

University of Massachusetts Boston

College of Management

Undergraduate Program
Student Handbook

www.management.umb.edu
617/287-7760
McCormack Hall, 5th floor, room 603

2005-2006

TABLE OF CONTENTS

Welcome.....	3	The Gen. Education Quantitative Reasoning Requirement.....	30
Mission Statement.....	3	The Writing Requirement.....	30
Statement of Purpose and Administration.....	4	University Degree Requirements.....	30
Registration Procedures.....	5	CM Residency Requirements.....	30
Waitlist Information	5	Dean’s List	31
Degree Requirements.....	6	University Honors.....	31
General Education/Non Business Requirements.....	7	Validation Exams.....	31
Non Business Foundation.....	7	Fundamental/Physical Education Courses.....	32
Writing Proficiency.....	8	Leave of Absence/Withdrawal.....	32
International Requirement.....	8	Course Withdrawal.....	32
Diversity Requirement.....	8	Readmission.....	32
Distribution.....	9	Pass/Fail Option.....	33
The Management Requirement.....	10	Course Repeat Policy.....	33
Free Elective Courses.....	10	Prior Approval -Taking Courses Off Campus.....	33
CM Concentrations.....	11	Incomplete Policy.....	33
CM Flow Sheet.....	23	Graduation Procedures.....	33
Visual Representation (NEW!).....	24	CM Programs and Services.....	34
Prerequisite List.....	25	Honors Experience.....	34
Policies and Procedures.....	27	The Career Center.....	35
Plagiarism	27	Internships.....	35
Academic Advising.....	29	CM International Course List.....	36
Degree Audit.....	30	CM Diversity Course List.....	37
Declaring A Concentration.....	30		

WELCOME

Welcome to the College of Management at the University of Massachusetts Boston! The purpose of this student handbook is to help guide you as you begin and proceed through the bachelor's degree program. Information on graduation and curriculum requirements, academic advising, course registration and many other important topics have been included here. Also included is a list of several campus offices that you may find useful. If you have questions or concerns regarding your program, you will most likely find the answers within this handbook. If you don't, or you require more in depth information, please reference the Undergraduate Catalog, or visit the College Welcome Center (M/5/603). Also, please understand that although all information contained in this handbook was verified at the time of print, the College and/or the University reserves the right to make changes to its policies and programs as necessary. You can always consult with the College Welcome Center to confirm that you are following the correct curriculum or procedure.

By choosing the College of Management at the University of Massachusetts Boston, you have opened a door to many exciting opportunities. The University has much to offer its students and we encourage you to take full advantage of its resources, facilities and services. We will work with you to make your undergraduate experience an academic, professional and personal success.

**** This handbook applies to those students admitted to the College through Admissions or an Inter-College Transfer for the Fall 2004 and Spring 2005 semesters only. ****

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 provide 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

Statement of Purpose

The undergraduate program at the College of Management equips students with skills that enable them to launch and advance productive management careers. This program offers a relevant management education that capitalizes on the diversity of our faculty and our student body. The degree is built upon a well-rounded general education and develops communication, technical, and analytical skills in management disciplines demanded by the business community.

College of Management Administration

Philip L. Quaglieri, Dean

McCormack/5/625 (617) 287-7702
philip.quaglieri@umb.edu

Oscar Gutierrez, Associate Dean

McCormack/5/626 (617) 287-7702
oscar.gutierrez@umb.edu

Allyn P. Paziienza, Director for Undergraduate Programs

McCormack/5/603 (617)-287-7760
allyn.paziienza@umb.edu

William S. Koehler, Director for Graduate Programs

McCormack/5/616 (617) 287-7855
william.koehler@umb.edu

DEPARTMENT CHAIRS

Arindam Bandopadhyaya, Chair, Accounting and Finance

McCormack/5/224 (617-287-7880)
arindam.bandopadhyaya@umb.edu

Michael Novak, Chair, Management and Marketing

McCormack/5/225 (617-287-7880)
michael.novak@umb.edu

Jean-Pierre Kuilboer, Chair, Management Science and Information Systems

McCormack/5/238 (617-287-7880)
jeanpierre.kuilboer@umb.edu

REGISTRATION PROCEDURES

1. **Obtain and Review your current degree audit.** Get your audit from the “WISE” System at <http://wise.umass.edu>. The audit will tell you which requirements are satisfied, which are not satisfied, and what needs to be taken in order to fulfill those requirements. The audit also lists your currently enrolled courses.
2. **Choose the courses you want to register for.** Write out the department, course, section, and schedule number for each course you plan on taking, (i.e., MSIS 110, Section 2, 175992.)
3. **Make an appointment to see your advisor to discuss your choices**
4. **Note your access period.** The Registrar’s Office will send you a letter with instructions on how and when to register. It will list your PIN – personal identification number – and an access period. The access period gives the dates when you are eligible to register and it is based on the number of credits you have. **Register as soon as possible once notification of your access period arrives so that you can gain priority access to courses.**

Helpful Hints:

- If you have problems using the touch-tone telephone registration system, call the Registrar’s Office at (617) 287-6200 and be prepared to explain exactly what the problem is.
- If you have received any **waivers** for courses that are prerequisites for other courses, you will **NOT** be able to use the touch-tone system. Please come up to the College of Management Welcome Center (M-5-603) to have your courses added.

WAIT LIST INFORMATION

While we recognize there is a high demand for many courses within the College of Management, we also maintain a reality of how many faculty members we have and how large we can possibly make our classes without affecting the quality of the classroom experience. Our primary goal is to maximize the classroom experience for ALL students. In most of our classes, this means we are able to accommodate the demand of College of Management students as well as the demands of students from other colleges at Umass-Boston. However, this also means that you are not able to add students to classes once they have reached their desired capacity. We know there is disappointment, and sometimes even anger, however, we do ask for your understanding in regard to our commitment to protecting the interests of all students.

We place a temporary capacity of 38 students in most of our classes in the hope of leveling out at the true capacity of 35 students. Our past experience has shown that most of our classes do return to the 35 student capacity by the end of the add/drop period. Our intent is not to have 38 students enrolled in a class, therefore please know that we will not take students off the waitlist until class enrollment drops below 35 students. We do encourage you to put yourself on the wait list for any course which is full for which you have strong interest and have met the pre-requisites. Thank you for your cooperation.

THINGS TO KNOW ABOUT THE WAIT LIST

- If you are on a wait list, we will use this wait list throughout the entire add/drop period
- You can only be on ONE (1) waitlist for any one course (meaning only 1 section of any one course)
- If you change sections, you will LOSE your place on the original list
- If your number comes up on the waitlist, **you will be notified by the email you have on file with the university and will have 24-hours to respond as to whether you would like to be put into the class.**
- If you do not know which email you have on file, or you wish to change it, go to the Registrar OneStop

BACHELOR OF SCIENCE DEGREE REQUIREMENTS

INTRODUCTION

The coursework required to complete the Bachelor of Science degree in Management is divided into **general education/non-business requirements**, which are fulfilled primarily during the freshman and sophomore years, and **management requirements**, which are primarily fulfilled during the junior and senior years.

General education courses will not only help you develop intellectual depth and discipline, but will also provide you with opportunities to investigate the liberal arts on an introductory and advanced level. Most of the courses you will take in fulfillment of the general education requirement are part of the curriculum of the College of Liberal Arts and College of Science and Mathematics, giving you the opportunity to meet students pursuing other academic interests.

Management courses are offered on three levels. The ***foundation courses*** will give you the basic quantitative and statistical skills you will need for intermediate and advanced study. The ***core courses*** will give you a theoretical background for work in the functional areas of management and the opportunity to apply theory to practice. The ***concentration courses*** will give you the opportunity to focus within one particular discipline. As a student in the College of Management, you will be a management *major*, however in your junior year, you will choose an area of concentration within a department.

All College of Management students take the management foundation and the core courses. Through the selection of general education courses, electives and a concentration, however, you will determine a program of study to fit your own interests. The College of Management's curriculum is simultaneously flexible and stable, giving you freedom of choice while at the same time ensuring that your knowledge of the functional areas of management will be sound.

Since the program is designed to provide students with a solid background in both general education and business areas, the curriculum is structured so that 50% of coursework is in general education and 50% is in the management area.

120 credits (usually 40 courses at 3 credits each) and fulfillment of all other University requirements are required for this degree. A minimum of 30 credits must be earned at UMass Boston, and all other residency requirements apply. Coursework is sequential. ***Students must therefore carefully follow curriculum requirements and meet all course prerequisites.*** Students who transfer into the College of Management, whether from an outside institution or from another UMass Boston college, will be subject to the requirements in place upon their entrance into the College of Management.

