

University of Massachusetts Boston  
**College of Management**

Undergraduate Program  
Student Handbook  
2006-2007





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# **INTRODUCTION**



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. If you have questions or concerns regarding your program, you will most likely find the answers within this handbook. If you don't find it here, 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 or an advisor to confirm that you are following the correct curriculum or procedure. Additionally, this guide does not replace the need for academic advising with an appropriate advisor. You are encouraged to meet with an advisor each semester to ensure you are making appropriate progress toward your degree.

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 2006 and Spring 2007 semesters only. \*\****

## **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.

## **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.

## ADMINISTRATION

College of Management Welcome Center  
McCormack, fifth floor, room 603  
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**COLLEGE OF  
MANAGEMENT  
DEGREE  
REQUIREMENTS  
AND CURRICULUM**



# BACHELOR OF SCIENCE DEGREE REQUIREMENTS

## INTRODUCTION

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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 once you earn 60 credits and have completed one semester in the College, 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 approximately 50% of coursework is in general education and approximately 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 in the College 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:

- (a) the non-business foundation courses (ENGL 101, 102; ECON 101, 102; MATH 134)
- (b) the writing proficiency course (BC 290, formerly ACM 299)
- (c) the international management & diversity requirements
- (d) the courses selected to meet the distribution area II requirements
- (e) the non-business elective courses (number will vary, but these, included with courses listed above will total 60 credits)

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

*Four of these courses must be at the 200 level or above (excluding BC 290).*

### **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 | Managerial Calculus            |

### **Writing Proficiency Course: 1 course (3 credits)**

BC 290, Professional Written Communication and Critical Analysis, further develops students business writing and analytical skills and serves as the required preparation for selected 300 level management courses. This course is required of all College of Management students, and a grade of a “C” is required to satisfactorily complete BC 290.

*This course cannot be taken on a pass/fail basis.*

BC 230, The Fundamentals of Business Communication and Critical Analysis, is offered as a course that prepares students for BC 290, if needed.

The Business Communications Assessment (BCA) is a tool that we use to help us determine the appropriate course for each student. The BCA is open and available to any student who would like to take it.

## BUSINESS COMMUNICATIONS ASSESSMENT

As of the Fall 2006 semester, the following guidelines regarding the Business Communications Assessment (BCA) exist for students entering the College of Management at UMass Boston:

### **BUSINESS COMMUNICATIONS ASSESSMENT TEST**

While the Business Communications Assessment is now optional, it is strongly encouraged for the following reasons:

1. The assessment of this test will allow students with strong writing skills to take MKT301 and possibly MGT303 while enrolled in BC290.
2. The assessment of this test will inform students of their likelihood of passing BC290. If the assessors judge you as not ready to pass BC290 then you will know in advance that you have a better option. Students that need more work on their grammatical accuracy will benefit by taking BC230 to prepare them for the challenges of BC290.

All BC290 professors will give an in-class writing assignment the first day of class to those that have not taken the optional BCA. From this assignment their job is to correctly advise you on whether to remain enrolled in BC290. The professors are not allowed to give students a MKT301 and/or MGT303 assessment; that can only happen with the BCA assessment.

If the professor thinks that you will not be able to pass BC290, s/he will strongly recommend that you drop BC290 and register for BC230 as this is the course that will prepare you for BC290. If you choose to disregard the professor's assessment, remain enrolled in BC290, and do not make a final grade of a "C" or higher, then you will need to repeat the course again. If your skills in grammar, reading comprehension, or business English are weak, you should take BC230 to strengthen these abilities. The demands of BC290 are far in excess of those in ENG102.

Clearly, being assessed the first week of school will make it more difficult for you to arrange your schedule and register for appropriate classes and times. If you have to change your schedule around at that time, some courses and sections might already be full. ***We will not be able to over enroll BC courses to accommodate registration changes due to this in class assessment.***

This is why we are recommending the optional BCA test. By taking this test you will be informed of whether you are more suited for BC290 or BC230. Even if you are assessed to BC230 it is still your choice as to whether to enroll in BC290 or BC230.

### **Business Communications Assessment Dates**

Thursday, July 13	10:00 am – 12:00 pm	H-UL 0041
Monday, August 7	5:30-7:30 pm	H-UL 0041
Wednesday, August 16	12:00-2:00 pm	H-UL 0041
Tuesday, August 22	5:30-7:30 pm	H-UL 0041
Thursday, August 30	9:30-11:30 am	CC – UL – Computer Lab

You must sign up for the test in advance. Please email Basye Hendrix, CM Writing Coordinator: [basye.hendrix@umb.edu](mailto:basye.hendrix@umb.edu) to sign up for the test. She will email you a confirmation, test instructions and a sample of the test.

### **COLLGE OF MANAGEMENT STUDENTS NEW TO THE UNIVERSITY**

The Business Communications Assessment is optional for students entering the College in Fall 2006. These students may register for BC 290 as long as ENGL 102 and the other pre-requisites have been met.

