

Bel bonjou

3ienvenue

Bienvenidos

Esiet sveicināti

Härzliche wöikomme

Herzlich willkommen

Hoanh nghênh

Hosgeldiniz

Mabuhay

Welcome to

UBC Sauder School of Business

Merhaba

Tervetuloa

Velkommen

Welkom

歡迎

欢迎

ようこそ

ยินดีต้อนรับ





UBC

Library David Lam

MBA Exchange: Library and learning commons resources and services

August 2014

Welcome!

- ➤ Librarians can help you with your research strategies for your assignments.
- Librarians can also help you gain a competitive edge in your career search by helping you research companies, industries.

MBA Exchange: Library Resources and Services Today's Objectives

- 1. The basics of library access
- 2. Review of key search concepts and techniques

Part 1: Access Basics

Library Spaces







- The David Lam Library is located in this building, within the Canaccord Learning Commons on Level 2, above the Robert H. Lee Graduate Centre.
- Our learning commons has bookable group breakout rooms, and plenty of quiet study space.

Other Library Spaces





There are 8 libraries at UBC.

Other good study spaces:

- Irving K. Barber Learning Centre
- Koerner Library

hours.library.ubc.ca/

Other CLC Services



learningcommons.sauder.ubc.ca/

Additional Services:

- Writing tutoring
- Digital Media Lab
- Speaker Series
- Wayne Deans Investment Analysis Centre (Bloomberg, etc.)
- Room bookings

Your Library Card





Your UBCcard is your library card
The number on the back is your
barcode

Your PIN is:

- Last 5 digits of your barcode
- Your PIN can always be re-set
- Ask for help at our Info Desk

Logging into Databases

UBC Library EZproxy Service		
Library Login		CWL Login
To login using your UBC Library credentials, enter your barcode and PIN and then click the Library Login button below. To logout, simply close your browser. Barcode: 29424 PIN: Forgot Your PIN? Please note, if you need to change your Library PIN, it may take a few minutes for this change to be available for EZproxy login. Please wait and try again later before seeking assistance!	OR	To login using your UBC CWL credentials, click the CWL Login button below. To logout, simply close your browser. For assistance with EZproxy, please contact the UBC Library Help Desk at 604-822-6275 or library.systems@ubc.ca For further information on UBC's Campus-Wide Login (CWL) system, please consult www.cwl.ubc.ca.
Library Login		Com Login

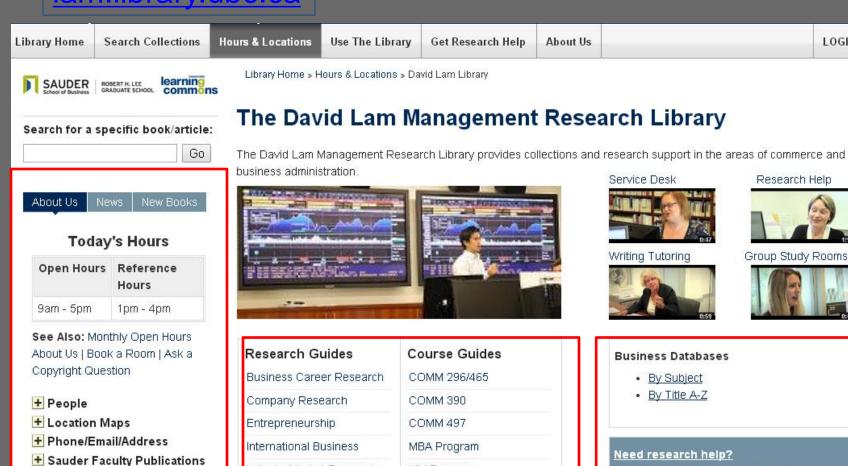
LOGIN *

Research Help

Group Study Rooms

There's more than one way to get help.

lam.library.ubc.ca



Industry/Market Research

More Research Guides

MM Program

More Course Guides

Part 2: Search Basics

Searching for information can be very easy



Image: http://www.reactiongifs.com/dumbledore-approves/

Search Basics: The UBC Library Website



Search Basics

Or searching can be more complex



Image: fallontonightgifs http://www.tumblr.com/tagged/clap-gif/

Search Basics



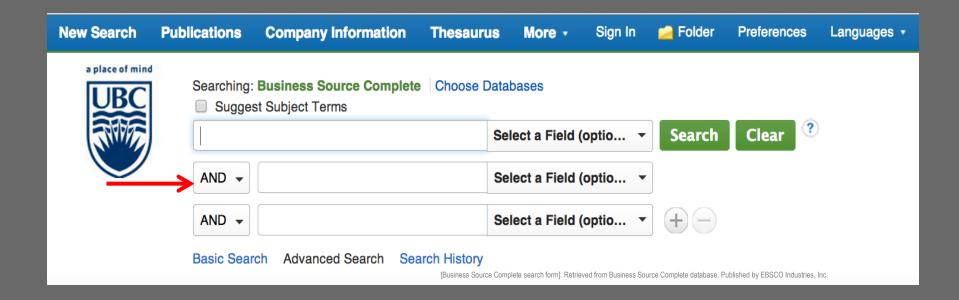
Find relevant, high-quality market research data outside of UBC databases. Use the <u>Advanced Search Screen.</u>

Governments and NGO's are often good sources for data. Search them by domain: gov, org, gc.ca, gov.cn, gov.uk, etc.

