Preparing for Pre-Term

Now that you have had a chance to read Get Started included in the first mailing, you are ready for more information on what to expect in August.

This is your first of six MBA Bulletins that you will receive while at Wharton. The Bulletins are our means of advising you about important academic matters such as registration, the course auction, upcoming deadlines, course requirements and, in this issue, Pre-Term. The Bulletins' concise format is designed to keep you up-to-date on vital information. Sometimes we include a full explanation and sometimes will direct you to online resources (you will soon realize that almost everything you need to know is posted on our website). We urge you to read these publications so that you can take advantage of opportunities. Other documents to access on our website that will help you with Pre-Term are:

Pre-Term Schedule or “grid”. As you make decisions about which classes you will take during August, the grid will give you a feel for your day-to-day schedule. It also indicates when important orientation and class-wide events are held.

Leadership Program Information: The Leadership Program has posted information explaining the Learning Team Retreat on their Retreat website. Since the Retreat will be held at a rustic camp in the Catskill mountains of upstate New York, this information includes Retreat Overview, a consent form, a recommended packing list, and a Learning Team Retreat Values Exercise.

Reminders to Take Action:

Activate PennKey & Wharton Computing Account. E-mail the MBA Program Office at mbaprogram@wharton.upenn.edu if you have not yet received your PennKey setup code.

On July 1:
- Online insurance enrollment opens http://www.vpul.upenn.edu/shs/
- Immunization records due http://www.vpul.upenn.edu/shs/

By July 11:
- Register for Pre-Term: http://spike.wharton.upenn.edu/mbaprogram
- Upload your Wharton Community photo via Campus Express: http://www.campusexpress.upenn.edu

August 8: Submit core course waivers-by-credential
Join the Welcome Reception on July 31!

### The Importance of Pre-Term

Pre-Term prepares you academically for the MBA curriculum and ensures that your diverse incoming class begins the fall term with a consistent level of knowledge. However, Pre-Term offers more than just academic preparation. Students also enjoy many enriching and rewarding co-curricular activities. These activities include Career Management and Leadership Program orientations, faculty lectures, and various workshops that prepare you for the technical rigors of the Wharton MBA program. Pre-term includes many social activities that will introduce you to your classmates and to Philadelphia. You will see some of these activities on the Pre-Term grid and you can sign up for others through the Pre-Term auction when you arrive.

### Your Cluster Assignment

Wharton is a large program and we don’t want you to get lost in the crowd! To create a sense of community, we divide the class into clusters of about 200 and further subdivide the clusters into cohorts of approximately 70 students. Each cluster shares teams of faculty members for their core courses.

Cluster and cohort assignments are made primarily at random while ensuring representation of genders, nationality and work experience. They remain fixed throughout your MBA career. You will note that many Pre-Term classes are assigned by cluster or cohort to enable you to meet cohort mates, and some of your fall instructors, as soon as possible.

You have been assigned to **Cluster 4** (Cohort J, K, or L). You will learn your cohort assignment at the Welcome Reception on July 31. As a member of this cluster, you will attend the **Learning Team Retreat on Monday-Tuesday, August 22-23**, and the **Diversity Workshop on Thursday, August 25**. These events are mandatory.

Your cluster’s advisor is Naomi Tschoegl. Feel free to write to her directly with questions. Of course, you can also always write directly to the MBA Program Office.

### Pre-Term Schedule

We structure the Pre-Term schedule to allow you to register for all Pre-Term preparatory classes. The color grid shows the tentative schedule for 2011 (but changes may occur). The attachment includes classes and major Pre-Term events applicable to all students, and includes some, but not all, co-curricular activities like the faculty lectures, workshops and seminars. Please note that some classes and waiver exams are given on Saturday. This schedule is intense, but we have tried to allow for free time during weekdays to help you with the many tasks involved in settling into a new home.

Your course choices should be dictated by your prior knowledge in each subject. You can determine the appropriate level with the help of the course descriptions for accounting, microeconomics, finance, and statistics within Get Started, the MBA Resource Guide and the Waiver Information Guide. Your completion of the math waiver exam will also determine if you need to take the Pre-Term math review course (STAT 611) and the Math Proficiency exam on August 16 (see next page for more information about the math waiver exam).
Math Waiver Exam

The Wharton Program requires a certain quantitative proficiency. To be sure that all students possess a base level of skills, we require all students to pass a math proficiency exam.