### **NEW COLLEGE OF MANAGEMENT INTER-COLLEGE TRANSFER STUDENTS**

Any student starting in the College of Management as an Inter College Transfer student from another college at UMass Boston MUST complete BC 290. The Writing Proficiency Exam (WPE) and passing the Writing Portfolio will no longer complete this requirement. These students may register for BC 290 as long as ENGL 102 and the other pre-requisites have been met. The Business Communications Assessment (BCA) is optional, but recommended for all students before registering for BC 290.

## 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. The 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. Courses that meet this requirement are listed at the back of this section of the handbook and on-line on the University Advising Center’s web page.

## 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 a map of the United States. 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 at the back of this section of the handbook and on-line on the University Advising Center’s web page.

*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 or Later*

The general education distribution requirement includes: 7 Courses (21 credits)

- 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)
- A Freshman or Intermediate Seminar

*A Freshman Seminar* is required for students entering the University with 0-29 credits. These classes are noted as G100 level liberal arts classes.

*An Intermediate Seminar* is required for students entering the University with 30-89 credits. This can be satisfied by a G200 level liberal arts course, or by MGT 330, if MGT 330 is completed at UMB. Students who enter with 30-89 credits and have MGT 330 as a transfer course will be required to take a G200 level course as their only option to complete the intermediate seminar requirement.

*Regardless of the seminar requirement, credit will be awarded for only one “G” course of any level.*

## Non-business elective requirement

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

## THE MANAGEMENT REQUIREMENTS

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

### Management Foundation: 3 courses (9 credits)

MSIS 110	Introduction to Computers and Information Systems	<i>Prerequisites: none</i>
MSIS 111*	Managerial Statistics	<i>Prerequisite: Math 129, Co- or prerequisite: MSIS 110</i>
MSIS 212	Managerial Decision Making	<i>Prerequisites: MSIS 110 &amp; MSIS 111</i>

### Management Core: 9 courses (27 credits)

AF 210	Financial Accounting	<i>Prerequisite: 30 credits</i>
AF 211	Managerial Accounting	<i>Prerequisites: AF 210 and 30 credits</i>
AF 301	Financial Management	<i>Prerequisites: AF 211 and 60 credits</i>
MGT 303	Managing Organizations	<i>Prerequisites: BC 290 and 60 credits</i>
MGT 330	Business Environment and Public Policy	<i>Prerequisites: BC 290 and 60 credits</i>
MGT 331	Managerial Ethics and Social Issues	<i>Prerequisites: MGT 303 and 60 credits</i>
MKT 301	Principles of Marketing	<i>Prerequisites: BC 290 and 60 credits</i>
MSIS 301	Operations Management	<i>Prerequisites: MSIS 110, MSIS 111, and 60 credits</i>
MGT 490	Strategic Management <i>Capstone experience course</i>	<i>Prerequisites: AF 301, MGT 303, MGT 330, MKT 301, MSIS 212, MSIS 301, Co- or prerequisite: MGT 331</i>

\* MSIS 111 may also be satisfied by one of the following statistics courses: ECON 205, MATH 125, PSYCH 270 or SOCIOL 350. Please consult the course description for each of those courses to determine the pre-requisites.

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

Please note that eight (8) of the following thirteen (13) courses must be done in residency at UMass Boston: BC 290, AF 210, AF 211, AF 301, MGT 303, MGT 330, MGT 331, MGT 490, MKT 301, MSIS 110, MSIS 111, MSIS 212, MSIS 301.

**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.**

## GENERAL/FREE ELECTIVE COURSES

General elective courses (also known as free electives) can be chosen from any college. The number of free electives required depends on which concentration is being pursued, and transfer credit (if applicable). General electives are used to earn 120 credits for graduation in addition to the 60 required liberal arts credits and 51-57 required Management requirements. Often, students with transfer credits will have extra courses in the liberal arts and may not need to take additional free electives at UMB. It is best to meet with an advisor once all transfer credits are posted to determine how many general electives are needed.

**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 CM 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.

Students are welcome to complete more than one concentration, however only two courses may count towards both concentrations. Please see an advisor to be sure you have an accurate understanding of how many courses you will need to take to complete two or more concentrations.

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

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 accounting concentration will take at least three semesters to complete once the first course is taken, due to the sequential nature of the required courses (AF 310, AF 311, AF 470).
  - Generally speaking, concentration courses are not offered in the summer (typically Management Core and Foundation are the only courses routinely offered in the summer), so careful planning is critical to staying on track for degree completion.
  - Accounting concentrators should check with the department chair before taking the internship course.
  - Students interested in preparing for the CPA exam are strongly encouraged to consult with a faculty advisor regularly.
  - The prerequisites for these courses are strictly enforced, so accounting concentrators should plan their schedule carefully and early. Exceptions to the pre-requisite requirements in this concentration will not be allowed.

