

Graduate College of Management Handbook

2009-2010



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Introduction

This handbook contains basic information about the University and the Graduate Programs in the College of Management. It lists some of the resources that are available to you and how to access them. Please keep this handbook handy as you become acquainted with the University.

Graduate College of Management CM Mission Statement

We are Boston's public business school. Our demanding and internationally accredited undergraduate and graduate 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.

Administration

Oscar Gutierrez, Ph.D. Associate Dean and Director of Program

Oscar.Gutierrez@umb.edu ph# 617.287.7855

Tara Shea, M.Ed. Assistant Director of Program

Tara.Shea@umb.edu ph# 617.287.7716

Campus Resources

Bookstore and Textbooks

The University bookstore is located in the Campus Center on the Upper Level.

Please visit www.efollet.com for information about textbooks. Please note that not all textbook information will be on the website. If you are unable to find information about textbooks on the website or at the bookstore please contact your professor.

The College of Management department does not buy back books.

One Stop Office

“**The One Stop** assists with walk-in services and queries for students. Located on the upper level of the Campus Center, The One Stop provides assistance with any registration, billing and financial aid matters that you have questions on. If they can't help you, they will direct you to the [Registrar's Office](#), [Bursar's Office](#), or [Financial Aid Office](#) for further assistance.”

One Stop Services :

- * Interpret your Financial Aid Award Letter
- * Financial Aid Assistance
- * Student Account Inquiries
- * Tuition Payment
- * Registration Information
- * Records Information
- * Add/Drop Processes

Hours of Operation

Monday to Thursday: 8:30 am to 6:00 pm

Friday: 10:00 am to 4:00 pm

Public Safety

The University of Massachusetts Boston Department of Public Safety is committed to creating and maintaining a safe and secure environment for the university community. In order to accomplish this task, the department subscribes to a community oriented policing philosophy. Police officers are on duty 24 hours a day, all year long. Police officers patrol the university and adjacent roads in marked police vehicles, police bicycles, and on foot. All police officers are sworn under chapter 75, section 32a of the general laws of the Commonwealth of Massachusetts. All police officers have the same law enforcement authority as state or municipal police officers and are trained at state certified municipal police training academies.

The office of the Department of Public Safety is located in the Quinn Administration Building, plaza level adjacent to the stairway from the upper level bus way. The office is open and staffed 24 hours a day, 7 days a week.

Telephone : Emergency(911), Cell Phone Emergency (617-287-1212), General Info. (617-287-7799), Communications/Police Dispatch (617-287-7781)

Dining Options

The Campus Center has three outlets for your dining enjoyment

The Food Court, on the 1st floor. Choose from one of five outlets, or grab a salad at the salad bar. In a rush, grab a pre-made sandwich or some sushi made here on campus by our own sushi chef.

University Dining Club, upscale dining on the 2nd floor featuring a daily hot lunch buffet. Enjoy your lunch with a breath taking view of Dorchester Bay.

Atrium Cafe, on the Upper Level. It's all convenience, all the time. Offerings include pastries, sandwiches, salads, soups, snacks and beverages.

For hours of operation, more food options, and other food service information go to **UMass Boston Dining**. UMass Boston Catering Service Director 617-287-5114
Campus Center LL Mark.Thompson@umb.edu

Career Services

The CM Career Center – located in McCormack on the 5th floor, room 427- is your one-stop shopping for Career Resources. Visit us for assistance with résumés, cover letters, interviewing tips, and much more! We have job binders for each CM concentration/specialization with job opportunities!

The CM Career Center is open Monday-Friday 9:00am - 5:00pm. To schedule an appointment with a career consultant Tom Patria, Career Services & Employment Relations Specialist, call 617.287.7712 or email tom.patria@umb.edu

Library

“The Library staff is ready, willing and able to assist you throughout the academic year in accessing the wide range of resources available to you as a UMass Boston student. Remember your Healey Library Service guarantee: no question will go unanswered! We will endeavor to obtain all of the scholarly materials you need, in a timely fashion, and free of charge.

Healey Library offers a wide range of practical services to assist you in your research and course work.

Please feel free to ask at the Circulation Desk (2nd floor) or at the Reference Desk (4th floor) if you have any questions.

For hours of operation and more information about the library visit their website at <http://www.lib.umb.edu/about>

Health Services

Our interdisciplinary healthcare team includes a variety of professional and administrative support staff. Clinical staff is comprised of nurse practitioners, consulting physicians, psychologists, social workers, laboratory technicians, and health educators.

