your spring search efforts.
- Review the career website frequently as employers post internships for specific projects or emerging business needs. As is true of the just-in-time hiring events, relying on such opportunities is unwise, but they can buttress your spring search activities.
- If you are deciding among more than one offer, be sure to speak with students who have worked or interned at those companies previously. If you need an extension in your decision deadline, seek advice from the CMC on how to go about requesting an extension. You don't want to rush this process!

Spring Term 2:

- Continue off-campus interviewing until finalizing your summer employment.
- Explore Fuqua programs such as mentored study and the MBA Gateway Initiative, which connects students with growing companies in the Research Triangle, Triad, and Charlotte areas. These activities will be explained in more detail in Spring Term 1 and early Spring Term 2.

QUICK TIPS

- Start the job search process early. A robust strategy employs both off-campus and on-campus efforts.
- Avoid following the herd during corporate presentations throughout the fall. Just because your closest friends are attending a company's pitch does not mean you need to participate as well. Be true to yourself and determine which events you attend by pursuing your own professional goals. Time is Fuqua's scarcest resource. Protect yours carefully.
- Remember that SY students network and interview for full-time positions throughout Fall Term 1 and early in Fall Term 2. Have patience if connecting with SYs proves difficult in September and October. Use them wisely as they will prove valuable in your career search.
- Thank people who take the time to help you. Alumni, recruiters, CMC counselors, classmates (FYs and SYs), professors, administrators, and staff members all generously give their time to assist in the job search process despite busy schedules. They will remember fondly those who take time to express gratitude, and they will not forget those who fail to demonstrate this common courtesy.
- Proofread. Addressing someone incorrectly or referencing the wrong company in correspondence demonstrates carelessness and can be construed as a lack of genuine interest. Companies are known to disregard candidates as a result of such errors. Clicking "send" without taking the time to reread your email message is not worth the risk.
- Pay attention to deadlines and meet them. Recruiters will receive hundreds of on-time applications from qualified candidates. They will not show sympathy to those who are late.
- Be courteous and use common sense during networking sessions. Share the spotlight when interacting with recruiters and help engage others in the conversation. Those who do this well are noticed by recruiters and earn the respect of classmates. Those who do not earn a dubious distinction among classmates and students alike.
- Provide honest feedback to classmates. If you see someone committing a faux pas, respectfully provide constructive ideas to help him or her improve. Likewise, if you recognize a classmate excelling in a career environment, offer praise for a job well done, and learn from the experience.
- Be supportive of your classmates throughout the career search. It is a long, difficult, and stressful process that allows no one to excel without the help of others. The Team Fuqua mentality provides

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tremendous comfort throughout the search. Being an honest, collaborative member of that team will provide personal enrichment for you and earn the respect and appreciation of your classmates.

- At the same time, do not hesitate to ask for help. The plethora of resources Fuqua provides (i.e. the CMC, career fellows, clubs, alumni) wants you to succeed. Utilize those resources wisely and appropriately. You'll be glad you did it.
- Use an auto-signature that follows the Fuqua format in your e-mail messages. Details are available on the incoming student Website as well as the "Fuqua IT" section of this guide.
- Keep your portfolio, nametag, business cards, and formal copies of your résumé (i.e., printed on résumé paper) readily available for quick access. Remember that the business standard is to wear your nametag on the right so that it can be easily seen when extending your arm to shake hands.
- RSVP and attend corporate presentations. Each company will receive a list of all students who attended their presentation, along with a list of people who submitted an RSVP but did not attend. Students in the former group find that these events are a great first way to learn about the company and develop their network. Those in the latter group often find themselves in an unfavorable position with the company. Be sure to leave a strong first impression.

WORDS OF WISDOM FROM THE CLASS OF 2012/2013

"Spend a lot of time on the off-campus search through Fuqua alumni, your undergraduate alumni, and your professional network. The on-campus search is helpful for developing skills, but many students find it difficult to obtain a full-time job outside of traditional fields [i.e. consulting, finance] via on-campus recruiting."

"Have a clear understanding of what your career objectives are and what companies you will target. Start networking and contacting people from the very beginning. Post Fall Term 2 it is going to be too late."

"Be proactive, pick a few companies to go after, and target them carefully (versus the 'spray and pray' approach). Talk to the SYs who interned there. Talk to everyone you can about the company. Do your homework thoroughly before talking to recruiters!"

"I really wish I had scheduled a talk with the CMC earlier in the year to talk about my overall search strategy, especially for off-campus recruiting. A lot of students only contact the CMC when they have a question about the career site or other technical issues, but I found that talking to a counselor about my interests and job search strategy gave me a lot of peace of mind as well as new tactics for recruiting."

"Do not let anyone tell you that you cannot do something based on your GMAT score, prior experience, GPA, or any other part of your application. Firms want to know who you are, not what numbers you have on a piece of paper. While you should be aware of your weaknesses, they do not define who you are."

"Call alumni early and often. You will never have a more receptive audience than when you can say, 'I am currently enrolled at Duke.' This is a great time to start relationships with alums."

"Chart your own course and set your goals high. You're here to develop a satisfying career, not 'find a job.' In fact, you didn't need to get an MBA to just 'get a job.' Eliminate this expression from your vocabulary."

"There are many 'steps' that you can take toward getting a job, and this list may now seem overwhelming. Don't be intimidated by the number of things you have to do to secure an internship. Once you take ownership of your

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job search, you'll get the hang of it. Look at this whole thing as an opportunity to find an internship that is fulfilling and fits with what you want from a career."



STUDENT LIFE

FUQUA TRADITIONS

Traditions are an important part of the Duke culture. You will see them everywhere: in your sections, at Fuqua, and across the broader Duke community. Here's a look at some of the most popular traditions:

Fuqua Fridays:

Every Friday, students, partners, families and staff gather in the Fox Center to celebrate the ending of yet another week. Beer, wine, sodas and food are provided every Friday from 5-8 pm, along with social and cultural events put together by clubs and the MBAA. Information about each Fuqua Friday is publicized prior to the event so you should always be aware of what to expect.

Duke Blue Devil Cheers:

Being a Cameron Crazie means knowing the cheers. Here's some of the top cheers you'll hear at games this year:

- "Let's Go Duke" or "Here we Go Devils, Here We Go" (repeat and clap as needed)
- Fight Blue Devils: This song is a crowd favorite with the lyrics: *Go! Go! Rip 'em up! Tear 'em up! Give 'em hell, Duke!*
- Songs: You will hear a ton of great songs from our band, but be prepared for "Devil with a Blue Dress On", "Every time We Touch" and "Mortal Combat"
- Air Ball (when an opposing player misses the net...this was invented at Duke in the 70s)

Duke vs. UNC Rivalry:

To put it mildly, Duke does not like UNC. Sports Illustrated recently named the relationship as the "#1 Hottest Rivalry" in college basketball. As a Duke student, this means rooting against UNC in all sports, especially basketball. As a Fuqua student, this means competing for the Blue Cup each year against the Kenan-Flagler MBA students. Let's Go Devils!

Hash Runs:

Hash Runs are a combination of two Fuqua pastimes: running and drinking. Every term, and more often for special events, the Running Club hosts hash runs where Fuqua students follow running trails set up by the "hares", with designated drinking stops along the way to hang out with your friends and enjoy the Duke campus. After your third hash you are honored in a naming ceremony, and receive your hash name. To learn more join the Running Club listserv and Facebook group!

FuquaVision:

FuquaVision is like the SNL of the Fuqua community. The club creates a show every term with Fuqua students as actors, directors, and producers. While each production has new material, there are some traditions to note:

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- The show starts off with funny slides, but you won't know the identities of the "sliders" until Term 4
- The "FuquaVision" title is always misspelled..."boo" whenever it is misspelled, and cheer "yay" when the spelling is corrected.
- There's a 1960's-style countdown on the screen just before the start of every show. Make sure to shout out the number of your section when you see it!
- Every show has a Fuqua Action News segment. Pay attention to the anchor names as they are hilarious!

FUQUA SOCIAL ACTIVITIES

WORDS OF WISDOM (IF YOU READ NOTHING ELSE, READ THIS PARAGRAPH)

By the time the Second Years begin arriving in Durham, you'll have already been at school for a few weeks. Remember, the SYs are pumped to meet you, spend time with you, and help you in any way they can. When they come back to campus, make sure to reach out and get to know them. Before you know it, you'll be finishing up your first year, so don't wait to reach out to them. You've heard that Fuqua is student led and student life is not an exception. If you're interested in getting involved, there are many ways for you to get involved. Opportunities include the section student life representative (each section has one), student life extended cabinet positions, and numerous events' committees.

GLOBAL INSTITUTE

Before you get too deep into your schoolwork and before recruiters show up, pre-Fall Term 1 is a great opportunity to connect with your fellow students. Events held in the prior years include:

80s Party:

The 80s Party is an orientation tradition. The event is hosted by the Orientation Team for all of the FY students and their partners. Fuqua rents out a local bar and everyone comes in their best 80's attire. This is the first of many theme parties you will attend at Fuqua. Be prepared to rock out in all of your 80s glory...leg warmers, running suits, big hair, blue eye shadow, and mullets are encouraged.

Around the World Party:

The International Party is also an Orientation tradition. Often held on the first night of Orientation, it gives FY students and their partners the opportunity to showcase the traditional attire from their home country. What if you're from the US? Let's see your regional pride - your favorite team's jersey, a giant block of cheese on your head, head-to-toe camouflage?! It's completely up to you, and again creativity is highly encouraged.

Around the World Dinners:

Students host dinners to celebrate different cultures and cuisines. If you enjoy cooking or want to share some of your culture's best dishes, volunteer to host. Otherwise, sign up as a guest and enjoy the feast! These dinners are a great chance to meet some of your fellow FYs outside of your section as well as SYs.

FALL TERM 1

School may have officially started, but that doesn't mean that the fun stops there. Events held in the prior years include:

Campout:

Time to get your basketball tickets...or at least try to! Students spend the better part of a weekend camping (and by camping, we mean renting RVs and U-haul trailers) in a parking lot for the chance to buy men's basketball season tickets. Attendance checks are made at random intervals 24 hours a day (sometimes with a 2 hour break between them or sometimes only 15 minutes). At the end of the weekend, participants who missed no more than one attendance check are entered into a lottery. If your name is called from the lottery then you can choose whether or not to purchase a season ticket for approximately \$150. The weekend isn't all about the tickets, though. It's a great chance to meet your fellow Fuqua students as you hop from RV to RV, and from dance party to dance party.

Hints for campout planning:

- Team Fuqua is the strategy. Team up with a dozen or more classmates to improve your odds of going to some of the games. Tickets can be shared among a group of people, so although everybody in your group won't win a ticket, if some people do; you are guaranteed tickets to some games.
- Reserve an RV or U-Haul soon, so you don't have to drive to South Carolina to pick one up. The RV isn't necessarily better. Just think, you probably won't sleep much anyways.
- Teaming up with people in your section helps when coordinating ticket sharing. Instead of paper tickets, winners receive a card (similar to a Duke ID) that grants you entrance to the game. Keep in mind, people who have partners make excellent team mates (nothing like breakfast being delivered)

Halloween Party:

Break out your costumes (which you may have done already for one of the themed parties)...it's time for Halloween. In the past, Fuqua rents out a local bar on Halloween weekend with buses providing transport from many of the Fuqua-populated apartment complexes. Get your tickets early – this typically sells out!

FALL TERM 2

When core gets tough, the tough...have fun, right? Now is the time for the work hard/play harder attitude that you wrote about in your application to shine through. Fall Term 2 can be difficult, but know that there are a lot of great activities awaiting you outside of the team room:

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Fuqua Prom:

No corsage necessary, but for the most part, anything goes. Buses loop from apartment complexes to the party site where students and their dates enjoy an open bar, appetizers and plenty of dancing. Prom is a great chance to relax before finals and hang out with your classmates before Winter Break. Everything from cocktail dresses to tuxedos to retro 80's prom dresses make an appearance. Budget around \$40 or so for a ticket.

Brand Challenge:

Every year the Marketing Club sponsors the Brand Challenge during a Fuqua Friday. Teams of students design creative brand challenges that pit products head-to-head in taste and functional tests. Prizes go to the top teams and the crowd's favorites (this year's crowd favorite pitted two of Fuqua's least graceful gentlemen in a dance off...in Dr. Scholl's gel inserts and heels). You do not want to miss it!

Turkey Trot:

This annual 5K Run/Walk is held around the Thanksgiving holiday and benefits NC Special Olympics. Look out for Tom the Turkey roaming the Fox Center and leading the pack on race day. All running levels are welcome.

SPRING TERM 1

Auction Night:

Each spring the MBA Games organization sponsors an auction to raise funds for the NC Special Olympics. Donations are solicited from local shops and organizations as well as students, faculty, and alumni. A catalog is released the week before the auction showing what will be available in the silent auction and for live bidding. The auction is combined with a Fuqua Friday. Dress to impress and look out for the "High Rollers" section – the faculty and students who made the biggest purchases the year before.

White Party:

Carnival is a Latin American tradition brought to Fuqua by your LASA classmates. LASA rents out a venue in the area, spins great music, and hosts another amazing dance party. Break out your beads and mask.

Drag Show:

The Drag Show is a celebration of openness, acceptance, and love! Fuqua Pride hosts this party each year and typically has great t-shirts available in the Fox Center the week before. Come out for the party and show love and support for your LGBT classmates.

SPRING TERM 2

MBA Games Weekend:

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MBA Games Weekend is the culmination of a year of fundraising and activities centered on supporting the athletes of NC Special Olympics. Each spring approximately fifteen teams of MBA students from all over the country arrive in Durham for a weekend of recreation and fun with the NC Special Olympic athletes. These MBA teams have raised funds throughout the year for the Special Olympics and come to Durham for a weekend full of social events and a field day-style competition. Special Olympic athletes join the school teams and participate in most of the field day activities. The weekend concludes with an awards ceremony for the athletes and a banquet for all who have participated. Join the Duke team in competition, volunteer at the event, or welcome the visiting business schools to Durham at one of the many organized social events throughout the weekend.

MBA World Rugby Tournament:

The rugby club hosts the annual MBA World Rugby Tournament on the Fuqua grounds and at the Rugby fields in Danville, Virginia. The first game is on a Friday evening at the Green Lot Field and pits the Men's Fuqua Rugby Team against a visiting opponent. The rest of the weekend is conducted in a play-off style competition.

Blue Cup:

Blue Cup is an annual week of sporting competitions that capitalize on the rivalry tradition between Duke and UNC. Fuqua and Kenan-Flagler students face off in events ranging from soccer, football, volleyball, golf, 5K run, bowling and basketball to a culminating joint social event. There is a trophy that the winning team keeps possession of until the games the following year. Start honing your skills now, and look out for emails from the SY Blue Cup representatives. Partners are welcome and encouraged to participate.

White Party:

Each spring the LASA organization hosts a White Party and encourages everyone to dress to impress in all white. White is hot. LASA parties are hot. This party is a definite must.

Fuqua Idol:

The MBAA takes the idea of a talent show to another level with Fuqua Idol. One Friday each spring you have the opportunity to participate in (or just watch) a musical display of talent by your classmates. Auditions are held the weeks preceding the competition, and all levels of ability and seriousness are encouraged to participate.

Fuqua Iron Chef:

Do you think you have what it takes to become the next Fuqua Iron Chef? Come out for the MBAA/Culinary Club sponsored Fuqua Iron Chef and test your culinary skills in your make-shift kitchen or as a guest judge. You will be amazed at the displays of deliciousness.

Stache Bash:

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Have you ever wanted to grow a handlebar moustache? Now is your chance to grow out your facial fuzz without disapproving looks from classmates. CASE organizes the Stache Bash each year as a way to raise funds for classmates who are going into the social sector for their summer internship. Help raise money, and snap a new photo for your Facebook profile picture along the way!

Luau:

MBAA sponsors one big end-of-year bash aptly named Luau. Get your leis and Hawaiian print out of the closet and get lost in the crowds on the dance floor. Typically the MBAA organizes an open bar with buses and a DJ at a local establishment and requires the purchase of a ticket. Budget around \$40 or so for a ticket.

CLUBS

The whole idea of clubs is a bit unique to business school, so let's start with the basics. In general, a club is a group of Fuqua students who join together for any number of purposes (e.g. socializing, networking, skill building, and just plain having fun). Official clubs apply for recognition by the student government (the MBAA) and receive some funds from the MBAA to carry out their mission throughout the year.

Why join a club? We'll discuss this in detail a bit later, but clubs can be a great way to meet like-minded students, develop leadership skills, and explore areas you're curious about. You can "join" any club you'd like, and your participation level is completely up to you (although the more you put in, the more you get out).

What types of clubs exist?

At Fuqua, there are three categories of clubs: professional clubs, activity/social clubs, and diversity clubs. Below is a rundown on each type of clubs:

Professional clubs:

Professional clubs exist to help students in the recruiting process. For example, if a student is interested in a career in venture capital, that student should join the Entrepreneurship and Venture Capital Club. If a student is interested in nonprofit management, then the student should join the Net Impact Club.

Professional clubs help their members in many ways, such as providing easy access to SY students with similar interests, career prep workshops (e.g. resume reviews, interview prep), alumni connections, job search teams, and mutual support during the recruiting season. Clubs also host guest speakers to help students learn about a company or field of practice. While you *could* do most of these things on your own, professional clubs simply make them easier.

It is also important to note that professional clubs are just one piece (although an important piece) of the many career-related resources at a student's disposal. FY students should also use the Career Management Center, their personal network, alumni connections, and other resources.

Activity clubs:

The premise here is pretty simple – classmates getting together to enjoy common interests or work together on a shared passion. For example, the Soccer Club holds practices, scrimmages, and even goes to tournaments. The Arts & Music Club can keep you up to date on performances in the Durham area, and the Fuqua Improv Club can help you become a better public speaker. These clubs are a really great way to balance out the career and academic aspects of business school.

Activity clubs are also an easy way to explore new interests. Want to know how to properly taste wine? Join the Wine Club. Want to learn how to play tennis? Join the Tennis Club. Our classmates at Fuqua are astoundingly talented individuals in surprising ways, and learning from them is a once in a lifetime opportunity.

Diversity clubs:

Diversity clubs are for students of a particular group. Since Fuqua is such a diverse school and many students

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are living far from their families and friends, it's important for these groups to have a support network. Diversity clubs organize socials, conferences, and other events related to their mission.

Now, it wouldn't be a true "diversity" club unless the membership encouraged diversity, would it? At Fuqua, you have a unique opportunity to make great friendships with people who have different perspectives. Although joining a diversity club is not the only way to learn about your classmates, these clubs can jumpstart your learning about a new region or religion, and leave you with a sense of satisfaction and connection. Don't let these two years pass by without getting to *really* know your classmates from other cultures! Business school challenges you in many ways, and getting to know the world (and the world's people) around you can be one of the most rewarding things you do at Fuqua.

How do I get involved in a club?

The first thing that many people ask about a club is "how do I apply/sign up"? During the first term, there will be a "club fair" during which you can talk to representatives of the different clubs. There will also be a few nights where clubs will give presentations on their mission and how you can get involved (e.g. in a leadership position or otherwise).

If you decide to join a club after the club fair, no problem. Simply sign up for their mailing list, or talk to someone in the club about getting involved. It's that simple.

What's the level of commitment?

Club membership is not exclusive, and anyone can join any club at any time. In fact, the term "joining" can connote different levels of commitment. You can sign up for the club's mailing list to keep abreast of activities, or you can go to every meeting and event, and run for a club cabinet position. The level of commitment is completely up to you.