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**Take all six courses:**

AF 310	Intermediate Accounting I	<i>Prerequisites: AF 211, 60 credits</i>
AF 311	Intermediate Accounting II	<i>Prerequisites: AF 310, 60 credits</i>
AF 315	Accounting Information Systems	<i>Prerequisites: AF 211, 60 credits</i>
AF 363	Cost Accounting	<i>Prerequisites: AF 211, 60 credits</i>
AF 450	Federal Taxation I	<i>Prerequisites: AF 211, 60 credits</i>
AF 470	Financial Auditing	<i>Prerequisites: AF 311, 60 credits</i>

**And any one of the following:**

AF 330	Business Law	<i>Prerequisites: AF 211, 60 credits</i>
AF 410	Advanced Accounting	<i>Prerequisites: AF 311, 60 credits</i>
AF 433	Accounting for Non-Business Organizations	<i>Prerequisites: AF 310, 60 credits</i>
AF 451	Federal Taxation II	<i>Prerequisites: AF 450, 60 credits</i>
AF 463	Advanced Managerial Accounting	<i>Prerequisites: AF 363, 60 credits</i>
AF 472	EDP Audit and Control	<i>Prerequisites: AF 310 and 60 credits; AF 315 and AF 470 or AF 471 are recommended</i>
AF 478	Special Topics in Accounting	<i>Prerequisites: varies</i>
AF 480	Internship	<i>Prerequisites: 75 credits, 21 credits in management core, one concentration course, 2.5 GPA, permission of internship coordinator</i>
AF 485	Small Business Practicum	<i>Prerequisites: AF 301 and 60 credits; AF 325, AF 335 and AF 465 are recommended</i>
AF 488	Independent Study	<i>Prerequisites: varies</i>

## FINANCE CONCENTRATION

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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 finance concentration will take at least two semesters to complete once the first course is taken, due to the sequential nature of the required courses (AF 325, AF 335, AF 495).
  - Generally speaking, concentration courses are not offered in the summer (typically Management Core and Foundation are the only courses routinely offered in the summer), so careful planning is critical to staying on track for degree completion.
  - Finance concentrators should check with the department chair before taking the internship course.
  - The prerequisites for these courses are strictly enforced, so finance concentrators should plan their schedule carefully and early. Exceptions to the pre-requisite requirements in this concentration will not be allowed.
- 

**Take all three courses:**

AF 325	Theory of Corporate Finance	<i>Prerequisites: AF 301 and 60 credits</i>
AF 335	Investments	<i>Prerequisites: AF 301 and 60 credits</i>
AF 495	Financial Policy	<i>Prerequisites: AF 325, AF 335 and 60 credits</i>

**And any two of the following:**

AF 425	Topics in Corporate Financial Management	<i>Prerequisites: AF 325 and 60 credits; AF 335 recommended</i>
AF 426	Financial Modeling	<i>Prerequisites: AF 301 and 60 credits</i>
AF 435	Derivative Securities	<i>Prerequisites: AF 301 and 60 credits; AF 335 recommended</i>
AF 445	Management of Financial Institutions	<i>Prerequisites: AF 301 and 60 credits</i>
AF 455	International Financial Management	<i>Prerequisites: AF 301 and 60 credits</i>
AF 475	Real Estate Finance and Investment	<i>Prerequisites: AF 301 and 60 credits</i>
AF 478	Special Topics in Finance	<i>Prerequisites: varies</i>
AF 480	Internship	<i>Prerequisites: 75 credits, 21 credits in management core, one concentration course, 2.5 GPA, permission of internship coordinator</i>
AF 485	Small Business Practicum	<i>Prerequisites: AF 301 and 60 credits; AF 325, AF 335 and AF 465 are recommended</i>

## MANAGEMENT CONCENTRATION

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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.
  - Students should plan on taking the concentration courses over the course of two semesters to ensure a wide selection of required and elective courses in the concentration.
  - The prerequisites for these courses are strictly enforced, so management concentrators should plan their schedule carefully and early.
  - Generally speaking, concentration courses are not offered in the summer (typically Management Core and Foundation are the only courses routinely offered in the summer), so careful planning is critical to staying on track for degree completion.
- 

**Take all three courses:**

MGT 401	Introduction to Human Resources Management	<i>Prerequisites: MGT 303 and 60 credits</i>
MGT 421	Skills in Leadership and Teamwork	<i>Prerequisites: MGT 303 and 60 credits</i>
MGT 434	Managing in the Global Economy	<i>Prerequisites: MGT 303 and 60 credits</i>

**And any two of the following:**

MGT 402	Labor Relations	<i>Prerequisites: MGT 303 and 60 credits</i>
MGT 431	Legal Environment of Business	<i>Prerequisites: MGT 303, MGT 330 and 60 credits</i>
MGT 450	Advanced Topics in Managing Organizations	<i>Prerequisites: MGT 303 and 60 credits</i>
MGT 470	Entrepreneurship	<i>Prerequisites: MGT 303 and 60 credits</i>
MGT 478	Special Topics In Management	<i>Prerequisites: varies</i>
MGT 480	Internship	<i>Prerequisites: 75 credits, 21 credits in management core, one concentration course, 2.5 GPA, permission of internship coordinator</i>