If your search yields too many results, change your search words, enclose phrases in quotation marks, limit by date, etc.

- Business article databases search for exactly what you type:
 What is the best way to market chocolate in Mexico?
- Use single words or short phrases, linked together using AND &OR

(Boolean operators)



Combine search words using AND, OR to enable more precise searching in databases.



AND narrows your search

Use between different concepts in your search

"chocolate" and "Mexico"



OR expands your search

Use between words with similar meanings

"chocolate" or "confection"

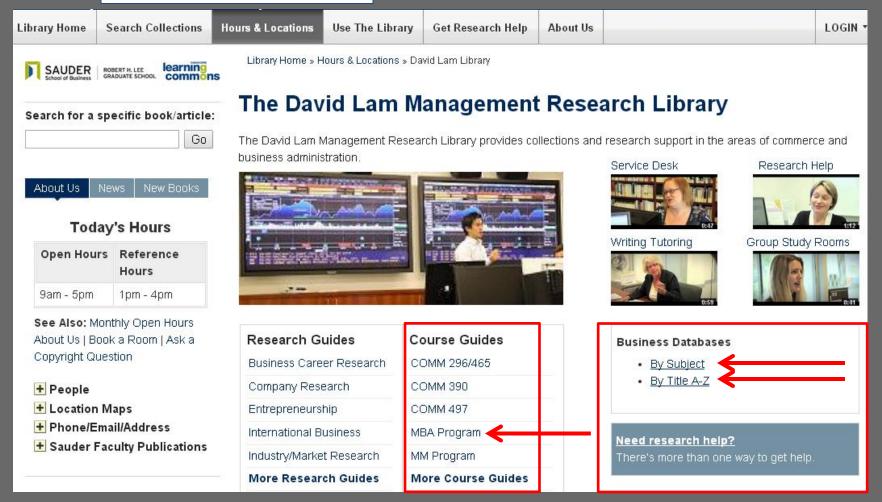


SEARCH TIPS

- Each resource may use different words for your topic. Multiple searches will help you identify the right term(s).
- Use CTRL + F to quickly scan documents for your relevant words; also scan the *Table of Contents*
- Trying a variety of resources will yield better results: e.g. Google & a few databases
- Time management is key!

Search Basics

lam.library.ubc.ca



Search Basics

guides.library.ubc/mba

MBA: Library and Canaccord Learning Commons

Getting Started

Spaces & Services **▼**

Research Basics 🗔

Global Immersion 🖃

Citing 🖃

RESEARCH BASICS

On this page:

- Business & News Articles
- · Company Research
- Industry & Market Research
- Career Research

Research Help Desk



Researching for a business plan, marketing plan, or similar project?

Use our JumpStart Your Research form to help you through the planning process. E-mail it to a librarian or bring a copy to the drop-in research help desk.

Do you know the business database you're looking for?

Browse the lists of databases available through UBC Library:

Business & News Article Databases

- CBCA Complete and magazines.
- Emerald Management Plus Articles on management strategy, leadership, marketing, human resource management.
- Factiva Global business and industry news service. Also find company profiles, including downloadable financials (5 yrs) and stock quotes (2 yrs).

Searching Article Databases

Articles are specific in scope and can also provide information on current trends and issues. Article databases listed here are available through the library and allow you to search hundreds of journals, magazines or newspapers for information on a variety of topics.

Refer to our **Research Tips** guide for for examples of how to search article databases effectively, like using single words or short phrases.

Search for a Specific Article or Book

Enter Keywords or Title

Search

More search options

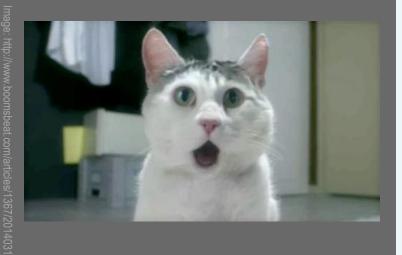
Top Sources for Company Research

- · Company Research Guide
- Companies A-Z

Research resources for specific companies (note these are limited to companies that are frequently requested by students)

Research Help





You must cite your secondary sources!

- A. In the body of your report
- B. In a reference list following your report

Citation Style:

- Most often APA in business
- Check with your instructor

surprised-laces-liully-cats-priotos.ntm/

Citing

guides.library.ubc/mba

MBA: Library and Canaccord Learning Commons

Getting Started

Spaces & Services **▼**

Research Basics 🖃

Global Immersion **▼**

Citing 🗟

CITING

On this page:

- Business Citation Examples
- · Citation Tools & Styles
- Avoiding Plagiarism
- Copyright Help.