What's the deal with leadership positions?

Clubs can be a great way to test your leadership and management skills, and Fuqua's student-led culture can help you assume leadership responsibility in a hurry. It is rare in the real world for leadership positions to be so readily available, so if you want to develop yourself as a leader, look into running for a cabinet position. A leadership position is a great opportunity to get leadership experience in a friendly environment without the pressure of real world consequences.

Most clubs set aside certain positions for FY students. Around mid-September clubs will finalize selections for these FY positions. Around March of your first year, you will have the opportunity to run for a SY cabinet position in a club. Having served on a FY cabinet is **not** required for taking on a SY position. FY elections happen very fast, so don't feel pressured into running for a FY position. While some clubs hold elections, others appoint students to positions.

Are formal leadership positions necessary to get a job? Not at all. However, if you don't have any leadership/management experience, consider putting yourself in a leadership position (either formal or informal).

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It is also important to note that one can contribute in major ways to a club's mission without having a formal leadership position. In fact, the stories that students create from "informal leadership" are in some cases more compelling than "formal leadership" stories.

How many clubs should I join?

As mentioned before, you can be involved in clubs to any degree. However, to get the most out of club experiences, students will want to get more involved in some clubs than others. As a rule of thumb, students should join at least one professional club (to help in your career search) and be involved (to some extent) with a diversity or activity club (to keep your life balanced). Most students are active in between one and three clubs, but your level of involvement is up to you.

Do I pay dues? How do Clubs get their Programming Money?

Clubs may ask you to pay for individual events, but official clubs receive a certain amount of money from the MBAA to cover programming. At the end of each term, the MBAA sends out a survey to all students. The students note which clubs they are "active" in (clubs in which students have participated in at least one activity during the past term). The MBAA then compiles the results and allocates money according to club activity.

A SNEAK PEAK AT FUQUA CLUBS

Arts and Music Club	Golf Club
Asian Business Club	Health Care Club
Asset Management Club	Hospitality, Travel and Leisure Club
AWIB	Hi-Tech Club
Badminton Club	INDUS
Black & Latino MBA Organization	International Business Association
Business in Africa Club	JD/MBA Club
Catholics@Fuqua	Jewish Business Association
Christian Business Fellowship	Latin American Student Association
Consulting Club	Latter-day Saint Student Association
Culinary Club	Leadership Development Initiative (LDI)
Design in Business	Luxury Brand & Retail Club
Duke Armed Forces Association	Marketing Club
Duke Startup Challenge	MBA Association (MBAA)
Energy Club	MBA Games
Entrepreneurship and Venture Capital Club	MD/MBA Association
European Business Club	Media, Entertainment, & Sports Club
Fuqua Beer Club	Net Impact Club
Finance Club	Outdoors Club
Fuqua2Duke	Private Equity Club
FuquaHoops	Real Estate Club
FuquaImprov	Rugby Club
FuquaNC	Running & Triathlon Club
Fuqua Moms	Soccer Club
Fuqua Partners	Tennis Club

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Fuqua Pride
Fuqua Times
FuquaVision
General Management Club

Wine Club

Arts and Music Club: Do you...sing/play any instrument? Shimmy to any dance form? Consider your camera your better half? Just plain follow any art form - music/dance/photography? Then the Arts & Music Club may be the right place for you!

Asian Business Club: The Asian Business Club promotes Asian culture and business within the Fuqua Community; strengthens the Asian student body; supports Asian students in obtaining job opportunities in Asia and the U.S.; and supports non-Asian students to reach Asian-related business opportunities.

Asset Management Club: The Asset Management Club actively manages the Reynolds Trust, an equity portfolio valued at approximately \$157,000. Members meet to discuss current markets, stock pitches, and analyst updates on the existing portfolio. In addition to learning about investing and analyzing companies, students learn valuable tools for success in the interview process.

AWIB: The Association for Women in Business (AWIB) is a student-led club that promotes the professional development of female daytime MBAs at Fuqua. AWIB provides opportunities for its members to explore career opportunities, network with other women in business, discuss academic and career challenges in a supportive environment, and give back to the community through service events. AWIB also plays a leading role in recruiting the next generation of women leaders in the Duke MBA.

Badminton Club: The Badminton Club aims to provide both men and women with opportunities to exercise and develop long-lasting friendships through the sport of Badminton in Fuqua community.

Black & Latino MBA Association (BLMBAO): For the past twenty years, BLMBAO has made significant contributions to the recruitment, retention, and professional development of Fuqua's African-American and Latin-American students. It sponsors activities that benefit the local minority community as well as strengthen and leverage African-American and Latino Duke MBA alumni relationships.

Business in Africa Club: Our mission is to showcase Africa as a continent with a rising and diversified economic market to the Fuqua MBA community. We plan to achieve the mission by building awareness on campus about the emerging business opportunities in Africa and connecting students to those opportunities, building Fuqua's brand in Africa by engaging the students on the continent and sharing African cultures with the Fuqua community. The club is open to All students who have an interest in Africa.

Catholics@Fuqua: Catholics@Fuqua has a three-fold mission: to strengthen identity, to build community, and to engage Fuqua. The slogan of the club is: Ask big questions, Explore profound answers, Become a better leader. The club hosts weekly Bible studies and weekly Mass at Fuqua. It also hosts social events, such as Theology on Tap at local bars as well as educational events, such as panels on business ethics.

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Christian Business Fellowship: The Christian Business Fellowship is open to everyone in the Fuqua community. Our mission is three-fold: to encourage Christian fellowship in the Fuqua community through events like our weekly Bible studies and prayer meetings; to further understand our roles as both business students and Christians through special events and speakers; and to reach out to the greater Fuqua community through interfaith events and large scale parties around Easter and Christmas.

Consulting Club: The Consulting Club represents the needs of students interested in management consulting careers. The club helps students answer three fundamental questions: 1. Is management consulting right for me? 2. How do I land an offer? 3. How do I succeed in my consulting career?

Culinary Club: You don't have to be a chef to be a part of Fuqua's most delicious club! Club activities range from learning how to cook to sampling other students' and partners' culinary creations to checking out restaurants in the Triangle area. Join the mailing list and Facebook group to learn about upcoming events.

Design in Business Club: DibS seeks to create a vibrant and diverse community for Fuqua students practicing at the intersection between design and business, interested in incorporating design methodologies in leading organizations, solving business challenges and facilitating innovation.

Duke Armed Forces Association: The Duke Armed Forces Association is a diversity club made up of veterans from all services from any military. The club is designed to share common experiences, pass on lessons learned, and facilitate military MBA recruiting. The major events for the year are the Military MBA conference held every October, Veterans Day for all of Duke (usually at a Duke Football game), and hosting a Fuqua Friday.

Duke Start-Up Challenge (DSC): The DSC organizing committee is a cross-university organization that hosts the Duke Start-Up Challenge each year. Members of the committee organize the challenge, recruit the judges, stage the events, and then market the challenge to participants, members of the community, technologists, and others beyond Fuqua and the university.

Energy Club: The Fuqua Energy Club is your on-ramp to a career in Energy. From traditional oil and gas to renewables, energy efficiency and energy finance – we cover them all. Get connected to the club through the Energy Boot Camp, mentorship program, fall Energy Symposium, Week-in-Cities trip, Energy 101 talks, and regular e-drinks.

European Business Club: Learn about jobs opportunities, the work environment, and business trends in Europe while attending fun and entertaining events about the culture, food, and customs from the old continent. A not-only-for-Europeans Club to provide you with a full immersive European experience.

EVCC: The Entrepreneurship and Venture Capital Club (EVCC) is focused on facilitating interactions between our Fuqua students, entrepreneurs, small business owners, innovative corporations, and venture capitalists around the world. The EVCC also acts as a liaison for students seeking internship and employment opportunities in these fields. The club is one of the most highly subscribed and most active organizations at Fuqua and across Duke, and was awarded the 2009 Fuqua Club of the Year.

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Finance Club: The Finance Club is a resource to help you navigate the recruiting process and finance coursework. We host many events throughout the year to help enhance your finance experience at Fuqua, including: recruiting events, training sessions, and both alumni and informal gatherings.

Fuqua Beer Club: The club aims to cultivate respect for the beverage and business of beer by creating educational, experiential, and professional opportunities. The club organized a special, exclusive Fuqua event at the Durham World Beer Festival, and it also hosted a Build-A-Beer Workshop. In addition to various beer tastings, the club also organized tours of local breweries as well as a dinner designed to showcase beer pairings.

Fuqua Hoops: The club facilitates and organizes all basketball activities at Fuqua, and has three main objectives: To allow students and partners at Fuqua to enjoy basketball in variety of ways according to their preferences and physical abilities; to help Fuqua's students to connect and develop relationships with each other as well as with MBA students at other business schools; to assist the community through basketball.

Fuqua Improv: An informal and unintimidating atmosphere where you can come and play improvisational (improv) games with other students. No experience or previous exposure to improv necessary! It's a great way to learn to think on your feet better which will help with interviews and FY networking. A great place to come to de-stress and have fun during that first term of FY chaos!

Fuqua NC: FuquaNC aims to foster relations between the North Carolina business community and Duke MBA students who are interested in working in North Carolina after graduation. The club aims to provide resources and outreach to connect Duke MBA students with the local business community and civic organizations as well as to expose Duke MBA students to local issues and encourage involvement in the area.

Fuqua Moms: Being a student mom presents many unique challenges. Fuqua Moms is here to offer you the career, social, and educational resources and support that will help you balance your life so you can focus on ALL of your priorities -- the big ones and the kid-sized ones!

Fuqua Partners: Fuqua Partners is an organization dedicated to making The Duke MBA Program and the Durham area feel like home for its couples and families. We are a diverse group and we are here to have fun, support each other and make a difference in our community.

Fuqua Pride: Fuqua Pride welcomes members from the Lesbian, Gay, Bisexual, Transgender and Straight Ally community. As a club, we are active both on campus and off, striving to create strong relationships within the Duke MBA and greater Duke community through social, educational, and recruitment- related events.

FuquaVision: FuquaVision is the nation's (and possibly the world's) premiere MBA skit comedy club. Through the use of cramped office space, seven computers, and questionable software, FuquaVision puts on no less than six feature length shows throughout the school year. Our greatest asset, however, is the creativity of our student body. At the end of the each term, we have the honor of (hopefully) inducing bellyaching laughter from a packed Geneen audience. Plus, those video editing skills you pick up can come in quite handy ... if you know what we mean;)

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Fuqua2Duke: Fuqua2Duke channels the career experience of Duke MBA students for the Duke undergraduate community. The club provides mentoring and develops programs aimed at supporting undergraduates as they make their career decisions.

General Management Club: The General Management Club hosts educational, social, and networking events with company representatives, Duke faculty, and your fellow Fuquans to provide the necessary tools and resources to build a successful career in general management and operations roles within and beyond the walls of Fuqua. Word in the mall-way is that we always have the best food at our events as well!

Golf Club: The Golf Club promotes enjoyment and learning of the game of golf and fosters interaction among students, partners, faculty, and alumni.

Habitat for Humanity: For four years in a row, Fuqua has funded and built a house under the larger Habitat for Humanity of Durham organization. Last year, 176 students laid foundation, built walls, painted, and served their community on Saturdays from August to November. Our most recent house was dedicated in January. Habitat is one more way to care for the community around Duke, which is a place of high disparate levels of income. Durham has the state's highest median income, yet 15% of the population is under the poverty line. The neighborhoods fewer than five miles from our campus have been transformed through the houses built by Habitat, and it's exciting and fulfilling to be a part of that mission.

Health Care Club: Health care, now more than ever before, is a vital part of the global economy. From reform in Washington D.C., to innovative specialty hospitals in India, the industry is constantly evolving. As MBA students focused on health care, we know that novel business solutions are vital to success and sustainability in the health sector. The Health Care Club is dedicated to providing the resources necessary to help create the industry leaders that will drive future health care innovation.

Hospitality, Travel and Leisure Club: The HTL club is a career club looking to connect people interested in careers in airlines, hotels, cruises and restaurants with alumni and recruiters. They run industry education events as well as travel themed social events throughout the year.

Hi-Tech Club: Interested in a career with top high tech firms? Want to learn about how new technologies are being harnessed in IT, green tech, marketing, and other fields? Join the Hi-Tech Club and interact with other students who share your passion for technology and its applications in business.

INDUS: INDUS exists as a forum and a network for South Asian business students. In pursuit of this goal, the club offers informative events to help students succeed in business. INDUS also serves as a social outlet through which students can gain an appreciation for the different cultures of South Asia.

International Business Club (IBC): The International Business Club is open to all international and domestic students who are interested in meeting people from other cultures and backgrounds. The primary objective of the IBC is to help with the integration of international students into the Duke MBA community.

JD / MBA Club: The JD / MBA club program focuses on the interests of the current Duke JD / MBA students. Events include speeches by past JD / MBA students who share their insights into the current educational and workplace environment for JD / MBAs. The club also focuses on providing an introduction to the variety of legal

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issues that affect the careers of business students. Events include speeches about obtaining venture capital funding and functions that bring the Duke School of Law and Fuqua together.

Jewish Business Association (JBA): The JBA is your Jewish home away from home for all of the major holidays as well as a great place to socialize with other Jewish Fuqua students over bagels or barbecue. We also hold mixers and joint programs with other Duke and UNC grad programs. Jewish students of all denominations are welcome as well as those who just want to learn more about what it means to be Jewish.

Latin America Student Association (LASA): If you come from Latin America or you are interested in learning more about Latin America, LASA is the right place for you. We deeply believe in the importance of sharing the Latin culture inside the Duke MBA and achieving a strong connection with the US and other countries that belong to the program. As a member of our club, you can participate in our annual Latin America Conference, Career Workshops, the famous LASA parties, Latin American dinners and lunches, family trips, as well as a variety of other fun activities.

Latter-day Saint Student Association (LDSSA): Are you interested in learning about the Church of Jesus Christ of Latter-day Saints (the Mormon Church) - its history, basic tenets, and modern culture? Are you a member of the Church of Jesus Christ of Latter-day Saints interested in connecting with Fuqua students who share your faith? If you answered "yes" to either of those questions, the LDSSA is for you!

Leadership Development Initiative (LDI): The Leadership Development Initiative provides Duke MBA students with specific tools for leading successfully and making a positive impact in their upcoming personal and professional lives. Through this program, students can study leadership models and theory, observe outstanding leaders in practice, and personally experience leadership through numerous extracurricular activities.

Luxury Brand & Retail Club: The mission of the Luxury Brand & Retail Club is to create a medium that connects Duke MBA students, specific companies, and educators interested in either retail or products considered to be of an exclusive nature.

Marketing Club: The Duke MBA Marketing Club provides its members with educational tools, mentorship, networking opportunities, recruiting events, and academic resources that will allow them to successfully explore and obtain rewarding and challenging marketing careers. The Marketing Club is dedicated to improving the experience of all students who have contact with the discipline of marketing.

MBA Games: MBA Games is one of the largest student-run organizations at Fuqua, with a mission to raise money for the Special Olympics of North Carolina (SONC) by hosting events throughout the year involving students, Special Olympics Athletes, the greater Duke community, and countless local and national sponsors. More than 100 student volunteers and sponsors host several fundraising events throughout the year culminating in April with the MBA Games Weekend - a light-hearted sports competition involving teams from over 20 top business schools and Special Olympics athletes. To date, MBA Games has donated more than \$1.8 million to SONC.

MBAA: Fuqua's MBA Association (MBAA) is unique among its business school peers in the autonomy afforded this student-run organization as well as the tremendous input that the MBAA provides to the staff and

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administration. The mission of the MBAA is to represent the interests, needs, and concerns of daytime MBA students and student organizations across the spectrum of Duke University activities. As a part of that mission, the MBAA works to enrich the student experience through leadership development programs, activities that support and enhance our "Team Fuqua" culture, and activities that strengthen The Duke MBA brand. The MBAA is also deeply committed to strengthening the Fuqua community. This involves reaching out to our active alumni network, to our friends and supporters in Durham, and to the diverse business community in the Triangle area. With over 50 active student clubs, the MBAA provides a strategic direction for student leadership and activities.

Media, Entertainment & Sports Club: The Media, Entertainment, & Sports Club (ME&S) is a professional club supporting students in pursuit of a career in the multifaceted media and entertainment industries. ME&S seeks to introduce Fuqua students to the many opportunities available within the industry through networking and recruiting events, informational sessions, and alumni mentoring. Want to chat with sports execs, studio directors, or agents? – sign up!

MD/MBA Association: The MD/MBA Association aims to empower the professional development of MD/MBA students by facilitating a strong network of current students and alumni, helping match students with faculty and alumni mentors, help students find internship and full-time offers best suited for MD/MBA students, and making connections with the Duke University School of Medicine.

Net Impact Club: Finance, marketing, consulting, general management, AND entrepreneurship. No other club on campus brings together the same number or variety of students as the Net Impact Club. Our vision is to create future leaders of a globally sustainable society, so regardless if the changes you wish to make in the world are big or small, social or environmental, the Net Impact Club is here to provide you with career coaching, opportunities to network with global leaders, and plenty of thought-provoking events and activities.

Outdoors Club: The Outdoors Club organizes local and destination events throughout the year to appeal to all types of outdoor enthusiasts. North Carolina and Duke's location offer endless opportunities to enjoy the outdoors. Local and regional activities we organize include: hiking, road biking, mountain biking, rock climbing, kayaking, and camping. We also organize three larger annual trips: rafting in the fall, a ski trip out West during Spring Break, and a weekend adventure camping trip in late spring.

Private Equity Club: The Duke Private Equity Club is a student-run organization committed to enhancing the connection between the private equity industry and the entire Duke University community of students, faculty and alumni. Throughout the year the club sponsors events that provide educational, career and networking opportunities for its members.

Real Estate Club: The Real Estate Club provides students with the information they need to know about buying a home, investing in real estate, and careers within the field. The club welcomes students with a wide range of interests within real estate, and holds events ranging from networking nights with potential employers to Real Estate 101.

Rugby Club: The Duke Graduate Rugby Club plays competitive (tackle for men, touch for women) rugby and hosts social events throughout the fall and spring. No experience is necessary (most of our players are new) and

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we host the annual MBA Rugby World Championships, where 30 top b-schools from around the world come to Duke for a two-day tournament in April. If you are looking for a fun but competitive, hard-hitting social experience, come join Duke Grad Rugby!

Running & Triathlon Club: Welcome to Fuqua and to the Running & Triathlon Club! Our club's mission is simple: we help students have fun, relax, and make new friends while enjoying a swim, bike, or run. We'll even help you get hooked up with a training buddy, and we're open to *all* ability levels, from competitive to beginners!

Soccer Club: The Soccer Club gives Duke MBA students the chance to play soccer on a regular basis. It organizes trips to MBA soccer tournaments all over the country, while giving students the opportunity to meet soccer lovers from around the world.

Tennis Club: Save some energy for the tennis court where you can find us providing lessons, training, and match play - twice a week on the East Campus courts. All skill levels and competitive spirits are welcome...just be sure to bring your racket.

Wine Club: The Wine Club's mission is to provide a forum for the Duke MBA community to learn more about wine and wine appreciation. Through seminars, tastings, lectures, and social events, it hopes to foster activities that are beneficial to its members' career and educational goals, as well as provide an outlet for enjoying some of life's finer things.

Integrate with other Graduate Programs:

The Graduate and Professional Student Council (GPSC) is an organization designed to serve all graduate and professional students:

- *GPSC's primary mission is building community among graduate and professional students, and between graduate and professional students and the larger Duke/Durham community.*
- *GPSC lobbies for graduate and professional students community with regard to various academic and administrative concerns.*
- *GPSC sends email news and events each week in the GPSC News.*

Visit the GPSC Website (<http://gpsc.duke.edu/>) for more information.