# MARKETING CONCENTRATION

---

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 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**
- Students with particular interests (e.g. in retailing, e-business, etc.) should consult with a departmental faculty advisor for guidance on course selection.
  - Students should plan on taking the concentration courses over the course of two semesters to ensure a wide selection of required and elective courses in the concentration.
  - The prerequisites for these courses are strictly enforced, so marketing concentrators should plan their schedule carefully and early.
  - Generally speaking, concentration courses are not offered in the summer (typically Management Core and Foundation are the only courses routinely offered in the summer), so careful planning is critical to staying on track for degree completion.
- 

**Take this required course:**

MKT 310 Data Analysis for Marketing Management *Prerequisites: MKT 301, MSIS 111 and 60 credits*

**And any four of the following:**

MKT 402	Sales Management	<i>Prerequisites: MKT 301 and 60 credits</i>
MKT 403	Integrated Marketing Communication	<i>Prerequisites: MKT 301 and 60 credits</i>
MKT 404	Retailing in the Internet Age	<i>Prerequisites: MKT 301 and 60 credits</i>
MKT 405	Web Page Marketing	<i>Prerequisites: MKT 301 and 60 credits</i>
MKT 406	Direct Marketing	<i>Prerequisites: MKT 301 and 60 credits</i>
MKT 407	Services Marketing	<i>Prerequisites: MKT 301 and 60 credits</i>
MKT 430	International Marketing	<i>Prerequisites: MKT 301 and 60 credits</i>
MGT 470	Entrepreneurship	<i>Prerequisites: MGT 303 and 60 credits</i>
MKT 478	Special Topics in Marketing	<i>Prerequisites: MKT 301 and 60 credits</i>
MKT 480	Internship	<i>Prerequisites: 75 credits, 21 credits in management core, one concentration course, 2.5 GPA and permission of CM Career Center</i>
MKT 488	Independent Study	<i>Prerequisites: Permission of instructor and 60 credits</i>

# **MANAGEMENT INFORMATION SYSTEMS CONCENTRATION**

**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 Information Systems and non-Information Systems companies. MIS graduates have found employment in a variety of industries including: health care, transportation, government, high-tech, financial services and manufacturing.

**Advising Notes**

- Students should plan on taking the concentration courses over the course of two semesters to ensure a wide selection of required and elective courses in the concentration.
- The prerequisites for these courses are strictly enforced, so MIS concentrators should plan their schedule carefully and early.
- Generally speaking, concentration courses are not offered in the summer (typically Management Core and Foundation are the only courses routinely offered in the summer), so careful planning is critical to staying on track for degree completion.

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**Take all three courses:**

MSIS 310	Client/Server Programming	<i>Prerequisites:</i> MSIS 110 and 60 credits
MSIS 411	Database Management	<i>Prerequisites:</i> MSIS 310 and 60 credits
MSIS 461	Systems Analysis and Design	<i>Prerequisites:</i> MSIS 110 and 60 credits

**And any three of the following:**

MSIS 414	Computer Networks for Management	<i>Prerequisites:</i> MSIS 110 and 60 credits
MSIS 415	Object-Oriented Programming for Business	<i>Prerequisites:</i> MSIS 310 and 60 credits
MSIS 422	Decision Support Systems and Groupware	<i>Prerequisites:</i> MSIS 110, MSIS 111 and 60 credits
MSIS 425	Project Management	<i>Prerequisites:</i> MSIS 110 and 60 credits
MSIS 426	e-Business and e-Commerce Infrastructure	<i>Prerequisites:</i> MSIS 110 and 60 credits
MSIS 427	Knowledge Management: Competing in the Knowledge Economy	<i>Prerequisites:</i> MSIS 309 or MSIS 310 or Permission of instructor
MSIS 428	Information System Security	<i>Prerequisites:</i> MSIS 110 and 60 credits
MSIS 430	International Information Management	<i>Prerequisites:</i> MSIS 110 and 60 credits
MSIS 454	Supply Chain Management	<i>Prerequisites:</i> MSIS 301
MSIS 455	Decision Analysis	<i>Prerequisites:</i> MSIS 212 and 60 credits
MSIS 478*	Special Topics in Management Science and Information Systems	<i>Prerequisites:</i> 60 credits, additional requirements may vary
MSIS 480*	Internship	<i>Prerequisites:</i> 75 credits, 21 credits in management cores, one concentration course, 2.5 GPA, permission of Internship Coordinator

\* Students may count only one of MSIS 478 and MSIS 480 towards this concentration.

## **OPERATIONS MANAGEMENT SCIENCE CONCENTRATION**

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**
- Students should plan on taking the concentration courses over the course of two semesters to ensure a wide selection of required and elective courses in the concentration.
  - The prerequisites for these courses are strictly enforced, so operations management concentrators should plan their schedule carefully and early.
  - Generally speaking, concentration courses are not offered in the summer (typically Management Core and Foundation are the only courses routinely offered in the summer), so careful planning is critical to staying on track for degree completion.