UMass Boston requires that **all part-time and full-time** students to provide submit documented evidence of immunization against **MMR** *(measles, mumps, rubella) **diphtheria and tetanus and hepatitis B**, to complete registration for classes.

*UMass Boston requires two MMR vaccines.

Note: Failure to comply with this requirement will result in an administrative hold of records.

Massachusetts State law requires students enrolled in 75% of full-time curriculum in any Massachusetts institution of higher education to participate in a school-sponsored qualifying student health insurance program (“QSHIP”) or an alternate health plan with comparable coverage. UMass Boston's Student Health Insurance Plan (SHIP) is offered through Aetna Student Health, a division of Aetna specializing in student health insurance.

What if I already have insurance?

If you have comparable coverage under another major medical insurance plan, you can waive the SHIP. Click [here](#) for information about how to waive the SHIP.

How Do I Waive the Student Health Insurance Plan?
http://www.healthservices.umb.edu/Waivers_pop.htm

Student Life

Add/Drop Courses

At the beginning of each semester there is an add/drop period. It is important that you pay close attention to these dates. If you wish to change courses, add a course or drop a course it must be done during the add/drop period. Changes made after the add/drop period will result in a “W” (withdrawal) on your permanent transcript. You will also be charged for the course and not receive a full refund.

Leave of Absence

If at any point in the program you need to take a leave of absence, the process is to be registered for CAS 600 “dummy course.” You will be billed the amount of \$175 by the bursars office. If you do not register for the “dummy course”, when you decide to reenroll in the program you will be charged \$175 + \$50 late fee and be required to submit the readmission paperwork.

WISER

It is very important that you familiarize yourself with WISER. This is the official University database that you will be using during your time here at UMass Boston. WISER is where you will update and maintain personal, academic and financial information.

Each semester you will use WISER to register for courses, view your grades upon course completion as well as your transcript.

Prior to the beginning of each semester you will be required to update your emergency contact information. This is very important to update, because a hold may be placed on your file until you update your information.

If you have a hold on your account this will be displayed on the front page when you log into WISER. If you have a hold the College of Management cannot assist you. You should go to the One Stop Office.

Student Id's

I.D. Office Phone: 617-287-7957 Location: Campus Center, Room 3401 (In The Student Activities & Leadership Office).

How can I get an ID? To get your ID, you must: Be registered for courses at UMass Boston; have a valid picture ID ready (license, passport, etc) or, three printed proofs of address (utility bills, university correspondence, etc).

What if the University misspelled my name? Please go to the One Stop on the Upper Level to get it corrected before obtaining your ID.

What can I do with my UMass Boston ID?

Access to all Computer Labs on campus
Free membership to the Beacon Fitness Center
Free admission to JFK Museum Library & Museum of Fine Arts
Discounted passes & tickets to movies, museums, & more in the Student Activities & Leadership Office
Citywide student discounts for theatre tickets, concerts, etc.

ID PRICES: 1st ID is **free** for all full-time undergraduate students (enrolled for 12 or more credits), graduate students, faculty and staff. \$15 Replacement or \$10 Partime/ non-credit/ non-degree student.

Student Email

It is very important to set up your student email. All official communications from the Graduate College of Management will be conveyed to you through your umb email address. It is your responsibility to manage and frequently check your umb email account.

Steps to set up your umb email: <https://webmail.umb.edu/wm/eml/login.html>

Enter username (can be found in your WISER account, "Personal Information" then click on "Email Addresses) -> you will then need to change your password-> <https://mpweb.umb.edu/passwordreset.php>

If you find it more convenient, you may want to have your student email account forwarded to another address you regularly check.

Steps to forward you umb email: <https://webmail.umb.edu/wm/eml/login.html>

Enter username and password -> Click options on the upper right side of the screen-> Click under Heading "Mail" (forwarding)->Select that you want your mail forwarded ->Enter the email address you want all of your umb email to be forwarded to ->**IMPORTANT** make sure to click the green check mark icon on the top left of the page once you have completed the forwarding process

Student Code of Conduct Emphasizes Academic Honesty

UMass Boston has no tolerance for plagiarism or attribution. It is your responsibility to understand what constitutes plagiarism and you should be aware that your professor and the Director of Graduate Studies has the final say if plagiarizing was to ever be an issue. Notes in your permanent file, receiving a failing grade or grounds for dismissal are all possible sanctions. There are numerous resources available for you to access and cite your work appropriately.

