

## The College of Management



# THE COLLEGE OF MANAGEMENT

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## The College

The College of Management (CM) offers Bachelor of Science in Management, Master of Business Administration, and Master of Science in Accounting degree programs. Students in CM have the opportunity to learn and work with a distinguished faculty through a curriculum that is attuned to the needs of the changing global business environment. The College is proud to be one of 504 business schools accredited by the Association to Advance Collegiate Schools of Business (AACSB International). CM offers an exceptional value and a place to build a rewarding career.

The College is home to three academic departments, four business centers, and the Financial Services Forum. The academic departments: Accounting and Finance, Management and Marketing, and Management Science and Information Systems provide centers for faculty from the relevant disciplines and manage courses and concentrations in their respective areas. The business centers: the Center for Collaborative Leadership, the Environmental Business and Technology Center, the Greater Boston Manufacturing Partnership, and the Small Business Development Center provide a direct tie to the businesses and economy of greater Boston. CM's Financial Services Forum is a source of current information and commentary on the health of and critical issues facing the financial services industry.

Our undergraduate program offers small classes, a highly qualified faculty, a diverse student body, and a whole array of student resources. Virtually all of our classes enroll 35 students or less to create an active learning environment with a great deal of faculty-student interaction. Classes are typically taught by approximately fifty full-time faculty and twenty five part-time faculty members with strong academic and professional qualifications. Our diverse and cosmopolitan students are drawn from metropolitan Boston,

nationally, and internationally. Course work and an array of student resources help undergraduate students develop the communication, presentation and analytical skills required by contemporary managers. More specific professional development is available through various student activities as well as dedicated CM career services. CM is committed to the success of all its students, both academically and professionally, and to providing the individual attention and support that make their accomplishments a reality.

Please check the College's web site: [www.management.umb.edu](http://www.management.umb.edu) for additional information and for changes since this catalog went to press.

## College Mission Statement

We are Boston's public business school. Our demanding and internationally accredited undergraduate and MBA programs provide a competitive and high-value education. We offer opportunities for our diverse students to succeed in the regional and global economy. We excel in our teaching, research and service activities, which complement each other and comprise the work of an engaged scholar.

In teaching, we innovate in curriculum and instructional delivery. We provide small classes, flexible programs, and accessible faculty to our full and part-time students, many of whom are working professionals. In research, we advance the varied disciplines of management through cutting-edge research and its application. In service, we are committed to improving the university and supporting the economic development of the greater Boston region and beyond.

## Undergraduate Program Overview

### Bachelor of Science in Management

Our 120 credit-hour undergraduate program leads to a Bachelor of Science degree in Management. The program is centered around a common management core taken by all undergraduate students followed by more specialized concentrations that prepare students for specific management responsibilities. Undergraduate students in CM have a choice of concentrations in the functional areas of business as well as more flexible cross-functional concentrations. The program is built on a solid foundation in the arts, sciences, and humanities achieved by completing CM's general education requirements.

The learning objectives for the undergraduate program, which guide curriculum development and delivery as well as helping to shape out-of-classroom activities, are to help our students:

- Develop competent business writing and oral communication skills
- Cultivate a professional demeanor
- Understand and integrate key business components
- Develop critical thinking and analytical skills
- Appreciate the impact of diversity as well as regional and global issues
- Contribute productively to a team or organization
- Define and defend their own ethical compass
- Demonstrate computer proficiency

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## **College of Management Honors Program**

The College of Management Honors Program is open to students who are capable of doing distinguished work. To be eligible for this program, students must have an overall GPA of 3.25 or above and a GPA in their management courses of 3.50 or above. The Honors Program consists of two courses. In the initial course (Fall semester), students develop research skills and define a project involving an applied or research problem involving management problems and issues. In the second course (Spring semester), students carry out their project under the supervision of a CM faculty member. Interested students should contact the CM Honors Program Director.

## **Minor in Management (for College of Liberal Arts and College of Science and Mathematics Students)**

Students in the College of Liberal Arts or the College of Science and Mathematics may earn a minor in management. Interested students should contact the university's Office of Undergraduate Education.

## **The 150-Credit-Hour Baccalaureate/MBA Program**

This program is designed for the College of Liberal Arts or College of Science and Mathematics student who is interested in pursuing a career in management built upon the foundation of a CLA or CSM degree. Students receive a baccalaureate degree (either the BS or BA) with a major in one of the CLA or CSM undergraduate disciplines, and the MBA degree from CM. Those admitted to this program take a total of 96 undergraduate credits and 54 graduate credits for a total of 150 credit hours. This compares to as many as 174 credits if the baccalaureate and MBA degrees are pursued sequentially. The program, though carefully structured, is nevertheless flexible enough to accommodate seven or eight undergraduate elective courses. CLA and CSM students should apply to the program when they have completed no more than 60 CLA/CSM credits. Information about the program is available in the Office of Undergraduate Education.