### ***At least three courses:***

MSIS 425	Project Management	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 450	Operations Management: Domestic and Global	<i>Prerequisites: MSIS 212, MSIS 301 and 60 credits</i>
MSIS 452	Quality Management	<i>Prerequisites: MSIS 110, MSIS 111 and 60 credits</i>
MSIS 454	Supply Chain Management	<i>Prerequisites: MSIS 301</i>

### ***And at least two of the following courses:***

MSIS 422	Decision Support Systems and Groupware	<i>Prerequisites: MSIS 110, MSIS 111 and 60 credits</i>
MSIS 425	Project Management	<i>Prerequisites: MSIS 110 and 60 credits</i>
AF 363	Cost Accounting	<i>Prerequisites: AF 211 and 60 credits</i>

### ***Additional choices for remaining credits:***

MSIS 309	Databases and Programming for Managers	<i>Prerequisites: MSIS 110 and 60 Credits</i>
MSIS 414	Computer Networks for Management	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 415	Object-Oriented Programming for Business	<i>Prerequisites: MSIS 310 and 60 credits</i>
MSIS 426	e-Business and e-Commerce Infrastructure	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 430	International Information Management	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 455	Decision Analysis	<i>Prerequisites: MSIS 212 and 60 credits</i>
MSIS 461	Systems Analysis and Design	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 478*	Special Topics in Management Science and Information Systems	<i>Prerequisites: 60 credits, additional requirements may vary</i>
MSIS 480*	Internship	<i>Prerequisites: 75 credits, 21 credits in management cores, one concentration course, 2.5 GPA, permission of Internship Coordinator</i>

\* Students may count only one of MSIS 478 or MSIS 480 towards this concentration.

# **INTERNATIONAL MANAGEMENT CONCENTRATION**

**5 courses (15 credits)**

- Program Overview** The international management concentration seeks to broaden students' horizons and prepare them for the increasingly global world of business. 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 the International Management 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.
  - Courses taken from the College of Liberal Arts for the concentration cannot also count toward the liberal arts/non-business courses.
  - Students should plan on taking the concentration courses over the course of two semesters to ensure a wide selection of required and elective courses in the concentration.
  - The prerequisites for these courses are strictly enforced, so International Management concentrators should plan their schedule carefully and early.
  - Generally speaking, concentration courses are not offered in the summer (typically Management Core and Foundation are the only courses routinely offered in the summer), so careful planning is critical to staying on track for degree completion.

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**Take all three courses:**

MGT 434	Managing in a Global Economy	<i>Prerequisites: MGT 303 and 60 credits</i>
MKT 430	International Marketing	<i>Prerequisites: MKT 301 and 60 credits</i>
AF 455	International Financial Management	<i>Prerequisites: AF 301 and 60 credits</i>

**And any two of the following:**

ECON 334	International Trade	<i>Prerequisites: Econ 101 and Econ 102; Normally Offered: Every Year</i>
ECON 335	International Finance	<i>Prerequisites: Econ 101 and Econ 102; Normally Offered: Every Year</i>
ECON 336	Economic Development	<i>Prerequisites: Econ 101 and Econ 102; Normally Offered: Every Other Year</i>
ECON 372	Comparative Economic Systems	<i>Prerequisites: Econ 101 and Econ 102; Normally Offered: Every Summer</i>
ECON 435	The Multinational Corporation	<i>Prerequisites: Econ 334 or Econ 335 or Econ 336, or Econ 338</i> <i>Normally Offered: Every Other Year</i>
IR 480	Political Economy of International Trade	<i>Prerequisites: see International Relations department in CLA</i>
POLSCI 410	Politics of International Economic Relations	<i>Prerequisite: Junior standing</i>
MGT 480	Internship	<i>Prerequisites: 75 credits, 21 credits in management core, one concentration course, 2.5 GPA, permission of Internship Coordinator</i>

# **INFORMATION MANAGEMENT FOR FINANCE CONCENTRATION**

**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 an interdisciplinary concentration, so students should seek guidance from both Finance and MSIS departmental advisors.
  - As a point of clarification, this Information Management concentration is intended for those interested in finance who wish to add to their skill set the tools needed to gather, store, and manage the information that this discipline is based on. The management science concentration involves more emphasis on analysis and decision making based on financial data.
  - Students should plan on taking the concentration courses over the course of two semesters to ensure a wide selection of required and elective courses in the concentration.
  - The prerequisites for these courses are strictly enforced, so IM - F concentrators should plan their schedule carefully and early. Exceptions to the pre-requisite requirements in this concentration will not be allowed.
  - Generally speaking, concentration courses are not offered in the summer (typically Management Core and Foundation are the only courses routinely offered in the summer), so careful planning is critical to staying on track for degree completion.