Specific Club Website Information:

<https://fuqua.campusgroups.com/home?stay=1>

Above is the link to campus groups. This site organizes all of Fuqua's clubs and activities. This is the best site to use to know what is going on at school each day other than class.

CLUB ADVICE FROM SYs

Level of Commitment:

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- *Join clubs you are interested in and want to help make a difference. You can sign up for every club's mailing list and pick and choose what you want to do. Don't feel like you have to go to everything. It's impossible (unless you're Super(wo)man).*
- *Go ahead and sign up to be on as many club email lists as you want, but pick your top three clubs/activities that you are most interested in, and stay committed to those. It's very easy to over-extend yourself, and you simply will not have time for everything. But, if you select a few activities to make your priority, you'll be able to stay engaged with what is most interesting to you.*
- *Pick one or two clubs that you REALLY want to be involved in (as in, a cabinet member).*
- *It's OK to try different things instead of trying to be deeply involved in something. Club involvement alone rarely makes a real difference in terms of career prospects, but is a great opportunity to explore different fields.*
- *Be picky – it's easy to want to do everything, but you'll get more out of picking a few things to get involved with.*
- *Symposiums, etc. can be great learning opportunities - but time is at a premium - so only go to the activities that *really* excite you.*

Club Leadership:

- *Don't be afraid of failure. Pick the role you're passionate about. Making a contribution at Fuqua can be as (if not more) fulfilling as getting stellar grades.*
- *Just because you aren't on the cabinet as a FY doesn't mean that you won't be on the cabinet or even the President during the second year. I wasn't on any cabinets as a FY, but as a SY I was the President of a club and on the cabinet of another.*
- *Club positions look good on the resume but do not get involved unless you really think it will be a useful experience. Otherwise it will feel like it's a waste of time and you will be doing the club a disservice.*
- *Different roles have hugely varying time commitments. If you're organizing a Week-in-Cities event or career conference, this role will dominate your life in the run up so be informed and prepared for the timing of events with other commitments you may have. However, organizing events is a great way to get to know and prove yourself to both alumni and your classmates. If you're lucky, your classmates might even buy you a beer on the trip :-)*
- *Clubs are important for building skills, learning about an industry, and getting to know people but don't do them just to have something on your resume and claim that you do everything. If you already have a lot of experience with leadership from previous work experiences, or community involvement, then don't worry if you'd rather spend more time on other activities at Fuqua.*
- *Don't run for a cabinet position if you are not going to put your best effort into it.*
- *It doesn't matter what cabinet positions you have - you can always help out with a club even though you don't have a formal leadership position.*
- *Leadership roles in club activities are important in recruiting. Recruiters want to see that you care about more than just your grades, and want to know what you do outside of class. A prominent leadership role in a club helps you round out your resume and tell a story about what it is that motivates you.*
- *Getting a leadership role is also just like recruiting. You should reach out to SYs early on to express your interest to increase the chance to get a job you want.*
- *Club leadership starts very early, so have an idea of what you want to get involved in before you start. Attend as many club events early on as possible to get an understanding of what the clubs do.*

Additional Advice on Clubs:

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- *Clubs are the BEST way to get to know SYs. These same SYs will be ones you go to for career advice so it's nice when you know them versus doing a "cold" informational interview. It's a win-win – both from social/friendships and career perspectives.*
- *If there's something you're passionate about and Fuqua doesn't offer it, you can create it. The Job Opportunities Program was started by a student who realized Durham high school kids could get a leg-up in life and the college recruiting process by gaining an internship and a glimpse of professional life.*
- *I was amazed at how much the school is really "student led" – expect to be able to make a huge impact on the student community.*
- *I thought clubs were just social entities before coming. The career clubs were extremely helpful in helping me narrow down what I want to do, and get the information I need to do it.*
- *Take advantage of SYs – especially with respect to informational interviews. You take the initiative and reach out!*
- *Besides on-campus clubs, explore the off-campus extracurricular life like working with PEP, Fuqua on Board, Junior Achievement, etc.*

LEADERSHIP OPPORTUNITIES AND FELLOWSHIPS

Leadership Opportunities:

As a FY, you have the opportunity to take on a leadership role in one or more clubs at Fuqua. Typically, applications for FY club leadership are accepted in Fall Term 1, so be thinking about which clubs you might like to get involved with during your summer term. Be sure to sign up on CampusGroups for mailing lists of all clubs in which you are interested (you will receive an MBAA email reminding you to do this). This will help you stay on top of application deadlines and other club information. You can always unsubscribe later in the year. Don't hesitate to reach out to SYs (cabinet members especially) with questions about the clubs in which they are involved.

Once Fall Term 1 starts, you should try to attend the Student Activity Fair. This usually occurs at a Fuqua Friday in the Kirby Winter Garden or Faculty Hall. You can talk with the club presidents and SY cabinet members to learn more about each club and their activities for the year. You can also learn about their FY leadership positions, application process, and deadlines. If you can't make it to the Student Activity Fair and want to learn more about a club, visit the club Website and contact the club leadership. There will also be club kick-off meetings during the first week of classes, where you will be able to learn about FY cabinet opportunities.

FY LEADERSHIP OPPORTUNITIES

Section Positions:

In early Fall Term 1, the MBAA holds elections for the position of Section Representative (Rep). The Section Rep is the primary leader for a section, and serves as the voice, manager, and problem-solver on behalf of the section. The Section Rep then chooses an Academic Rep, Career Rep, Communications Rep, International & Diversity Rep, International Affairs Rep, and Student Life Rep to serve on the Section Cabinet. Be on the lookout for emails from the MBAA regarding the application process and deadlines for these positions.

Extended Cabinet Positions

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In addition to the section cabinet positions, the MBAA Executive Cabinet has a wide variety of extended cabinet positions available for first-year students. These positions will provide first-year students the opportunity to impact the overall student experience.

The Executive Cabinet is comprised of 10 key departments, including:

- Academic
- Career
- Communications
- Diversity & International Relations
- Service
- Student Clubs & Organizations
 - Including University Affairs
- Student Life
- Sustainability
- Technology
- Treasury

If you are interested in becoming more involved in any of these departments, please feel free to reach out to the MBAA President, Vice President, or corresponding department director. More information regarding extended cabinet positions will be available in Fall 1.

Judicial Rep and Curriculum Rep:

Two other elected positions exist outside of section representative position. These are the Judicial Representatives and Curriculum Representative. Each year, the FY class elects two Judicial Representatives, who help carry out the Duke MBA Honor Code, and one Curriculum Rep, who represents the class on the Duke MBA Curriculum Committee. Judicial Representatives serve for the duration of the two-year MBA program. Class Judicial Representatives serve on Honor Boards, which are held to review evidence against students accused of violating the Honor Code. Additionally, Judicial Representatives work with the Section Honor Representatives and the MBAA to advance ethics education and promote honorable behavior within the Fuqua community. The Curriculum Rep services on the Curriculum Committee with five faculty members, the SY Daytime MBA Student Representative, and one student representative from each of the other MBA programs. Each member of the committee has voting rights on decisions related to curriculum changes or development that are presented to the committee. Curriculum Rep responsibilities include collecting student feedback on the Duke MBA curriculum and communicating this information as a liaison to faculty and the Curriculum Committee; meeting weekly or bi-weekly with the Curriculum Committee depending on the number of curriculum items; voting on changes to curriculum; and meeting regularly with the MBAA Academic Cabinet.

Admissions Ambassadors

Did you participate in the Duke MBA campus visit program last year by: attending a class? Asking a current student questions about Fuqua student life? Taking a tour of our facilities? Having lunch in the Fox Center?

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Which aspect of your visit had the biggest impact on your decision to attend Fuqua? How did Fuqua students influence your perception of The Duke MBA culture?

Admissions Ambassadors have an excellent opportunity to impact Fuqua's future through outreach and hospitality to prospective students during their visits to campus. The Admissions Ambassadors program has two ways for you to become involved: by serving as a recruitment coordinator for student volunteers or by volunteering to help facilitate the campus visit activities.

DAR Ambassadors

DAR Ambassadors are a select group of 3 First Year Daytime ambassadors of Fuqua's Department of Development & Alumni Relations (DAR). They work with the DAR Fellows to energize Fuqua's alumni network by collaborating with and enhancing on relationships between alumni, current students, The Fuqua Annual Fund and Fuqua's Department of Development and Alumni Relations. This is an unpaid position and the selection takes place in the fall of First Year.

Blue Devil Weekend Co-Chairs and Student Committees:

The Office of Admissions seeks FYs to participate as weekend co-chairs, committee chairs, and volunteers for The Duke MBA Blue Devil Weekend (BDW) 2012. The time commitment will vary depending on how you choose to volunteer. Approximately 25 committee chair positions are available, and numerous volunteer opportunities exist for people who want to get involved but don't have much time to give. Example committee chair roles include coordinating registration, social events, and matching prospective students with student hosts.

The Office of Admissions selects committed, passionate, and positive students to lead the BDW team and to have a fantastic time doing so! The Duke MBA Blue Devil Weekend 2012 meetings will be held throughout Spring Terms 1 and 2 until the big weekend arrives.

Three students will serve as the overall Co-Chairs for BDW. They will manage the student committee chairs and work closely with the Office of Admissions during the months preceding BDW. Weekend Co-Chairs are required to attend weekly meetings with admissions staff members. These meetings will increase in frequency as the weekend approaches. Co-Chair duties start with responsibilities at the end of Fall Term 2 and intensify in mid-January as the committees begin to meet. Exceptional time management, leadership, presentation, and organizational skills are required.

Orientation Co-Chairs and Student Committees:

The role of Orientation Co-Chairs is to introduce the incoming class to Fuqua by planning and executing their Orientation, a three day event to occur August 1-3rd. The Co-Chairs work closely with Fuqua staff, especially Dean Morgan, Nichole Miller (Student Life Director), and Stephen Windham (Associate Director Corporate Relation) to develop content and programming that will benefit the incoming class. Co-chairs appoint and direct an "O-team" of up to 30 fellow classmates to plan various activities including Section Olympics and social events. This role requires significant commitment during Spring Term 2 and the summer after your first year.

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SY LEADERSHIP OPPORTUNITIES

To join the cabinet of a club or to obtain a fellowship position, the application process for most clubs and fellowships begins in Spring Term 1. Transition of leadership positions from outgoing SYs to incoming SYs typically occurs in Spring Term 2 (your final term before summer), so plan ahead for this transition, as it can be a very time-consuming process!

To apply for a Co-President position, club leaders typically ask that you put together a one-page PowerPoint platform/advertisement announcing what your leadership priorities would be to club members. The voting process for club presidents occurs in the middle of Spring Term 1.

MBAA Cabinet:

The MBAA cabinet is composed of thirteen positions: President, Executive Vice President, Senior Vice President of Student Life, Treasurer, and Vice-Presidents for each of the following: Academic, Career, Communications, Diversity & International Relations, Service, Student Life, Sustainability and Technology.

Fuqua's Fellowship Opportunities at a Glance:

There are also fellowships for which rising SYs can apply. The table below explains the objectives and responsibilities of each fellowship.

Fellowship Type	Mission & Purpose	Fellowship Composition	Key Responsibilities	Selection Process
COLE Leadership Fellows	Develop Duke MBA graduates who exemplify the strongest qualities of leadership and character, including self-awareness, ethical and global sensitivity, and personal courage	A select group of roughly 30-40 rising Fuqua SY students, many of whom already hold leadership positions at Fuqua	<ul style="list-style-type: none"> • Coach and mentor FYC-LEAD teams • Serve as role models and exemplify leaders of consequence • Engage the Fuqua community in leadership activities, such as coffee chats / leadership conferences 	<ul style="list-style-type: none"> • Applications due early Spring Term 1 • 2-on-1 interviews by invitation

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Fellowship Type	Mission & Purpose	Fellowship Composition	Key Responsibilities	Selection Process
Admissions Fellows	Impact Fuqua's future classes through direct interaction with prospective students in the admissions and interview process	A group of approximately 60 students selected through a rigorous interview process with current Admissions Fellows and the Admissions Office	<ul style="list-style-type: none"> • Interview prospective students and complete evaluations • Work at least six Saturdays during the academic year • Call admitted applicants 	<ul style="list-style-type: none"> • Applications due early Spring Term 1 • Interviews with the selection committee by invitation
Career Fellows	Help FY students strengthen resumes and cover letters and prepare for the internship recruiting process	A group of roughly 50 students skilled at reviewing resumes and cover letters and navigating the internship recruiting process	<ul style="list-style-type: none"> • Coach the student on polishing his or her resume, strengthening cover letters, and preparing for internship interviews • Answer FY questions regarding career-related questions 	<ul style="list-style-type: none"> • Applications due early Spring Term 1 • Interviews by invitation with current Career Fellows
Academic Fellows	Assist FYS, SYs, and faculty in furthering learning objectives in each core course	SY students selected by faculty and peers	<ul style="list-style-type: none"> • Manage the core course's group of TAs • Help develop new course materials • Provide a conduit for feedback 	<ul style="list-style-type: none"> • Invitation extended by current Academic Fellow or Professor prior to the start of the term in which the course is taught
Executive Fellows	Operate and market Fuqua's DSS in conjunction with the Dean's Office	A group of 15 SY students selected by current Executive Fellows, with the backing of the Dean's Office	<ul style="list-style-type: none"> • Host visiting executives at Fuqua • Manage marketing and advertising for DSS • Organize luncheons with students and executives 	<ul style="list-style-type: none"> • Applications due late Spring Term 1/Early Spring Term 2 • Interviews by invitation with current Executive Fellows
Development Fellows	Build alumni relationships with students and enhance alumni programming	A small group of 10 SY students selected by the DAR office	<ul style="list-style-type: none"> • Plan alumni events in internship cities • Host visiting alumni and friends during reunions and other events 	<ul style="list-style-type: none"> • Applications due early Spring Term 1 • Interviews by invitation with DAR office

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Fellowship Type	Mission & Purpose	Fellowship Composition	Key Responsibilities	Selection Process
CASE Fellows	Support CASE throughout the year with its different events and initiatives	5-10 students selected by CASE	<ul style="list-style-type: none"> Varies by position and from year to year Coordinate and market events Assist in research and development of CASE initiatives 	<ul style="list-style-type: none"> Applications due Spring Term 1

COLE Leadership Fellows:

The Fuqua/Coach K Center on Leadership & Ethics (COLE) was founded in January 2004 as a partnership between Fuqua and the Kenan Institute for Ethics to further the development of ethical leaders at Fuqua and beyond. The mission of COLE is to “advance leadership and business ethics through research and education, and to deepen and extend the way students, academics, and practitioners think about and practice business leadership and ethics in the 21st century.” Every year, COLE hosts the Coach K Leadership Conference as an opportunity to bring strong leaders to the university to engage students and faculty in the topics of leadership and ethics.

The COLE Fellowship is a group of students who are committed to making leadership and leader development integral parts of the Fuqua experience. COLE Fellows must exemplify the strongest qualities of leadership and character, including self-awareness, ethical and global sensitivity, and personal courage. COLE Fellows help motivate FY C-LEAD teams to actively engage in personal leadership development, using tools like the Personal Development Plan (PDP) to help students set and achieve goals during their time at Fuqua. Additionally, COLE Fellows receive unique access to leadership and leader development opportunities provided by COLE.

Fellows also assist teams in managing conflict, creating strong group dynamics, and establishing a culture of collaborative leadership. COLE also advocates the concept of Leaders of Consequence. COLE responsibilities span the full calendar year.

Admissions Fellows:

Admissions Fellows interact directly with prospective students who visit Fuqua and participate in the interview and evaluation process. Admissions Fellows also call admitted applicants and participate in monthly meetings. Additionally, a small percentage of Admissions Fellows represent the Duke MBA at information sessions and MBA Fairs as part of the Admissions Travel Team. The primary role of the travel team is to represent Fuqua at out-of-town information sessions in New York City, Boston, Atlanta, Dallas, and San Francisco. Admissions Fellows are selected based on a written application and an interview by invitation with Admissions Officers and current Admissions Fellows. Admissions activities span the full calendar year.

Career Fellows:

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Every FY student is matched with a Career Fellow with work or internship experience similar to the student's desired career path. The Career Fellow coaches the student on polishing his or her resume, strengthening cover letters, and preparing for internship interviews. The application process to become a Career Fellow consists of an online application and an interview with a current Career Fellow by invitation. Applications are made available in Spring Term 1. The CMC conducts a training session prior to the end of Spring Term 2 to prepare Career Fellows to hit the ground running in Fall Term 1. Career Fellow responsibilities are greatest in Fall Terms 1 and 2.

Academic Fellows:

Current Fellows or Professors invite candidates for Academic Fellows at least one term prior to when the course is taught. Responsibilities may span the entire school year, although the greatest time commitment is during the term the course is taught.

Executive Fellows:

Executive Fellow responsibilities span the entire academic calendar. Events are typically hosted on Tuesdays from 4-5pm in Geneen Auditorium (please see the section on Conferences/Symposiums/DSS for more information).

Development Fellows - Development Fellows are student volunteers that are responsible for overseeing all volunteer student fundraising and stewardship activities for the Annual Fund by leading the Class Gift drive. Key components of their duties include recruiting volunteers and soliciting students and alumni for unrestricted gifts to support the Annual Fund. Student and alumni volunteers are the driving force behind the success of the Fuqua Annual Fund.

Center for the Advancement of Social Entrepreneurship (CASE) Fellows:

The Center for the Advancement of Social Entrepreneurship (CASE) Fellows Program was re-launched in 2010. The fellows program engages a small number of committed Duke MBA students throughout the academic year to provide programmatic support for CASE. All Duke MBA students interested in social impact and social entrepreneurship are invited to apply to the CASE Fellows Program. CASE will select up to seven fellows each year. All CASE fellows positions are unpaid.

Expectations of CASE Fellows:

- Sign up for a project of interest and complete that project according to the timelines outlined by CASE management
- Serve as an event "host" for at least one speaker during the academic year
- Commit approximately 15 hrs/month to CASE throughout the academic year
- Attend all CASE Fellows' All-Hands meetings (1x per term)

In addition to the expected project work and meetings, CASE will offer opportunities to fellows for social networking with students, staff, and faculty focused on social entrepreneurship and social impact. These may include dinners, happy hours, or brownbag lunches on topics of interest.

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Through the fellows program, CASE offers students:

- The opportunity to engage more closely with the center, building relationships and contributing to the CASE mission and Fuqua's brand in the social sector.
- First access to CASE speakers, VIP events, research projects, and practitioner engagement opportunities.
- A resume builder and recognition of commitment to social entrepreneurship.
- Opportunity to network and engage with a tight-knit community



OTHER SY LEADERSHIP POSITIONS

Board of Visitors Representatives:

The Fuqua Board of Visitors (BOV) student representatives play an important role for the school by representing the student perspective to our Board members. The function of the BOV is to advise the school on all matters related to curriculum, programs, facilities, and operations while continuing to promote better communication and relationships within the business community. Board members directly impact the success of the school by serving on active sub-committees and facilitating relationships with key business and government entities in regions around the world. BOV Student Representatives help the Dean's Administrative Coordinator in planning any events around the BOV meetings that involve students. This includes helping recruit additional students for these opportunities and consulting with the Dean on student-related content for the meetings.