UBC Library's APA Style Guide

Business Citation Examples

David Lam Library's Business Citation Examples guide offer citation tips, as well as APA citation examples from commonly used business databases. Use this document along with the Library's Getting Started with APA Citation Style guide.

- APA Business Citation Examples

Related Guides

Business Writing

Citation Tools & Styles

- How to Cite. Citation management tools and style guides for APA, Harvard, MLA, and many more
- Learn how to manage your references at a library workshop.

Avoiding Plagiarism

 Academic Integrity & Plagiarism Resource Centre Information on how to avoid plagiarism, including FAQs, Tips, Interactive Tutorials and other resources.

Copyright Help

 Copyright at UBC. The website for all your copyright questions.

Business Research Help



David Lam Library

Contact Info

Sauder School of Business University of British Columbia 2053 Main Mall Vancouver, BC V6T1Z2

Information Desk: (604) 822-9400 Send Email

Links:

Website / Blog Profile & Guides

Getting help



KEEP CALM AND AND ASK A LIBRARIAN

Review these slides

Explore our website, research guides,MBA course guide

Visit the Drop-in Research
 Help Desk
 Monday-Friday, 1-4 pm,
 in the Canaccord Learning
 Commons

Image: The Keep Calm-O-Matic

MBA Exchange: Library Resources and Services Recap and Post Test

Q: Where can you find links to databases?

A: On the Lam Library homepage, under

- 1. Databases by Subject
- 2. Databases by Title

On the MBA guide, research basics page

MBA Exchange: Library Resources and Services Recap and Post Test

Q: Where can you find the David Lam Library?

A: On the 2nd floor of this building, within the CLC















Sauder Technology Orientation

International Exchange 2014

Rob Peregoodoff, Director of Learning Services

Most Important

• rob.peregoodoff@sauder.ubc.ca

• HA 451

• (604) 822 5616

Key Points

- LMS -> Connect
 - Your courses will be in Connect
- Learning Eco-system
- Use of Turnitin by UBC
 - 24-hour rule
- Sauder/UBC IT complexities (i.e. CWL)
- When in doubt, try another browser



Academic Overview UBC MBA Exchange Program

August 28th, 2014

UBC MBA Exchange Program – Academic Matters

Alina Yukhymets
Manager, Global Learning
MBA & MM Programs Office

Email: alina.yukhymets@sauder.ubc.ca

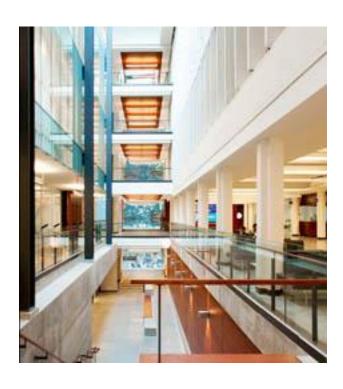
Tel: 604-827-5283

TOPICS COVERED

- UBC Terminology
- Attendance & Class Participation
- Student Professor Communication
- Course Expectations
- Grading
- Examinations
- Academic Difficulties
- UBC Policy on Academic Dishonesty



Sauder School of Business: Who Are We?



BCom: 2,500

MBA: 206

Part-time MBA: 100

EMBA: 20

MSc: 20

MM: 58

MM OPLOG: 18

PhD: 85

Faculty & Staff: 200

Alumni: 26,000

UBC Terminology

- ■Term: 13-week timeframe for standard courses at UBC. *Term 1, Winter Session* is from Sept-Dec.
- Period: 6-week timeframe for MBA modules. Exchange students are here for:

Period 6: Sep 2nd – Oct 11th

Period 7: Oct 27th - December 6th

Module: A highly condensed 6-week MBA course = 20 classroom hours.

Expectations – Attendance & Class Participation

- Students are expected to attend all classes
- Class participation is highly encouraged
- Participation marks 10%-20%
- Expect a lot of group work
- Be on time!



Communication

- Asking questions and stating your opinion is encouraged
- Professors have 'office hours' please use them if you wish to expand on a classroom discussion OR if need extra help
- You may email your profs
- Informal relationship students often call professors by their first name
- Ensure you inform instructors in advance if you need to leave class early

Workload

- Modules require continual work throughout the period and significant teamwork
- Carefully review course outlines/Connect site
- Final grades are typically a combination of:
 - Short Assignments
 - 1 or 2 Large Assignments
 - Mid-term Exam
 - Final Exam/Project/Presentation
 - Participation

Adding/Dropping Modules

- If dropping/adding a module, must do so by end of week 1 of Period to avoid a "W" (withdrawal on your transcript). Ensure you attend class of planned module alternate.
- Dropping after week 1 but before end of second week of module= W
- Cannot drop after end of second week of module
- Significant team work required in many modules.