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## **Take all four courses:**

AF 325	Theory of Corporate Finance	<i>Prerequisites: AF 301 and 60 credits</i>
AF 335	Investments	<i>Prerequisites: AF 301 and 60 credits</i>
AF 495	Financial Policy	<i>Prerequisites: AF 325, AF 335 and 60 credits</i>
MSIS 309	Databases and Programming for Managers	<i>Prerequisites: MSIS 110 and 60 Credits</i>

## **And at least one of the following courses:**

MSIS 430	International Information Management	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 461	Systems Analysis and Design	<i>Prerequisites: MSIS 110 and 60 credits</i>

## **Additional choices for remaining credits:**

AF 425	Topics in Corporate Financial Management	<i>Prerequisites: AF 325 and 60 credits; AF 335 recommended</i>
AF 426	Financial Modeling	<i>Prerequisites: AF 301 and 60 credits</i>
AF 435	Derivative Securities	<i>Prerequisites: AF 301 and 60 credits; AF 335 recommended</i>
AF 445	Management of Financial Institutions	<i>Prerequisites: AF 301 and 60 credits</i>
AF 455	International Financial Management	<i>Prerequisites: AF 301 and 60 credits</i>
MSIS 414	Computer Networks for Management	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 415	Object-Oriented Programming for Business	<i>Prerequisites: MSIS 310 and 60 credits</i>
MSIS 425	Project Management	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 427	Knowledge Management: Competing in the Knowledge Economy	<i>Prerequisites: MSIS 309 or MSIS 310 or Permission of instructor</i>
MSIS 428	Information System Security	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 455	Decision Analysis	<i>Prerequisites: MSIS 212 and 60 credits</i>
MSIS 478*	Special Topics in Management Science and Information Systems	<i>Prerequisites: 60 credits, additional requirements may vary</i>
MSIS 480*	Internship	<i>Prerequisites: 75 credits, 21 credits in management cores, one concentration course, 2.5 GPA, permission of Internship Coordinator</i>

\* Students may count only one of MSIS 478 or MSIS 480 towards this concentration.

# INFORMATION MANAGEMENT FOR MARKETING

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 an interdisciplinary concentration, so students should seek guidance from both Marketing and MSIS departmental advisors.
- As a point of clarification, this Information Management concentration is intended for those interested in marketing who wish to add to their skill set the tools needed to gather, store, and manage the information that this discipline is based on. The management science concentration involves more emphasis on analysis and decision making based on marketing data.
- Students should plan on taking the concentration courses over the course of two semesters to ensure a wide selection of required and elective courses in the concentration.
- The prerequisites for these courses are strictly enforced, so IM - MK concentrators should plan their schedule carefully and early.
- Generally speaking, concentration courses are not offered in the summer (typically Management Core and Foundation are the only courses routinely offered in the summer), so careful planning is critical to staying on track for degree completion.

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## **Take both courses:**

MKT 310	Data Analysis for Marketing Management	<i>Prerequisites: MKT 301, MSIS 111 and 60 credits</i>
MSIS 309	Databases and Programming for Managers	<i>Prerequisites: MSIS 110 and 60 Credits</i>

## **And at least one of the following:**

MSIS 422	Decision Support Systems and Groupware	<i>Prerequisites: MSIS 110, MSIS 111 and 60 credits</i>
MSIS 430	International Information Management	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 461	Systems Analysis and Design	<i>Prerequisites: MSIS 110 and 60 credits</i>

## **And at least two of the following:**

MKT 403	Integrated Marketing Communication	<i>Prerequisites: MKT 301 and 60 credits</i>
MKT 404	Retailing in the Internet Age	<i>Prerequisites: MKT 301 and 60 credits</i>
MKT 405	Web Page Marketing	<i>Prerequisites: MKT 301 and 60 credits</i>
MKT 406	Direct Marketing	<i>Prerequisites: MKT 301 and 60 credits</i>
MKT 407	Services Marketing	<i>Prerequisites: MKT 301 and 60 credits</i>
MKT 430	International Marketing	<i>Prerequisites: MKT 301 and 60 credits</i>

## **Additional choices for remaining credits:**

MSIS 414	Computer Networks for Management	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 415	Object-Oriented Programming for Business	<i>Prerequisites: MSIS 310 and 60 credits</i>
MSIS 425	Project Management	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 426	e-Business and e-Commerce Infrastructure	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 427	Knowledge Management: Competing in the Knowledge Economy	<i>Prerequisites: MSIS 309 or MSIS 310 or Permission of instructor</i>
MSIS 454	Supply Chain Management	<i>Prerequisites: MSIS 301</i>
MSIS 455	Decision Analysis	<i>Prerequisites: MSIS 212 and 60 credits</i>
MSIS 478*	Special Topics in Management Science and Information Systems	<i>Prerequisites: 60 credits, additional requirements may vary</i>
MSIS 480*	Internship	<i>Prerequisites: 75 credits, 21 credits in management cores, one concentration course, 2.5 GPA, permission of Internship Coordinator</i>

\* Students may count only one of MSIS 478 or MSIS 480 towards this concentration.

# MANAGEMENT SCIENCE FOR FINANCE CONCENTRATION

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 an interdisciplinary concentration, so students should seek guidance from both Finance and MSIS departmental advisors.
  - As a point of clarification, this Information Management concentration is intended for those interested in finance who wish to add to their skill set the tools needed to gather, store, and manage the information that this discipline is based on. The Management Science concentration involves more emphasis on analysis and decision making based on financial data.
  - Students should plan on taking the concentration courses over the course of two semesters to ensure a wide selection of required and elective courses in the concentration.
  - The prerequisites for these courses are strictly enforced, so MS-F concentrators should plan their schedule carefully and early. Exceptions to the pre-requisite requirements in this concentration will not be allowed.
  - Generally speaking, concentration courses are not offered in the summer (typically Management Core and Foundation are the only courses routinely offered in the summer), so careful planning is critical to staying on track for degree completion.