Typically two student representatives are selected to serve a two-year term, which includes one year post-graduation. BOV representatives must attend two Board meetings per year and surrounding festivities (one event in April and one event in November). Students are expected to attend MBAA Cabinet meetings to ensure they are aware of the current issues the student body is facing. BOV student representatives work directly with Dean Boulding and Pam Layh, who coordinates all activities for the Board. Applications are accepted in Spring Term 1.

Fuqua Leadership Opportunities Chart:

Leadership Opportunity	# FY	# SY	Application? Interview?	Paid?	Term	Web
ACADEMICS						
Academic Fellows	0	TBD	Selected by professor	Y	Selected Spring 2 or summer for SY commitment	NA
Teaching Assistants	0	TBD	Selected by professor	Y	Selected Spring 2 or summer for SY commitment	NA
ADMISSIONS						
Admissions Ambassadors	~35	0	Application and Interviews	Y	Selected Fall 1 for a year-long commitment	NA
Admissions Fellows	0	35-40	Application and Interviews	Y	Selected Spring of FY for a year-long commitment	http://mbaa.fuqua.duke.edu/admissions/index.html

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Admissions Hosts/Tour Guides	unlimited		Sign-up	N	Sign-up each term for a 1-term commitment; volunteer role / opportunity to sign up each term	NA
Blue Devil Weekend Chairs	2-3	0	Application and Interviews		Selected Fall 1 for a year long commitment	NA
Blue Devil Weekend Committees	unlimited	0	Application	N	selected Fall 2 for a commitment through both BDWs	
Fuqua Buddy	unlimited		Application	N	Sign-up Fall 1 for a year long commitment	NA
BOARD OF VISITORS (BoV)						
BoV Student Reps	2	2	Application and Interviews	N	Selected Spring 2 of FY for two year commitment	http://www.fuqua.duke.edu/about/leadership/bov/
CAREER MANAGEMENT CENTER (CMC)						
Career Fellows	0	60-70	Application	Y	Selected Spring 2 of FY; commitment mostly during Fall 1 and 2 (students must not be going on exchange in Fall 1)	https://go.fuqua.duke.edu/FuquaWorld/cmc/mba_about/fellows.html
CENTER for the ADVANCEMENT of SOCIAL ENTREPRENEURSHIP (CASE)						
CASE Fellows	0	6	Application & Interview in Spring	N	Selected Spring 1 of FY, commitment	http://www.caseatduke.org/

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					through SY; selected by CASE	
CASE Initiative for Impact Investing (i3) Fellows (SY only) -- pilot 2013-2014, launch fall 2014	0	TBD		N	Selected Spring 2 of FY for year-long commitment	NA
Fuqua On Board - selected by CASE	varies	varies	Application & Interview	N	Selected Fall 2 for 12- month commitment	www.FuquaOnBoard.org
CLUBS						
Club cabinets	varies	varies	Application	N	FY: selected Fall 1 for year-long FY commitment; SY: selected Spring 2 for full SY commitment	https://fuqua.campusgroups.com/club_signup
CENTER on LEADERSHIP & ETHICS (COLE)						
COLE Fellows	0	40	Application	N	Selected Spring 2 of FY for full year commitment	http://cole.fuqua.duke.edu/about/team/fellows.html
Leadership Cohort Experience	20	20	Application	N	Selected Fall 1 for one- term commitment during academic year	
DEVELOPMENT & ALUMNI RELATIONS (DAR)						
Development Fellows	0	15	Application and Interview	N	Selected Spring 1 or 2 for full year commitment in SY	NA
DISTINGUISHED SPEAKER SERIES (DSS)						
Co-Chairs of DSS	0	2-3	Application & Interview	N	Selected Spring 2 of FY for year-long commitment	http://www.fuqua.duke.edu/about/corporate_relations/distinguished_speakers
Executive Fellows for DSS	0	6	Application & Interview	N	Selected Spring 2 of FY	http://www.fuqua.duke.edu/about/corporate_relations/distinguished_speakers

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					for full year commitment	
Section Reps	6	0	Application & Interview	N	Selected Fall 1 for year-long commitment	http://www.fuqua.duke.edu/about/corporate_relations/distinguished_speakers
INTERNATIONAL PROGRAM OFFICE (IPO)						
GATE Trip Leader	12	0	Application	Y	Selected Fall 1 for Spring 1 or 2 GATE	http://www.fuqua.duke.edu/student_resources/international_programs_office
Fuqua Mentors for Exchange Students	unlimited	unlimited	Sign-up / Volunteer	N	Fall 1 and Spring 1 (this is when the 2 different cohorts of exchange students come in)	
Fuqua Client Consulting Practicum	0	5-6	Application	Y	Selected Fall 1	http://www.fuqua.duke.edu/programs/studentconsulting/overview/
MBAA & SECTION LEADERSHIP						
Section Representatives	6	0	Elected	N	Elected Fall 1 for year-long commitment	NA
Judicial Representatives	2	0	Elected	N	Elected Fall 1 for two year commitment	https://fuqua.campusgroups.com/judicial/about/
Curriculum Representative	1	0	Elected	N	Elected Fall 1 for year-long commitment	NA
Section Cabinets	5-7	0	Application/selection	N	Selected Fall 1 for year-long commitment	NA
MBAA						
MBAA President and Vice President	0	2	Elected	N	Elected Spring 1 for year-long commitment	https://fuqua.campusgroups.com/mbaa/about/
MBAA Cabinet	varies	varies	Application	N	FY: Selected Fall 1 for year-long commitment SY: Selected Spring 1 for year-long commitment	https://fuqua.campusgroups.com/mbaa/about/

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Graduate Professional Student Council (GPSC) Representatives	5	5	Application	N	Selected Fall 1 for 2 year commitment	http://gpsc.duke.edu/
ORIENTATION						
Orientation Chairs	2-3	0	Application & Interview	N	Selected Spring 2 of FY for summer commitment	NA

***Note:** This is NOT an exhaustive list of leadership roles at Duke. As a student, you will discover – and create – additional opportunities. Whether it is through working with one of the research centers, starting your own club, or as a student representative on the Board of Visitors, you will have an opportunity to develop and hone your leadership skills and style.*

CONFERENCES, SYMPOSIUMS, AND DSS DISTINGUISHED SPEAKER SERIES (DSS)

The DSS is a series of leadership talks, interviews, and panel discussions at Fuqua with C-suite executives from around the globe. DSS provides an opportunity to learn from experienced business leaders outside of the classroom through lectures, small group discussions, and luncheons with visiting executives. DSS events typically occur on Tuesdays from 4pm to 5pm in Geneen Auditorium, as this time does not conflict with Daytime MBA classes. No RSVP is required and no dress code is enforced.

DSS is a great opportunity to learn valuable leadership and development lessons from some of the world's finest business leaders. Speakers share insights from their personal and professional experiences that could not be learned from company information session. For example, Walmart's Chief Marketing Officer, Stephen Quinn, candidly and humorously spoke during Fall Term 2 last year and shared a fresh perspective on retailing that was not covered during the Walmart company presentation just weeks prior to his visit.

Since 1984, the Dean's Office of Duke's Fuqua School of Business has hosted the Distinguished Speaker Series, bringing a variety of corporate leaders to Duke's campus. The speakers provide significant educational enrichment that is a natural complement to the school's curriculum. The objective of the series is two-fold: (1) to bring high-profile corporate leaders to one of the world's leading business schools to share their insights on current business issues and corporate strategies, and (2) to build and strengthen the relationship between

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Fuqua and the world's leading corporations. Fuqua Dean Bill Boulding supports (and often mediates) DSS events; the series is open to the entire Duke University community. Past speakers include:

- Tim Cook, CEO, Apple
- Jamie Dimon, Chairman and CEO, J.P. Morgan
- Jim McNerney, CEO, The Boeing Company
- The Honorable Donald Tong, Hong Kong Commissioner for Economic and Trade Affairs
- Bruce Johnson, Interim CEO, Sears Holdings Corporation
- Sheila Bair, Chairman, Federal Deposit Insurance Corporation
- Jim Quigley, CEO, Deloitte Touche Tohmatsu Limited
- George Barrett, Chairman and CEO, Cardinal Health
- Beth Comstock, SVP and Chief Marketing Officer, GE
- Punit Renjen, Chairman, Deloitte LLP
- Bob Weber, SVP and General Counsel, IBM
- N.R. Narayana Murthy, Founder and Chairman Emeritus, Infosys

The DSS is one of the most remarkable aspects of the Fuqua experience. Students are highly encouraged to make the most of their MBA by attending. If you would like to access past speaker series recordings, browse Fuqua's iTunes site for the latest videos of Distinguished Speakers, or browse the archive of past presentations.

CONFERENCES AND SYMPOSIUMS

Purpose:

The purposes of conferences and symposiums are similar: to engage students in a variety of career options, hot topics and companies in that field. Each professional club (i.e. Marketing & Consulting) hosts a conference, symposium or both with the goal of educating FYs and SYs in the career of their choice. The specific purpose of a symposium is to provide students with the opportunity to learn about a diverse set of companies and careers in a specific field. Symposiums engage alumni and professional marketers to discuss typical career paths within a company, to describe the roles and responsibilities of someone immediately after business school, and to present perspectives on business challenges they have faced over the years. The specific purpose of a conference is to explore new and exciting topics in an industry, the challenges associated with these new topics and how current companies are analyzing these issues and their solutions.

General Expectations:

Students should expect to gain an understanding of the industry, topic and a variety of companies. While one of the purposes is to network, you should not expect to get a job or internship as a result of the event. This should be a touch point for you to gain further understanding of a company.

Attire and Etiquette:

The attire for these events is business casual. Etiquette should be between formal and informal. You should be polite and aware of your surroundings and peers. Your etiquette and attire represent you and the Fuqua brand.

Time Commitment and Attendance:

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Symposiums and conferences can be either full day events from 8am to 5pm or half day events from either 8am to 1pm or 1pm to 5pm. The time commitment varies from event to event. You are not required to attend the entire event and typically you sign up by session. If you sign up for a specific session you are required to attend. It harms the brand significantly when senior individuals travel to Fuqua and are disappointed by the fact that people who have committed to the session do not show up. Please be realistic about your time commitments and sign up for events that you will actually be able to attend.

Volunteering:

Volunteering for a conference and/or a symposium has two major benefits. Firstly, it provides the clubs with support when there are many moving parts and the more people involved the smoother the event goes. Secondly, volunteers are typically assigned to a speaker or panelist as a point of contact. This is an easy way to network without having the pressure to talk about an internship. Volunteers typically help speakers by showing them where to park, giving directions to and from the airport, directing them from room to room and helping them stay on time. Generally, you are their buddy for the day. This is a great way for FYs to get involved!

Networking Opportunities:

All events where a company is speaking, specifically a conference or symposium, are networking events. This is time for students to network with recruiters and show their interest in a company. You should think about visiting with companies you don't even think you are interested in, as they may surprise you!

Preparation:

It is important to prepare for networking events. While you are juggling classes, clubs and extracurricular activities, it may be challenging to fit in some time to prepare for a conference or symposium. However, we recommend you spend a few minutes figuring out what the company does, what discipline they recruit for and where they are located. A deep dive into the company is unnecessary but a general understanding of the company is important and will show recruiters you are truly interested in their business.

SERVICE

There are many opportunities for Fuqua students to get involved with community service during their time in Durham. Whether you are interested in volunteering on an ongoing basis or looking to share your time and skills for a particular cause or event, there are many ways to become engaged and give back to the community.

Day in Durham:

There is so much to get involved in at Fuqua that sometimes we forget there is an incredibly interesting city that surrounds us! Every August, Day in Durham provides FY students with an opportunity to get out into the city and see many non-profit organizations and businesses that are finding ways to do “good” in the community.

Sponsored by CASE and the Duke MBA Net Impact Club, the goal of the event is to whet students’ appetites for getting involved in the Durham community during their two years at Fuqua, for seeing firsthand the relevance of their MBA training and skills when tackling social problems, and for embarking upon careers in business with an understanding of and commitment to responsible business and community leadership. This is an opportunity to join about 200 of your fellow classmates for a lively day of discussions and discoveries throughout the city of Durham. The day includes a keynote from a local business leader and excursions on tracks as diverse as Economic Development, Health Care, Education, Sustainability and Social Entrepreneurship.

Day in Durham 2013 will be held in late August. Keep your eyes peeled for registration information starting in mid-summer.

“Day in Durham really opened my eyes to the community around Duke. Having never spent time in this area, I had no idea of the disparity of wealth and poverty that exists around us. I also learned more about Durham’s position as a center for sustainable business activity. I left the event being really excited about spending two years here.”

Fuqua on Board:

Fuqua on Board is a program sponsored by CASE that matches Fuqua students with Durham area nonprofits. Students have the opportunity to serve as non-voting board members of organizations, attending regular board meetings and working on projects that make an impact in the organization and its cause. It is a great program whether you plan to pursue a career in the non-profit sector, are coming from a non-profit background, or are interested in serving on a non-profit board some day. Be aware that due to the popularity of this activity, there is a selection process to participate, which consists of a brief application and interview. .

“Having previously attended Board meetings as a staff member of a non-profit organization, I wanted to participate in Fuqua On Board in order to get the experience of actually being on the Board and to gain exposure to a different organization and a different type of Board. Fuqua on Board was also a great way to get more involved in the Durham community.”

Habitat for Humanity:

Habitat for Humanity is one of the most popular ways for FY students to get involved in the community. For many years, Fuqua has partnered with Habitat for Humanity of Durham organization. Last year, students laid

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foundation, built walls, painted, and served their community on Saturdays from August to November. The most recent “House that Fuqua Built” was dedicated in January.

“To me, Habitat is one more way to care for the community around Duke, which is a place of high disparate levels of income. Durham has the state’s highest median income, yet 15% of the population lives under the poverty line. The neighborhood that has been transformed through the houses built by Habitat is fewer than five miles from our campus, and it’s exciting and fulfilling to be a part of that mission.”



MBA Games:

As described in the “Clubs” section, MBA Games raises money for the Special Olympics of North Carolina (SONC) by hosting events throughout the year involving students, Special Olympics athletes, the greater Duke community, and countless local and national sponsors. More than 100 student volunteers and sponsors host

several fundraising events throughout the year culminating in April with the MBA Games Weekend.



“Participating in MBA Games is not only an awesome way to get involved at Fuqua, but is such a rewarding experience to personally interact with Special Olympics Athletes at events and truly see the impact we are having on the organization and the greater North Carolina community.”



Skills Based Volunteering:

FuquaCorps provides a number of opportunities for Fuqua students to utilize the business skills they have already developed and those they are currently developing while at Fuqua to make a difference in the community. Most activities require a 1-2 hour commitment per week for 6-10 weeks, largely in the spring terms. The MBAA Service VP also organizes other one-time-only community service opportunities throughout the year; information about those events and how to sign up will be posted in the MBAA Journal.

Students Teaching Entrepreneurship Program (STEP) - Launched in 1991, STEP is a partnership between Fuqua and local high schools to enrich the business learning experience for at-risk juniors and seniors. Hosted at these students' schools, the program provides meaningful hands-on business learning experiences and increases awareness of entrepreneurial career options.

Junior Achievement – This national program is alive and well in Durham, and provides an opportunity for Fuquans to help bring the real world to elementary and middle school students. You can make a difference in a classroom by volunteering just two hours a week to help students understand topics in business, economics, and free enterprise.

Job Opportunities Program (JOP) – Started two years ago, the JOP takes motivated high school students and pairs them with Fuqua students who help prepare them to gain employment in local corporations. Fuqua students provide mentorship and coach students in their professional development around resume writing, interviewing skills, professionalism, communication skills, and managing their money.

STUDENT EMPLOYMENT

There are many employment opportunities for students during the school year. Below is a list of the types of positions available and a short job description for each. In addition, some employment opportunities available at Duke can be found through the DukeList (<http://dukelist.duke.edu/>). If you agree to work for a Faculty member and/or a department at Fuqua you will be required to fill out some paperwork in order to be added to the Duke Payroll system and be compensated for your work. You must fill this paperwork out **prior** to the start of any work. See the instructions below.

Employment opportunities available at Fuqua

- Admissions Fellows - Admissions Fellows have an excellent opportunity to impact Fuqua's future by their involvement in the admissions and interview process. Admissions Fellows play a critical role because of their direct interaction with prospective applicants. Admissions Fellows responsibilities include interviewing prospective students, completing evaluations, calling admitted applicants and participating in monthly meetings. In addition, Admissions Fellows may be part of the Admissions Travel Team where they represent The Duke MBA at information sessions and MBA fairs. Travel Team members do not have to be Admissions Fellows. The response from prospective applicants has been extremely positive largely due to our students' leadership role within the Office of Admissions.
- Career Fellows - Career Fellows are Second-Year students who have been trained to be career mentors for First-Year MBAs. Career Fellows and First-Year MBA's initially meet on Career Day during lunch. Career Fellows help students refine job search skills, such as resumes and interviewing skills, as well as keep students accountable for balancing job search activities with academic work. Successful collaboration between Career Fellows and students improves their readiness for meeting with employers and enables them to access on-campus recruiting. The CMC attempts to pair First-Years with a Career Fellow in their field of interest such as marketing or investment banking.
- Development Fellows - Development Fellows are student volunteers that are responsible for overseeing all volunteer student fundraising and stewardship activities for the Annual Fund by leading the Class Gift drive. Key components of their duties include recruiting volunteers and soliciting students and alumni for unrestricted gifts to support the Annual Fund. Student and alumni volunteers are the driving force behind the success of the Fuqua Annual Fund.
- Admissions Ambassadors - There are two opportunities for you to become involved with the Admissions Ambassadors program and the campus visit program. You may sign up to serve in a volunteer capacity or may apply to become an Admissions Ambassador Coordinator. Admissions Ambassadors coordinators have an excellent opportunity to impact Fuqua's future through their involvement with the campus visit program and the Office of Admissions. The Admissions Ambassadors play a critical role because of their direct interaction with prospective applicants and recruitment of student volunteers to facilitate the day's activities. The Office of Admissions offers a variety of activities to enable visiting applicants to learn more about the Fuqua culture including a class visit, Distinguished Speakers Series (DSS), tour of Fuqua facilities, lunch with current MBA students, and/or an evaluative interview with a member of the Admissions Committee. These activities are offered on Mondays, Tuesdays, Thursdays, Fridays, and

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selected Super Saturdays. No activities are offered on Wednesdays or during holidays. The response from prospective applicants has been extremely positive due to our students' leadership role within the Admissions Ambassadors program. It has been said that Fuqua is known for having the best campus visit program among all business schools. We invite you (all FYs & SYs) to apply to be involved in continuing the excellence of Fuqua's campus visit program.

- Teaching Assistant (TA) – Teaching assistants perform teaching-related responsibilities on a part-time basis to assist Fuqua School of Business Faculty. Responsibilities may include tutoring; holding office hours; grading homework or exams; and assisting a professor with a lecture class by holding discussion sessions. Completion of duties incidental to the work described herein may also be required. TAs include graduate teaching assistants who are graduate students, and undergraduate teaching assistants, who are undergraduate students.
- Research Assistant (RA) – Research assistants perform a variety of routine clerical, research and data processing duties to assist Fuqua School of Business Faculty in the gathering and compiling of research data. Responsibilities may include compilation and verification of the accuracy of research information to determine acceptability based on quality criteria defined by control procedures; abstract, classify and code data. Searching the library reference materials or internet for necessary research information. Assisting in the compilation and distribution of reports related to research findings. Completion of duties incidental to the work described herein may also be required.
- Office Assistant – Office assistants perform administrative duties in support of departments within The Fuqua School of Business. Responsibilities may include the screening/routing of mail or other documents, answering/directing calls to the appropriate staff, assisting in the organization/maintenance of departmental files, assisting with compiling reports and other documents, assisting in preparing/editing reports or proposals, and typing letters, reports or records. Completion of duties incidental to the work described herein may also be required.