UBC MBA Exchange Program – Academic Matters Grading



UBC GRADING SYSTEM

Graduate Students

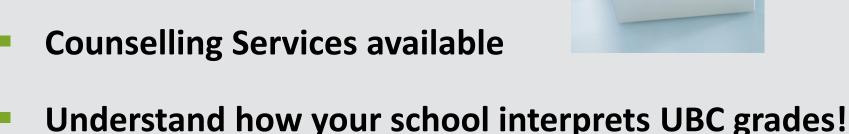
Percentage	Letter Grade
90 - 100	A +
85 - 89	Α
80 - 84	Α-
76 - 79	B+
72 - 75	В
68 - 71	B-
64 - 67	C+
60 - 63	С
Below 60	F

A Few Exam Pointers ...

- Do not book travel home until after exam week!
 Exams can be rescheduled at any time during that week.
- Exams (if given) vary from prof to prof i.e. essay, multiple choice, short answer, case study, closed book, open book, take-home, group presentation.
- Missing a final exam without a legitimate reason will result in a failed exam and/or failed module.

Experiencing Academic Problems? Let Us Know!

- Meet with your professor
- Meet with MBA office advisor
- Possibility of hiring a tutor (\$)





Academic Misconduct ... (Ignorance is no defence!)

- Plagiarism
- Cheating
- Impersonation
- Submitting same or substantially the same essay, presentation or assignment more than once
- Submitting false information
- Attempting to engage in or assisting others to engage in academic misconduct

SEE FULL DETAILS IN UBC CALENDAR:

http://www.calendar.ubc.ca/vancouver/index.cfm?tree=3,54,111,959

After Your Exchange

- Grades are recorded and available for viewing on SSC (Student Service Centre).
- MBA Office will send two sets of official transcripts to your home school (you may order more via SSC).
- Fill out feedback survey!

Graduate Programs Office

Room 137 (Henry Angus Building)

Telephone: 604-822-8422

Fax: 604-822-9030

E-mail: MBAexchange@sauder.ubc.ca

Office Hours:

Monday to Friday 8:30am - 4:30pm

UBC MBA Exchange Program – Academic Matters Questions







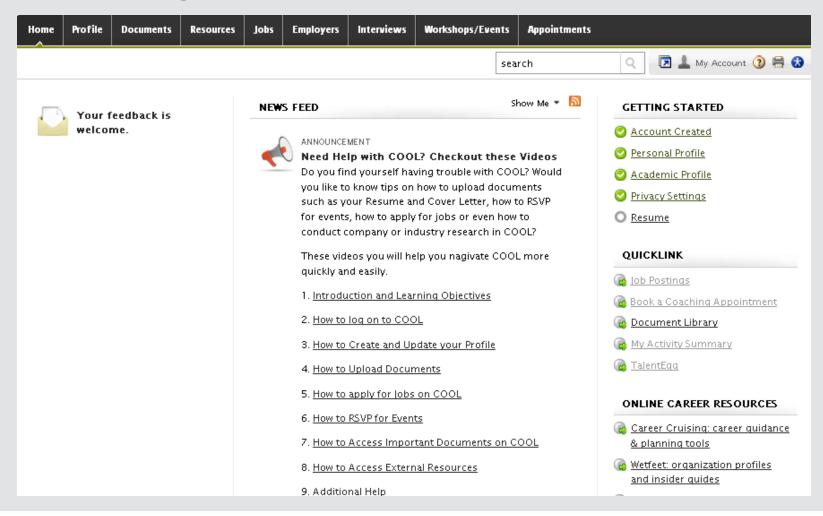




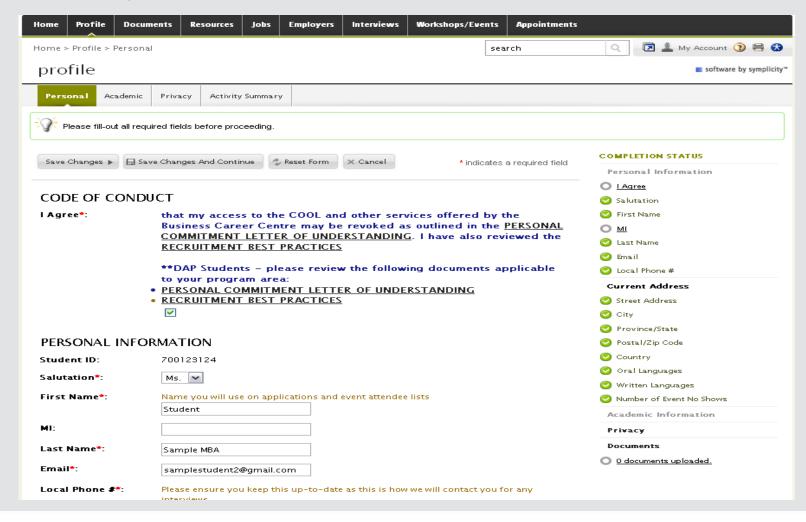


COOL-Career Options Online
Opening Week: August, 2014
Inbound Exchange Orientation

