

Business Administration, Leadership & Management Resource Guide

Spring 2026 Semester

Overview

This guide serves as an overview of support services for Business Administration, Leadership, and Management majors at TUNE for the Spring 2026 semester.

Part 1: Key Academic Contacts

Meghan Behm, Program Coordinator for BUAD major at TUNE

mvebehm@towson.edu

410-704-6163

Career Services Team, College of Business and Economics

cbecareerservices@towson.edu

410-704-5072

Part 2: Business Administration Major at TUNE

[BUAD Major Overview at TUNE](#)

[Academic Resources at TUNE](#)

Part 3: Tips for Success in This Major

- **Master time management early.** Many business courses include team projects, presentations, and case studies with staggered deadlines. Use a planner or digital calendar to stay organized.
- **Engage actively in group work.** Collaboration is key in business. Practice strong communication and delegation skills — these are just as important as your grades.
- **Build Excel and data analysis skills.** Many courses (and careers) in business rely on spreadsheets, dashboards, and financial modeling. Free tutorials on Excel, Google Sheets, or data tools (like LinkedIn Learning, Tableau or Power BI) are worth exploring.
- **Go beyond memorizing — apply what you learn.** Instructors expect you to apply theories to real-world scenarios. Practice with case studies or read current events/business news (e.g., *Wall Street Journal*, *Harvard Business Review*).
- **Visit your professors during office hours.** They can offer insights into the industry, recommend internships, or write strong references if they know you well.
- **Network early and often.** Attend business department events, speaker series, or join student business organizations. Building connections now opens doors later.

Part 4: Academic Support Resources

Academic Support at TUNE

[Academic support services](#) are offered at TUNE through Jaclyn Coates, the Assistant Director. Students are encouraged to make an appointment with Jaclyn for assistance with writing, research, course concepts, tutoring support, and academic success such as time management, goal setting, test taking skills, etc. **All the services presented below can be facilitated through Jaclyn so TUNE students are directly connected to the proper resource based on their needs.** Students can reach out to Jaclyn by email at jrcoates@towson.edu or by visiting her office in the Library Suite behind the front desk.

Tutoring Services

The [Tutoring and Learning Center](#) on main campus offers *free, virtual* tutoring services. They offer [course-specific tutoring](#) for a variety of Business & Economics courses. All tutoring appointments can be made online at the above web links.

Workshops & Academic Coaching

[Academic coaching](#) is a one-on-one student interaction with either Jaclyn at TUNE or through a Tutoring & Learning Center coach. These sessions can be done *in-person* at TUNE or *virtually* through TLC. You can address a variety of topics including study tips & skills, organization, time management, and transfer student needs.

Prefer support in a group setting? Academic success workshops are offered throughout the academic year with the [Tutoring & Learning Center](#) and also at [TUNE](#). The schedule for workshops can be found on both websites.

Writing & Communication Support

The TUNE Peer Writing Tutor, Hope Goedeke, has weekly office hours for the spring semester on **Mondays & Tuesdays from 3:30pm-5:30pm in Room 340**. Hope can assist students at any stage of the writing process (brainstorming, writing introductions, grammar, APA format, organization, sentence structure, etc.). If you are unavailable to meet during her office hours, contact Hope at hgoedek2@students.towson.edu to schedule a meeting or to get support asynchronously via email.

The [Writing Center](#) on main campus is also an optional resource and they offer virtual meeting times.

The [Public Communication Center](#) (PCC) provides speech advice to improve public speaking skills to prepare for in-class presentations. Hope is also available to provide this service for TUNE students.

Tech & Tools

The [Client Services Computer Lab](#) at TUNE is available to students for walk-in computer access and on-site support to answer general technology questions and access to digital media software. [TechHelp](#) is a great resource for any tech-related questions, Blackboard concerns, etc.

Taking online classes? Check out these [student resources for remote learning](#).

Course Registration

Registering for TUNE courses is a unique process compared to registering for classes offered on the main campus. TUNE courses are added to a student's cart using a four-digit class code, rather than utilizing the class search function. The course schedules for each semester can be found on our [website](#).

Students can also utilize our [step-by-step guide](#) on how to register for classes located on the same webpage as above. This guide includes a [video](#) that shows the process visually.

Part 5: TU Department Resources & Information

Library & Research

Cook Library offers research & resource guides for each major. The [business major guide](#) offers access to articles, industry info, books, videos, and more. This guide has information on properly citing sources for an academic paper, specific business publications to pay attention to, and topic-specific guides.

Contact Information for Cook Library's Business & Economic Librarian:

Shana Gass

sgass@towson.edu

410-704-2395

Students can also check out books at [Cook Library](#) and have them sent to TUNE for pickup. Simply change the *pickup location* to **TU Northeastern** during the checkout process. You will receive an email from Jaclyn Coates, TUNE's Assistant Director, to pick up your book from the front desk when it arrives.

Questions about checking out books? Contact **Jaclyn** at jcoates@towson.edu.

Career Resources

TU's [Career Center](#) offers a variety of information to support students preparing for a career in the business field. Their website has specific information about finding an internship, job, and/or preparing for interviews.

Contact information:

Kelly Fewster, Assistant Director of Business & Economics Career Education

kfewster@towson.edu

410-704-4190

TUNE students are also encouraged to meet with Jaclyn for resume reviews, internship and job search support, graduate school application guidance, and other career-related supports. Jaclyn is a great first-stop in your journey to planning post-graduate life so you can be directed to the most accurate resources for your needs.

Students should take the time to make an account on [Handshake](#) to search for internships, jobs, and connect with alumni online. Handshake also has information about upcoming career events such as the [Mega Job & Internship Fair](#) and program-specific hiring events.

[Harford County Public Library](#) offers many free career resources on their website including job search tools, local job openings and more. They also have [Business Resource page](#) that offers support for starting a business, making business plans, financing, and more.

Mental Health Support

All TU students have access to free, virtual counseling services through the [Counseling Center](#). Appointments can be made online or over the phone and are made for the same day that the student is seeking support.

[Togetherall](#) is a free, 24/7 communication platform for students to have conversations with their peers anonymously about topics related to mental health. Togetherall offers tools and courses to help students find creative strategies for taking care of themselves.

[Welltrack Boost](#) is a mental health self-help app that helps students take inventory of their own wellbeing. The app is free and offers courses, trackers, schedulers, quizzes, and more.

Academic & Disability Support Services

[Accessibility and Disability Support Services](#) collaborates with students, faculty, and staff to ensure equal opportunities and accessibility for students in the classroom. For students interested in getting set up with accommodations, please review the [Getting Started](#) guide. For assistance with this process, contact Allison Frey, the Director of Student Services at TUNE, at afrey@towson.edu.

Emergency Resources

For students who need support navigating a significant life challenge, reach out to [Student Outreach and Support \(SOS\)](#). SOS helps with academic issues, financial concerns, emergency health issues, mental health crises, and more. You can submit a form to SOS for yourself or for a friend.