Duke Payroll enrollment process (If you do not do this you will not be paid!)

Please contact Anthony Keller akeller@duke.edu **before you start any work**. His office is located in the Magat Academic wing, 1st floor, #A109.

You will be required to bring original, current (non-expired), identification with you, copies will not suffice.

- U.S. Students and/or Permanent Residents are required to bring either a Passport **OR** a Permanent Residency Card **OR both** a driver's license **and** a Social Security Card to complete the I-9 form. (Contact Anthony for a few other acceptable forms of ID)
- International Students are required to bring a Passport **and** an I-20, as well as, a Social Security Card, if you already have one. Once you have met with Anthony, you are required to take the paperwork provided, along with your Passport and I-20 to VISA Services, located in the Smith Warehouse. This step needs to be done in a timely manner because these forms along with the hire date are time sensitive. After you have gone to VISA Services, you will bring all of the paperwork back to Anthony. If you do not have a Social Security Card, VISA Services will provide you with an application form. Anthony will be required to complete this application in order for you to get the Social Security Card.

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Once all of the required paperwork has been completed, Anthony will complete the hire process.

Timecards will be electronic for your “Primary” position, i.e. the position in which you were first hired into. Any student working a second or third job would have separate additional paper timecard(s) for each of those positions. Each job/position requires a separate timecard specific to that faculty/department, so that the appropriate fund will be charged. **NEVER change the fund numbers on your own timecards; contact Anthony to make the necessary correction/change. Whether electronic or paper, ONLY report hours worked for the Faculty/department for which that the timecard is set up. Contact Anthony if you need an additional timecard for any new position you take on.**

Be sure to report hours and submit/hand in timecards in the appropriate pay period. The electronic timecard system can be accessed from anywhere that you have internet access. Be sure to follow and comply with all deadlines and be sure to schedule yourself time to come and pick up any paper timecard(s), complete them, and submit them in the appropriate pay period. Never submit timecards prior to completing the hours/days reported on your timecard, ex: do not submit your card on Friday if you plan to work on Saturday and /or Sunday, submit it once the shifts have been completed.

All students will be required to set up direct deposit for their paycheck. This is a separate direct deposit from the one for your Bursar account.

You have chosen to take on the responsibility of a job, which also makes it your responsibility to help maintain and ensure that you are submitting accurate timecards in a timely manner. This means that you will need to contact Anthony for modifications of timecards, additions of timecards, and deletions of timecards (i.e. you no longer work in that particular position). Be attentive and responsive to his communications and ask questions when they arise. Do not make any assumptions.

FUQUANS WITH PARTNERS

Congratulations on attending Fuqua with a partner. You will find that this is a great place to be with a partner and the partner resources here are indeed a reason many of us chose Fuqua! About half of Fuqua students come to Durham with partners, so you (and your partner) should not feel alone. Be grateful that you will have someone to come home to and talk through the stresses of business school life. But obviously, with that comes an additional set of responsibilities, as you will have to work harder to balance your priorities while keeping your partner happy.

Managing your Relationship:

Communication is key. There are many things that will pull you in different directions at Fuqua. It is important to communicate with your partner about what you have going on at school. A great way to make sure your partner is up to speed is to sync your school calendar to a shared Google calendar so when things get busy your partner has an understanding of what you are going through and when you might have some time.

It is also important to set expectations with your ILE team regarding your partner/family obligations. One way to do this is through the team charter. You want to make sure your partner knows the team's expectations. Helping to set those time/commitment expectations with your team will help ensure the first few months go as smoothly as possible.

Be very attentive to the fact that this could be a tough first year for your partner. Depending on the job you had prior to Fuqua, you probably won't have as much quality time to spend with your partner as you did prior to school. As best you can, try to treat school like an 8-6 job, working hard during the day so that you can have more time with your family at night. Try to schedule time with your partner like you do for your other activities. Regardless, it's going to be tough, since there are times when you may often be at school for 12 or 14 hours each day. Some tips from current student with partners include:

1. Set up date nights in advance (and keep them).
2. Make time to grab lunch or dinner together, even if it means take-out food eaten in the Fox Center.
3. Schedule a weekend getaway once a quarter with your partner. Good options are nearby, such as the beach in Wilmington or the mountains in Asheville.
4. Bring your partner to the big social events that Fuqua has (i.e. Halloween party, Prom, Luau) and get them involved in the Fuqua extracurricular activities, such as Powder Puff, Blue Cup, and Hash Runs.

Recruiting starts earlier than you would expect, so start to think about what types of jobs and/or companies you may want to pursue as early as possible. Try your best to be selective in the presentations you attend. Don't go to presentations if you aren't interested in the company. In certain situations it is important to have the talk with your partner early about the possibility of spending the summer away from each other during your internship. You may also want to have the discussion about the geographic location that you may want to target as well which can help you whittle down the opportunities you choose to pursue.

If you find that your relationship is having a difficult time with the transition to Durham and business school life, consider couples counseling. Duke students and their partners are offered a number of free sessions every

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semester by the Counseling & Psychological Services. For more information, visit:

<http://www.studentaffairs.duke.edu/caps/programs-services/couples-counseling>

Fuqua Partners Club:

Encourage your partner to get involved in the Fuqua Partners Club. This is a “must-do” according to current students. Fuqua Partners is an actual Fuqua club, which means it is funded by Fuqua money so there is no fee to join. Fuqua Partners works to enrich your partners’ experience by providing social activities, community activities, and events to develop strong relationships between the partners themselves and the Fuqua community. Every Fuqua significant other (whether living in Durham or not) is automatically a member of Fuqua Partners. Levels of involvement can vary from partner to partner.

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Fuqua Partners throws a wide range of events throughout the year, including weekly lunches at local restaurants, bowling nights, picnics and happy hours. There are also a number of sub-groups within the Fuqua Partners organization, including book club, running and walking club, Bible study, Fuqua Families, and doggie playgroup.

How important is the Partners Club? As much as we hate to admit it, as a FY student, you will not be around much, so it is terribly important your partner has a network of people to socialize with who are experiencing the same thing. Plus...it is fun! Your partner will make lifelong friends through the club.

Students with Partners and/or kids not in Durham:

There are a good number of students who have partners and in some cases children not living in Durham. If this is your situation, you may find it especially hard, as you will have to deal with the pressures of the first year without your significant other and/or kids by your side. However, you may also find some things to be a bit easier, because your partner and/or kids won’t be expecting as much attention from you compared to if you were here together.

Current students who have been in your shoes before have advice for those of you facing these circumstances:

1. It is very easy to get wrapped up in your busy schedule during C-LEAD and Term 1. Put time aside in your calendar every day or every few days to ensure you have time to talk to your partner and/or kids on the phone/Skype.
2. If logistically possible, plan a rendezvous with your partners and/or kids at least once per term. The beginning of the term is probably best for such events. We found it was best if this time was planned in advance, so you both have something to look forward to, and so you can make your ILE team aware of weekends that you may be away.
3. Consider short 2-day trips in the middle of the week. Flights out of RDU are affordable as it is, but prices plummet on non-peak days.
4. Skype has proven itself invaluable for keeping in touch with those far away. With Skype, you can make domestic and international phone calls to landlines very cheaply, or call or video call another Skype account for free. If you don’t already have it, download it at www.skype.com. Another option is Google Voice and video chat.

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5. Invite your partner to visit Durham and meet your friends whenever possible. Meeting your classmates and other partners will help your partner understand what you're going through, and immerse in part of the experience. Furthermore, it helps your friends and your ILE team put a face to the mysterious person you talk about all the time. It also helps them to truly have an appreciation for the challenges you are going through without your partner around and hence encourages them to be even more supportive of you in your endeavors to balance school and family.
6. If you have kids not living in Durham and their school schedule allows for it bring them to a Fuqua Friday to meet other Fuqua kids and your friends.

Students with Children:

If you are bringing children in addition to a partner to Fuqua, you will obviously have to deal with additional challenges. However, as you have probably already realized, Fuqua is a very inclusive place to be, and your family will quickly feel like they are part of the larger Fuqua family! Here are some tips from current students:

1. **Talk to your team early.** Fuqua in general is very supportive of students with children, and your ILE team will probably not be an exception. Talk to your team early about your expectations of team meeting days and times. Most Fuqua students will understand your priorities, and they will most likely do everything possible to meet within your availability. And let's face it – no one *wants* to meet at night or on the weekend anyway.
2. **Don't be afraid to talk to your professors.** Professors are similarly supportive of students with children. If you are forced to miss class because your partner is in labor, or less dramatically, because you have to take your sick child to the doctor, let your professor know the reason. Your professors will probably do everything they can to fill you in on what you missed.
3. **Take advantage of free babysitters – that's right, we said free.** As soon as your classmates (and partners) find out you have children, many will offer to watch the kiddos so you and your partner can have a night out. Remember who these people are, and take them up on their offer! Many students, especially those that don't have children themselves, would love to get a tiny taste of parent life, especially with kids as cute and well-behaved as yours! Other families, because they too are in your same situation, are another option for babysitters. If you go this route, make sure to return the favor!
4. **Make time, no matter what.** Especially in the beginning you will most likely feel emotionally pulled in many directions, and feel guilty for not spending enough time with your kids because of your commitment to your team, and vice versa. It is very easy to get swept up in the Fuqua mix and before you know it, your kids just seem more grown up. Make a conscious effort to put your books down and enjoy your family and you will find that you are much more productive because of it.
5. **For those who find themselves in Durham with children *and* without their partners,** keeping in touch with your partner becomes exponentially more significant. You'll also most likely have more time and logistical challenges compared to other student parents (who do have their partners to help out on daycare pick-ups, etc). So early, clear communication with your team and professors becomes even more critical.
6. **Use the "Ten-Year Test".** One current student shared this tidbit, calling it one of the best pieces of advice she'd ever received. During crunch time, when something absolutely has to give (and there will be those moments!), ask yourself, which choice will you remember or regret ten years down the road:

reading to your child's class and seeing him light up with delight and confidence because of that, or going to one more company networking presentation at school? Put this way, many decisions (without the guilt factor) became much clearer.

7. **Participate in Fuqua Families activities with other classmates.** Fuqua Families is a sub-group of Fuqua Partners. Fuqua Families plans many of their activities with children in mind, and welcomes all partners and students to attend. As student parents, you would like to spend time with your family and participating in Fuqua Families activities would allow you to share with both classmates and your family.
8. **Use Fuqua's Lactation Room.** If you are breastfeeding, you can use Fuqua's Lactation Room located in E141. For more information on Duke's lactation rooms, please visit <http://www.hr.duke.edu/benefits/family/newborn/lactation/>. You will have to set up your Duke ID card for access (Human resources at Fuqua can help you obtain access to the lactation room). The lactation room at Fuqua is equipped with a Medela Lactina electric pump and you will need to obtain breast pump attachments. Finally, plan for storage/cooling: There is no refrigeration/storage provided in the rooms but there are fridges available for student use nearby.
9. **Summer Internship.** If you decide to intern outside of Durham, you will be faced with the decision on whether or not your family should come with you. This is a personal decision. Some students find it easier to have their family with them during the internship and also use the opportunity to decide whether they see their family living in that location. Leaving your family in Durham, may allow you to save money as the student will be able to stay in a smaller place. You may want to consider spending some of the time together and some apart to minimize costs. For families with school aged children and two working parents, this may be a hard time where grandparents can provide much needed relief when available.
10. **Recruiting.** The demands of the recruiting process are based on what you are recruiting for. You maybe required to travel across the country, A focused approach to recruiting will make the process easier as you will not have time and energy to explore every option. Try to keep your family's priorities and your spouse's future career plans in mind when deciding for career and location and also take into account the life style of the career you are looking for and the cost of living of the location. Recruiting can be a stressful long process. Communication with your significant other is key to help her/him understand what you are going through.

Activities for your Children:

In terms of things to do with your children, don't miss the Fuqua Friday Family Room. This is a room (usually Faculty Hall or Jenkins) that is reserved specifically for Fuqua Families (although all students are welcome). The Fuqua Partners will have activities and games planned for children of all ages. Besides allowing your kids to run around with other Fuqua kids, you and your partner will get the opportunity to meet and talk to other students and partners in your situation. Many Fuqua parents joke that Fuqua Friday is the social highlight of the week – kids are invited (encouraged is probably a better word) and it's early enough to not screw up bedtimes! In addition to the Fuqua Family room, the Fuqua Families group organizes activities with children in mind to which both partner and student are invited to participate.

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Another wonderful resource in Durham is the Museum of Life and Science (<http://www.ncmls.org/>). This kid-friendly museum, located about 15 minutes away from Fuqua, has a plethora of exhibits for your curious child, including a butterfly pavilion, a dinosaur trail, a petting zoo, aerospace displays and a geology and weather center. Family memberships start at \$85/year (which pays for itself if two adults visit the museum three times). Memberships are especially great because you will be able to get in free anytime (even an hour before the general public). This is a wonderful option if you are just looking to kill a bit of time one day. Another great children's museum is the Marbles Kid's Museum (<http://www.marbleskidsmuseum.org/>) which is located in Raleigh. Marbles is an interactive museum for your children where they can play and learn at the same time. They have art, train, boat, and imagination themed play exhibits. There is also an IMAX theatre located here as well. For more information on children activities in the area, please consult the Fuqua Families Survival Guide which was created by the Fuqua Families group.



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COMING TO AMERICA: Need International Tips: Refer to MBAA Transition Guide

Health:

Where to go in different health situations:

Where?	Why?	Notes
Student Health Center	Basic health care needs.	Covered by the annual Student Health Fee. You can request an appointment online at https://shc.duhs.duke.edu/confirm.aspx or call 919-681-9355
Appointment with specialist	Specific needs.	Getting an appointment for the first time can take a lot of time so you may want to call far in advance if you know you will require an appointment.
Urgent care	Urgent medical conditions and minor trauma when a patient cannot wait for a normal appointment.	You can find Urgent care locations in the information provided in the Transition Guide.
ER (Emergency Room)	Life threatening situations.	

Call your insurance company (the number listed on the back of your insurance card) regarding how much you have to pay for specific medical procedures and services.

Housing:

If you live in an apartment complex and something breaks at home, you can call the leasing office to fix it. Keep the maintenance number handy.

Make sure your name and the names of people living with you appear on the mailbox. The mail will not be delivered for anyone whose name does not appear on that mailbox (on a side note, it is a federal offense to open mail that is not addressed to you, so make sure you do not open someone else's mail).

Mobility:

Renting a car with GPS can be expensive, so it is worth it to buy a GPS from the beginning. If you already rented a car with GPS, you can return the GPS, and they will only charge you for the days you used it.

As mentioned in the Transition Guide, when buying a used car you need to check its VIN (Vehicle Identification Number). Before paying the fee for this service, send out an email to the international listserv to see if someone has a Carfax account and would be able to check it for you.

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If you or your partner needs transportation between UNC and Duke, the Roberson Scholars Program provides non-stop, free bus service between Duke and the University of North Carolina-Chapel Hill campus during the academic year (mid August - early May). The bus stops are located at the Chapel Circle on the Duke campus and at the Morehead Planetarium on the UNC campus. http://parking.duke.edu/buses_vans/index.php

The Bull City Connector features free service between Duke Hospital, Duke University, Ninth Street, Downtown Durham and Golden Belt. <http://www.bullcityconnector.org/>

If you are going to the airport, feel free to ask someone for a ride. Similarly, be willing to drive someone else to RDU. Otherwise, you can go to supershuttle.com to book a ride to the airport or you can call local taxi companies.

Shopping:

The following are two daily deals Websites. You can subscribe to them and they will email you with a daily deal so that you can buy a service or product with a very large discount. From dinners at fancy restaurants to manicure and pedicure to golf lessons, they may have something that interests you!

<http://www.groupon.com/raleigh-durham>; <http://livingsocial.com/>

Durham is relatively small, so if you crave for big shopping trips, visit the outlet stores (such as Tanger) that are not far away from Durham. There are also nearby malls such as the Southpoint Mall.

ACADEMICS

Classes:

You may feel it is hard to participate in class at the beginning, but remember that Fuqua is a safe environment. You may not have the opportunity to speak up in a certain topic if you spend a lot of time building the idea to express it in English, so take the risk and share your thoughts before the class moves on to another topic.

There are many fantastic classes at Fuqua so start thinking about what you want to take and plan them out so that you make sure you have enough time for all of them. One good way to start is by asking SY students who can give you some pointers as to what classes are good to take.

Leadership Opportunities:

Students in the US are very participative so people expect you to be very active in the Fuqua community. Take advantage of all the leadership opportunities and if you do not get an official position, get involved with club activities and show your commitment as a volunteer. You will get to know a lot about American culture, it will help you develop new skills, and you will have friends from different social circles. Visit https://fuqua.campusgroups.com/club_signup to find out which student-led clubs are of interest to you. Getting involved in leadership positions will hone your communication and interpersonal skills, all of which are highly valued by employers. However, try not to overextend yourself by participating in too many extracurricular activities. Make sure you have 1 or 2 top picks, and do them well. You'll be surprised how much you'll learn, and how much you'll grow, and how many friends, including SYs, you'll make in a short period of time. In addition,

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do not forget that Fuqua is just one school in the Duke community. Find out about activities and classes that you may be interested in other schools. <http://academics.duke.edu/>

CAREER

It is important to understand that given the process to hire international students, which is not difficult but implicates more work for a company, the number of companies hiring international students is significantly lower than the number of companies hiring domestic students or students with permanent work authorization. This year approximately 35 - 40% of the companies that came on campus hired international students. It is important to keep that in mind so that you can properly prepare for your job search from the beginning and be aware of the efforts that you have to put in. You should also keep in mind that many companies you'll encounter during the off-campus internship search process have little or no experience with work visa requirements. If you volunteer to complete most of the visa application steps for the company, a firm that once expressed doubt regarding hiring an international student might grow more interested in the idea.

At the beginning, devote enough time to Career Leader and the resources that CMC has put in place for you to better explore what career you want to pursue. Additionally, people in the US take the time to explore what they want to do and get to know people who can advise them or share their experiences with them. Do not limit your networking activities to official events at Fuqua. Start researching and finding people from whom you would like to learn. Consider contacting people in your home country with whom you may want to talk to learn what they do in their daily jobs. You never know if they will know people here in the US who may also be able to share their experiences and serve as a resource during the recruiting process.

Conferences are a great place to both learn and network. Talk with the CMC, diversity clubs and professional clubs to learn more about the different conferences and career fairs that take place all over the United States. The CMC has already posted information regarding the National Society of Hispanic MBAs (NSHMBA) and National Black MBA conferences on the Class of 2012 Facebook page. And if you are interested in a specific matter, search the Internet for additional conferences on that. You can learn, meet people working on that field and it will show that you are really interested in the topic. It is also important to find out if companies will be interviewing and/or recruiting during the conference/fair and if so, check if they have job postings for which you can apply in advance. Some companies send invitations before the fairs take place to interview with them there as a first step of their recruiting process.

Two other important resources, especially if you have not had any working experience in the US or if you are changing careers are the Mentored Study and the Independent Study. They are classes in which you can work on some projects with a company and therefore a great resource to gain some experience that may be very useful towards your career path. Learn more about them in through the following links and look out for emails from professors seeking out students to participate in their projects.