GENERAL EDUCATION / NON-BUSINESS REQUIREMENTS

To ensure that students develop intellectual depth and discipline, the College requires you to devote a substantial portion of your coursework to studying the liberal arts at both introductory and advanced levels. This component of the undergraduate curriculum includes the following:

- (1) the non-business foundation courses
- (2) the writing proficiency course
- (3) the international management & diversity requirements
- (4) the courses selected to meet the distribution requirements and
- (5) the non-business elective courses

Of these courses, only the non-business elective courses may be taken on a pass/fail basis.

Non-Business Foundation Courses: 5 courses (15 credits)

Non-business foundation courses provide the skills and conceptual background students need to be successful in their management courses. All College of Management 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 Proficiency Course: 1 course (3 credits)

ACM 299, Analysis and Communication for Managers, further develops students writing and analytical skills and serves as the required preparation for selected 300 level management courses.

CM STUDENTS: Required Placement Test

As of the Spring 2003 semester, the College of Management instituted a WRITING PLACEMENT TEST (WPT) for ALL students. The assessment of this test will determine whether a student will be placed in ACM299 or ACM298. Both courses address the integration of critical analysis and communication for managers. ACM298 is a more intensive preparation for the challenges of ACM299. Correct placement will improve your success in your CM courses and enable you to progress more rapidly toward your degree.

It is highly recommend that you take this test as soon as possible. ACM299 is a prerequisite for many of the upper management courses so the results of this test will help your advisor assist you with your long-term schedule.

YOU MUST SIGN UP FOR THE TEST IN ADVANCE. If you have questions or want to sign up for a test, please contact:

Basye Hendrix, Senior ACM Instructor/CM Writing Assistant: basye.hendrix@umb.edu

NO STUDENT WILL BE PERMITTED TO TAKE ACM 299 WITHOUT HAVING TAKEN THE WPT AND HAVING BEEN PLACED INTO ACM 299!

International Management Requirement:

All students in the College of Management 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. Course that meet this requirement are listed in this handbook on page 36.

Diversity Requirement:

All students in the College of Management 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 (College of Management 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. Courses that meet this requirement are listed in this handbook on page 37.

A single course may be used to fulfill both the international management and diversity requirement. Please use the current schedule of classes in conjunction with this handbook to make your course selections.

Distribution Requirements:

Distribution requirements ensure that students explore in breadth and depth the principal areas of knowledge of the liberal arts. These courses are chosen from the College of Liberal Arts and/or the College of Science and Mathematics curricula.

***For Students Who Matriculated in Fall 2002 (200240) or Later:
7 Courses (21 credits)***

The general education distribution requirement includes:

- A general education seminar

Transfer Credits	Corresponding Seminar Requirements
0-29	A First-Year Seminar (a G100 level course) in your first semester and MGT 330 later as part of your management requirements.
30-59	A CAS Intermediate Seminar (a G200 level course) in your first semester and MGT 330 later as part of your management requirements.
60-89	A CAS Intermediate Seminar (a G200 level course) in your first semester and MGT 330 later as part of your management requirements; <i>OR</i> MGT 330 in your 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 your management requirements.

- Two courses in the area of arts and humanities (AR and/or HU)
- Two courses in the areas of natural science and mathematics (NS and/or MT)
- Two courses in the area of social and behavioral sciences (SB)
- One course in the areas of world languages or 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.

Non-business elective requirement:

4 courses (12 credits) for those entering in Spring 2002 or before,

Non-business electives may be taken from any CAS department or combination of departments, and at any level. Note that College of Management students must take a total of 20 courses (60 credits) in general education/non-business so if any of the other general education/non-business requirements are waived, these waived courses must be replaced by non-business electives.

Requirements for All Students

THE MANAGEMENT REQUIREMENTS

College of Management students fulfill Management requirements by completing all **Foundation, Management Core, Free Electives** and **Concentration** courses.

Management Foundation: 3 courses (9 credits)

Title	#	Title	Prerequisite
MSIS	110	Intro. to Computers/Information Systems	None
MSIS	111	Managerial Statistics	Math 129, Coreq. is MSIS 110
MSIS	212	Managerial Decision Making	MSIS 110 & MSIS 111

Management Core: 9 courses (27 credits)

Title	#	Title	Prerequisite
AF	210	Financial Accounting	30 credits
AF	211	Managerial Accounting	AF 210 and 30 credits
MGT	303	Managing Organizations	ACM 299 and 60 credits
MGT	330*	Business Environment and Public Policy	ACM 299 and 60 credits
MGT	331	Managerial Ethics and Social Issue	MGT 303 and 60 credits
MSIS	301	Operations Management	MSIS 110, MSIS 111, and 60 credits
AF	301	Financial Management	AF 210, AF 211 and 60 credits
MKT	301	Principles of Marketing	ACM 299 and 60 credits
MGT	490**	Strategic Management	All Management Core Courses, except MGT 331, which can be taken concurrently.

<< Registration during summer sessions for MGT 490 will be limited to students graduating in August. Graduating student must obtain written authorization in the College of Management Welcome Center before registering for this course though Continuing Education.>>

* General education intermediate seminar experience

** Capstone experience course

NOTE: Courses taken to fulfill the foundation and core requirements cannot be taken on a pass/fail basis. You must take these courses for a letter grade

Free Elective Courses:

Free elective courses can be chosen from any college. The number of free electives required depends on which concentration is being pursued, as concentrations range between 5 and 7 courses. Students who are concentrating in accounting (7 courses) take one free elective (3 credits). Students concentrating in management information systems (6 courses) take two free electives (6 credits), and those concentrating in finance, international management, management, marketing or operations management and information systems (all 5 courses), take three free electives (9 credits).

NOTE: Courses taken to fulfill free elective requirements can be taken on a pass/fail basis.

CONCENTRATIONS

In CM, students have a choice of 6 disciplinary-based concentrations and 5 inter-disciplinary concentrations.

The disciplinary based concentrations involve courses taken mainly from a single department, and allow students to specialize in a particular functional area of business. These disciplinary based concentrations are:

- Accounting (ACC)
- Finance (FIN)
- Management (MGT)
- Management Information Systems (MIS)
- Marketing (MKT)
- Operations Management Science (OMS)

The interdisciplinary concentrations involve courses from two or more departments, and reflect the increasing cross-functional nature of today's business world. These interdisciplinary concentrations are:

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

International management involves CM courses as well as CLA. The other concentrations span two departments. As a point of clarification, the two Information Management concentrations are intended for those interested in either marketing or finance who wish to add to their skill set the tools needed to gather, store, and manage the information that these disciplines are based on. The two management science concentrations involve more emphasis on analysis and decision making based on financial or marketing data.

An overview of the content and requirements of each concentration, and a description of possible career paths for each, is described on the following pages.

ACCOUNTING CONCENTRATION (ACC)

7 courses (21 credits)

Program Overview The concentration in accounting provides students with a broad understanding of both accounting theory and techniques in preparation for a full range of career opportunities in the private, public and non-profit sectors. The curriculum reflects the knowledge and skills necessary for professional success in this dynamic and critical area of business.

Career Paths Students who pursue the accounting concentration will be prepared to enter a variety of careers within the accounting profession, including budget analyst, financial accountant, managerial accountant, taxation specialist, auditor and more.

Advising Notes The prerequisites for these courses are strictly enforced, so accounting concentrators should plan their schedule carefully and early. Accounting concentrators should check with the department chair before taking the internship course.

Take all six:

AF 310	Intermediate Accounting I (<i>prereq for AF 311</i>)
AF 311	Intermediate Accounting II (<i>prereq for AF 470</i>)
AF 315	Accounting Information Systems
AF 363	Cost Accounting
AF 450	Federal Taxation I
AF 470	Financial Auditing

And any one of the following:

AF 330	Business Law
AF 410	Advanced Accounting
AF 433	Accounting for Non-Business Organizations
AF 451	Federal Taxation II
AF 463	Advanced Managerial Accounting
AF 472	EDP Audit and Control
AF 478	Special Topics in Accounting
AF 480	Internship
AF 485	Small Business Practicum
AF 488	Independent Study

FINANCE CONCENTRATION (FIN)
5 courses (15 credits)

Program Overview The finance concentration offers courses in corporate finance, investment and portfolio management, financial institutions and markets, and financial policy. The curriculum has been carefully designed to reflect the essential knowledge and skills necessary for success in the exciting and challenging field of finance.

Career Paths There are numerous opportunities for financial executives. They can work in financial institutions, industrial and service companies, as well as governmental units and agencies. Graduates of the program have found employment as financial analysts, controllers, insurance adjusters, investment bankers, portfolio managers, brokers, and more.