You can meet this requirement in two ways: you can take the math waiver exam before arrival. This online exam will be available until July 27, noon (EDT). It will be posted on the MBAPO website (you can access it using your Wharton username and password). You have two hours to complete the test. You will not receive your score immediately, as we must review results to determine if proficiency has been met. If you receive a “high pass”, you have completed the math requirement. If you receive a “low pass”, you have completed the math requirement, but will be registered for our Basic Math Review Course (STAT 611). This review will be helpful in preparing you for fall. If you do not take the online exam, or do not pass it, you will be automatically enrolled in STAT 611 and must take the Math Proficiency Exam on August 16. If you have never taken a calculus course, it will be helpful to do an online or self-study program before you arrive.

Waivers

By Credential: The Waiver Information and Exam Guides are posted on the MBA Program website (see “Pre-Term 2011” in the Quick Links box of the MBAPO website). Use the Guides to determine whether you may be able to waive a core course based on credentials.

To waive a course by credentials, you must fill out the questionnaire that is part of the Pre-Term Registration form. If it is recommended that you waive by credential, you should fill out and print the online application. You will need one form for each course. You must provide all the information requested, such as transcripts, course descriptions, syllabi, and reading lists so the faculty coordinator for that core course can determine your eligibility for a waiver. The coordinator will not review the application without accompanying materials. When these materials are in a language other than English, you should include an official translation. Your own translation will help if you don’t have an official document. We recommend you obtain these materials before your departure for Wharton. You can mail the form(s) to the MBA Program Office using the envelope provided in Get Started or you can bring them to our office upon your arrival.

You must submit applications for waivers by credential by August 8 to ensure a response prior to any waiver exam or fall auction round closing. We recommend that you submit applications as early as possible, since the results may determine whether or not you need to take a waiver prep course during Pre-Term. (If your application is not approved, faculty often recommend that you take the waiver exam.) Even if we do not provide a prep course, you will have more time to prepare before waiver examinations in August and early September. Waiver applications will not be accepted after September 7.

By Exam: If the questionnaire recommends that you take a waiver exam, you can register for it using the online “Pre-Term Registration” link on the home page of our website. You can review the most current exam schedule on the MBA Program Pre-Term 2011 link (see “Schedules> Important Dates”). Please note that you may attempt a waiver exam only once. Exams are not rescheduled for any reason, and some waiver exams are on Saturdays.

Even if you pass the online exam, you can register for STAT 611 – all review can be helpful.
Arrival Days

The first few days at Wharton are an orientation to the program and an opportunity to meet each other. It may feel hectic at times, but we try to include opportunities to reflect and to socialize.

International Student Orientation – July 29 (9am-3pm)
The MBA Program Office presents an orientation and introduction to the U.S. classroom. Career Management staff will give seminars on the career management process and the Office of International Programs will answer visa questions. A panel of 2nd-year students will give you tips on studying and living in the U.S.

MBA Program Office Welcome Reception – July 31 (5 – 9pm)
We will welcome you to Philly and Wharton the evening before the official start of the program. Mix and mingle with the Class of 2012 over dinner. Partners and children are welcome. Come to the Annenberg Center for the Performing Arts, 3860 Walnut St., for a welcome from the MBA Program Office, followed by a reception at Koo Plaza. Koo Plaza is the lawn on the 2nd floor plaza of Huntsman Hall.

Breakfast at Wharton - August 1 (8am – 10 am)
The MBA Program Office helps start your day with a continental breakfast in Koo Plaza.

During this time, you will pick up your Penn ID (assuming you uploaded your Facebook photo by July 8) and your Arrival Binder, which will include your personal schedule and other essential information regarding Pre-Term. You will also have the opportunity to visit the Information Fair.

Students will rotate by cluster through the following events on August 1 (see next page for times):

Overview
Our academic advisors will introduce you to the program (and to Pre-Term), review academic requirements, provide helpful hints, give a short seminar on the Pre-Term auction, and answer questions.

Cohort Orientations (Wednesday and Thursday)
Meet the members of your cohort and learn more about how and why cohorts foster a sense of community in the Wharton program.

Student Life and Leadership Overview
An introduction to leadership development at Wharton and to the many opportunities for becoming involved in Wharton’s co-curricular and extracurricular activities.

Information Fair - August 1 (8am – 2pm)
Representatives from local banks, internet providers, and Penn organizations (including Student Health) will be present to answer questions and acquaint you with their services.