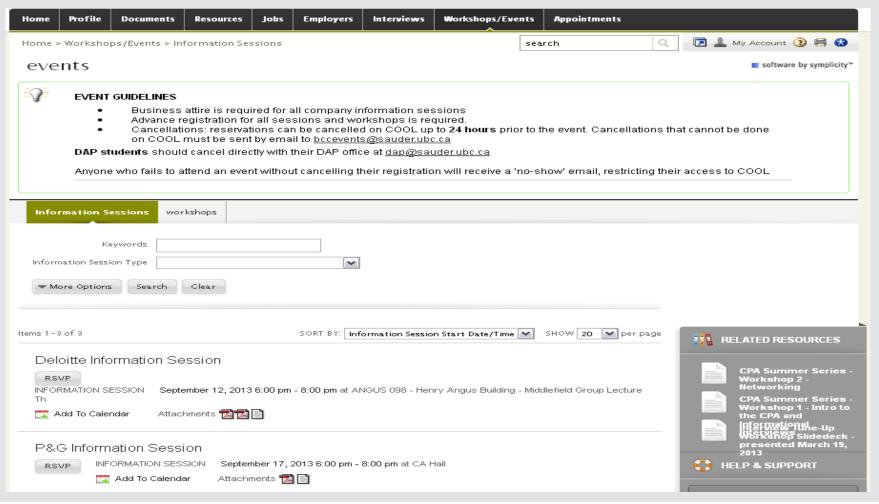
Home Page



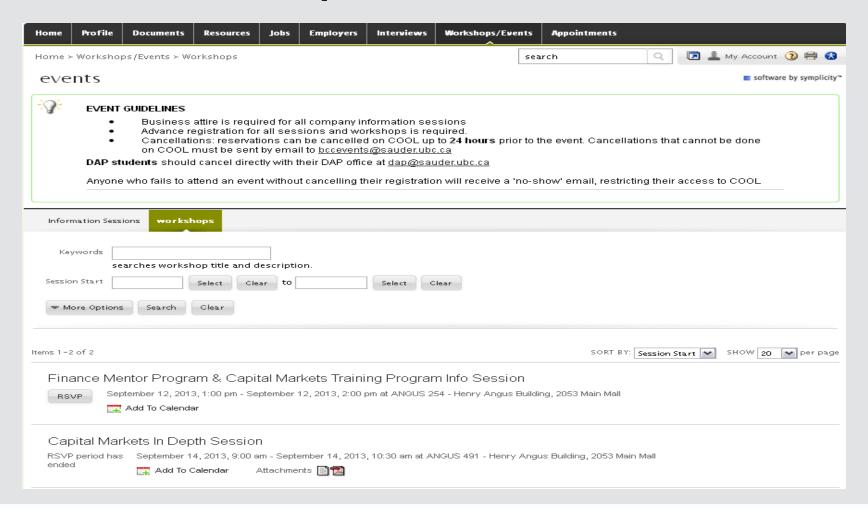
Set up your Profile



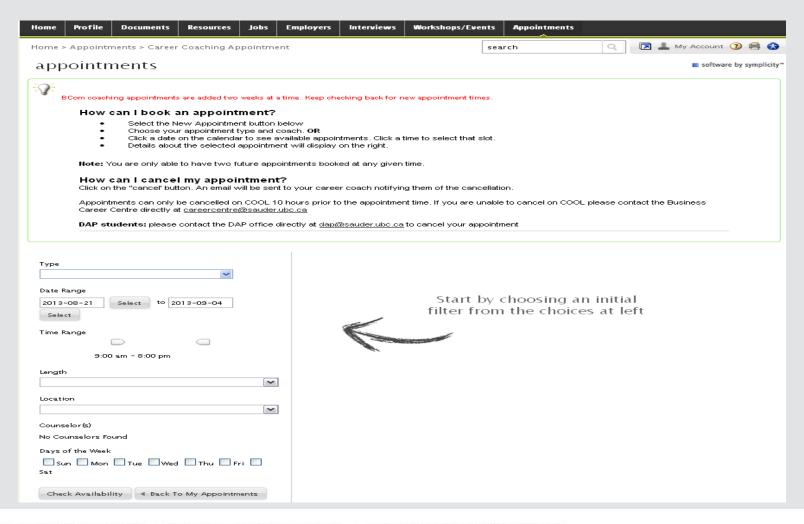
Attend Employer Information Sessions



Attend Workshops



Book your Coaching Appointments



Contact: Carly Boettcher

Graduate Careers Assistant

carly.boettcher@sauder.ubc.ca

604 822 2804

- Reach out if you need assistance with:
- COOL (Workshop/Event sign-up issues or cancellations)
- COACHING APPOINTMENTS (issues with booking)