Advising Notes The prerequisites for these courses are strictly enforced, so finance concentrators should plan their schedule carefully and early. Finance concentrators should check with the department chair before taking the internship course.

Take all three:

AF 325	Theory of Corporate Finance (<i>prereq for AF 495</i>)
AF 335	Investments (<i>prereq for AF 495</i>)
AF 495	Financial Policy

And any two of the following:

AF 425	Topics in Corporate Financial Management
AF 426	Financial Modeling
AF 435	Derivative Securities
AF 445	Management of Financial Institutions
AF 455	International Financial Management
AF 475	Real Estate Finance and Investment
AF 478	Special Topics in Finance
AF 480	Internship
AF 485	Small Business Practicum

MANAGEMENT CONCENTRATION (MGT)

5 courses (15 credits)

Program Overview The management concentration is ideal for students who want to keep their options open. Courses are designed to increase students' abilities to gain and advance their careers in the rapidly changing structures of today's business and government organizations. In these courses, students develop analytical, writing and oral presentation skills along with the computer-based skills employers require for entry-level positions in many different types of companies and industries.

Career Paths Students who complete their baccalaureate degree with a concentration in management are positioned well for entry-level management positions in domestic and international companies including financial, biotech and high tech, computer and telecommunications, healthcare, insurance, distribution and manufacturing.

Advising Notes The management concentration enables students choose from a broad range of courses in management. Students with particular interests (e.g. in human resources, management of high-tech companies, etc.) should consult with a departmental faculty advisor for guidance on course selection. Prerequisites for these courses are strictly enforced, so management concentrators should plan their schedule carefully and early.

Take all three:

MGT 401	Introduction to Human Resources Management
MGT 421	Skills in Leadership and Teamwork
MGT 434	Managing in the Global Economy

And any two of the following:

MGT 402	Labor Relations
MGT 431	Legal Environment of Business
MGT 450	Advanced Topics in Managing Organizations
MGT 470	Entrepreneurship
MGT 478	Special Topics In Management
MGT 480	Internship
MGT 488	Independent Study

MARKETING CONCENTRATION (MKT)
5 courses (15 credits)

Program Overview The purpose of marketing is to find and keep customers. Employers in today's economic environment are keenly aware of this fact and actively seek competent, committed individuals for a variety of high growth careers in the field of marketing. The marketing concentration is designed to help students meet these criteria by providing them with an in-depth understanding of the most current thinking and practices in strategic marketing and marketing techniques along with the analytical, communication and computer skills their employers expect.

Career Paths Graduates with a concentration in marketing are finding opportunities in local, national, and international businesses as well as in government and non-business organizations. Career paths lead from entry points in sales, services marketing, marketing research and database management, advertising, promotion, product management, and direct and electronic marketing.

Advising Notes The marketing concentration enables students choose from a broad range of courses in management. Students with particular interests (e.g. in retailing, e-business, etc.) should consult with a departmental faculty advisor for guidance on course selection. Prerequisites for these courses are strictly enforced, so marketing concentrators should plan their schedule carefully and early.

Take: MKT 310 Data Analysis for Marketing Management

And any four of the following:

- MKT 402 Sales Management
- MKT 403 Integrated Marketing Communication
- MKT 404 Retailing in the Internet Age
- MKT 405 Web Page Marketing
- MKT 406 Direct Marketing
- MKT 407 Services Marketing
- MKT 430 International Marketing
- MGT 470 Entrepreneurship
- MKT 478 Special Topics in Marketing
- MKT 480 Internship

MANAGEMENT INFORMATION SYSTEMS CONCENTRATION (MSIS) 6 Courses (18 Credits)

Program Overview Information technology is transforming all aspects of business. Students who concentrate in MIS acquire the knowledge and skills needed to take a leading role in this innovative field. Among other topics, the curriculum covers the planning, design and implementation of computer-based information, communication and network systems.

Career Paths As information technology has impacted virtually all aspects of business, students who complete the MIS concentration will be able to pursue a wide variety of career options. **Information technology is now used and management in all aspects of business**, and MIS graduates are in demand both in IS and non-IS companies. MIS graduates have found employment in a variety of industries including: health care, transportation, government, high-tech, financial services and manufacturing.

Advising Notes The prerequisites for these courses are strictly enforced, so MIS concentrators should plan their schedule carefully and early.

Take all three:

MSIS 310	Client/Server Programming
MSIS 411	Database Management
MSIS 461	Systems Analysis and Design

And any three of the following:

MSIS 414	Computer Networks for Management
MSIS 415	Object-Oriented Programming for Business
MSIS 422	Decision Support Systems and Groupware
MSIS 425	Project Management
MSIS 426	e-Business and e-Commerce Infrastructure
MSIS 427	Knowledge Management: Competing in the Knowledge Economy
MSIS 428	Information System Security
MSIS 430	International Information Management
MSIS 454	Supply Chain Management
MSIS 455	Decision Analysis
MSIS 478*	Special Topics in Management Science and Information Systems
MGT 482*	Honors Seminar
MSIS 480*	Internship

* Students may count only one of MSIS 478, MGT 482, and MSIS 480 towards this concentration

OPERATIONS MANAGEMENT SCIENCE CONCENTRATION (OMS)
6 courses (18 credits)

Program Overview Students who concentrate in OMS become highly skilled in the **use of cutting edge decision technologies** to promote the operations of organizations. The concentration focuses on ways in which companies use management science techniques and information systems **to** assess, manage, and improve their productivity and efficiency in order to maintain their competitive edge in both national and international markets.

Career Paths Graduates of the OMS concentration will be ready to begin careers in all types of organizations and in a variety of industries including high-tech, transportation, health care services, financial services, and others. Opportunities may include **supply chain management**, project management, **service management**, quality management, operations management and more.

Advising Notes The prerequisites for these courses are strictly enforced, so OMS concentrators should plan their schedule carefully and early.

At least three:

MSIS 425	Project Management
MSIS 450	Operations Management: Domestic and Global
MSIS 452	Quality Management
MSIS 454	Supply Chain Management

And at least two of the following:

MSIS 422	Decision Support Systems and Groupware
MSIS 455	Decision Analysis
AF 363	Cost Accounting

With additional choices:

MSIS 309	Databases and Programming for Managers
MSIS 414	Computer Networks for Management
MSIS 415	Object-oriented Programming for Business
MSIS 426	e-Business and e-Commerce Infrastructure
MSIS 430	International Information Management
MSIS 455	Decision Analysis
MSIS 461	Systems Analysis and Design
MSIS 478*	Special Topics in Management Science and Information Systems
MGT 482*	Honors Seminar
MSIS 480*	Internship

* Students may count only one of MSIS 478, MGT 482, and MSIS 480 towards this concentration

INTERNATIONAL MANAGEMENT CONCENTRATION (INTMGT)

5 courses (15 credits)

Program Overview The international management concentration seeks to broaden students' horizons and prepare them for an increasingly global world of business and. This concentration will help students understand the technological, economic, and political forces shaping the global economy, and the implications for management practices. Students will gain an appreciation of the diverse economies and cultures in different countries.

Career Paths Graduates concentrating in international management are well prepared for a wide variety of careers in general management, international management and marketing, and financial analysis of companies, industries, and countries. International management concentrators are also well positioned for graduate studies in business, international development, international economics, and related fields.

Advising Notes The interdisciplinary nature of this concentration provides students with the flexibility to choose courses from a broad range of disciplines related to international business. Note that the non-CM courses are not scheduled by the College, so availability of these courses can not be guaranteed. Prerequisites for these courses are strictly enforced, so INTMGT concentrators should plan their schedule carefully and early.

Take all three:

MGT	434	Managing in a Global Economy
MKT	430	International Marketing
AF	455	International Financial Management

And any two of the following:

ECON	334	International Trade
ECON	335	International Finance
ECON	336	Economic Development
ECON	372	Comparative Economic Systems
ECON	435	The Multinational Corporation
IR	480	The Political Economy of International Trade
POLSCI	410	The Politics of International Economic Relations
MGT	480	Internship

**INFORMATION MANAGEMENT FOR
FINANCE CONCENTRATION (IM-F)**
6 courses (18 credits)

Program Overview In the financial industry, real-time access to reliable data about investments and clients is becoming ever more important; in the IM-F concentration students will learn how to collect, manage and integrate financial information and will learn how such information is ultimately used.

Career Paths Graduates of the IM-F concentration will be **positioned to enter careers as business analysts and information managers** in commercial banks, investment banks, mutual fund companies, finance departments of larger traditional companies, and more.

Advising Notes This concentration is a interdisciplinary concentration, so students should seek guidance from both Finance and MSIS departmental advisors. Prerequisites for these courses are strictly enforced, so IM-F concentrators should plan their schedule carefully and early.