Lunch
From 1-2pm, we will provide a box lunch.

Continuing that first week, we offer the following events:
- Auction Seminars
- Career Management Orientations
- Waiver Information Sessions
- Wharton Computing Resource Sessions

Convocation - August 3 (6 – 9 pm)
This celebration marks the official beginning of your MBA studies. It includes welcome remarks from the Dean, administrators, faculty, and alumni. Convocation will be held in Irvine Auditorium and will be followed by a reception at the University Museum.
Arrival Days (cont.)

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<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Int'l Student Orientation</td>
<td>Jul 29</td>
<td>8am – 5pm</td>
<td>Jon M. Huntsman Hall</td>
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<tr>
<td>MBAPO Welcome</td>
<td>Jul 31</td>
<td>5 – 9pm</td>
<td>Annenberg Center/Koo Plaza</td>
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<tr>
<td>Arrival/Breakfast/Check-In</td>
<td>Aug 1</td>
<td>8 – 10am</td>
<td>Koo Plaza; come to Walnut St. entrance</td>
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<tr>
<td>Information Fair</td>
<td>Aug 1</td>
<td>10am – 1pm/2 – 5 pm</td>
<td>Jon M. Huntsman Hall 8\textsuperscript{th} floor</td>
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<tr>
<td>Overviews</td>
<td>Aug 1</td>
<td>10am – 1pm/2– 5pm</td>
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<td>Cohort Orientations</td>
<td>Aug 1</td>
<td>10am – 1pm/2– 5pm</td>
<td>Aug 2 9am – 12pm/2– 5pm</td>
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<td>Student Life and Leadership Orientations</td>
<td>Aug 5</td>
<td>10am – 1pm/2– 5 pm</td>
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<tr>
<td>Cohort Lunches</td>
<td>Aug 1</td>
<td>1 – 2pm</td>
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<tr>
<td>MBA Convocation</td>
<td>Aug 3</td>
<td>6 - 9pm</td>
<td>Irvine Auditorium; University Museum</td>
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<tr>
<td>Career Management Orientations</td>
<td>Aug 5</td>
<td>9 - 11am/1- 5pm</td>
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We’d love to meet you! Please come by MBAPO and introduce yourself if you arrive before August 1.

Teamwork and Leadership (MGMT 652)

The Learning Team Retreat (August 21 and 22 for Clusters 1 and 2 and August 22 and 23 for Cluster 3 and 4) in the Catskill Mountains of New York State is where you meet your learning team and begin to develop the skills and principles that will help your team function efficiently and effectively.

Your team gets to work soon after your return to Wharton with the Teamwork and Leadership course (MGMT 652). You will take part in the Wharton Leadership simulation beginning on Friday, August 26, and continuing on Monday, August 29, Tuesday, 

\textbf{August 30, Wednesday, August 31, and Thursday, September 1. (You must attend all five sessions.)} This innovative approach to leadership and teamwork is the centerpiece of this intensive one week course. Your team will take on the roles of senior level executives and work through the decisions necessary in the simulation. This course marks the start of the Wharton core and your fall semester. See the Pre-Term schedule for the meeting times for the course.

The fall term begins on August 26 with your first core course – Teamwork and Leadership.

\textit{Please note that the Learning Team Retreat and all sessions of MGMT 652 are mandatory}
What’s Next

Pre-Term will be here before you know it. Keeping track of the numerous details and deadlines can seem like a full time job in itself, but be sure to relax and enjoy these last weeks. Quit your job, continue your travels, take a holiday, and enjoy your family! The excitement, energy, workload, and pace of the next couple years are often a surprise and a challenge. In fact, other than long weekends for Labor Day (Sep 2-5) and the U.S. Thanksgiving holiday (Nov 24-27) you will not have a break until after fall finals.

Many of you are already making travel plans for Winter Break. To avoid conflicts with final exams, you should not book any flights or make arrangements to travel before December 22 as the last day of the finals period is December 21 and exams can last until 8 pm. Please read the “Course Attendance” and “Examination Policies” on page 17 of the MBA Resource Guide 2011-2012 which review the MBA Program’s standards for exams and course attendance.

Luckily, your first test is several weeks away and final exams are several months into the future. Therefore, make the most of the summer (or winter, depending on where you live).

We invite you to seek additional information on our website, follow our email updates and to contact us at mbaprogram@wharton.upenn.edu or call 215-898-7604 with any questions you may still have before you arrive at Wharton.