MBA Exchange Orientation: Introduction to Vancouver & Practical Matters at UBC



About Vancouver

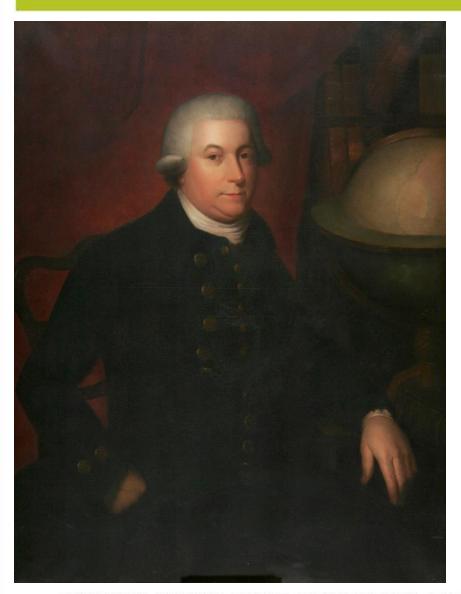
- "Best City in the Americas" by Condé Nast
- Ranked #3 in the world by the Economist
- Third largest metropolitan area in Canada
- Most densely populated Canadian city with over 25,000 residents



Vancouver - Host of 2010 Winter Olympics

- INUKSHUK traditional Inuit stone sculpture
- Inuit word for "Image of Man's Spirit"
- Official Vancouver Olympics Logo





History of Vancouver

- Founded in 1792
- Named after Captain George Vancouver
- Called Granville until 1886



Multiculturalism

- Culturally diverse
- Visit Chinatown, Little India, Little Italy in the same day!
- North Vancouver is home to a number of Persian restaurants and shops



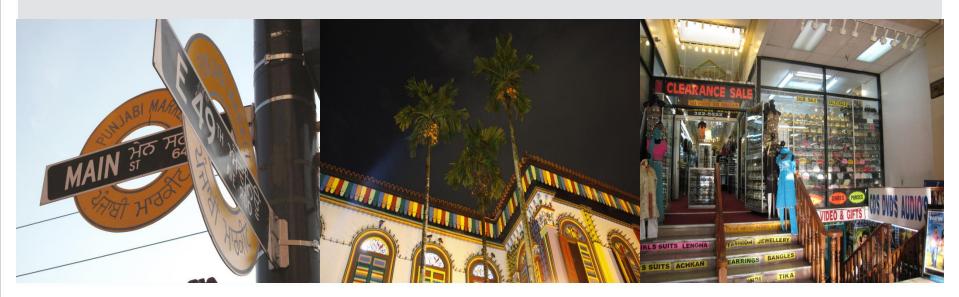
Chinatown

Starting from the Vancouver Public Library, the self-guided walking tour takes you through the International Village, by the Chinese Cultural Centre, the Chinatown Market Area and the Dr. Sun Yat Sen Classical Chinese Garden. The route is clearly marked with colorful banners and road signs.



Little India

- Located in South Vancouver
- Colours and sounds of India
- Hear Indian music and smell the spicy aromas of authentic food



Little Italy

- Located on Commercial Drive
- Authentic Italian pizzas and pasta
- Coffee and Gelato shops





Things to Do in Vancouver

- Sight-seeing
- Shopping
- Golf, skiing, hiking, biking, kayaking, white-water rafting
- See Vancouver Canucks



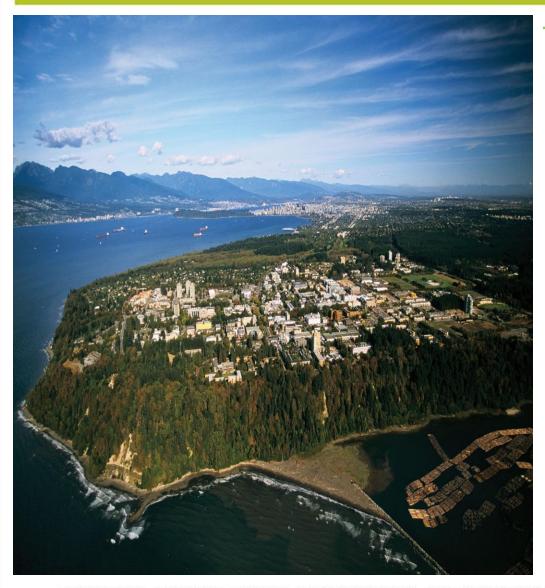




Popular Local Attractions

- Vancouver Art Gallery
- Canada Place
- Capilano Suspension Bridge
- Gastown
- Grouse Mountain
- Queen Elizabeth Park
- Stanley Park
- Vancouver Aquarium
- Granville Island