Mentored Study: <http://www.fuqua.duke.edu/admin/stuserv/courseinfo/managemt431.html>

Independent Study: http://www.fuqua.duke.edu/student_resources/registration/fuqua_students/

Some other tips that some of us would have liked to know from the beginning:

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- Have a template for cover letters and thank you notes but make sure you personalize them according to the company and person. In addition, it would be really helpful if you can get a native English speaker to review these messages for you not only for grammar purposes but also for style. Students are willing to help so do not hesitate to ask one of your ILE teammates or SYs that you know.
- Make sure you write down the speakers' names in the notes you take at symposiums or conferences. You may refer to something a speaker said in a cover letter or interview later on.
- Sports are useful to break the ice when networking, so consider learning more about American sports
- If you are interested in marketing it may be useful to become familiar with TV commercials and ads. Try searching old commercials online (i.e. YouTube) and watch new ones on TV.
- Attend the job search teams organized by the professional clubs. They are very useful and you will get SYs' perspectives on the career path that you are pursuing.

If after you have participated in the on-campus recruiting process and you don't have an offer, it is important to stay calm even when you hear that people around you already have offers. Recruiting has different cycles according to the field of interest and the on-campus search is just one part of the process. **Do not panic and keep working.** Design a clear strategy during winter break and keep a list of relevant Websites where you check job postings. This year there were job postings in the CareerCompass (the CMC will introduce you to this Website) even during May and June.

Finally, take the time to prepare your job search during the first year and improve it during the summer. You won't have that much time during your second year. For example, even before you start SY classes you need to turn in your resume and recruiting starts really fast.

AMERICAN CULTURE

In the US, people text all the time so you may want to consider including text messages in your phone plan.

When you see words, acronyms or phrases that you don't know, look them up at Urban Dictionary because they may be an American expression. <http://www.urbandictionary.com/>

Don't be afraid to speak up and add your valuable and unique insights. Additionally, people will be very interested about your country so be prepared to share a general overview, the latest news, and your opinions about the main issues in your country.

WHAT SOME STUDENTS WISH THEY HAD KNOWN BEFORE COMING TO FUQUA

"Find out early on what companies and which fields hire international students to not waste energy and time."

"The ratio of jobs available for internationals to jobs available for Americans (or other permanent residents) is very low. This makes it tough, so make sure to spread the net of applications to jobs that you may not have a 100% interest in for on-campus opportunities, but where it might still help to build your story for full-time recruiting. It's a two year process. It's key to remember that."

"There is much more opportunity to work in Europe and other regions than is publicized. It also isn't as difficult as it can be made to sound. So, if you have an interest outside the US as well, don't be afraid to pursue it. Talk to the European Business Club if this is something you'd like to find out more about."

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"Knowing domestic SYs may help you to transition much easier. They just know a lot from their experience. Be close to them at the beginning. Ask advice and help when you need."

"If you're international, find ways to speak up and add your valuable and unique insights, even if it is hard or embarrassing."

"I can't stress enough how important it is for international students to get involved with student organizations/activities. Some of my classmates thought that it was a waste of time, and that it'd better to focus on all their efforts in recruiting. But in reality, focusing on the right clubs and do them well will sharpen your communication and social skills, fit in the American culture easily, and cultivate friendships with other FYs and SYs more quickly. All of these things that you'll learn and acquire will ultimately help you with recruiting."

"The first two terms are tough. Be prepared for all the long hours and high stress. But my advice is to do the best you can, keep a positive attitude, and network your ass off. You'll find opportunities knocking on your door."



LOGISTICS

FUQUA IT - NEW STUDENT FAQ

Bookmark this website. It has the most up to date IT information <http://it.fuqua.duke.edu/>

Welcome to Fuqua. Please review this section before you start to connect to Duke or Fuqua's networks and computers. If you have technology questions, please email Fuqua Technical Support Center (TSC) at (help@fuqua.duke.edu) or the MBAA Technology VP Bill Culbertson at (bill.culbertson@fuqua.duke.edu).

The school has two technology offices: Fuqua's TSC, which supports Fuqua students, and Duke University's Office of Information Technology (OIT), which supports enterprise systems used by Fuqua. Throughout this document, you will find references to both. Their websites are <http://it.fuqua.duke.edu/> and <http://www.oit.duke.edu/>.

The Fuqua IT staff will host sessions to help you setup your Smart Phone, PC and Mac. Those dates and times will come out closer to Orientation.

Common Questions

Do I need a new computer?

No, you don't need a new computer. Not surprisingly, new computers make things easier, they are faster, better supported, and make saving the 40 page Strategy paper full of graphics, tables, and charts easier than a three-year old laptop.

What software do I need to buy?

As a student of Duke University, you have access to full versions of free software. You can find and download the software at Fuqua's IT website, <http://it.fuqua.duke.edu/software.htm>. You can continue using this software even after graduating for a nominal fee.

All software needed for Fuqua courses is provided by the school. Other applications can be purchased from the Duke Computer Store for academic prices. For software that isn't available from these resources, you can check out Academic Superstore (<http://www.academicssuperstore.com/>). They have discounts on tons of software, computers, and printers for students.

For **iPhone** and **Android** users, please install Bump and the DukeMobile app on your phones for sharing contact information. Typing in 900 people's phone numbers gets old quickly.

How do I stay organized and let people know my availability for meetings?

Use Outlook meeting requests and put appointments on your Fuqua calendar (part of Microsoft Outlook/Outlook Web Access /iCal). Once Fall Term 1 starts, if not beforehand, your schedule will become full.

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When arranging a meeting, please use Outlook meeting requests. Please also put other appointments on your Fuqua calendar, so people know when you are available. You can make appointments private, so people can see you are unavailable, but not why.

What is VPN (Virtual Private Networking)?

VPN is a way to access computers and resources. Your company may have had you connect through a VPN when working from home to access internal website or shared drives.

Fuqua also has VPN, students use it mostly to access shared drives, electronic library resources, and to print remotely.

Can I use a Mac?

Yes! There are a few differences in the software you'll use on a Mac rather than on a PC, mostly Microsoft Office. Some of the courses at Fuqua, like Statistics, have Microsoft Excel Add-on's or Plug-in's that you will need to install that cannot be installed on the Mac version of Excel, these add-on's/plug-in's add to Excel's capabilities.

Don't fear though, you can actually run a Windows operating system on a Mac using a Virtual Machine software such as VMware Fusion. Alternatively you can use the machines in the computer lab; all the stations there have the software you'll need for your courses.

Note: If you are considering switching from a PC to a Mac, remember you're about to embark on a very intense time in your life. Now is not necessarily a good time to start learning a new operating system. In other words, if you are currently a PC user and are not familiar with working with a Mac and its software, now may not be the best time to start.

Why do I have two accounts? Isn't Fuqua...Duke?

You have two computing accounts at Duke. One is from Duke OIT, known as your Duke NetID. You use your Duke NetID and password to access your email, Bursar's account, ACES and other Duke-wide resources.

The other account is your Fuqua NetID. Your username on Fuqua's network will match your Duke NetID. Your Fuqua username and password allow you to login to computers at Fuqua, the Fuqua VPN, and the Fuqua printers. Your passwords between Duke and Fuqua can be automatically synchronized by resetting your password at <http://www.duke.edu/online>. If you run into any difficulties when first trying to access Fuqua resources, it is recommended that you reset your Duke NetID password one more time to force a new synchronization. At the current time, Duke OIT allows you to reset your password to what you are currently using, but you have to complete the password reset process to force the password synchronization.

What if my computer crashes?

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Bring it to the TSC, they can help try to diagnose the problem or make some suggestions. Hardware and software support outside of course recommended software is not part of normal support for students. If they are unable to fix a problem for you they can recommend several places to take it to for repair.

Computers purchased through the Duke Computer Store are fully covered for hardware and software issues. You can drop off your computer at Duke Computer Repair or at The Link, located in Perkins Library.

Where do I get more information?

The Fuqua IT webpage <http://it.fuqua.duke.edu>, has information on what software is required, how/where to download it, how to connect to the Fuqua network and VPN, installing printers, as well as configuring your email of choice to connect to our Exchange server, configuring your email signature, configuring your smart phone along with anything else that might be IT related here at Fuqua. This should be your *first* place to go to find the answer to your IT related questions.

What happens if I still need help?

Contact the Technical Support Center. The TSC is located in Keller West, room W134, and their support hours are M-F, 8:00 AM – 5:00 PM. You can give them a call at 919.660.7878 or you can also reach them by sending an email to help@fuqua.duke.edu.

FUQUA FACILITIES

Team Rooms:

There are fifty-nine team rooms at Fuqua. Thirty of those team rooms are located on the second floor next to the seminar rooms where you will take Management Communications. The other twenty-nine team rooms are located in Breeden Hall, behind the HCA and McClendon auditoriums. Team rooms are open 24/7 and contain one computer, multiple VGA cables for laptops, and dry-erase boards with markers (which should remain in the team room).

Team rooms are primarily designed for **team** meetings. And there is one law that rules the land for team rooms. That law is: **If you are the only person in a team room, and a team wants to use that room for a team meeting, the team has priority.** Therefore, please leave a team room when asked by a team looking for a place to meet. There are various places throughout Fuqua to study alone. Also, team rooms cannot be reserved.

Fuqua Computer Lab:

On the second floor next to the Ford Library and the hallway with team rooms, you can find the Fuqua Computer Lab. The computer lab has about 60 computers and provides you with the same access that all Fuqua computers do (i.e. your personal H://drive).

The Computer Lab is available for use 24/7, but the door locks at 6PM, and all day on Sunday. To access the lab when the door is locked, swipe in using your Fuqua ID.

Bloomberg Terminals:

If you are interested in real-time financial data be sure to check out the Bloomberg machines / terminals located in the Ford Library or the Fuqua Computer Lab. The library has four machines, and the computer lab has four.

Duke (Wilson) Gym:

The Wilson Center, the main campus gym, is located a short walk from the Fuqua building. **To enter the gym, you must have your Fuqua ID handy.** The Wilson Gym should have every workout machine or training equipment you desire. You can reserve racquetball / squash courts through an online system (<http://www.duke.edu/web/intramural/reservations/index.html>). Basketball courts operate on a first-come, first-served basis. To play basketball, you must retrieve a bracelet from the check-in desk.

Brodie Gym is located on East Campus next to the turf intramural fields, and is also available to Duke students. To enter the gym, you must have your Fuqua ID handy. It is not as impressive as Wilson Gym, but will certainly meet most of your workout needs.

Washington Duke-Inn:

The Washington Duke Inn has one of the premier college golf courses in the country. Prices vary depending on when you play, but the best deals can be found Monday through Thursday in the morning or after 4:30PM.

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Golf Course Homepage:

http://www.washingtondukeinn.com/Duke_University_Golf_Club/duke_university_golf_club.asp

The Washington Duke Inn also has a running trail approximately 3.1 miles long. It is open to the public, often crowded, and considered challenging. Proceed at your own discretion.

Need a shower? Fuqua Locker Rooms:

Below the Fox Center next to the student lockers, there are men's and women's locker rooms that have a few showers for your convenience. The locker rooms come equipped with towels, and plenty of space to change. There are no lockers in the locker room. It is primarily a shower area, and requires your Fuqua ID to access.

Parking:

As new MBA students you are guaranteed a permit in one of the parking lots allocated to Fuqua so don't worry...you will have a spot! Additionally, after 5PM you are allowed to park anywhere on Duke's Campus, including the Fuqua Faculty lot. All you need is your Fuqua ID to swipe in at any location.

What if I run low on dough?

There are several ATM machines that are located within walking distance of Fuqua. WellsFargo actually has an ATM at Fuqua, located near the copy area of the **Fox Center**. There is a Bank of America ATM located in the **Duke Law School building**, which is just next door to Fuqua. And the **Bryan Center** (the main student center on Duke's campus) has SunTrust, Bank of America, and WellsFargo ATMs. With these options, you'll never be low on cash again!

Finally, if you frequently pay for items using your Fuqua ID, you can check your balance or reload your card at the Duke Card Express located next to the Wachovia ATM in the Fox Center.

Where do I eat at Fuqua?

The Fox Center serves as the main cafeteria for Fuqua. The Fox Center food court's regular schedule is as follows: the coffee kiosk is open from 7:30AM – 7:00PM Monday thru Friday; the main dining area is open from 7:30AM – 10:00AM and from 11:00AM – 2:00PM Monday thru Friday.

The Dave Thomas Center has a lunch buffet available from 11:45AM – 1:45PM for \$14 for Fuqua students. The buffet typically has a very large variety of food and some premium dishes. Also, The Dave Thomas Center's kitchen is open from 4:30PM – 10:00PM for take-out and sit down dining at the bar. This is often a good dinner choice if you are working through dinner while on campus. The Thomas Center has a ping pong table they like to keep secret. After class, grab a drink at the bar and feel free to ask for some playing time.

If you choose to bring your breakfast, lunch or dinner, you can store it in the area designated for refrigerators, microwaves, and vending machines. The code for the refrigerators is 5-3-4.

Lost and Found:

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There is a Lost and Found located in both the Ford Library and the Building Management Office (BMO). To get to the BMO, proceed to the ground floor of the Faculty Wing of Fuqua, and walk to the end of the hallway. The BMO does more than store your lost items – it will also help you book a room, set up for an event, or provide maintenance for an unwanted building mishap. All you need to do is ask!

Need to mail something?

You can find the campus post office in the Bryan Center on the ground floor. Hours vary depending on the day.

GOOD-TO-KNOWS

In the Fuqua Computer Lab it takes less time to log in to a computer you have previously used, than to log in to a computer you haven't used. A tidbit to remember during a time-crunch!

The Ford Library has a voluminous collection of DVD's for your viewing...FREE OF CHARGE! Check out the latest movies, documentaries, TV Series, or past FuquaVision shows with your Fuqua ID.

Forgot your headphones? You can borrow a set from the Ford Library. Approach the help desk and trade in your Fuqua ID for the headphones until your video-watching is complete. Then trade the headphones back in.

Need a phone or laptop chargers? You can borrow them from the Ford Library. Head to the help desk to borrow these to charge your device while at Fuqua.

How to reserve a classroom / seminar room (you cannot reserve Team Rooms):

1. Log into FuquaWorld
2. Under "Today's Events", click on "Request Meeting Space"
3. Fill in the appropriate information, and then click the button on the bottom right labeled "Send Meeting Space Request"

School Copiers / Printers / Scanning:

You can find school copiers in the Fuqua Computer Lab and the Fox Center, but they do cost money. Here's a secret: **All of your Fuqua accounts come with \$125 for copies.** To access that account, use your Fuqua ID to swipe in to the copier and do not remove it. Swipe down, and leave it in the machine.

For color printing, you must put in a request to the Building Management Office (BMO), located on the bottom floor of the Faculty wing.

There are printers located in the library, the Fuqua Computer Lab, the Fox Center, and the Team Room areas for your use. Paper and printing is free. **Please be mindful of printing large documents during the daytime hours – other students might be waiting for you.** Printers tend to get jammed and run out of paper often, so be patient and plan accordingly when printing out documents before deadlines.

At any copier in the school, you also have the ability to scan documents **for free** and send them to your email account. Here's how to do so:

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1. Swipe your Fuqua ID into the copier (do not remove it)
2. Click the third tab labeled "Email"
3. Click the button that says "to".
4. Enter the email address you'd like the document to go to.
5. Hold the copy cover open (scans require that the copier is open), and press the "copy" key.

RESOURCES

FUQUA AND DUKE RESOURCES

Don't neglect your health! When your schedule starts to pile up and your stress level increases, undoubtedly the first things to go are sleep and exercise. Don't let this happen to you! Plan ahead and schedule time for exercise, such as going to the gym or taking a walk. Make sleep a priority and aim to get adequate sleep every night and/or catch up on the weekends. Be sure to take advantage of student resources, such as the Health and Wellness program. This program covers a vast array of areas and activities from Fuqua workout groups to Stress Seminars to Fuqua's Health Clinic. The following is a list of some of the activities that Fuqua Health and Wellness sponsored last year and will be sponsoring again this year:

- **De-Stress for Success Seminar:** CAPS (Counseling and Psychological Services) professionals come to Fuqua to discuss the best ways to handle stress and how to turn your stress into a positive aspect of your life. "For me, the De-Stress for Success session was a revelation. At the session, *every one* of the participating students said "I wish I had come to this session earlier; it would have helped me reduce my anxiety and even increase my performance." It's easy to rationalize that you don't have time to go to a de-stress seminar or that the content might be too fluffy, but this session pays serious dividends. I had no idea what impact stress was having on my life, and going to this seminar was the first step in helping me get back on track.

"The truth of the matter is that we're all stressed out, and there's no shame in seeking out resources to cope. After hearing about how other students were dealing with the same issues as I was, it felt like a huge weight was lifted off my shoulders."

- **Insanity/P90x:** ARE YOU EXTREME ENOUGH??? No? Well, that's ok too – everyone is invited! Fuqua has purchased a copy of each workout routine and holds student-administered sessions of each class right in the school – generally weekday evenings after classes get out at 6:15. For P90x, some workout materials are needed (bands instead of free weights are strongly recommended due to ease of transport). Join up and hate Tony and Sean T in the best of ways! Note: due to scheduling conflicts such as weekends, the 60 and 90-day routines are not exactly stuck to.
- **Shot Clinics:** Just as it sounds! Get your flu shots and required immunizations right here at Fuqua.
- **Finals Massages:** A student favorite! Physical Therapy students provide Fuquans free massages during finals.

"Free massages during one of the most stressful times of your life: Amazing!"

- **Finals Dinners:** The Health and Wellness program brings in nutritious catered dinners for Fuquans to fuel students as they burn the midnight oil for finals.
- **Activities for Partners:** Coming to Durham with your significant other? Health and Wellness sponsors partners-focused events such as healthy cooking courses and massage techniques! Stay tuned for dates.

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Specific dates and times for these activities will be announced (refer to campus groups).

Some unsolicited advice:

Don't be nervous about coming out to activities – none of us were professional athletes prior to coming to school (ok. Some were) and most of us won't be going into professional training post-Fuqua. Health and Wellness events are for your benefit – they're meant to be a fun, easygoing way to live a healthier lifestyle. Give us a try!

Even if you can't come out to any events - remember to eat well, get enough sleep, and exercise regularly. You'll realize very quickly that it is critical to participate and learn in class. While some may disagree, working on a case until 3:00AM versus getting another two or three hours of sleep typically isn't the best strategy. You're probably better off getting enough rest for class the next day to absorb what is being taught. Be upfront with your team about your health/wellness needs. The more you communicate, the better, but remember to compromise with your team as well! Good nutrition and regular exercise have been proven time and time again to improve concentration, energy, mood, and performance.

On a similar note, the importance of mental health is often overlooked by FY students. If you are feeling depressed, upset, or extremely overwhelmed, talk to someone and seek help. Help is all around you - C-LEAD teammates, COLE Leadership Fellows, CAPS, and the Student Life Office. Many First Years trick themselves into feeling that they are the only ones having a hard time: **This could not be further from the truth – you are not alone!** Dealing with high levels of stress and feels of self-doubt are part of the personal growth that we all go through at Fuqua. You don't have to go through tough times by yourself!

DAYTIME MBA STUDENT SERVICES AT FUQUA

The International Programs Office (IPO):

The IPO's mission is to increase the global reach of the Daytime MBA program, while also increasing global awareness of Daytime MBA students.

In pursuit of our mission, we have two main objectives: 1) internationalize the Daytime MBA experience for its 900+ students, and 2) help non-US students acclimate to the US within the framework of the Daytime MBA program, leveraging resources from key team members at Fuqua and Duke, such as the MBA Association (MBAA).

http://www.fuqua.duke.edu/student_resources/international_programs_office/

Walk-in office hours are Monday through Friday from 11:30AM – 1:30PM. Otherwise, by appointment only via e-mail.