Take all four:

AF 325	Theory of Corporate Finance (<i>prereq for AF 495</i>)
AF 335	Investments (<i>prereq for AF 495</i>)
AF 495	Financial Policy
MSIS 309	Databases and Programming for Managers

And at least one of the following:

MSIS 461	Systems Analysis and Design
MSIS 430	International Information Management

With additional choices:

AF 425	Topics in Corporate Financial Management
AF 426	Financial Modeling
AF 435	Derivative Securities
AF 445	Management of Financial Institutions
AF 455	International Financial Management
MSIS 414	Computer Networks for Management
MSIS 415	Object-oriented Programming for Business
MSIS 425	Project Management
MSIS 427	Knowledge Management: Competing in the Knowledge Economy
MSIS 428	Information System Security
MSIS 478*	Special Topics in Management Science and Information Systems
MGT 482*	Honors Seminar
MSIS 480*	Internship

* Students may count only one of MSIS 478, MGT 482, and MSIS 480 towards this concentration

**INFORMATION MANAGEMENT FOR
MARKETING (IM-MK)
6 courses (18 credits)**

Program Overview This concentration is for students who want to know what marketing data and systems are useful to meet the challenge of developing and providing innovative services and products.

Career Paths Graduates of the IM-MK concentration will be ready to begin careers with organizations such as e-commerce startups, marketing specialty firms that manage large amounts of data, marketing departments of mid-sized and large companies, and more.

Advising Notes This concentration is a interdisciplinary concentration, so students should seek guidance from both Marketing and MSIS departmental advisors. Prerequisites for these courses are strictly enforced, so IM-MK concentrators should plan their schedule carefully and early.

Take both: MKT 310 Data Analysis for Marketing Management
 MSIS 309 Databases and Programming for Managers

And at least one of the following:

 MSIS 422 Decision Support Systems and Groupware
 MSIS 430 International Information Management
 MSIS 461 Systems Analysis and Design

And at least two of the following:

 MKT 403 Integrated Marketing Communication
 MKT 404 Retailing in the Internet Age
 MKT 405 Web Page Marketing
 MKT 406 Direct Marketing
 MKT 407 Services Marketing
 MKT 430 International Marketing

With additional choices:

 MSIS 414 Computer Networks for Management
 MSIS 415 Object-oriented Programming for Business
 MSIS 425 Project Management
 MSIS 426 e-Business and e-Commerce Infrastructure
 MSIS 427 Knowledge Management: Competing in the Knowledge Economy
 MSIS 454 Supply Chain Management
 MSIS 455: Decision Analysis
 MSIS 478* Special Topics in Management Science and Information Systems
 MGT 482* Honors Seminar
 MSIS 480* Internship

* Students may count only one of MSIS 478, MGT 482, and MSIS 480 towards this concentration

**MANAGEMENT SCIENCE FOR
FINANCE CONCENTRATION (MS-F)**
6 courses (18 credits)

Program Overview This concentration provides the foundation for corporate problem solvers – financial **and business** analysts who use strong quantitative skills to identify profitable opportunities (at investment companies or in corporate finance departments); with more extensive coursework, MS-F concentrators **can enter investment firms as quantitative analysts.**

Career Paths Graduates of the MS-F concentration will be ready to begin careers providing **analytical support, developing business processes, and ultimately taking leadership roles in finance and strategy departments** of larger traditional companies as well as to commercial banks, investment banks, mutual fund companies, and more.

Advising Notes This concentration is a interdisciplinary concentration, so students should seek guidance from both Finance and MSIS departmental advisors. Prerequisites for these courses are strictly enforced, so MS-F concentrators should plan their schedule carefully and early.

Take all three:

AF 325	Theory of Corporate Finance (<i>prereq for AF 495</i>)
AF 335	Investments (<i>prereq for AF 495</i>)
AF 495	Financial Policy

At least two of:

MSIS 422	Decision Support Systems and Groupware
MSIS 452	Quality Management
MSIS 455	Decision Analysis

With additional choices:

AF 425	Topics in Corporate Financial Management
AF 426	Financial Modeling
AF 435	Derivative Securities
AF 445	Management of Financial Institutions
AF 455	International Financial Management
MSIS 309	Databases and Programming for Managers
MSIS 427	Knowledge Management: Competing in the Knowledge Economy
MSIS 428	Information System Security
MSIS 450	Operations Management: Domestic and Global
MSIS 454	Supply Chain Management
MSIS 478*	Special Topics in Management Science and Information Systems
MGT 482*	Honors Seminar
MSIS 480*	Internship

* Students may count only one of MSIS 478, MGT 482, and MSIS 480 towards this concentration

**MANAGEMENT SCIENCE FOR
MARKETING (MS-MK)
6 courses (18 credits)**

Program Overview This concentration provides the foundation for marketing, sales, and research analysts who use strong quantitative skills to identify customer preferences and market trends. The MS-MK concentration prepares students for direct marketing, sales management, new product development and customer relationship management positions requiring both strong quantitative skills and marketing-specific application tools and concepts.

Career Paths Graduates of the MS-MK concentration will be ready to begin careers as **marketing analysts, business analysts, and marketing managers solving problems for** organizations such as market specialty firms, marketing **and other** departments of **many** companies, as well as startups and business development groups.

Advising Notes This concentration is a interdisciplinary concentration, so students should seek guidance from both Marketing and MSIS departmental advisors. Prerequisites for these courses are strictly enforced, so MS-MK concentrators should plan their schedule carefully and early.

Take: MKT 310 Data Analysis for Marketing Management

And at least two of the following:

- MSIS 422 Systems Decision Support Systems and Groupware
- MSIS 454 Supply Chain Management
- MSIS 455: Decision Analysis

And at least two of the following:

- MKT 403 Integrated Marketing Communication
- MKT 404 Retailing in the Internet Age
- MKT 405 Web Page Marketing
- MKT 406 Direct Marketing
- MKT 407 Services Marketing
- MKT 430 International Marketing

With additional choices:

- MSIS 309 Databases and Programming for Managers
- MSIS 414 Computer Networks for Management
- MSIS 415 Object-oriented Programming for Business
- MSIS 426 e-Business and e-Commerce Infrastructure
- MSIS 427 Knowledge Management: Competing in the Knowledge Economy
- MSIS 428 Information System Security
- MSIS 450 Operations Management: Domestic and Global
- MSIS 452 Quality Management
- MSIS 461 Systems Analysis and Design
- MSIS 478* Special Topics in Management Science and Information Systems
- MGT 482* Honors Seminar
- MSIS 480* Internship

* Students may count only one of MSIS 478, MGT 482, and MSIS 480 towards this concentration

College of Management
College of Management Curriculum Planner
(For students who matriculated in Fall 2002 or later)

First-Year or Intermediate Seminar		MSIS 110	
English 101		MSIS 111	
English 102		MSIS 212	
Economics 101		AF 210	
Economics 102		AF 211	
Math 134		MGT 303	
Arts & Humanities (AR or HU)		MGT 330	
Arts & Humanities (AR or HU)		MGT 331	
Natural Sciences/Mathematics (NS or MT)		AF 301	
Natural Sciences/Mathematics (NS or MT)		MKT 301	
Social and Behavioral Sciences (SB)		MSIS 301	
Social and Behavioral Sciences (SB)		MGT 490	
World Languages & Cultures (WL or WC)		Concentration	
Non-Business Elective*		Concentration	
Non-Business Elective*		Concentration	
Non-business Elective*		Concentration	
Non-business Elective*		Concentration	
Non-business Elective*		Concentration (or Free** Elective)	
Non-business Elective*		Concentration (or Free** Elective)	
ACM 299		Free Elective**	

Check-offs (to be fulfilled using courses from above list):

International Requirement	
Diversity Requirement	
200 Level Requirement***	

Notes:

* Non-business electives are to be chosen from the College of Liberal Arts and College of Science and Mathematics