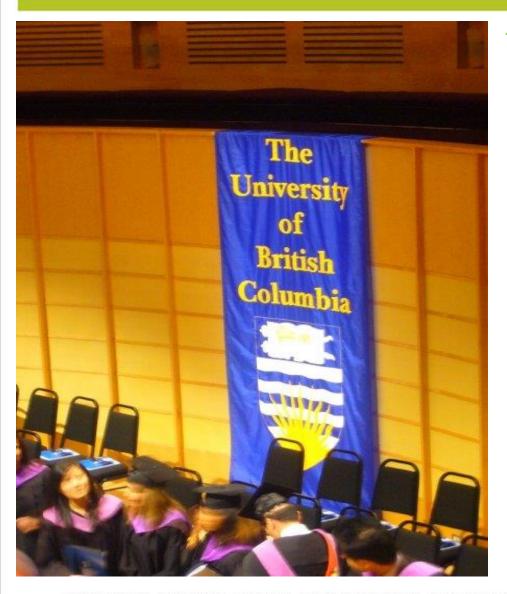
MBA Exchange Orientation: Introduction to University of British Columbia



The University of British Columbia

- Established in 1908 (102 years)
- Consistently ranked among the top
 50 universities in the world
- 46,000 students from 120 countries
- 12 Faculties/Schools
- 4 campuses: Vancouver main campus is 402 hectares in size with 412 buildings

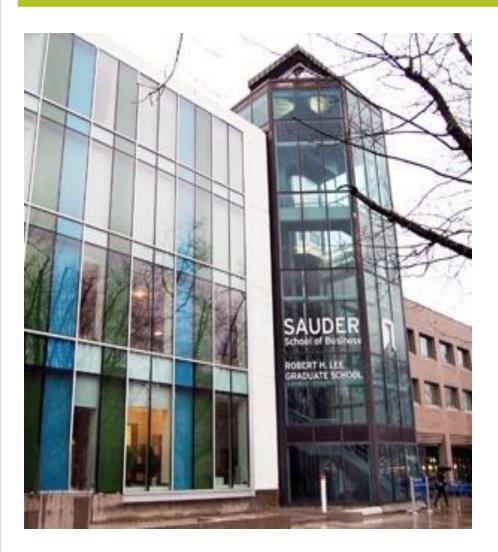
MBA Exchange Orientation: Introduction to University of British Columbia



The University of British Columbia

- World renowned public institution of research and teaching
- UBC ranks within top 10 in North America for spin-off companies
- UBC has 212,000 alumni living in 120 countries including 3 Nobel Laureates

MBA Exchange Orientation: Introduction to Sauder School of Business



Sauder School of Business

- Leading management research school in Canada with 200+ faculty members
- Outstanding teaching programs
 - Bcom, Masters, Doctorate
 - Professional & Executive Programs
- Strong business connections

MBA Exchange Orientation: Introducing our Donors



Sauder School of Business

On June 5, 2003 UBC Commerce received the largest single private donation in support of a Canadian business school from Dr. William Sauder (BCom '48). In recognition of this \$20 million gift, the Faculty was renamed the Sauder School of Business.

MBA Exchange Orientation: Introducing our Donors



Robert H. Lee Graduate School At the Sauder School of Business

Dr. Robert H. Lee (BCom '56) made a generous gift to support graduate education at the Sauder School of Business in 2005 so the Robert H. Lee Graduate School is named in his honour.

MBA Exchange Orientation: Introduction to Vancouver



Attractions @ UBC

- UBC is located on 402 hectares of land in the West Point Grey region of Vancouver www.attractions.ubc.ca
- Rose Garden
- Museum of Anthropology
- Nitobe Memorial Garden
- UBC Botanical Garden







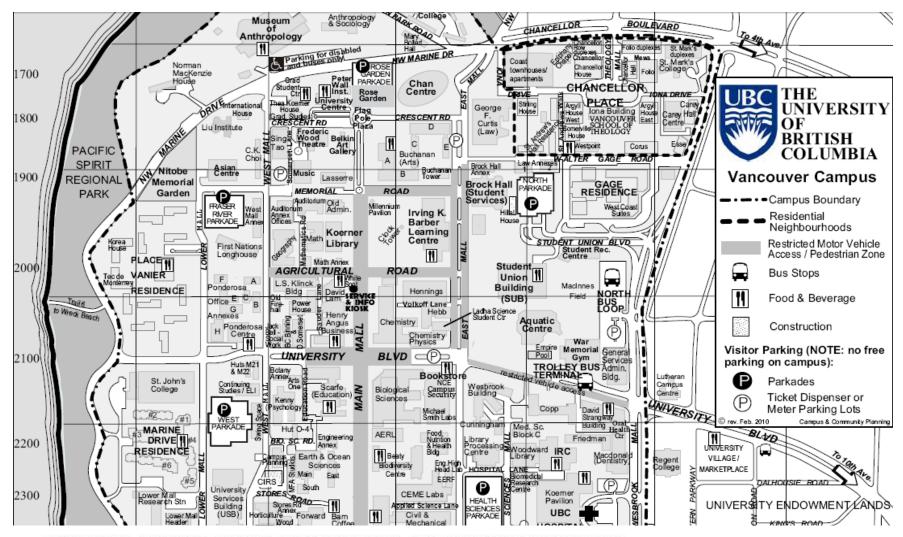
MBA Exchange Orientation: Practical Matters at UBC



Practical Matters at UBC



UBC (Point Grey) Campus Map



Classification — Undergraduate Student Name — Cassandra Alarcon Student or UBC — 12345678 employee number Place of mind The White State Coccumula.