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## Take all three courses:

AF 325	Theory of Corporate Finance	<i>Prerequisites: AF 301 and 60 credits</i>
AF 335	Investments	<i>Prerequisites: AF 301 and 60 credits</i>
AF 495	Financial Policy	<i>Prerequisites: AF 325, AF 335 and 60 credits</i>

## At least two of the following courses:

MSIS 422	Decision Support Systems and Groupware	<i>Prerequisites: MSIS 110, MSIS 111 and 60 credits</i>
MSIS 452	Quality Management	<i>Prerequisites: MSIS 110, MSIS 111 and 60 credits</i>
MSIS 455	Decision Analysis	<i>Prerequisites: MSIS 212 and 60 credits</i>

## Additional choices for remaining credits:

AF 425	Topics in Corporate Financial Management	<i>Prerequisites: AF 325 and 60 credits; AF 335 recommended</i>
AF 426	Financial Modeling	<i>Prerequisites: AF 301 and 60 credits</i>
AF 435	Derivative Securities	<i>Prerequisites: AF 301 and 60 credits; AF 335 recommended</i>
AF 445	Management of Financial Institutions	<i>Prerequisites: AF 301 and 60 credits</i>
AF 455	International Financial Management	<i>Prerequisites: AF 301 and 60 credits</i>
MSIS 309	Databases and Programming for Managers	<i>Prerequisites: MSIS 110 and 60 Credits</i>
MSIS 427	Knowledge Management: Competing in the Knowledge Economy	<i>Prerequisites: MSIS 309 or MSIS 310 or Permission of instructor</i>
MSIS 428	Information System Security	<i>Prerequisites: MSIS 110 and 60 credits</i>
MSIS 450	Operations Management: Domestic and Global	<i>Prerequisites: MSIS 212, MSIS 301 and 60 credits</i>
MSIS 454	Supply Chain Management	<i>Prerequisites: MSIS 301</i>
MSIS 478*	Special Topics in Management Science and Information Systems	<i>Prerequisites: 60 credits, additional requirements may vary</i>
MSIS 480*	Internship	<i>Prerequisites: 75 credits, 21 credits in management cores, one concentration course, 2.5 GPA, permission of Internship Coordinator</i>

\* Students may count only one of MSIS 478 or MSIS 480 towards this concentration.

# MANAGEMENT SCIENCE FOR MARKETING

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 an interdisciplinary concentration, so students should seek guidance from both Marketing and MSIS departmental advisors.
- As a point of clarification, this Information Management concentration is intended for those interested in marketing who wish to add to their skill set the tools needed to gather, store, and manage the information that this discipline is based on. The Management Science concentration involves more emphasis on analysis and decision making based on marketing data.
- Students should plan on taking the concentration courses over the course of two semesters to ensure a wide selection of required and elective courses in the concentration.
- The prerequisites for these courses are strictly enforced, so MS-MK concentrators should plan their schedule carefully and early.
- Generally speaking, concentration courses are not offered in the summer (typically Management Core and Foundation are the only courses routinely offered in the summer), so careful planning is critical to staying on track for degree completion.

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### **Take this required course:**

MKT 310 Data Analysis for Marketing Management *Prerequisites: MKT 301, MSIS 111 and 60 credits*

### **And at least two of the following:**

MSIS 422 Decision Support Systems and Groupware *Prerequisites: MSIS 110, MSIS 111 and 60 credits*

MSIS 454 Supply Chain Management *Prerequisites: MSIS 301*

MSIS 455 Decision Analysis *Prerequisites: MSIS 212 and 60 credits*

### **And at least two of the following:**

MKT 403 Integrated Marketing Communication *Prerequisites: MKT 301 and 60 credits*

MKT 404 Retailing in the Internet Age *Prerequisites: MKT 301 and 60 credits*

MKT 405 Web Page Marketing *Prerequisites: MKT 301 and 60 credits*

MKT 406 Direct Marketing *Prerequisites: MKT 301 and 60 credits*

MKT 407 Services Marketing *Prerequisites: MKT 301 and 60 credits*

MKT 430 International Marketing *Prerequisites: MKT 301 and 60 credits*

### **Additional choices for remaining credits:**

MSIS 309 Databases and Programming for Managers *Prerequisites: MSIS 110 and 60 Credits*

MSIS 414 Computer Networks for Management *Prerequisites: MSIS 110 and 60 credits*

MSIS 415 Object-Oriented Programming for Business *Prerequisites: MSIS 310 and 60 credits*

MSIS 426 e-Business and e-Commerce Infrastructure *Prerequisites: MSIS 110 and 60 credits*

MSIS 427 Knowledge Management: Competing in the Knowledge Economy *Prerequisites: MSIS 309 or MSIS 310 or Permission of instructor*

MSIS 428 Information System Security *Prerequisites: MSIS 110 and 60 credits*

MSIS 450 Operations Management: Domestic and Global *Prerequisites: MSIS 212, MSIS 301 and 60 credits*

MSIS 452 Quality Management *Prerequisites: MSIS 110, MSIS 111 and 60 credits*

MSIS 461 Systems Analysis and Design *Prerequisites: MSIS 110 and 60 credits*

MSIS 478\* Special Topics in Management Science and Information Systems *Prerequisites: 60 credits, additional requirements may vary*

MSIS 480\* Internship *Prerequisites: 75 credits, 21 credits in management cores, one concentration course, 2.5 GPA, permission of Internship Coordinator*

Students may count only one of MSIS 478 or MSIS 480 towards this concentration.

