The following pages describe some of the experiences available to students in the MSBA program at CUA. As you read these pages take the time to determine if the MSBA program will help you to accomplish your goals.

The Master of Science in Business Analysis Internship Experience:

**What is it?** A unique feature of the Master of Science in Business Analysis degree is the requirement that all students complement their classroom instruction with an internship. We believe this serves three purposes:

1) Develops good work habits and time management skills
2) Exposes students to the real world practical application of the lessons they are learning in class
3) Gives students a sense of accomplishment and pride when they are able to start employing the skills and tools they acquire to contribute to the employer

**How does it work?** We have organized our class schedule to accommodate internships. All classes begin at 2:10 pm, Monday through Thursday. A typical day for a student might look like this:

9:00 am to 1:00 pm - Internship
1:00 pm to 2:00 pm - Travel to campus
2:10 pm to 6:30 pm - Classes
6:30 pm to midnight - Homework

We recommend students work 16 to 20 hours per week. The normal rate for a paid internship in the DC area is $13 to $15 an hour. Internships may cover one or both semesters the student is enrolled by mutual agreement between the employer and the student and the Program Director.

**What are the internship expectations?** Students are given specific tasks, deliverables and deadlines so they experience the reality of the workplace and feel a sense of contribution. Students are exposed to as many areas of the business as possible to broaden their knowledge and experience. This may consist of rotational assignments or simply an opportunity to shadow other departments during the course of the internships. Students regularly attend business meetings which provide additional learning experiences.

**What does success look like?** Both parties must be satisfied with the relationship. The employer should feel they played an important role in the development of this future business leader and that they received a quality work product in return. The student should feel this learning experience enhanced and complemented their educational experience.

The Master of Science in Business Analysis Field Team Study

**What is it?** The Field Team study is a 3 hour capstone course that students complete in their second semester. It is an opportunity to apply the tools and concepts they have learned. Students work in teams to analyze a real world business problem under the guidance of a sponsoring company. The team develops solutions to the business problem, drawing on the lessons learned in the classroom. The closing meeting is a formal presentation to the sponsors executives and faculty members.

**What are the course goals?** We express the goals of each course in terms of the knowledge gained, the skills acquired and the attitude the students develop about business.
Why have an MSBA Field Team Study? Our past clients, Microsoft (3 years) DC Government (2 years), Amtrak, Harvard Leadership Institute, Michael Clausen, founder of Blackboard, etc., have found the output from the teams to be accurate, insightful and useful to their day to day business operations. Students have a project report to demonstrate their skills to potential employers. This is an important addition to the students' resume and LinkedIn profile.

Knowledge
Things you will know
- Project management tools
- Communications with client
- Benefits and necessity of planning
- Time management
- Written and oral communications
- Research techniques

Skills
Things you will know how to do
- Construct a realistic project schedule
- Communicate with a client
- Prepare interim and final client reports
- Delegate and divide tasks
- Assemble a project report in a coherent and seamless fashion
- Thorough research

Attitudes
Beliefs you will hold, or at least understand
- Business, done properly, is a service to society
- A sound, well designed project plan elevates a project deliverable
- The importance of setting and meeting goals and deliverables
- The importance of teamwork and internal communications

Career Development Course
This noncredit course meets periodically across both semesters. The course is designed to teach graduate students how to get the most value out of their internships and how to search for and secure employment upon graduation. You will learn to:
- Write an effective resume and cover letter
- Conduct a successful interview
- Build a professional network
- Develop and execute a job search strategy
- Utilize networking and online job search resources
- Develop a corporate persona
- Transition into the corporate world post-graduation.

This course is taught by our Corporate Relations Manager who has experience in recruiting for the business world and understands what strengths companies are looking for in applicants.

During the course students have the opportunity to put their networking and research skills into practice when meeting with leaders in various fields from around Washington, D.C. The Career Development Course also takes the students to New York City for a week to meet with a variety of companies. During that week the students meet many professionals and have the opportunity to build their professional network. The skills gained in the Career Development Course are invaluable to the students during their job search and throughout their professional life.

Mentoring Program
One of the truly unique aspects of the Catholic University Master of Science in Business Analysis program is the active involvement of our School of Business Advisory Board made up of chief executives and senior business leaders from around the area. Each student in the MSBA program will be personally mentored by an advisory board member to sharpen their skills on resume preparation, interviewing, networking and other important aspects of landing that all-important first job.

Board members were selected for their business achievements, and understanding and dedication to the principles of sound business ethics. They have a strong interest in educating young people who will make a positive difference in the world.