** Free electives may be chosen from any college.

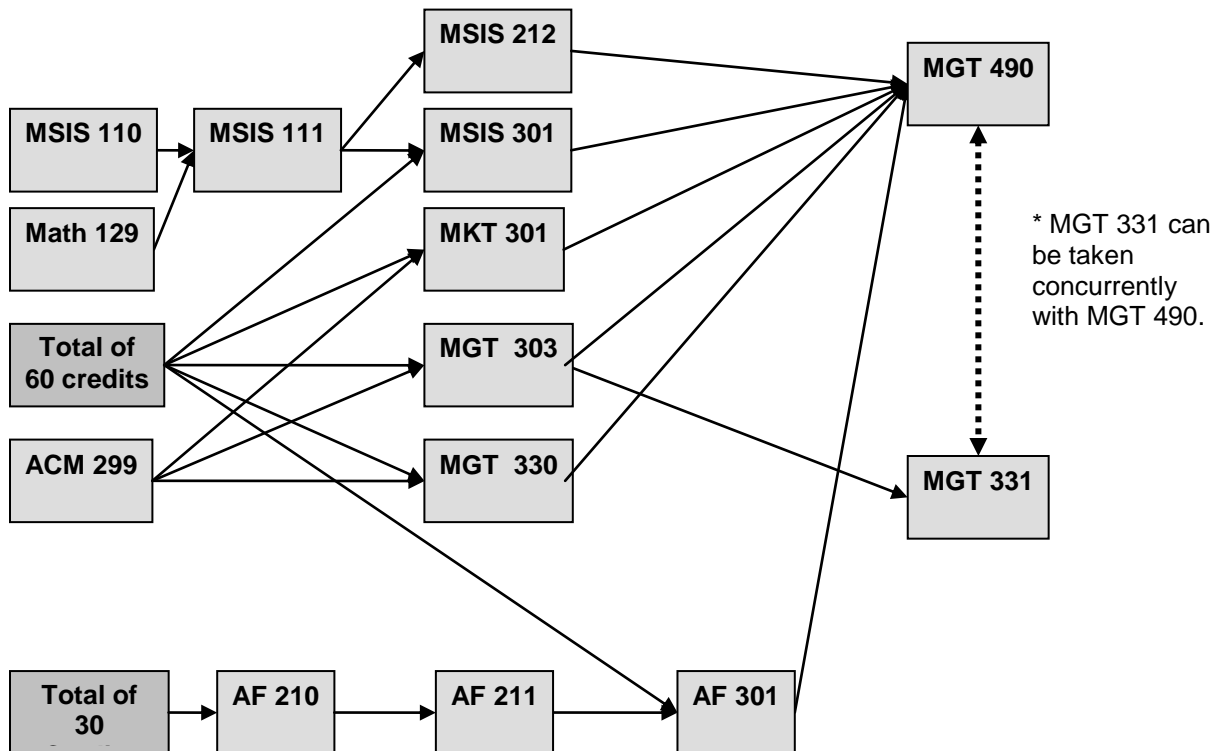
*** At least 4 of the total 13 courses within the distribution requirements and non-business electives must be at the 200 level or above.

V 1.0

Prerequisites – A visual explanation

The Management Requirements (Foundation and Core) How Prerequisites work

- Each solid arrow represents a pre-requisite.
- A dashed arrow connects classes that can be taken concurrently.
- Example #1: MSIS 110 must be taken before MSIS 111.
- Example #2: Before taking MGT 330 a student must complete ACM 299 (testing out of a class, having it waived, or transferring in an equivalent class {with approval of the college of management} also counts) and must accumulate a total of 60 approved credits.



College of Management
COLLEGE OF MANAGEMENT - UNDERGRADUATE PROGRAM
MASTER LIST OF PREREQUISITES

Department of Analysis and Communication

ACM 298	ENGL 101
ACM 299	ENGL 101 and ENGL 102 and a grade of "Pass" on the CM Writing Placement Test Must be a College of Management Student

Department of Accounting and Finance

AF 201	None
AF 210	30 Credits
AF 211	AF 210 and 30 credits
AF 301	AF 211 and 60 credits
AF 310	AF 211 and 60 credits (ECON 101 and 102, MATH 134, and MSIS 111 recommended)
AF 311	AF 310 and 60 credits
AF 315	AF 211 and 60 credits
AF 325	AF 301 and 60 credits
AF 330	AF 211 and 60 credits
AF 335	AF 301 and 60 credits
AF 363	AF 211 and 60 credits
AF 410	AF 311 and 60 credits
AF 425	AF 325 (AF 335 recommended) and 60 credits
AF 426	AF 301 and 60 credits
AF 433	AF 310 and 60 credits
AF 435	AF 301 (AF 335 recommended) and 60 credits
AF 445	AF 301 and 60 credits
AF 450	AF 211 and 60 credits
AF 451	AF 450 and 60 credits
AF 455	AF 301 and 60 credits
AF 463	AF 363 and 60 credits
AF 470	AF 311 and 60 credits
AF 475	AF 301 and 60 credits
AF 478	Permission of instructor and 60 credits
AF 480	75 credits, 21 credits in management core, one concentration course, 2.5 GPA, permission of CM Career Center and Department Chair
AF 485	AF 301 (AF 325, AF 335, AF 465 are recommended) and 60 credits
AF 488	Permission of instructor and 60 credits
AF 495	AF 325 and 335 and 60 credits

Department of Management and Marketing

MGT 130	None
MGT 303	ACM 299 and 60 credits
MGT 330	ACM 299 and 60 credits
MGT 331	MGT 303 and 60 credits
MGT 401	MGT 303 and 60 credits
MGT 402	MGT 303 and 60 credits
MGT 421	MGT 303 and 60 credits
MGT 431	MGT 303, MGT 330 and 60 credits
MGT 434	MGT 303 and 60 credits

MGT 450	MGT 303 and 60 credits
MGT 470	MGT 303 and 60 credits
MGT 478	Permission of instructor, MGT 303 and 60 credits
MGT 480	75 credits, 21 credits in management core, one concentration course, 2.5 GPA, permission of CM Career Center
MGT 488	Permission of instructor and 60 credits
MGT 490	AF 210, AF 211, AF 301, MGT 303, MGT 330, MSIS 301, and MKT 301, MGT 331 (MGT 331 and MGT 490 may be taken concurrently.)
MGT 497	Permission of Honors Director (by application only)
MKT 301	ACM 299 and 60 credits
MKT 310	MKT 301, MSIS 111 and 60 credits
MKT 402	MKT 301 and 60 credits
MKT 403	MKT 301 and 60 credits
MKT 404	MKT 301 and 60 credits
MKT 405	MKT 301 and 60 credits
MKT 406	MKT 301 and 60 credits
MKT 407	MKT 301 and 60 credits
MKT 430	MKT 301 and 60 credits
MKT 478	Permission of instructor, MKT 301 and 60 credits
MKT 480	75 credits, 21 credits in management core, one concentration course, 2.5 GPA and permission of CM Career Center
MKT 488	Permission of instructor and 60 credits

Department of Management Science and Information Systems

MSIS 105	None
MSIS 110	None
MSIS 111	MA 129, corequisite MSIS 110
MSIS 212	MSIS 110 and MSIS 111
MSIS 223	MSIS 105
MSIS 224	MSIS 124
MSIS 230	MSIS 124
MSIS 290	MSIS 105
MSIS 301	MSIS 110, MSIS 111 and 60 credits
MSIS 309	MSIS 110 and 60 credits
MSIS 310	MSIS 110 and 60 credits
MSIS 411	MSIS 310 and 60 credits
MSIS 414	MSIS 110 and 60 credits
MSIS 415	MSIS 310 and 60 credits
MSIS 416	MSIS 415 and 60 credits
MSIS 422	MSIS 110, MSIS 111 and 60 credits
MSIS 425	MSIS 110 and 60 credits
MSIS 426	MSIS 110 and 60 credits
MSIS 427	MSIS 110 and 60 credits
MSIS 428	MSIS 110 and 60 credits
MSIS 430	MSIS 110 and 60 credits
MSIS 450	MSIS 212, MSIS 301 and 60 credits
MSIS 452	MSIS 110, MSIS 111 and 60 credits
MSIS 455	MSIS 212 and 60 credits
MSIS 461	MSIS 110 and 60 credits
MSIS 478	Permission of Instructor and 60 credits
MSIS 480	75 credits, 21 credits in management core, one concentration course, 2.5 GPA, permission of CM Career Center
MSIS 488	Permission of instructor and 60 credits

POLICIES AND PROCEDURES

Guidelines for the Documentation of Academic Work

To represent someone else's work as your own is intellectual fraud. And failure to provide full and clear indication of the sources from which your work derives is, at minimum, intellectual sloppiness. The first of these, plagiarism, is viewed by the College and by the University as a matter of utmost seriousness that can lead to sanctions as severe as suspension or dismissal. Every student is expected to read and respect the sections of the University Bulletin on "Academic Standards, Cheating, and Plagiarism" and "Student Rights and Responsibilities." The following guidelines will protect you from unintentional academic dishonesty and assist you in mastering the procedures and conventions governing academic documentation. Do not hesitate to speak with your instructor or your advisor about any point that remains unclear.

What is plagiarism?