## **Career Services in the College of Management**

### **College of Management Internships and Co-Ops**

Employers value not only a particular academic concentration and general academic performance, but also career-related work experience. The CM Internship and Co-Op Program provides an excellent way to gain relevant work experience and exposure to career opportunities while still in school. Internships may be taken for credit through courses in the College's departments. On-site supervisors and faculty sponsors offer guidance and supervision for each participant.

Students who complete the following requirements are eligible to apply to the CM Internship/Co-Op Program:

- 75 credits towards graduation
- 21 credits in the management core (seven out of nine courses)
- one concentration course
- a minimum 2.5 cumulative grade point average
- permission of the CM Career Center

Note that students are responsible for finding an appropriate internship position and need to define a specific focused internship project; simply holding a job while attending school does not qualify a student for internship credit.

## **College of Management Career Center**

The CM Career Center, located on the fifth floor of the McCormack building, is dedicated to serving CM students by assisting them in their career exploration and job search efforts. The CM Career Center houses print and computer resources to assist students in finding appropriate internship and permanent positions. This office is supervised by the CM Career Services Specialist, who also arranges for and offers workshops, seminars, and other career events. The office is open and sponsors events at various times throughout the semester, and CM students are encouraged to use these dedicated resources.

CM students and alumni are also encouraged to take advantage of services offered in conjunction with University Career Services, such as on-campus recruiting, career fairs, the Monstertrak online job search system, guest speakers, and a resource library.

## **Bachelor's of Science in Management Degree Requirements**

The course work required to complete the BS degree in Management involves:

- general education and non-business foundation requirements, which are fulfilled primarily during the freshman and sophomore years,
- management requirements, which are fulfilled primarily during the junior and senior years

One-hundred and twenty (120) credits — usually 40 courses at 3 credits each and fulfillment of all other university requirements are required for the degree. A minimum of 30 credits must be earned in residence at UMass Boston. CM course work is sequential. Students must therefore carefully plan their course schedule to follow curriculum requirements and meet all course prerequisites. Students who transfer into the College (whether from outside institutions or from other UMass Boston colleges) will be subject to the requirements in place upon their entrance into CM. For a full description of curriculum and other policies please refer to the CM Undergraduate Student Handbook.

## **General Education and Non-business Foundation Requirements**

### **General Education Requirements**

The BS degree in Management is built upon a set of general education requirements involving engagement with a wide range of areas of knowledge that helps students develop the broad perspectives and strong communication and analytical skills demanded of today's managers. General education requirements in CM include:

- A general education seminar (the exact requirement depends on the number of transfer credits a student entered with; see chart below).
- Two courses in the areas of arts and humanities (AR and/or HU)
- Two courses in the areas of natural science and mathematics (NS and/or MT)
- Two course in the area of social and behavioral sciences (SB)
- One course in the areas of world languages and world cultures (WL or WC)

Please note that at least four of the distribution and non-business elective courses must be at the 200 level or above.

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## Transfer Credits Requirements

0-29	A First-Year Seminar (a G100-level course) in the first semester and MGT 330 later as part of later management requirements
30-59	A CAS Intermediate Seminar (a G200-level course) in the first semester and MGT 330 later as part of later management requirements.
60-89	A CAS Intermediate Seminar (a G200-level course) in the first semester and MGT 330 later as part of later management requirements; OR MGT 330 in the first semester and any non-business elective (accepted in place of a seminar).
90	Any non-business elective (accepted in place of a seminar) and MGT 330 as part of later management requirements.

## Non-Business Foundation Courses

Non-business foundation courses provide the skills and conceptual background students need to be successful in their management courses. All CM students must complete:

- ENG 101 Freshman English I
- ENG 102 Freshman English II
- ECON 101 Introduction to Microeconomics
- ECON 102 Introduction to Macroeconomics
- MATH 134 Calculus for the Managerial and Social Sciences

## Writing Requirement

All students in the CM must demonstrate the ability to:

- Understand sophisticated business texts and evaluate the comparative strength of arguments made and evidence used
- Integrate information of various types and sources to develop a comprehensive, nuanced picture of complex business situations
- Arrange, classify, and connect ideas and supporting evidence and present them in a way that promotes both the reader's assimilation of the information and persuasiveness of the author's conclusions
- Compose concise, clear prose, adhering to the generally accepted standards of American English and using language appropriate to the audience and purpose

Students may fulfill this requirement by successfully completing ACM 299, Analysis and Communication for Managers, CM's primary writing class.