Bertrand Guillotin, Director and Chairman of the P.I.M. Strategic Advisory Board,
bertrand@duke.edu
+1 (919) 660-7931

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Candice Aldrich, Program Assistant

ca49@duke.edu

+1 (919) 660-7677

Registrars:

The Registrars provide data related to course offerings, registration and academic records. They also offer support and advice regarding academic policies and procedures.

Walk-in office hours are Tuesday through Thursday from 10:15AM – 1:15PM.

Otherwise, by appointment only via e-mail [with the exception being during Drop/Add]

Peggy Sibounheuang and Pamela White, Fuqua Registrars

registrar-info@fuqua.duke.edu

919.660.7805 [Peggy Sibounheuang]

919.660.7688 [Pamela White]

Student Life:

The Student Life Office is responsible for a broad range of activities that support student life and the culture within The Duke MBA. This office works with administrative and student leadership to maximize the overall end-to-end student experience, and also provides support and advice to students as needed as they move through the program.

Walk-in office hours are Tuesday, Wednesday and Thursday from 12:30 – 2:30pm. Appointments outside of walk-in hours can be made by contacting staff via email.

Nichole Miller, Director of Student Life

nichole.miller@duke.edu

919.660.3741

Heather Duhart, Assistant Director of Student Life

heather.duhart@duke.edu

919.660.1932

All of these offices are located in Suite S09 which is at the bottom of the Fox Student Center circular stairs

RESOURCES AT DUKE

Need a lift to your car after dark? Having trouble coping with stress? Lost your DukeCard? Please review the list of services Fuqua and Duke provides. And, of course, you can always ask a SY!

Duke Parking and Transportation Services: Provides parking facilities, buses and shuttles, and various means of alternative transportation throughout the University and Health System.

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Website: <http://parking.duke.edu/> Phone: (919) 684-PARK Email: tranpark@duke.edu

The DukeCard: A vital part of life at Duke University. This one card serves as an identification badge, permits access to facilities and special events, and can be used to purchase goods and services throughout the University, Medical Center and Health System. You'll need it to access the building, library, and team rooms after regular business hours!

Location: 100 West Union Building [near the Chapel]

Website: <http://dukecard.duke.edu/>

Phone: (919) 684-5800

Email: dukecard@duke.edu

The Duke Student Health Center: The Duke Student Health Center is the primary source for healthcare services including general medical care, basic nutrition counseling, laboratory services, travel / immunization clinics, and allergy / immunotherapy clinic. Many services at the Duke Student Health Center are covered by the Health Fee. Medical Services are provided by board-certified faculty physicians, physician assistants, nurse practitioners, and resident physicians under faculty supervision. The Duke Student Health Center is supported by the Division of Student Affairs and the Department of Pediatrics.

Location: Duke Clinic, Flowers Drive

Appointment Hours:

8:30 am - 5 pm Mon, Tues, Thurs, & Fri

9:30 am - 5 pm on Wed

Urgent Care Weekend Hours:

9:00 am - 11:30 am Sat & Sun

For Nurse Advice when the clinic is closed, call (919) 966-3820.

Website: <http://www.studentaffairs.duke.edu/studenthealth>

Phone: (919) 681-9355 (WELL)

Counseling and Psychological Services (CAPS): Counseling and Psychological Services (CAPS) is an integral part of the Duke University Division of Student Affairs, aimed at enhancing and supporting Duke students as they develop in their personal and academic lives. CAPS offers a range of services to the university community, including mental health service to students, consultation to faculty, administrators, staff, parents of students. CAPS also provides training and professional development experiences to colleagues also involved in serving students, including student leaders and peer educators.

CAPS addresses a range of concerns, from the everyday challenges of life to more profound impairment or "interruption" of daily functioning. CAPS recognizes that any student may face some level of challenge at any point in their careers at Duke, and CAPS work is guided by sensitivity to the needs of a diverse student body.

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CAPS is a center that serves the individual student and, simultaneously, the overall Duke University community in which our students learn and grow.

Location: 402 Chapel Drive 214 Page Building, West Campus [next to the Chapel]

Office Hours: M-F 8:00 am - 5:00 pm.

Website: <http://www.studentaffairs.duke.edu/caps>

Phone Number: (919) 660-1000

Campus Safety: Campus officials and student groups work continually and in tandem to maintain and improve safety on and around campus. There are a number of security measures in place, including Duke Police patrols, an extensive emergency warning systems, SafeRide options, more than 500 "Help" phones around campus that dial directly to Duke Police, and a variety of other measures, all design to enhance student safety.

The Duke University Police Department: Provides 24-hour law enforcement and security services to Duke's academic campus and health system, as well as off-campus areas. Their goal is to provide a safe and secure environment in which to learn, grow, and enjoy your Duke experience.

Location: 502 Oregon Street [off Erwin Road]

Website: <http://www.duke.edu/police/>

Phone: Emergency is 911; Non-Emergency: (919) 684-2444

Duke Alert: Duke's communication approach is based on redundancy, using multiple methods to reach members of the university as well as parents, alumni, visitors, and the news media. Duke's goal is to send timely notice after being notified of an emergency situation. While other means may be used, the primary methods of alerting people include the following email, text messaging, outdoor warning system, web, phone and direct contact.

Website: <http://emergency.duke.edu/>

Charlene's Safe Ride: A private transportation service providing rides for a charge, payable by DukeCard through a Flexible Spending Account.

Website: <http://www.charlenesaferide.com>

Phone: 919-309-SAFE [7233]

The Duke International House: provides educational services and advocacy to the international population at Duke as well as outreach to the Durham community. The ihouse offers extensive cross-cultural programming and information to enhance the global mission of the university.

Location: 2022 Campus Drive

Website: <http://www.studentaffairs.duke.edu/ihouse>

Phone: (919) 684.3585

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Email: ihouse@duke.edu

Student Disability Access Office: The office on campus that provides and coordinates accommodations, support services and programs that enable students with disabilities to have equal access to all Duke University programs and activities.

Location: 402 Oregon Street, Suite 102 and 103

Website: <http://www.access.duke.edu/index.php>

Phone: (919) 668-6213 / TTY: 919-668-1329

The Office for Institutional Equity: provides institutional leadership in enhancing respectful, diverse and inclusive work and learning environments for the Duke Community. The Office for Institutional Equity provides a range of services that uphold values of equity and diversity, as well as support compliance efforts in the areas of equal opportunity, affirmative action and harassment prevention.

Location: Smith Warehouse - Bay 8

Website: <http://www.duke.edu/web/equity/>

Phone: (919) 684-8222

Duke University Women's Center: Works to improve the status of women in higher education at Duke. By educating the university community about gender-related issues, addressing matters of particular concern to women, and promoting a campus climate that is safe, healthy, and respectful of all people, the Center enhances all students' academic experiences. In collaboration with student groups and other departments, the Women's Center offers information, advocacy, technical assistance, referrals, and programming on a variety of gender-related issues, including safety, health, personal and professional development, sexuality, discrimination, and harassment.

Location: 107 Few Federation (Few or Few Fed), across the rose garden from the Allen Building

Website: <http://www.studentaffairs.duke.edu/wc>

Phone: (919) 684-3897

Email: womenctr@duke.edu

Center for Lesbian, Gay, Bisexual, and Transgender Life (Center for LGBT Life): Provides education, advocacy, support, mentoring, academic engagement and space for lesbian, gay, bisexual, transgender, transsexual, questioning, and straight-allied students, staff, and faculty at Duke, as well as alumni and members of neighboring communities. Through its services, the Center encourages critical thinking about the intellectual, cultural, and political ramifications of sexual and gender difference at Duke and beyond. The Center seeks to challenge bias and intolerance in order to promote affirmation and support a more hospitable campus climate.

Location: 02 West Union Bldg

Website: <http://www.studentaffairs.duke.edu/lgbt>

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Phone: (919) 684-6607

E-mail: lgbtcenter@duke.edu

Duke Chapel Hours: During the academic year: 8am-10pm; Summer hours: 8:00AM-8:00PM; Holidays and Breaks: 8am-5pm; Closed Christmas Day. *Closed to the public for weddings, funerals, and other special events that are not listed on the Chapel web calendar.*

Chapel Information Line: (919) 681-9488 which can be accessed 24 hours a day.

Website: <http://www.chapel.duke.edu/>

Duke Stores (include Bookstore and Computer Store): Duke University Stores are comprehensive, with 14 different retail, book, and office service operations serving the University community for more than 50 years. Be sure to check out their Website for store locations, hours and sales! Website:

<http://www.dukestores.duke.edu/>



THE BEST OF DURHAM: FOODIES AND OUTINGS

DINING

Greetings, Fuqua foodies.

During your first year of business school – with many long days and meetings – it’s important to remember to eat; but more importantly, it’s important to remember to eat *well*. North Carolina is one of the richest states in the country in terms of agriculture, and the farm-to-table movement is alive and well in the Triangle Area. Durham specifically has long been a dining hotbed with its Southern food offerings, and was profiled in *The New York Times* for its prowess in shortening the distance between where your food grows to the time it hits your plate. Alas, we would like to help you get your Carolina culinary adventures started with an introduction to the Durham dining scene – this is just a start, so let your palette, nose, and a bit of research lead you to some new hidden gems in what Bon Appetit magazine called America’s Foodiest Small Town!

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Special Occasion		
Restaurant	Address	The Scoop
Four Square	2701 Chapel Hill Rd. Durham, NC 27707 (919) 401-9877	Let the accomplished chef Shan Ingram and his wife, GM Elizabeth Woodhouse, guide you through the best of North Carolina produce at this gorgeous Victorian country house setting.
Nana's	2514 University Dr. Durham, NC 27707 (919) 493-8545	Influenced by Southern, French, and Italian cuisine, Chef Scott Howell offers great value at this longtime Durham award winner. They have a highly seasonal menu that is a favorite of many Fuquans.
Revolution	107 West Main St. Durham, NC 27701 (919) 956-9999	Located in the upcoming Durham downtown area near the Bulls' stadium, this sleek restaurant with valet parking feels as much New York as it does Durham. Flights from an acclaimed wine list and an extensive menu satisfy all types of tough-to-please diners.
The Fearington House	2000 Fearington Village Center Pittsboro NC, 27312 (919) 542-2121	Located in a historic farmhouse, sophistication fills the air at NC's only AAA Five Diamond restaurant. Named one of the Top 50 Restaurants in the country by OpenTable Diners' Choice Awards. 3 or 4 course tasting menus. Be sure to check out culinary classes as well.

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Hangover (or not-you decide)		
Restaurant	Address	The Scoop
Watt's Grocery	1116 Broad Street Durham, NC 27705 (919) 416-5040	Durham foodies didn't need a <i>New York Times</i> article to let them know just how good Watt's Grocery is, but Chef Amy Tornquist and her team have ridden a surge in popularity since the press. Equally good for brunch, lunch, and dinner, this slow food neighborhood joint sources its ingredients locally, and serves them up with Southern flair for one of Durham's best value dining experiences. Be prepared to wait for Durham's most popular brunch.
Foster's Market	2694 Durham-Chapel Hill Boulevard Durham, NC 27707 (919) 489-3944	This Durham institution is the lovely incarnation of Sarah Foster, the award-winning cookbook author and Martha Stewart disciple. With unbelievably fresh sandwiches, omelettes, and baked goods, along with an entire market to boot, this is one of Durham's most beloved establishments.
Guglhupf Bakery & Patisserie	2706 Durham-Chapel Hill Boulevard Durham, NC 27707-2841 (919) 401-2600	Voted Best Bakery in the Triangle for five years running, this is only place with the ability to not only co-exist, but succeed just seconds away from Foster's. Adding a great selection of wine and dishes made from scratch, Guglhupf has morphed into much more than a bakery and has even built a separate take-away spot on site to allow more space for patrons of its über-popular brunch offering.
Parker and Otis	112 S. Duke Street Durham, NC 27701 (919) 683-3200	Classic breakfast, an array of sandwiches, a gourmet market and free Wi-Fi make this Brightleaf spot a great place to nosh and study.
Elmo's	776 9th Street Durham, NC 27705 (919) 416-3823	The most quintessential diner on offer in Durham, go here for breakfast at night, or breakfast in the morning. Eggs, pancakes, and milkshakes, oh my! Read Durham's Independent newspaper while you wait.
Dame's Chicken and Waffles	317 West Main Street Durham, NC 27701 (919) 682-9235	A recent addition to the Downtown dining scene, it's where you'll find Southern delicacies like their sweet potato waffle and fried chicken combo.
Vin Rouge	2010 Safeway Street Durham, NC 27705 (919) 416-0466	A French bistro with garden seating, this unique Durham offering is equally as acclaimed for dinner as it is for Sunday. Kick away Saturday night with a Bloody Mary, eggs Benedict, and pommes frites, or bask in the delightful French preparation of soupe à l'oignon gratinée or croque monsieur.

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Casual Dining		
Restaurant	Address	The Scoop
Piedmont	401 Foster Street Durham, NC 27701 (919) 683-1213	Piedmont's menu changes daily, and dishes can run out on you depending what time you eat. But don't let the latter point deter you – it's a natural product of this restaurant's hyper local focus on ingredients. From pastas and risottos to charcuterie, duck breast, and cheese plates, this small new downtown establishment is here to stay.
Pop's	605 West Main Street Durham, NC 27701 (919) 956-7677	Trattoria-style Italian food continues to improve at this Durham mainstay, and an accompanying increase in popularity necessitated a relocation from the Brightleaf area to a bigger space in the West Village. Any place that serves chicken cooked under a brick deserves to make this list.
Sushi Love	2812 Erwin Rd. Suite 204 Durham, NC 27705 (919) 309-2401	Within walking distance of Fuqua, this sushi joint is one of the most popular among Duke graduate students, as well as medical center staff. Two-for-one rolls offered every night are an actual value rather than marked-up rolls promoted as a discount. For fresh fish, think love.
Twisted Noodle	4201 University Dr. Durham, NC 27707 (919) 489-9888	Best Thai food in Durham and right near Alexan.
Bull City Burger and Brewery	107 E. Parrish St. Durham, NC 27701 (919) 680-2333	Another new addition to the downtown dining scene, BCB&B gives you high quality food in a laid back atmosphere. They use only NC pasture raised beef and brew their own beers right there on site.
Dos Perros	200 N. Mangum St. Durham, NC 27701 (919) 956-2750	In a land of classic Mexican taquerias, Dos Perros adds a more refined twist to the cuisine of our neighbors to the south. "Tacos After 10" in the bar area is a great late night option, but be sure to avail yourself to the flavors of mole, ancho, and masa from the inventive main dining menu.

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Chapel Hill and Beyond		
Restaurant	Address	The Scoop
Lantern	423 West Franklin St. Chapel Hill, NC 27516 (919) 969-8846	Chef Andrea Reusing is a fierce proponent of using seasonal and local ingredients and is well-known on the New York culinary scene, where she cut her teeth. The simple Asian fare and creative cocktails have led Lantern into the Top 50 restaurants in the country rankings, and while it might not remind international students of home, it will surely leave everyone who dines here satisfied.
Angus Barn	9401 Glenwood Ave. (Hwy. 70 at Aviation Parkway) Raleigh, NC 27617 (919) 781-2444	An experience of a steakhouse right off the highway that as the name suggests, is located in a big red barn. Wine cellars available for group dining, the Wild Turkey Bar & Lounge, and a country store round out the offerings at this 50-years running Triangle landmark.
Mama Dip's	408 W. Rosemary St. Chapel Hill, NC 27514 (919) 942-5837	Best southern food in the Triangle. Try the fried chicken, sweet potato biscuits, chocolate pecan pie and anything else that sounds good on the menu. You won't regret it.
Saffron	4121 Davis Drive Morrisville, NC 27560 (919) 469-5774	Named the Triangle's best Indian cuisine, Saffron offers both traditional Indian fare as well as a more modern and inventive approach. Though not the easiest to find, the Chapel Hill location will be open soon. Either way, if you have a hankering for Indian food, the trip is more than worth it.
Crook's Corner	610 West Franklin St. Chapel Hill, NC 27516 (919) 929-7643	Located on a corner of Franklin St. with a unique history, Crook's Corner has been called "sacred ground" and a "temple of southern cuisine." Started by the late pioneer Bill Neal and continued to this day by Bill Smith, dining at Crook's Corner offers a pleasant tour through the South. Be sure to order the "make your own" sweet tea for high-involvement dining.
Neal's Deli	100 E, Main St. Carrboro, NC (919) 967-2185	When the NY Times did a write up of the best delis in the US, only one of them was located outside of New York City. That lone outsider: Neal's Deli of Carrboro. If that's not convincing enough, I don't know what is.

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Gather the loose change from between your sofa cushions, and plug these babies into your GPS for a quality snack or meal that won't break the bank.

Cheap Eats		
Restaurant	Address	The Scoop
Cookout	3624 Hillsborough Rd Durham, NC	Quite possibly the only place that has a corn dog as a side option, Cookout has great burgers and sandwiches, but the milkshakes are their calling card. 40+ different delicious options for you to mix and match. It's drive through only and a great late night option as well.
Toast	345 West Main Street Durham, NC 27701 (919) 683-2183	<i>Must order:</i> Whatever the two daily homemade soups are, they are usually knockouts. Cannot really go wrong with any of the regular bruschetta or crostini either, so bring a few people and order a smorgasboard. NC microbrews and quality wine by the quartino make this a favorite place in town. Take mind of the hours: Monday-Friday 11am-8pm, Saturday 11am-3pm, and closed Sundays.
Taqueria La Vaquita	2700 Chapel Hill Road Durham, NC (919) 402-0209	<i>The scoop:</i> Authentic, hole in the wall taqueria with awesome food. A few outdoor benches are your only seating options, you'll know it when you see the cow statue on top of the building.
El Cuscatleco	4212 Garrett Rd. Durham, NC (919) 401-5205	<i>The Scoop:</i> Salvadorean and Mexican food right down the road from Alexan and Addington. Famous for their pupusas and gigantic portions, it's definitely worth checking out.
Wimpy's Grill	617 Hicks Street Durham, NC 27705 (919) 286-4380	<i>Must order:</i> On weekdays between 7 am and 2 pm since that's the only time they're open. Get a loaded up Garbage burger, featured on the Travel Channel's "Man vs. Food."
Baba Ghannouj	2200 W. Main St. Durham, NC (919) 286-6699	<i>The Scoop:</i> Great Mediterranean food right in the shadows of Station 9.
China Palace	5210 Garrett Rd. Durham, NC (919) 493-3088	<i>The Scoop:</i> Durham may not be a mecca for Chinese food, but this place, just down the road from Alexan, is one of the best it has to offer. Offering an authentic Chinese menu alongside a more Westernized one, it's got a pretty good variety as well.
Blue Corn Cafe	716 9 th St. Durham, NC (919) 286-9600	<i>The Scoop:</i> A wide range of Latin American fare conveniently located on 9 th Street, right by Station 9.
Food Trucks	They're everywhere Durham, NC	Your best bet is to follow them on twitter, and local food blog Carpe Durham has a great list: http://carpedurham.com/food-trucks

Cosmic Cantina	1920 Perry Street Durham, NC 27705 (919) 286-1875	<i>Must order:</i> Between the hours of 2 and 4 am. In five years in Durham, I'm not sure I've ever been to Cosmic outside of that window. If you're feeling especially disgusting, try the 2 giant burrito challenge. Inquire for details
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A SPECIAL SECTION ON BARBEQUE

BBQ is serious stuff here in North Carolina and debates about the best BBQ joint can rage on for years. So, rather than give you my opinion on the best place to go, here's a list of the typical favorites. You'll have to try them all and decide for yourself, which, when you think about it, isn't that bad of a deal after all.