Plagiarism is the practice of taking the writings and ideas of another and presenting them as your own. There are any number of reasons why you should never consider doing it: it wastes your and your instructor's time, it may constitute a violation of copyright law, it puts you at risk of severe penalties (including suspension or dismissal) and, most important, it undermines the foundations of intellectual honesty and academic integrity, without which our joint enterprise here at the university cannot possibly succeed

Steps you can take to avoid plagiarism

While it may sometimes seem difficult to specify exactly where the ideas of others end and your own begin, you can always protect yourself from any suspicion of plagiarism by the simple expedient of documenting your work. Follow these guidelines:

1. Whenever you **copy** something from another text, place all copied words within quotation marks (or, in the case of longer passages, in a separate indented paragraph) and identify precisely the source from which they come. As a rule of thumb, if you take 3 or more words in a row from a single source, they should be in quotes.
2. Whenever you **paraphrase** from another text, provide the same sort of reference; in these cases however, you should *not* use quotation marks (or indent).
3. If your paper includes significant **factual claims** (especially ones that are important to your argument or which a reader might question), provide a reference to the source from which you derived the information or data. Failure to do this need not (unlike 1 and 2) imply plagiarism, but it can significantly weaken your case.
4. References used for any of the above-listed purposes should be both complete and precise so that your reader can easily consult the specific page(s) of the specific text that you used. A list of all the sources you consulted should be included at the end of a paper. (See the accompanying department style sheet for instructions about the form and essential elements of a reference or bibliography.)
5. Some "sources" are inappropriate even if they are properly documented. A paper written for a similar course at another institution and posted by the student on his dorm-room web site is *not* an appropriate basis for your own paper. An article published in the *National Enquirer* will generally not provide the sort of documentary support that an academic paper requires. In such cases, full and explicit documentation will at least protect you from the charge of plagiarism; –it may not protect you from the charge of using poor intellectual judgment!

6. When an instructor asks you to submit a piece of written work it is assumed, unless other instructions are explicitly given, that *you* (not you and your friend) are the author. If "working together" means reading and discussing one another's papers, great. It should never, however, mean that you both hand in the same, or substantially the same, piece of work. (If your instructor were to assign a joint project you would, of course, be expected to clearly identify its co-authors.)
7. Work that you submit in a course for credit should not be something that you have already submitted (and received credit for) in another course. There are exceptions to this rule; however, double submissions are never acceptable unless the instructors of both courses are clearly informed of the overlap.
8. Still have questions? Talk with your instructor! The time to clarify doubts about documentation is *before* you submit a written assignment, not after it has been found problematic.

Possible Consequences of Plagiarism

1. If you are caught plagiarizing on an assignment or a test your instructor has the right to give you a grade of a **zero** for that test or assignment.
2. Your instructor also has the right to record the act of plagiarizing on your academic record. (See the student's Code of Conduct for more detailed information of the actions that will occur if you are culpable of plagiarizing.)
3. We remind you that term paper corporations are illegal enterprises in the Commonwealth; a person convicted of selling term papers, theses, or research papers intended to be used for academic credit may be subject to a fine and/or imprisonment. The legal status of web-based term paper sites is somewhat less clear at this time; we do, however, endeavor to monitor such sites and caution you against playing with the fire that they represent!

Respecting the submission of written work

We know that you, our students, are capable of the highest levels of intellectual achievement and our concerns over plagiarism are directly proportional to our respect for your ability and your hard work. You should not be put in a position of having to compete with individuals who purchase or steal their work from others. We hope that you support us in this effort. If you have questions or concerns about any aspect of these policies, please talk with us about them.

Right ways and wrong ways: Some Examples

What does all this mean in practice? (For specific instructions on formats, see the accompanying blue style sheet.)

Suppose you read the following passage in Manuel Castells' *End of Millennium* (Oxford: Blackwell, 1998), 190:

The extraordinary growth of the drug traffic industry since the 1970s has transformed the economics and politics of Latin America. Classic paradigms of dependency and development have to be rethought to include, as a fundamental feature, the characteristics of the drugs industry, and its deep penetration of state institutions and social organization. The industry is mainly centered around the production, processing and export of coca and cocaine. However, in the 1990s heroin is becoming an increasingly important component. . . .

How might you use this source in a paper?

Global criminal networks have had a significant impact on legitimate institutions in many parts of the world. Thus, for example, "growth of the drug traffic industry since the 1970s has transformed the economics and politics of Latin America" (Castells, 1998, p. 190).

The most straightforward case: you have copied Castells' words, and so you must enclose them in quotation marks and provide a reference.

Global crime has serious political effects. For instance, the sharp rise in the narcotics trade during the last three decades has fundamentally changed the nature of markets and states in Latin America (Castells, 1998, p. 190).

The words may be your own, but the second sentence is a simple paraphrase of Castells. Hence, you must provide a reference but do not use quotation marks.

☒ The impact of crime is seen in the "growth of the drug traffic industry since the 1970s which has transformed the politics of Latin America" (Castells, 1998, p. 190).

No problem of plagiarism here, but you have taken liberties with Castells' wording. The words enclosed in quotation marks must be exactly what the author wrote; you are not permitted to "improve" them! If the grammatical requirements of your sentence mandate a change, either switch to paraphrase (and remove the quotation marks) or clearly indicate your changes with square brackets (for additions) and/or ellipses (for subtractions).

☒ The impact of crime is seen in the "growth of the drug traffic industry since the 1970s [which] has transformed the . . . politics of Latin America" (Castells, 1998, p. 190).

Here is a way to correct the problem in the preceding example.

☒ Heroin became increasingly important in the Latin American drug trade after 1990 (Castells, 1998, p. 190).

The issue here is not plagiarism, but empirical grounding. If the claim about heroin is important to your argument, you should indicate the source on which it is based. (If this is a significant research project or if this claim is particularly crucial to your argument, you might even want to go back and validate Castells' own sources.) If the truth of the claim is not important to your argument, you might as well omit the sentence altogether!

☒ Heroin became increasingly important in the Latin American drug trade during the 1990s (*People Magazine*).

Even if this were a good academic source (which it is not!) the reference would be close to useless because you don't specify a specific date and page number. Remember: the whole point of a reference is to make it easy for your reader to follow the evidence trail.

Adapted from the University of Massachusetts Boston, Political Science Department. 2005.

Academic Advising

Academic advising is available to all students and we encourage students to take advantage of it. As an undeclared concentrator, students are assigned an advisor from the University Advising Center, which is located on the 1st floor of the Campus Center. The telephone number to make an appointment is 617-287-5500. These advisors are very familiar with the curriculum and they are especially knowledgeable about courses offered in the College of Liberal Arts and College of Science and Mathematics. They can assist you in choosing courses that satisfy the general education/non-business requirements (including the International and Diversity requirements). Undeclared concentrators are required to see their advisor before being allowed to register.

Once you have declared your concentration, your file is moved from the Advising Center to the College. A copy is kept in the College of Management Welcome Center. Each department (AF, MGT/MKT, and MIS) has faculty who are available to advise concentrators. Although not required, you are strongly encouraged to meet with your faculty advisor. The College of Management Welcome Center keeps a contact list of current advisors for each of the departments.

NOTE: Much of the College of Management curriculum is sequential. Students must meet the prerequisites for any given course. This is easier to accomplish if you are working with an advisor each semester.

The Degree Audit

The degree audit is a useful advising tool that tracks students' progress and completion of degree requirements. It is based on data from the student's official record. The audit outlines all requirements and indicates which ones have been met, and which have yet to be completed. It also lists current coursework as well as any transfer courses. It is essential for students to become well acquainted with their degree audit as it is *the tool* used to advise students and assess their graduation status. You can access your degree audit on-line using the "WISE" System at www.wise.umass.edu. You will need your PIN number and student ID number. More information on the degree audit is listed in the section on Registration.

Declaring a Concentration

All College of Management students have a predetermined major, which is management. In addition, students are required to complete a concentration in the area of their choice as listed on pages 11-23. The earliest that a student can declare a concentration is after the completion of 60 credits and having been in the College for at least one semester. Students should declare a concentration as soon as they are eligible and have chosen one. The Concentration Declaration Form is available in the Undergraduate Program Office (M/5/603). Please check with the College of Management Welcome Center as there are deadlines each semester for concentration declaration.

The General Education Quantitative Reasoning Requirement

Completing Math 134 (Managerial Algebra and Calculus) and Math 111 (Managerial Statistics) satisfies the general education quantitative requirement for students. Many students have to work up to these courses by taking Math 115 and Math 129. If that is the case, then these "extra" math courses will count as non-business elective courses.

The Writing Requirement

The writing requirement for students consists of the successful completion of three specific courses: ENGL 101, ENGL 102, and ACM 299. ENGL 101 and ENGL 102 are the prerequisites for ACM 299. English 101 and 102 should be taken during freshmen year and ACM 299 during sophomore year to prepare for upper-level courses.