## Notes:

- CM Students must take the Writing Placement Test, offered approximately 15 times a year, and be placed into ACM 299 before registering for ACM 299
- Students transferring in from CLA, CSM, or CNHS who have previously fulfilled the writing proficiency requirement (WPR) in those colleges will be considered to have fulfilled the CM writing requirement as well.

## International Management Requirement

All students in CM are required to take an international management course devoted to contemporary issues with an explicit international focus. Courses fulfilling the international management requirement are marked in the schedule book. Its symbol is a small circle with the letters CM inside. Courses satisfying the international management requirement should be chosen to simultaneously fulfill other general education/non-business or management requirements. Students from a foreign country are required to choose an international management course focusing on a country other than their own.

## Diversity Requirement

All students in CM are required to take a course that has been approved as meeting the criteria for the University's diversity requirement. Courses fulfilling the diversity requirement are marked in the schedule book with either a small globe or map of the United States (CM students may choose a diversity course with either a domestic or an international focus). Courses satisfying the diversity requirement should be chosen to simultaneously fulfill other liberal arts/non-business or management requirements.

## Non-business Electives

Students must take a total of 60 credits (usually 20 courses) in non-business areas. After fulfilling the general education and non-business foundation courses, students have remaining non-business electives that may be taken from any CLA or CSM department and at any level. Note that all CM students must complete at least 60 non-business credits so if any of the other general education/non-business requirements are waived, these waived courses must be replaced by non-business electives.

## Management Requirements

The management requirements include foundation courses, management core courses, concentration courses and free electives.

## Management Foundation

The management foundation segment consists of three courses in Management Science and Information Systems (MSIS) considered essential to the development of skills that will be used throughout the curriculum. Students are expected to successfully complete these courses within their first two years.

- MSIS 110 Introduction to Computers & Information Systems
- MSIS 111 Managerial Statistics
- MSIS 212 Managerial Decision Making

## Management Core Courses

The management core is the heart of the management curriculum. Core courses provide students with a thorough theoretical and practical exposure to the foundations and processes of management under a variety of economic, social, political, legal, and ethical conditions.

There are nine management core courses. In CM, all 300 and 400 level courses, including the management core and concentration requirements, may not be taken until the student attains junior standing (60 credits).

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- AF 210 Financial Accounting
- AF 211 Managerial Accounting
- MGT 303 Managing Organizations
- MGT 330 Business Environment and Public Policy
- MGT 331 Managerial Ethics and Social Issues
- MSIS 301 Operations Management
- AF 301 Financial Management
- MKT 301 Principles of Marketing
- MGT 490 Strategic Management

### Notes:

- MGT 330 is used as the General Education Intermediate Seminar for CM students, although transfer students may need to take an additional General Educational Intermediate Seminar as well (explained above)
- MGT 490 fulfills the General Education Capstone requirement

Registration during summer sessions for MGT 490 will be limited to students graduating during that summer. Graduating students wishing to take MGT 490 during the summer must obtain written authorization from the CM Welcome Center before registering for the summer course through Continuing Education

### Management Concentrations

A concentration provides depth of knowledge and skill development within a specific area of management. Students choose an area of concentration after successfully completing 60 credits. Concentration requirements involve 5 to 7 courses. The concentrations offered by CM, and the number of courses required for each concentration are:

- Accounting (7)
- Finance (5)
- International Management (5)
- Management (5)
- Marketing (5)
- Management Information Systems (6)
- Operations Management Science (6)

The concentration requirements are described more fully by their sponsoring departments in the following pages.

In addition, as this catalog was going to press, the College was in the final phases of the approval process for the following four new cross-functional concentrations:

- Information Management for Finance (IM-F)
- Information Management for Marketing (IM-MK)
- Management Science for Finance (MS-F)
- Management Science for Marketing (MS-MK)

These concentrations, expected to be launched in Fall 2005, offer an innovative and integrative educational experience for CM students. Cross-functional concentrators will take a carefully selected set of core and elective courses from each of two departments. For detailed descriptions of these new cross-functional concentrations, the industry and jobs they are intended to serve, and for detailed course listings see the college web site: [www.management.umb.edu](http://www.management.umb.edu).

### Free Electives

Students must take a total of 120 credits, so any credits remaining after all other requirements are filled are known as free electives. Free electives may be selected from any college (including CM) and may be taken on a pass/fail basis. Students selecting a seven course concentration will need one free elective, those selecting a six course concentration will need two free electives, and those selecting a five course concentration will need three free electives.

