

## **Tips for Success – *By Students, For Students***

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[ updated: Saturday, June 2, 2007 ]

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Course: BUS 302  
Title: The Gateway Experience (3 units)

“Opportunity is missed by most people because it is dressed in overalls and looks like work.”

--Thomas Edison (1847-1931)

### **Purpose:**

The purpose of this document is to summarize key skills, knowledge, and abilities that students observe to be required for success in the BUS302 course. All of the tips below were written by students who have successfully completed BUS302 and are intended for future students of BUS 302.

### **Tips:**

“Don't sell your old textbooks back to the store, you will use them. Do not take this class lightly, if you plan on taking 18 units, working full time, and taking this class, you will probably end up failing. Allow yourself time every week to work on homework as a schedule. If you work, ask for a certain time off every week just for studying and working on your projects.”

“To be successful in this class, it takes the entire semester of hard team work. So set aside all your extracurricular activities and make time for your group.”

“My advice for the next gateway class is to plan ahead. Make sure you keep track of deadlines and allow enough time to get the correct answers and do quality work. Meeting with your group the weekend before a case is due is usually not enough time to do the best possible work (or understand all of the questions).”

“My advice to future gateway students is: Take however much time you plan on devoting to this class and at the very minimum, double it. This class is more time consuming than most likely any class you have had before. Also, develop clear ground rules for your group from the start and stick to them. Avoiding confrontation can cause more harm than good; do not be afraid to hurt someone's feelings and use tact and be straight to the point.”

“For the incoming Gateway Class, I would suggest every group member reread the paper several times before turning in the final paper. That will reduce the number of grammar and spelling errors as well as every group member learning the material for potential quizzes. My suggestion to succeed in this course and as a group is the group should meet

before any of the cases and get to know each other. If the group can become like a family, every group member will succeed and the course will be much easier. Encourage each other, support each member, and give 110% to the group and your group will be the top in the class.”

“Do not wait until the last minute to put the cases together because proofreading is important. Divide the questions up according to what each person’s strengths are and make sure you ask your other group members for their input in the event there's something you don't understand.”

“My tip for the upcoming class is that ‘You determine your success!’ Everyone's ability to succeed is in their own hands.”

“This course puts time management skills to a test. Prepare to sharpen skills you thought you were sharp enough already.”

“My advice for incoming Gateway students is to work ahead. If you set time aside each week and complete assignments early, it will benefit you and your team.”

“I think the gateway course is the hardest class I have ever taken. Honestly, I really didn't have any confidence to complete in this class. It is not only language problem...I realized how difficult and important communication is in business world. Fortunately, I have met nice teammates who helped me lots--especially, my group leader and my professor. “At second time of class, Professor gave us pop quiz, and I was really surprised. And I got bad score from all quizzes. However, each quiz told me how much I understood each case concept. I believe students don't like any quizzes, including me, but it is really good way to know how much you get knowledge from each case. I really recommend to give quizzes to students. All quizzes are good effectiveness to students. This class is really tough, but good for practice and experience to work in real world.”

“Know your teammates personally that includes, but not limited to, personalities, religions, ethnicities as well as their futures. Do not keep things to yourself. Problems should be handled right away. Don’t talk behind people. Let your teammates know what your opinions are; also listen to them carefully. Talk about things other than the case will help. Give timely feedback and insight about the case if you know what the case is about.”

“Take the Business Gateway class seriously. Actively participate in class to get the full benefit from it.”

“When out of class, communicate by phone in addition to email. Read cases before the coaching. Try to understand the case before the teacher presents it. Bring a laptop to meetings. The library has laptops students can rent. Try to have all team members attend all meetings. If this is not possible you should meet anyways. Read the LDC topics that the case says you should review. They are very helpful.”

“[The professor] once said that the learning curve differs for different individuals. Some people take longer to succeed and some are quick. Try to recognize each person for their strengths. Praise is something we all crave.”

“Team members should quickly understand that their team mates are an essential part of this course. A team's combined skills can create and understand more than just one person. This is an especially important concept to understand in the business world. The Business world requires people to work with others to survive. This class does the same.”

“Manage your time efficiently.”

“Please don't procrastinate. Get started on the cases as soon as all the information is provided. Proofread everything three times, because you will always miss your own mistakes. Practice presentations beforehand so that it comes off as more fluid and natural. Don't wait until the last minute to practice with your team. Also learn to work with your team; not every one is going like you and you are not going like everyone. Also, do your labs in the beginning of the semester while you don't have midterms or other stuff, because if you wait, you will not have the time to pass all of them.”

“Business 302 Gateway class is a very useful class. This class allows students to stimulate self to review the lower core subjects, and also gain the valuable experience of team work. I found myself that taking this class is very tough because I have to plan ahead to schedule my time to meet with team and also time for study other classes. I would like to suggest all the business students that everyone must well plan the academic years. Especially, for those students who are also working at the same time.”

“Be ready for anything. Everything could be on a quiz or test.”

“BUS 302 is difficult and time-consuming. It is challenging as well. This class does not only show the personalities of other people, but it also helps to understand your own personality and character. My advice is: Do your best.”

“In my case, I tried to keep my motivation. My motivation in Bus 302 is practical business analysis. As I finish each case, I had confidence in business field. This confidence is a tip for the incoming class.”

“I would tell the students to thoroughly review the handouts [the instructor] has us print out from the web page and if there is a conflict in there group to resolve it ASAP.”