Please be sure to review the student code of conduct here:

http://www.umb.edu/student_affairs/code.html

As well as the graduate academic regulations here:

http://www.umb.edu/academics/graduate/academic_regulations.html

Peer Advising Program

The peer advising program is designed to provide students with a different perspective on the Graduate College of Management from a current student's point of view. Each semester we invite current students to volunteer to advise new students that will be joining the program. We match up a current student and new student with as many similarities as possible including; program of study interest in specialization, full-time vs. part time and domestic vs. international.

Fall, Spring, Winter & Summer Semesters

In the Graduate College of Management a standard Fall semester runs from September – December (about 14 weeks). A standard spring semester runs January – May (about 14 weeks). During the summer we hold 2 sessions that run for 6 weeks each, Session 1 traditionally runs from June 1- July 15 and Session 2 July 19 – August 26th (dates for summer 2010). During the winter break we **do not** offer any courses.

Parking/Public Transportation

Subway:

Take the red line to JFK/UMass Station. A free shuttle bus will drop you off in front of the campus center.

Route 1 buses run non-stop from JFK/UMass Station to the Campus Center. They run only on weekdays, on the following schedule:

Monday-Thursday: **6:40 am-9:30 pm** every 3-6 minutes

Monday-Thursday: **9:30 pm-11:30 pm** every 12 minutes

Friday: **6:40 am-6:40 pm** every 3-6 minutes

Friday: **6:40 pm-10:18 pm** every 12 minutes

Route 2 buses stop at the Quinn Administration Building, the Campus Center, the Massachusetts Archives, and the JFK Library. They run seven days a week, on the following schedule:

Monday-Friday: **6:40 am-5:45 pm** every 20 minutes

Saturday: **7:30 am-7:00 pm** every 20 minutes

Sunday: **8:00 am-8:30 pm** every 20 minutes **Spring** and **Fall** Semesters only

Sunday: **8:00am -7:00pm** every 20 minutes **Summer** Semesters only

MBTA Bus Service

Route 8 MBTA buses run daily from Kenmore Square to the campus between 5:15 am and 12:30 am. The MBTA bus stop at the campus is next to the front field, near the Quinn Administration Building.

Route 16 buses run from Forest Hills to the campus Monday through Friday during rush hour.

MBTA “The Ride”

“The Ride” offers door-to-door service for eligible people who cannot use public transit because of a physical, cognitive, or mental disability. For information, call 617.222.5123, 800.533.6282, or 617.222.5415(TTY); or email THERIDE@mbta.com.

Drop off locations are as follows: Campus Center circle; University Drive between McCormack and Wheatley halls, and the Quinn Lower Level busway.

Parking Fees:

(as of 1/1/2010)

One-Time Cash Rates: if you wish to pay cash, the following rates apply:

All lots except the Short-term Lot: \$6.00

Short-term Lot: up to 60 minutes, \$3.00; 60-90 minutes, \$6.00; over 90 minutes, \$12.00;

Payment is required for every visit to a lot.

Prepaid Passes: monthly, and multi-park passes are available at reduced rates.

Semester passes are valid from the first day of classes through the last day of exams. You may use a semester pass as often as you wish during this period, even several times a day if necessary. Students may also have a semester pass added to their term bill. Rate: \$325.00 (\$342.00 if on term bill).

Monthly passes permit unlimited parking, but only during the calendar month for which they are purchased. The rate is: \$96.00 per calendar month.

Multi-park passes are valid for the number of “uses” purchased. Only one use is deducted per calendar day; during any given day, you may leave and return as often as you like. The rates are:

5-use pass: \$29.00 (\$5.80 per use) **10-use pass:** \$56.00 (\$5.60 per use) **30-use pass:** \$162.00 (\$5.40 per use) **45-use pass:** \$238.00 (\$5.29 per use) **60-use pass:** \$300.00 (\$5.00 per use)

You can buy all prepaid passes at the UMass Boston Bookstore (Campus Center, upper level) or the Parking and Transportation Office (Quinn Administration Building, 2nd floor). Semester passes that are to be billed to you must be picked up at the Parking and Transportation Office. All returned checks are subject to a fee. Please note that rates are subject to change.

For further information about passes, please contact Parking and Transportation Office at 617.287.5041

Student Community

UMB Webpage & School Events

Add www.umb.edu to your favorites on your internet browser list. The front page will list campus events that you may be interested. The website holds many resources and various contact information.