### Other Degree Requirements

#### University Degree Requirements

Degree candidates must have a total of at least 120 credits. At least 30 credits must be completed in residence at UMass Boston. Students are required to file for a diploma in the Office of the Registrar by the published deadline after the completion of 84 credits. A minimum cumulative average of 2.00 is required for the awarding of the degree.

#### CM Residency Requirement

CM requires that the following be completed in residence:

- A minimum of 15 credits in the management core,
- At least half of the credits in the concentration,
- At least half of the total business courses

#### Double Concentrations

Students are allowed and even encouraged to pursue more than one concentration. No more than two courses from the first concentration can be used towards the second.

### Additional College of Management Policies

#### Academic Honesty/Code of Student Conduct

The College of Management holds as one of its most important values the need for all members of its community to follow the highest ethical standards of conduct. CM students are responsible for knowing and abiding by all university policies regarding academic honesty and conduct (available elsewhere in this catalog). Infractions against the code of conduct by any member of the CM community will not be tolerated.

#### Course Enrollment

Students enrolled in CM are encouraged to register for CM courses during pre-registration periods. All other matriculated and non-matriculated students who are enrolled or have been enrolled in good standing (minimum GPA 2.0) at another college or university and who meet all course prerequisites are welcome to enroll in CM courses on a space-available basis after the preregistration period. Dates when CM courses open to non-CM students are determined each semester and listed in the schedule book.

#### Approval to Take Courses Off Campus

CM students who wish to take courses outside of UMass Boston must complete a Prior Approval Form for Transfer Credit (available from the Admissions Office, and submitted to them for processing). CM students are subject to all university restrictions regarding the acceptance of transfer credits including limits on courses accepted from two year institutions.

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## **Pass/Fail Requirements**

The university allows students to take up to eight courses on a “pass/fail” basis. A “pass” grade means successful completion of a course, but it doesn’t count toward the cumulative G.P.A. **In CM, the pass/fail option is limited to elective courses ONLY (either non-business or free).** All other courses that students take (general education distribution courses, the non-business foundation, the diversity course, the international management course, the 200-level non-business courses, the business foundation, the management core and concentration courses) must be taken for letter grades. To enroll in a course on “pass/fail” basis, follow the instructions in the Schedule Book. It is important to note that a “pass/fail” selection cannot be cancelled after the published deadline that is printed in the Schedule Book each semester.

## **Course Repetition Policy**

A student may repeat any course, regardless of the grade received, but there may be only one such repetition per course. If a student repeats a course, both grades will appear on the student’s transcript, but only the second grade will be computed in the student’s cumulative average. Each UMass Boston undergraduate may choose to repeat a total of four courses, one time each. An exception: A course offered in sequence with others cannot be repeated out of sequence. For example, if you have completed Spanish 101 and 102, you cannot repeat Spanish 101.

## **Course Load for Full-time Students**

A full-time load for a CM student is a minimum of 12 credits (4 courses) and maximum of 15 credits (5 courses). A student with a cumulative average of at least 3.0 overall (or at least 3.5 in the most recently completed semester) may take one extra course in excess of 18 credit hours with the permission of the College (obtained at the CM Welcome Center).

## **Admission to the College**

Applicants to CM are considered for admission after they have submitted a completed application, with application fee and required credentials, to the University Admissions Office. To obtain an application or schedule a meeting with an admissions counselor, please call the UMass Boston Admissions Office at 617-287-6100. For more information including a link to the on-line application, please visit the College’s web site at [www.management.umb.edu](http://www.management.umb.edu).

## **Transfer Student Information**

Prospective transfer students to CM from other colleges and universities should apply through the UMass Boston Admissions Office, and in accordance with university and CM policies will be awarded credit for courses completed at other institutions. For transfer credit policies, refer to the Admissions Office.

## **Inter-college Transfer**

CM accepts applications from students who are attending other UMass Boston colleges. The inter-college transfer admissions process runs from January 1 through April 1, and from June 1 through October 1. To be eligible to apply, students must have completed a total of 24 credits, at least 12 of them at UMass Boston (and these 12 must be at the 100 level or higher and must not be taken pass/fail). Inter-college transfer applications are handled through the CM Welcome Center.

## **Academic Advising**

Requirements of and progress towards the degree are listed on a student’s degree audit. Students should print and review their degree audit at least once per semester. Students should also meet with an advisor at least once per semester.

- Students who have not yet declared a concentration should obtain advising from the University Advising Center
- Students who have officially declared a concentration should obtain advising from their departmental advisor or from the CM Undergraduate Program Director. A list of faculty advisors is available in the College Welcome Center.