University Degree Requirements

Degree candidates must have a total of 120 baccalaureate degree credits. At least 30 credits must be completed in residence at the University of Massachusetts Boston. A minimum cumulative average of 2.00 is required for the awarding of the degree.

College of Management Residency Requirement

In addition to the University residency requirement of a minimum of 30 credits completed at UMass Boston, the College of Management further requires that the following be completed in residence:

- A minimum of 15 credits in the Management Core
- At least half of the credits required in the Concentration
- At least half of the total business courses

College of Management Dean's List

Each college names students to its Dean's List based on semester grade point average. This distinction is entered on the student's transcript and acknowledged by a congratulatory card or letter. The colleges also elect students to membership in various national honor societies, and hold annual Honors Convocations at which outstanding student achievement is recognized.

University Honors at Graduation

The University bestows three separate honors designations for scholastic excellence reflected in the cumulative average:

Summa cum laude	3.75 or above
Magna cum laude	3.50 to 3.74 inclusive
Cum laude	3.30 to 3.49 inclusive

Validation Exams

Validation Exams are for students who transferred in any of the following courses from a two-year school and received elective credit (not equivalent credit):

Intermediate Accounting I (AF 310)	Cost Accounting (AF 363)
Intermediate Accounting II (AF 311)	Financial Management (AF 301)

Eligible students can take any of the aforementioned exams and, if they pass, then the transfer course in question will have been "validated," thus satisfying the CM required course. Students must schedule an appointment in the College of Management Welcome Center in order to take the exam. Students can take each validation exam only once.

Students who want to validate **Principles of Marketing (MKT 301)** have a different option. They can successfully complete an upper-level marketing course (MKT 310 or higher) or complete a CLEP Exam. This option is best for students who plan on concentrating in marketing. Students who aren't planning on concentrating in marketing should check their record with their advisor to make sure that they can use the upper-level marketing course to satisfy a free elective. Passing of the CLEP exam will result in equivalent credit being assigned for MKT 301; validation through an upper-level marketing course results in the waiving of the MKT 301 requirement.

Fundamental Coursework & Physical Education Courses

Credit is not granted toward the bachelor of science degree in management for remedial coursework in English, ESL courses below ESL 101 E, orientation courses or subcollegiate coursework in mathematics (MathSk 097 and 098).

A maximum of six (6) credits in physical education coursework are allowed for free elective credit only. Only physical education courses taken at UMB or directly equivalent to UMB courses can be counted.

Leave of Absence and Withdrawal

Leave of Absence

A leave of absence is granted to students who are in good standing and plan to return to UMass Boston within a two-year period to continue their studies. To request a Leave of Absence, students must obtain the *Withdrawal/Leave of Absence* form available in the College of Management Welcome Center. You will obtain the appropriate college signature, as well as determine (approximately) when you will return to UMass Boston and which requirements you will need to complete upon your return.

Withdrawal from UMass

Students wishing to withdraw from UMass Boston must obtain a *Withdrawal/Leave of Absence* form available in the College of Management Welcome Center and obtain the appropriate signatures. Students who withdraw from the university and are later readmitted will be required to follow the degree requirements current at the time of readmission. If you are registered for courses at the time of withdrawal, you will receive a “W” grade for each course. A withdrawal is appropriate for students who do not intend to return to the University or do not intend to return within the next two years.

Withdrawal from a Course(s)

Students may withdraw from individual courses after the add/drop period has ended but before the course withdrawal deadline (deadline dates are posted in the Academic Calendar located at www.registrar.umb.edu and in the Schedule Book). The student will receive a grade of “W” for each course withdrawal which are not counted in the student’s grade point average. To withdraw from courses during this period, you can use the touchtone system.

Note: Students who do not officially withdraw from a course by the stated withdrawal deadline and fail to attend class will receive an “F” grade.

Readmission Policy

Students who leave the University in good standing apply for readmission by contacting the Office of the Registrar by the deadline for readmission. Students who are readmitted will be required to complete the degree requirements in place at the time of readmission.

*Please note: Re-enrollment for students in good standing after a leave of absence is automatic, but students resuming their studies must complete the forms by June 1 for Fall term resumption and November 1 for Spring term resumption. There is a \$25.00 re-enrollment fee.

The Pass/Fail Option

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. *The pass/fail option is limited to elective courses (either non-business or free).* All other courses that students take (general education, diversity, international, foundation, core and concentration) 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 which is printed in the Schedule Book each semester.

Course Repeat Policy

A student can repeat up to four (4) courses as a UMass Boston student. Each course, however, may only be repeated one time. For example, if a student took ENGL 101 and received a grade of “D”, s/he could repeat the course one time. The second grade received, no matter what it is, is the one that will count. A student wishing to repeat a course must file a “Repeat of Course” card at the Registrar’s Office.

Approval to Take Courses Off-Campus

If you would like to take a course off-campus, complete a Prior Approval Form (available from the Admissions Office) and submit it to the Admissions Office for approval along with a course description or syllabus for the course. Once you receive approval and subsequently complete the course(s), you must have the other school’s Registrar’s Office send an official transcript to the Admissions Office who will then post the course to your UMass Boston record.

NOTE: In order for the course to transfer, you need to obtain a C- or better. Also, the course and credit will transfer to UMass/Boston, but not the grade.

Incomplete Policy

Incomplete grades are given solely at the discretion of the instructor and only when the circumstances warrant. If a student does receive a grade of incomplete, it is his/her responsibility to make arrangements with the professor to complete the missing work and receive a regular letter grade within one (1) year. For example, if you receive a grade of incomplete for a fall 2002 course, then the new grade would have to be submitted no later than the grading deadline of the fall 2003 semester. If you fail to do so within the year, the incomplete grade will turn to an “IF”, that will be counted in your GPA.

Graduation Procedures

Once you have accumulated about 90 credits, complete a “Graduation Declaration” form and submit it to the Registrar’s Office. The form is available in the Registrar’s Office, but it is also mailed to seniors during the summer before their last year. Graduation information (deadline dates, etc.) is listed in the beginning section of your degree audit. After filing for graduation, the Registrar’s Office will notify the College of your intent and your CM file will be reviewed for graduation clearance.

If you have questions or concerns (after reading your degree audit) about graduation status, please call the College of Management Welcome Center (617) 287-7760 to make an appointment. Bring an updated copy of your degree audit with you.

After your intent to graduate is filed in the Registrar’s system, the University will notify you about Commencement procedures.

Graduation declaration deadline dates are as follows:

<u>Graduation Date</u>	<u>Deadline to File</u>
June	February 14
August	February 14
December	September 1

PROGRAMS AND SERVICES

College of Management Honors Program

Overview

The College of Management Honors program is open to students who are capable of doing distinguished work in any of the various management areas. 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 following course (Spring semester), students carry out their project under the supervision of a CM faculty member.

Honors Experience

Senior Honors Seminar --- Fall (3 credits)

Students meet as a group once a week as they work on experiences designed to develop research skills. The first semester covers methods for developing and documenting projects involving research about and solutions for management problems and issues. These methods include defining research questions or applied problems, defining project scope, finding and reviewing relevant literature, collecting data, drawing conclusions and making recommendations, implementing solutions, documenting work, and presenting results. As part of this course, proposals for honors projects will be developed and reviewed.

Senior Honors Project --- Spring (3 credits)

Working individually with a faculty member, the student will carry out and present the results of the research investigation or applied project developed in the senior honors seminar. Students will meet occasionally as a group.

How Does this Program Fit into the Other CM Requirements?

The honors seminars are “extra” courses. Some concentrations will allow the seminar to count as a course towards the major, but not all. Please check with the honors director to review your particular situation. Both of the honors courses can be counted as “free electives”.

To Apply

Send an e-mail indicating your interest to the Honors Director (Janet.Wagner@umb.edu, 617-287-7890). You will also need to submit (by e-mail or by dropping off a hard copy) a recent writing sample, (something you wrote yourself, not co-authored, preferably something from a recent management course).

The Career Center

The College of Management Career Center is dedicated to serving students by assisting them in their career exploration and job search efforts. The Center works in conjunction with University Career Services to find and promote employment opportunities for CM students while helping you to prepare for your search. While Career Services works on your behalf to contribute to your success, you are the most important component of your job search.

Undergraduates should utilize the career resources available to them to become well-informed job seekers to compete in today’s job market. We offer the use of two computers, numerous guides, workshop series and much more. By participating in our programs and utilizing our services you will become a better prepared, more marketable entry-level job seeker.

The Career Center is located in McCormack Hall, 5th Floor, Room 427. You may visit the Career Center between the hours of 2-6 pm Monday – Thursday and 2-5 pm on Friday. You may contact us at cmcareers@umb.edu or 617-287-7760.