Allen and Son's (6203 Millhouse Road, Chapel Hill) – As long as you can find it, Allen and Son's definitely looks like the most authentic BBQ joint of the bunch. It's hard to beat their pulled pork and the down home feel of the place.

Backyard BBQ (3218 Guess Rd., Durham) – When Man vs. Food chooses to visit you when he comes to Durham, you know you're doing something right. This is the Food Network's choice for the best BBQ you can get in Durham.

Bullock's (3330 Quebec Dr., Durham) – This is Durham's most centrally located of its authentic NC BBQ joints. The menu is extensive and that makes it a great place to introduce yourself to all the wonders of Southern cuisine.

Q Shack (2510 University Dr., Durham) – Featuring Texas Style BBQ (thick tomato based sauce, as opposed to typical Eastern NC vinegar based sauce), Q Shack is nearby, quick and the food is excellent. Probably your best bet for brisket among these four, even if it's not authentic NC BBQ.

NIGHT SPOTS NOT NAMED "SHOOTERS"

Believe it or not, there are other fun places to go in Durham, which make up for their lack of a mechanical bull with the refreshing absence of hordes of undergrads. A few recommendations:

- **City Beverage (4810 Hope Valley Rd # 105)** – Offering awesome outdoor seating when the weather is nice, City Beverage has a fun vibe, great food and a wide variety of drink options.
- **Bull McCabe's (427 W. Main St.)** – Classic Irish Pub downtown with arguably the best trivia night in Durham. Trivia is every Wednesday night at 9, so make sure to get there early if you want a place to sit and check out <http://bullmccabestrivia.com/> beforehand to see the week's theme.
- **The Federal (914 W. Main St.)** – One of the best bar menus you'll find and a great beer selection featuring a lot of local brews.
- **Beyu Caffe (335 W. Main St.)** – Doubling as a coffee shop during the day, they feature live jazz on a lot of nights and it's a great place to start a night out in downtown.
- **West End Wine Bar (601 W. Main St.)** – The name says it all.

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- **Tobacco Road Sports Café (280 S. Mangum St.)** – Located right behind the Durham Bulls stadium, Tobacco Road has a ton of TVs and is a great place to watch a big game.
- **Tyler’s (324 Blackwell St.)** – Located in the American Tobacco complex, Tyler’s has a huge beer selection. The back room has a few pool tables and is a great place to hang out.
- **Fullsteam (726 Rigsbee Ave.)** – It’s BYOF (Bring Your Own Food) at one of Durham’s newest microbreweries.
- **Whiskey (347 W. Main St.)** – Old fashioned whiskey bar whose specialty is pretty obvious from its name, but they also have a number of other drink options as well.

WHAT TO DO AROUND DURHAM

Aside from some really great dining, lots of team meetings, and Fuqua Fridays, there is still more to do in and around Durham and the Triangle Area. The community has undergone lots of changes in the last ten years (especially downtown) and seems to be constantly evolving. We hope that you'll love the eccentricities of the area, the people, the weather and the "scene." Some tips below should help offer guidance during your free time... Happy Exploring!

(The ideas below are not exhaustive – there is always something new in town, so keep your eyes and ears open! Additionally, a great place to start is in the Durham blogosphere, with www.bullcityrising.com and www.durhamsocialite.com being great ones to start reading.)

Bulls Games: Well-known from Kevin Costner's *Bull Durham*, the Durham Bulls are probably the most famous minor league baseball team in the country. The stadium is brand new, the players are up-and-coming, the tickets are cheap, the atmosphere is relaxed and fun, and the beer is cold. Grab dinner somewhere across the street at American Tobacco and you've got yourself a perfect fall or spring evening.

Bull Durham Blues Festival: Durham has a rich musical heritage, especially when it comes to the blues, The Piedmont, or Carolina, Blues were known to be light, upbeat and danceable, "just as likely to make someone jump up and dance as they were to make you shake your head in reflection." For the last 23 years, the September festival has brought well-known acts to Durham to celebrate this tradition.

Cat's Cradle: Chapel Hill is known for its music scene, and Cat's Cradle is the most famous place to hear great bands (new and old). It's the perfect venue for bands that aren't big enough to play a huge amphitheater but draw a crowd much larger than a local bar. Keep on the lookout for interesting names on their schedule – some well-known bands will be listed under a pseudonym and will play an amazing concert for smaller, "in the know" crowds. <http://www.catscradle.com/>

Carolina Theater: Located just behind the Arts Council is the Carolina Theater, a restored theater showing independent and older films, as well as live music performances and comedy shows. Keep checking the Website for film festivals and themes! (Often, there are student discounts). <http://www.carolinatheatre.org/screen/film-festivals>

Duke Lemur Center: 3705 Erwin Road # A, Durham NC – The world largest sanctuary for endangered prosimian primates, it's only a few minutes drive from Fuqua and a lot of fun to visit.

Durham Arts Council (DAC): Located in downtown Durham, the DAC holds classes in theater, dance, visual arts, and also hosts special exhibits and events. They are also host to CenterFest, a downtown Durham arts festival the third week in September. <http://www.durhamarts.org/>

Durham Performing Arts Center (DPAC): Great new space that is drawing crowds from all over the Triangle area. Their Broadway series is excellent (last year it included *Wicked*, *Beauty and the Beast*, *Spring Awakening*,

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Phantom of the Opera, Mamma Mia and more!) You can get season tickets or buy singles. Group tickets are also a popular option and can be really inexpensive. They also have musical and comedy acts. Check out the schedule here: <http://www.dpacnc.com/>

Farmers' Markets (Raleigh, Durham, Carrboro): NC has great produce from spring through fall and the farmer's markets are a great way to support local farmers and savor delicacies. Durham's is right downtown on Foster St. and is held on Wednesday afternoons and Saturday mornings (spring through fall). The town Carrboro's is larger and is located just west of Chapel Hill, about 20 minutes away (and it's an adorable town). Raleigh hosts the NC State Farmer's Market in over 30,000 square feet of space. This place is huge and definitely worth a trip. Take a group and make a delicious meal of local finds. You can get EVERYTHING there!
<http://www.agr.state.nc.us/markets/facilities/markets/raleigh/>

Franklin Street: 9th Street is great, but occasionally you may want to mix things up (and meet new people)! A stroll down Franklin Street in Chapel Hill will be all you need to get you well-acquainted with Tarheel culture. There are some great bars and restaurants, as well as shops (stay away from the obnoxious Carolina Blue ones) to entertain you for an afternoon or evening. Halloween here is also pretty incredible (we're talking 30,000 people in the streets) but the odds are you won't make it after Fuqua's own MBA Games Halloween party.

FullFrame Documentary Film Fest: Every April Durham hosts a highly anticipated and acclaimed documentary festival. Check out the schedule here: <http://www.fullframefest.org/>

Independent: Pick up the local progressive newspaper, *The Independent*, for event calendars, reviews of restaurants, film and music, cultural commentary etc. It's free and available along 9th street, at Whole Foods, and other locations. <http://www.indyweek.com/>

International Civil Rights Museum (134 S. Elm St., Greensboro, NC) – North Carolina has an incredible Civil Rights history, centered around Greensboro where 4 students from NC A&T set off a sit-in movement that swept the entire South in 1960. This museum is located at the site of that first sit-in and contains the actual lunch counter where it took place, along with a number of exhibits that tell the comprehensive story of the fight for freedom across the American South. About an hour away, it's something you shouldn't miss while you're here.

Nasher Museum: This is Duke's own renowned art museum. It's got great rotating shows, an impressive permanent collection, and is free for students! They also have a delicious café on site. Check it out on Campus Drive. <http://www.nasher.duke.edu/>

NC Art Museum: The NC Art Museum in Raleigh makes a great afternoon outing. Visits to the permanent collection are free, but there is a small charge for a fantastic series of rotating exhibits. Their permanent holding include European Renaissance through 19th century, as well as Egyptian, Greek and Roman art, American art from the 18th through 20th centuries, and international contemporary art. Museum Park is 164 acres of sculpture and installation alongside creeks, forests, and fields – it's free to explore on-foot, for a picnic, on a bike or with your dog! <http://ncartmuseum.org/>

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NC State Fair: Half an hour away, at the state fairgrounds in Raleigh, you will be dazzled and amazed by a plethora of fried foods, cotton candy, fun houses, giant stuffed animals (and some giant stuffed people), livestock shows, monster trucks, country music, NC Folk Art and, no doubt, bearded ladies. Please go to the State Fair in October! It may conflict with Fall Break, but hopefully you can make it there for a day. Requirements: gemstone “mining” and chocolate covered bacon. Enough said.

Road Trips: Within a few hours drive from Durham you have the beach or the mountains for a quick getaway. Asheville is a liberal, fun, artsy mountain town that is definitely worth exploring. As for the beach, the Outer Banks run north to south along the NC coast and offer a variety of picturesque, serene beaches. For a little more action, try Wilmington for a fun town vibe and popular Wrightsville Beach. www.exploreasheville.com; www.outerbanks.org; <http://www.wilmington.net/>

Shopping: The best place for mall shopping in Durham is Southpoint. It’s a new mall with a great variety of shops and restaurants, as well as a movie theater. You’ll find Nordstrom and Macy’s anchoring the mall, with other usual suspects like Ann Taylor, Anthropologie, Banana Republic, Bebe, and J. Crew. You’ll also find an Apple store, Barnes & Noble, Pottery Barn & Restoration Hardware. Surrounding the mall are tons of other shops, including a Super Target, REI, Cost Plus World Market, New Balance and more! For boutique shopping, Franklin Street in Chapel Hill has a few options worth checking out, as does Cameron Village in Raleigh. Durham has a few boutiques popping up throughout Downtown, so keep your eyes peeled.

World Beer Festival of Durham: Every October, breweries from around the country descend on Durham for the best beer festival in the Triangle (sorry Raleigh). You buy a ticket for a 4 hour session, are given a glorified shot glass and are then off to sample as many of the fine brews as you can.

****Important: The Super Target closest to Fuqua is off 15-501 near Alexan Place in the South Square area. ****

HIKING, RUNNING, RAFTING AND BIKING

American Tobacco Trail: 500 Blackwell St Durham NC 27701

12 miles of trails from Downtown Durham to NC Hwy 54, then from Massey Chapel Rd to Durham/Chatham County line. Bicycling, hiking, walking, and running.

Duke Forest: 3705 Erwin Rd Durham NC 27706

7,060-acre teaching and research forest of Duke University with a variety of ecosystems represented. Preserved for research and recreation since the 1930s. Hiking, biking, horseback riding, fishing, and picnics permitted; see Website for regulations.

Eno River State Park: 6101 Cole Mill Rd Durham NC 27705

State Park with five access areas in Durham and Orange counties. Enjoy bird-watching, canoeing/rafting, fishing, hiking, and picnic shelters within 3,900 acres of secluded wilderness along the banks of the Eno River.

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Krispy Kreme Challenge: Originally a bet between NC State students, the Krispy Kreme challenge is made up of a 2 mile run from the NC State campus to a local Krispy Kreme, at which point each runner has to eat 12 donuts, and then run 2 miles back to the start. Immensely popular, you'll have to register early if you want to be one of the thousands of runners who participate.

Hanging Rock State Park: 2015 Hanging Rock Park Rd, Danbury, NC

About an hour and a half drive from Durham, the quick hike up to Hanging Rock provides stunning views during the fall, when the leaves are changing (late October or early November). There are plenty of surrounding trails to continue hiking on and Pilot Mountain, another hiking option, is on the way there.

US National Whitewater Center: 5000 Whitewater Center Parkway, Charlotte, NC 28214

A little further out in Charlotte, it's a manmade Whitewater rafting center where the US Olympic rafting team trains. While you've got plenty of real river rafting options in NC, it's a great, easy, fun place for a day-long rafting trip. In addition to the rapids, the center has zip lines, rock climbing and hiking and biking trails.

Washington Duke Trail (Al Buehler Cross Country Trail): NC Hwy 751 and Science Dr

More than three miles of gravel jogging and walking trails around the Washington Duke Inn & Golf Course. Named for Al Buehler, former Duke track coach and six-time ACC Champion.



APPENDIX A: CLASS OF 2014 INTERN RESUME BOOK

**The Duke
Class of
Intern Resume
Information Packet**



Submission

Monday, September 24, 2012 at Midnight ET

Resumes submitted after the deadline will not be included in the resume book.

THE UNOFFICIAL GUIDE



Resume Books:

The Resume Books are used primarily by employers recruiting at Fuqua to invite students to interviews, dinners, as well as other recruiting events. The resume book is a great way for students to be visible to a variety of companies. To be included in this book, we require that everyone put his or her resume in the "[resume book format](#)." This format presents the Duke MBA Class of 2014 in a consistent, professional manner that focuses on the content that is most important to employers.

Resumes not in resume book format risk not being reviewed - recruiters comment that they prefer this format over resume books where each resume is organized and presented differently.

We strongly encourage you to complete this process in advance. Waiting until the final deadline increases the risk that you will not be included in the final resume book. In addition to the [resume sample](#) provided on the following pages, you will receive additional guidance on writing your resume in the MBA Career Guidebook provided to you in September. You will also work with a Second Year **Career Fellow** (**Career Fellow assignments will be made on September 7**) and together you will review and finalize your resume prior to the submission deadline.

Timeline and Important Dates:

July/August: Review this information: Get a head start and convert your current resume to the "[resume book format](#)."

September: The registration for creating a Resume Book account and uploading your final resume begins and specific instructions explaining the entire process will be sent to your Duke email account.

September 7 - 8: Your Career Fellow will be assigned on September 7th. You should send them a draft of your resume (as a Word Document) and schedule an appointment for a resume review within 24 hours.

September 25: Deadline for final Career Fellow review and final submission. Submit final resume in **Word format only by Midnight ET**. Submission in any other format will delay or possibly prevent your resume from being uploaded into the book

Follow these resume style rules

Grammar and punctuation matter!

- All verbs should be past-tense (for example, initiated or implemented)”
- Add a period with one space at end of each phrase
- Spell Web site or website, not *web site*
- Spell Internet, not *internet*
- Plural of analysis is analyses
- Make sure you use commas correctly:
e.g.: apples, oranges and bananas - OR - apples, oranges, and bananas
- Italicize *magna cum laude*, *summa cum laude* and *cum laude*

Frequently misspelled words detract from your resume quality!

For example, the words below are often misspelled:

- Led (not lead)
- Liaison
- Entrepreneurial
- PowerPoint

Duke and Fuqua information should be standardized **and** correct!

- Master of Business Administration (not Masters in Business Administration)
- Concentration in Health Sector Management (not Health Services Management)
- “Duke University” comes first, followed by The Fuqua School of Business
- Remember the definite article in front of Fuqua. It’s “The Fuqua School of Business”, not “Fuqua School of Business.”

Always use the Duke E-mail address on your resume, as it tangibly brands you as a member of the community.

Sample Resume



Fuqua Resume Book Format

Font: Times New Roman or Arial; minimum size=10 point; maximum size=12 point;
Margins (left, right, top & bottom): minimum 0.5"; Maximum Length: 1 page; No right-justified margins

SALLY H. REINER

60 Alexander Place, Apartment 207 • Durham, NC 27707
(919) 403-0239 • sally.reiner@duke.edu

Profile is **encouraged** for off-campus resumes only: 3 lines text maximum: **centered** or left-justified

NAME: BOLD, UPPER CASE, 2 PTS LARGER THAN OTHER TEXT

PROFILE

Analytical problem solver and MBA candidate with demonstrated achievements in leading cross-functional teams, creating and launching new initiatives, and building brand awareness.

UNIVERSITY NAME: BOLD, UPPER CASE

EDUCATION

Education section not to exceed 4 lines per degree

DUKE UNIVERSITY, The Fuqua School of Business, Durham, NC

Master of Business Administration, May 2010. Selected from 500 applicants for P&G Brand Management Camp. Conducted a "Brand Product Challenge" (General Mills versus Kraft) for Marketing Club. Created marketing plan for local business. Selected as Teaching Assistant for Management Communication and Diversity Conference Co-Chair.

NORTH CAROLINA A&T STATE UNIVERSITY, Greensboro, NC

Bachelor of Science, Industrial Engineering, May 1999. Vice President of Institute of Industrial Engineering, Tau Beta Pi Engineering Honor Society, Alpha Pi Mu Industrial Engineering Honor Society. Awarded first place in Senior Class for engineering design project.

EXPERIENCE

COMPANY NAME:

2007 - 2008

THE PROCTER & GAMBLE COMPANY, Cincinnati, OH
Assistant Brand Manager, Secret Antiperspirant

BOLD, ALL CAPITAL LETTERS
Company Location:

Dates: Left column; years only, no months.

- Performed competitive analysis using IRI data, qualitative research, and fine fragrance trends to recommend a long-term scent strategy to the Secret Brand. Methodology developed to complete analysis adopted as global model for scent strategy work.
- Led creative development of a promotional piece for a new teen themed product collection, which will be distributed to two million girls (ages 11-14) in the US to generate product awareness.
- Gained alignment from 14-member, cross-functional team to design a coupon for a new product launch, which will run in newspapers nationwide to stimulate trial.

Job Title:

1999 - 2007

SABRE INCORPORATED, Dallas, TX
Software Delivery Manager, 2003 - 2007

Bold. Italics. dates: years only no

Company information and bullets: indented approximately 1 inch to 1.5 inches.

- Managed a successful product launch for a software application currently used by over 300 travel and transportation clients worldwide which was delivered on time and within budget.
- Led a team of engineers who conducted a comparative analysis between two European airline's software and hardware infrastructures to migrate an existing application to a new platform. Project was deployed on time and without impeding daily airline operations.

Application Developer, 1999 - 2003

- Developed a standardized operating system for over 100 Amtrak trains to reduce training time. New system was approved by Vice President of Operations and significantly reduced personnel training time.

1997 - 1999

NOKIA MOBILE PHONES, Dallas, TX
Senior Industrial Engineer/Industrial Engineer

- Promoted to Senior Industrial Engineer in 1998, one year ahead of normal program schedule.
- Aligned with several functional groups to create and implement an enhanced production methodology that quadrupled production outputs.
- Developed team-oriented assembly processes that resulted in higher employee morale, reduced training time by 25%, increased productivity by 30%, and reduced downtime.

ADDITIONAL INFORMATION

Additional Fuqua activities include MBA Games and Special Olympics volunteer. Other interests include tracking hurricanes and winter storms, science fiction, running, hiking, and biking.

ADDITIONAL INFORMATION:

Text can be in bullet format or in paragraph style

APPENDIX B: PDP INSTRUCTIONS

Personal Development Plan (PDP)

The Fuqua Personal Development Plan:

A hallmark of the Fuqua educational experience is engaging in a self-initiated, intentional transformational journey as a Leader of Consequence, a professional identity that connects current students and graduates in a common sense of what it means to be a Fuquan. To facilitate this journey you will build and execute a Personal Development Plan (PDP), a framework used to set goals and track progress towards achieving them. The PDP will be a guide you will use throughout your Fuqua experience. You will be required to complete an initial PDP in September as part of the Fuqua curriculum; however, you can get a head start by reflecting upon what you would like to achieve at Fuqua and drafting a PDP before you arrive on campus.

Please see the Incoming Student Website for PDP instructions https://www.fuqua.duke.edu/incoming_daytime/todolist/

Comment [TA2]: I have sent the PDP information to the folks running the ISW- it will be posted to the To Do List