UBCcard

https://www.ubccard.ubc.ca/students.html

2 Steps:

- 1. Apply at the UBC Carding Office located WITHIN the UBC Bookstore 6200 University Blvd
- 2. Activate into an iClass Card at HA 447. For your convenience, you can also email access@sauder.ubc.ca your name, student number, iClass number (first 5 or 6 digits after the * or 2- at the bottom backside of card), program of study and program end date.

^{*}Multipurpose iClass Card grants you access to UBC Library services, Food Services dining convenience & discounts, keyless entry to areas at the Sauder School of Business*

U-Pass: www.upass.ubc.ca

- Also apply at the UBC Carding Office located
 WITHIN UBC Central
- UBCcard is required
- Unlimited access to TransLink Bus, SkyTrain, and SeaBus services (all zones)
- Cost: \$35/ month = \$140/ 4-month term (*updated)
- Passes valid from first to last day of month
- Starting on the 16th of each month, pick up pass for the following month
- Pay via Student Service Centre (<u>www.students.ubc.ca</u>) under Tuition & Student Fee Inquiries



iMed – Health Insurance for International Students

http://www.david-cummings.com/imed/index.htm

Temporary basic health insurance plan required as a condition of registering as an international student.

iMED card will be sent to you via email from the iMED provider, David Cummings Insurance Services. If you do not receive your card, contact David Cummings Insurance Services.

Email: info@david-cummings.com

Phone: (604) 228-8816



iMed – Health Insurance for International Students

Cost: \$213 (covers 4-month term):

August 27, 2014 - January 2, 2014

With iMED card, you don't have to pay for your visit if you see a doctor at the Student Health Service at UBC or the University Village Medical & Dental Clinic in the Village on campus (may be required to pay up front in another clinic or hospital in BC).



iMed – Health Insurance for International Students

MUST keep the receipts in order to make a claim to get reimbursed. Instructions on how to submit claims and how to download claim forms are available on the iMED website.

Please ensure that you are enrolled in the iMed coverage by checking if this fee is indicated under Tuition & Student Fees Inquiries on SSC.





Graduate Breakout Rooms (GBORS)

- 10 study rooms for the use of all Sauder Graduate Students: MBA (Full-Time & Part-Time), MM-ECM, MMOR, MSc and PhD
- Access controlled: need iClass UBCcard to have swipe entry
- Regular UBCcard + after activation = iClass UBCcard
- Bring your UBCcard to room Henry Angus (HA) 447 Sauder Accounts and Administration to have it activated (Monday-Friday, 8:30am 4:30pm)



Graduate Breakout Rooms (GBORS)

Online Booking System http://booking.sauder.ubc.ca/

Your log-in details are as follows:

Log-in ID

Your email address you have registered with the SSC

Password

Initially your student number – then change to your preferred password



Graduate Breakout Rooms (GBORS)

GBORS POLICIES!

Please remember the following rules outlined in the policy when booking a graduate breakout room:

- Bookings can be made up to 6 weeks in advance for a maximum 4-hour duration
- Bookings will be cancelled if the room is not occupied within 15 minutes of the booked start time
- Bookings can only be made by the person attending the meeting for two or more people they are not intended for individual study.

If you have any issues with accessing this system, please contact myself or email (mba@sauder.ubc.ca) with your questions.

Additional Study Space – Individual and Group

Individual and group study space is available to all students in the

- David Lam Library
- Education Library

Rooms at the following locations may easily be booked online @ http://www.library.ubc.ca/booking

- Koerner Library
- Irving K. Barber Learning Centre
- Woodward Library



MBA Exchange Orientation: Practical Matters at UBC

MBA Lounge

- Henry Angus (HA) 439
- Swipe-entry access with iClass card
- Lounges, table games, fridges, microwaves and etc.



Questions or Concerns?

Academic-Related

Alina Yukhymets - Manager, Global Learning

Email: alina.yukhymets@sauder.ubc.ca

Kelly Schaecher - Exchange Coordinator

Email: kelly.schaecher@sauder.ubc.ca



MBA Exchange Orientation: Introduction to Vancouver

Questions or Concerns?

Health insurance, personal & cultural transitions, and campus services-related

International Student Advising

International House 1783 West Mall

Tel: (604) 822-5021 (general office)

Email: isa@students.ubc.ca

Website: http://www.students.ubc.ca/international/about-

us/international-student-advisors/



MBA Exchange Orientation: MBA & ECM Programs Office – Office Hours



MBA & MM Programs Office

Tel: (604) 822-8422 or (604) 822-4040

Email: mba@sauder.ubc.ca (main reception)

Office Hours

Mon-Wed, Fri: 8:30am-4:30pm