Graduate Business Association (GBA)

Students are encouraged to join the GBA. It is important to be actively involved in the University and the department to make the most out of your education here. The GBA hosts events both on and off campus throughout the fall and spring semester. Joining can be another way to be an active participant and increase your networking skills. Visit the association's page at www.umbgba.com

Facebook

Join our groups on Facebook to stay connected

UMB-GBA page: <http://www.facebook.com/home.php?#/group.php?gid=18040350839>

International Students page:

<http://www.facebook.com/home.php?#/group.php?gid=77090844250>

MBA--- Specializations

Are you studying in the MBA program and interested in specializing? We currently offer a total of 10 specializations. All MBA students are required to complete a total of 8 electives. If you wish to study 1 or more specializations you would need to complete 3-4 of your electives in the area. Below is a list of specializations and the amount of courses required to complete.

- 1) Accounting: 4 courses
- 2) Environmental Management: 3 courses
- 3) Finance: 4 courses
- 4) Fundraising & Nonprofit Management: 3 courses
- 5) Healthcare Management: 3 courses
- 6) Human Resource Management: 3 courses
- 7) Information Systems: 4 courses
- 8) International Management: 4 courses
- 9) Internet Marketing: 4 courses
- 10) Marketing: 4 courses
- 11) Operations Management: 3 courses
- 12) Entrepreneurship: 4 courses

Each semester we email the schedule and include which specialization area is met for each course.

Master of Business Administration (MBA) Course Planning Guide

Part I Business Core Courses

If you have waived courses (see acceptance letter from Graduate College of Management) you will write “waive” in the grade received box.

Course Name & No.	Sem/Yr	Credit	Grade
MS 600 Mathematical Analysis for Mngrs			
MBA AF 601 Economics for Managers---(pre-requisite MBAMS 600)			
MBA AF 610 Accounting for Managers---(pre-requisite MBAMS 600)			
MBA AF 620 Financial Management---(pre-requisite MBAMS 600 & MBA AF 601)			
MBAMS 630 Statistical Analysis for Mngrs ---(pre-req MBAMS 600)			
MBAMS 635 Operations Management---(pre-requisite MBAMS 630)			
MBAMS 640 Computer Info. Processing Systems			
MBAMGT 650 Organizational Analysis & Skills (taken 1 st semester)			
MBAMGT 660 Business & It's Environment---(pre-req) MBAMGT 650)			
MBAMKT 670 Marketing Management			
MBAMGT 689 Strategic Management-(taken your final semester)			

Part II Business Electives

Students are required to complete **(8)** electives total. Students will need to complete courses that range over **(4)** different functional areas: **ACCT, FIN, OPS, IS, MKT, MGT or COM**. In addition **(1)** course overall must be international. While some courses count for more than 1 functional areas, each course may only be used to satisfy 1 functional area. To take electives you must waive or complete the pre-requisite the first semester (ie: to take a finance elective you must first complete MBA AF 620) Not all students are required to complete a specialization. If you decide you would like to specialize, please see the department for more information.

	Course name	Semester/Yr	Credit	Grade	Functional area	Specialization
1						
2						
3						
4						
5						
6						
7						
8						

Master of Science in Accounting Course Planning Guide

Part I Business Core Courses

If you have waived a course (see acceptance letter from Graduate College of Management), you will write “waive” in the grade received box.

Course Name & No.	Sem/Yr	Credit	Grade Received
MBAMS 600 Mathematical Analysis			
MBA AF 601 Economics for Managers---(pre-requisite MBAMS 600)			
MBA AF 610 Accounting for Managers---(pre-requisite MBAMS 600)			
MBAAF 620 Financial Management-- (pre-requisite MBAMS 600 & MBA AF 601)			
MBAMGT 650 Organizational Analysis and Skills for Managers (To be taken your first semester)			
MBAMGT 664 Legal Environment of Business			

Part II Accounting Requirements Students must complete **eight accounting** courses to complete the MSA degree.

Course Name & No.	Sem/Yr	Credit	Grade Received
MBA AF 611 Intermediate Accounting---(pre-requisite MBA AF 610)			
MBA AF 612 Cost Accounting---(pre-requisite MBA AF 610)			
MBA AF 613 Federal Tax Planning---(pre-requisite MBA AF 610)			
MBA AF 614 Financial & Managerial Auditing---(pre-requisite MBA AF 611)			
MBA AF 618 Accounting Information Systems---(pre-requisite MBA AF 611)			

Part III Accounting Electives Students must complete **3 elective** courses to complete the MSA degree

MBA AF 615 International Accounting (pre-requisite MBA AF 610)			
MBA AF 616 Financial Statement Analysis (pre-requisite MBA AF 611 or MBA AF 620) Suggested to complete MBA AF 611			
MBA AF 617 Management Accounting and Control (pre-requisite MBA AF 610)			
MBA AF 633 Advanced Federal Tax Planning (pre-requisite MBA AF 613)			

Part IV Capstone Course Students must complete **one** capstone course to complete the MSA degree (taken your final semester)

Course Name & No.	Sem/Yr	Credit	Grade Received
MBA AF 691 Financial Accounting Theory & Analysis			

Master of Science in Information Technology Course Planning Guide

Part I Business Core Courses

If you have waived courses (see acceptance letter from the Graduate College of Management) you will write "waive" in the grade received box.