Internship Program

Employers value not only a particular academic concentration and general academic performance, but also career-related work experience. The CM Internship 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 Departments of Accounting and Finance (AF 480), Management and Marketing (MGT 480, MKT 480), and Management Science and Information Systems (MSIS 480). On-site supervisors and faculty sponsors provide guidance and supervision for each participant. Students who complete the following requirements are eligible to participate in the College of Management Internship 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 College of Management Career Center

CM INTERNATIONAL REQUIREMENT

All students in the College of Management will be required to take one (1) course with an explicit, dominant international focus devoted to modern issues (post World War II), meeting at least one (1) of the following guidelines:

1. Promote the student's knowledge of how to be a manager in an international environment.
2. Enhance a student's skills for work in a specific foreign country or region.
3. Enhance a student's understanding of other cultures or economic systems.

Anthropology

- 271 Peoples and Cultures of the Middle East*
- 272 Peoples and Cultures of Africa*
- 273 Peoples and Cultures of MesoAmerica
- 274 Peoples and Cultures of the Caribbean

Africana Studies

- 330 Politics in Southern Africa

Economics

- 335 International Finance
- 336 Economic Development
- 338 The Latin American Economy*
- 372 Comparative Economic Systems
- 435 The Multinational Corporation

Foreign Languages

All Foreign Languages at or above the Intermediate Level

Earth & Geographical Sciences

- 251 Geography of Latin America
- 253 Geography of the Middle East and Northern Africa
- 280 Economic Geography
- 298 Pacific Rim Geography
- 352 Political Geography

History

- 114 Modern World History II*
- L161 East Asian Civilizations II
- 316 Europe in the 20th Century II (1945-Present)

- 352 Topics in African Civilization
- 367 Modern South Africa
- 428 The Germans Since 1945
- 451 Modernization, Nationalism and Revolution in the Middle East II
- 465 Twentieth Century Vietnam

International Relations

- L355 The European Union
- 480 The Political Economy of International Trade

Latin America Studies

- 101 Culture & Society in Contemporary Latin America
- 290 Central America: Society and Culture*
- 302 Puerto Rico: Economic, Political, and Social Issues
- 303 History of Reform and Revolution in Latin America

Management

- 434 Managing in a Global Environment

Marketing

- 430 International Marketing

Modern Languages

- 200 Europe Today*

Political Science

- 201 Comparative Politics of Industrialized Societies
- 202 Comparative Politics of Transitional Societies*
- 220 International Relations*
- 354 Postwar European Problems
- 360 Government and Politics of Britain
- 361 Politics of Eastern Europe
- 363 Politics and Society in Present Day Russia
- 371 Latin American Politics
- 372 Central American Politics
- 375 Third World Development*
- 387 Government and Politics of China
- 391 Government and Politics of Africa
- 410 The Politics of International Economic Relations
- 412 International Organizations II
- 415 Law and International Relations B
- L435 Business and Government in Europe

Sociology

- 220 A Survey of Asian Societies: China and Japan*
- 272 Social Change in the Third World
- L355 Women in Third World Development

*These courses fulfill both the International and the Diversity Requirement

CM DIVERSITY REQUIREMENT

All students in the College of Management are required to take one (1) course that has been approved as meeting the criteria for a diversity course.

American Studies

- 100..... American Identities
- 210..... American Dreams
- 215..... America on Film

235.....	The Social History of Popular Music
312.....	Country Music America
393.....	The Social History of American Women
L223.....	Asian Minorities in America
L225.....	Southeast Asians in America
L228.....	Asian Women in America
L260.....	African-American Folklore
L270.....	Native Peoples of North America
L301.....	Childhood in America
L349.....	Cold War: Rise and Fall
L372.....	American Women Writers
L394.....	Women in Social Movements
L 476.....	Native Americans: Contemporary Issues
405.....	The Immigrant Experience

Anthropology

100.....	Culture and Human Behavior
271.....	Peoples and Cultures of the Middle East*
272.....	Peoples and Cultures of Africa*
273.....	Peoples and Cultures of Mesoamerica
L270.....	North American Indians
L301.....	Childhood in America
L476.....	Native Americans: Contemporary Issues

Art

230.....	Architecture, Design and Society
L104.....	Introduction to East Asian Art
L256.....	Arts of Japan

Biology

105.....	Economic Botany
----------	-----------------

Black Studies

100.....	Introduction to Black Literature
101.....	Introduction to Black Studies
108.....	Black Social Movements
111.....	Black History II
150.....	African Images in Literature
225.....	Origins of Caribbean Civilization
230.....	Black Women's History
L260.....	African-American Folklore
410.....	Black Urban Politics
440.....	Post-Colonial Literature: Africa & the Caribbean

Classics

287.....	Women in Greek & Roman Literature
----------	-----------------------------------

Core

130.....	Identity and Community
----------	------------------------

Criminal Justice

L312.....	Race and Ethnic Relations
-----------	---------------------------

Earth & Geographical Science

102.....	World Regional Geography
----------	--------------------------

East Asian Studies

L104.....	Introduction to East Asian Art
L160.....	East Asian Civilization I
L161.....	East Asian Civilization II
L256.....	Arts of Japan
L258.....	Arts of China
L361.....	Modern China
L363.....	Modern Japan

L385.....Confucius & the Roots of Asian Culture

Economics

210.....Intro to Marxist Economic Analysis

338.....The Latin American Economy*

343.....Political Economy Black America

385.....The Economics of Education

392.....Women's Economic Roles

394.....Sex-Segregated Labor Markets

395.....Economics of Social Welfare

English

206.....Six American Authors

L221.....Intro to Asian American Writing

230.....History of American Lit. I

235.....Black Literature in America

325.....Narrative in the Novel & Film

354.....Black Presence in American Literature

356.....The African-American Novel in America

373.....Working Class Literature

396.....Whitman

L321.....Women Film Directors

L372.....American Women Writers and American Culture

German

230.....Crisis Continuity: German Culture & Society

275.....Images of Women & Men in German Literature

History

C114.....Modern World History*

152.....Introduction to African History

153.....Africa in the Twentieth Century

155.....Latin America before 1800

156.....Latin America since 1800

357.....Vietnam War

364.....From Rebellion to Independence: India since 1857

450.....Nationalism & Revolution: the Middle East since 1941

L160.....East Asian Civilization to 1850

L161.....East Asian Civilization since 1850

L349.....Cold War: Rise and Fall

L361.....Modern China

L363.....Modern Japan

L381.....History of American Religion

Honors

246.....History of Eugenics

Latin American Studies

103.....Foundations in Latin America

100.....Native Peoples of South America

205.....Analyzing Latin American Culture & Society through Film

290.....Central American Society and Culture*

Modern Languages

L200.....Europe Today*

L275.....Women in European Thought & Literature

Music

252.....African and African-American Music

Philosophy

108.....Moral and Social Problems

265.....Sanity and Madness

230.....Philosophy and Feminism

287.....	Equality
L270.....	The Darwinian Revolution
Political Science	
202.....	Comparative Politics*
220.....	International Relations*
225.....	World War II Internment of Japanese Americans
305.....	Images of World Politics in Film & Literature
332.....	Civil Liberties
340.....	Boston: Coop & Conflict in the Urban Environment
375.....	Third World Development*
L270.....	The Darwinian Revolution
Psychology	
234.....	Cross Culture Relations
235.....	Psychology and the African-American Experience
236.....	Psychology of Women
357.....	Psychology of Visual Arts
Religious Studies	
241.....	Myth, History, Prophecy: Old Testament
L356.....	Feminist Theology and Spirituality
L381.....	History of American Religion
L385.....	Confucius & the Roots of Asian Culture
Russian	
264.....	Soviet Life and Culture
L255.....	Women in Russia
Sociology.	
220.....	Survey of East Asian Societies*
240.....	Self in Society
272.....	Social Change in the Third World
382.....	Sociology of Gender
460.....	Seminar in Urban Social Service
L223.....	Asian Minorities in America
L225.....	Southeast Asians in America
L228.....	Asian Women in America
L321.....	Race and Ethnic Relations*
L355.....	Women in Third World Development
Theater Arts	
240.....	Women in Theater
Women's Studies	
100.....	Women and Society
200.....	Twentieth Century Women Writers
240.....	Educating Women
250.....	Women and Aging
270.....	Native American Women
340.....	Women in African Cultures
375.....	Dynamics of Discrimination
L255.....	Women in Russia
L275.....	Women in European Thought and Literature
L321.....	Women Film Directors
L355.....	Women in Third World Development
L356.....	Feminist Theology and Spirituality
L394.....	Women in Social Movements

* These courses fulfill both the International and Diversity requirements