Course Name & No.	Sem/Yr	Credit	Grade Received
MBAMS 600 Mathematical Analysis for Managers			
MBA AF 601 Economics for Managers (pre-req MBAMS 600)			
MBAMS 630 Statistical Analysis for Managers (pre-req MBAMS 600)			
MBAMS 635 Operations Management (pre-requisite MBAMS 630)			
MBAMS 640 Computer Information Processing			
MBAMGT 650 Organizational Analysis & Skills (to be taken your first semester)			

Part II Requirements

To move onto the requirements for the MSIT program you must waive or complete the business core courses.

Course Name & No.	Sem/Yr	Credit	Grade Received
MSIS 610 Innovation in IT Management			
MSIS 611 Knowledge Mgmt & Business Intelligence			
MSIS 614 Business Data Com.& Computer Networks			
MSIS 616 Info. Tech. for Quality & Competitive Mgmt			
MSIS 618 Database Management			
MSIS 619 Business Process Innovation			

Part III Electives

Students must complete **three information systems** electives to complete the MSIT program

Course Name & No.	Sem/Yr	Credit	Grade Received

Part IV Capstone

MSIS 630 Project and Change Management			
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Master of Science in International Management Course Planning Guide

Part I Business Core Courses

If you have waived a course (see acceptance letter from Graduate College of Management) you will write “waive” in the grade received box.

Course Name & No.	Sem/Yr	Credit	Grade
MBAMS 600 Mathematical Analysis			
MBA AF 601 Economics for Managers (pre-req MBAMS 600)			
MBA AF 610 Accounting for Managers (pre-req MBAMS 600)			
MBA AF 620 Financial Management (pre-requisite MBA AF 601)			
MBAMKT 670 Marketing Management			
MBAMGT 650 Organizational Analysis for Managers (to be taken your first semester)			
MBAMGT 660 Business and Its Environment (pre-req MBAMGT 650)			
MBA AF 615 International Accounting (pre-requisite MBA AF 610)			
MBA AF 626 International Finc'l Management (pre-req MBA AF 620)			
MBAMGT 675 Managing in Global Economy (pre-req MBAMGT 650)			
MBAMKT 674 International Marketing (pre-requisite MBAMKT 670)			

Part II Business Electives Students must complete **four international** elective courses to complete the MSIM degree.

Course Name & No.	Sem/Yr	Credit	Grade

Part III Capstone Course Students must complete **one** capstone course to complete the MSIM degree

Course Name & No.	Sem/Yr	Credit	Grade
Varies for each student (taken your final semester)			

Master of Science in Finance Course Planning Guide

Part I Business Core Courses

If you have waived a course (see acceptance letter from Graduate College of Management) you will write “waive” in the grade received box.

Course Name & No.	Sem/Yr	Credit	Grade Received
MBAMS 600 Mathematical Analysis			
MBA AF 601 Economics for Managers (pre-requisite MBAMS 600)			
MBA AF 610 Accounting for Managers (pre-requisite MBAMS 600)			
MBAAF 620 Financial Management (pre-requisite MBA AF 601)			
MBA AF 616 Financial Statement Analysis (pre-req MBA AF 610)			
MBA AF 621 Advanced Corporate Finance (pre-requisite MBA AF 620)			
MBA AF 623 Financial Modeling (pre-requisite MBA AF 620)			
MBA AF 626 International Finc'l Management (pre-req MBA AF 620)			
MBA AF 628 Portfolio Anlys & Inent Mgmt (pre-req MBA AF 620)			

Part II Business Electives Students must complete **four finance** elective courses to complete the MSF degree.

Course Name & No.	Sem/Yr	Credit	Grade Received

Part III Capstone Course Students must complete **one** capstone course to complete the MSF degree (taken your final semester)

Course Name & No.	Sem/Yr	Credit	Grade Received
MBA AF 635 Mergers and Acquisitions			