# CURRICULUM PLANNER

(For students who matriculated in Fall 2002 or later)

## NON-MANAGEMENT COURSEWORK

**Non-Management Foundation: 6 courses (18 credits)**

First Year/ Intermediate Seminar	
English 101	
English 102	

Economics 101	
Economics 102	
Math 134	

**Distribution Requirements: 7 courses (21 credits) \***

Arts & Humanities (AR or HU)		
Arts & Humanities (AR or HU)		
Natural Science/Math (NS or MT)		
Natural Science/Math (NS or MT)		

Social & Behavioral Science (SB)		
Social & Behavioral Science (SB)		
World Languages & Cultures		

**Non-Business Electives (from CLA and CSM): 6 courses (18 credits)\***



**CM Writing Proficiency Requirement: 1 course (3 credits)**

BC 290	Professional Written Communication and Critical Analysis	
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*pre-req: ENGL 102, CM students only; Business Communications Assessment required for students who entered with fewer than 30 credits*

## MANAGEMENT COURSEWORK

**Management Foundation: 3 courses (9 credits)**

MSIS 110	Intro to Computers and Info. Systems	
MSIS 111	Managerial Statistics	
MSIS 212	Managerial Decision Making	

*pre-req: none*  
*pre-req: MATH 129, co-req: MSIS 110*  
*pre-req: MSIS 110&111*

**Management Core: 9 courses (27 credits)**

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

*pre-req: 30 credits*  
*pre-req: AF 210, 30 credits*  
*pre-req: AF 211, 60 credits*  
*pre-req: BC 290, 60 credits*  
*pre-req: BC 290, 60 credits*  
*pre-req: MGT 303, 60 credits*  
*pre-req: BC 290, 60 credits*  
*pre-req: MSIS 111, 60 credits*  
*pre-req: AF 301, MSIS 301, MKT 301, MGT 331 (MGT 331 and MGT 490 may be taken concurrently.)*

**CM Concentration: 5-7 courses (15-21 credits)** Please consult course descriptions for pre-requisites.



**Free Elective (may be from any college): 1-3 courses (3-9 credits)**


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**The following requirements must also be met. These can be met with classes that overlap with other requirements above.**

CM International Requirement <sup>+</sup>		
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Diversity Requirement <sup>+</sup>		
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* At least 4 of the total 13 courses within the distribution requirements and non-business electives must be at the 200 level or above.				
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+ A list of classes that fulfill each of these requirements are in the back of this section of this book.

**NOTE: 120 credits are required to earn the Bachelor of Science Degree from the University of Massachusetts – Boston.**

# SAMPLE COURSE PLANS

This sample plan is based on a full-time student who has no transfer credits and plans to graduate in four years. Students who plan to attend on a part-time basis can still use this as a guide and reference point with appropriate modifications.

<b>First Year: Fall</b> ENGL 101 MATH 129 (or math course as determined by placement exam) Freshman Seminar Distributive Area course Liberal Arts Course	<b>First Year: Spring</b> ENGL 102 MATH 134 ECON 101 Distributive Area course MSIS 110 <div style="text-align: right;"><i>30 credits earned</i></div>
<b>Second Year: Fall</b> BC 290 MSIS 111 AF 210 Distributive Area course Distributive Area course	<b>Second Year: Spring</b> MSIS 212 AF 211 Distributive Area course Distributive Area course Liberal Arts Course <div style="text-align: right;"><i>60 credits earned</i></div>
<b>Third Year: Fall</b> MGT 303 or MGT 330 or MKT 301 MGT 303 or MGT 330 or MKT 301 AF 301 or MSIS 301 Distributive Area course Liberal Arts Course – 200 level	<b>Third Year: Spring</b> MGT 303 or MGT 330 or MKT 301 AF 301 or MSIS 301 Concentration course Liberal Arts Course – 200 level Liberal Arts Course – 200 level <div style="text-align: right;"><i>90 credits earned</i></div>
<b>Fourth Year: Fall</b> MGT 331 Liberal Arts Course – 200 level Concentration course Concentration course Concentration course or general elective	<b>Fourth Year: Spring</b> MGT 490 Concentration course Concentration course Concentration course or general elective Concentration course or general elective <div style="text-align: right;"><i>120 credits earned</i></div>

This sample plan is based on a full-time student who has 60 transfer credits from a community college and plans to graduate after two years at UMass Boston. Students with more than 60 credits, or fewer credits, as well as those who plan to attend on a part-time basis can still use this as a guide and reference point with appropriate modifications.

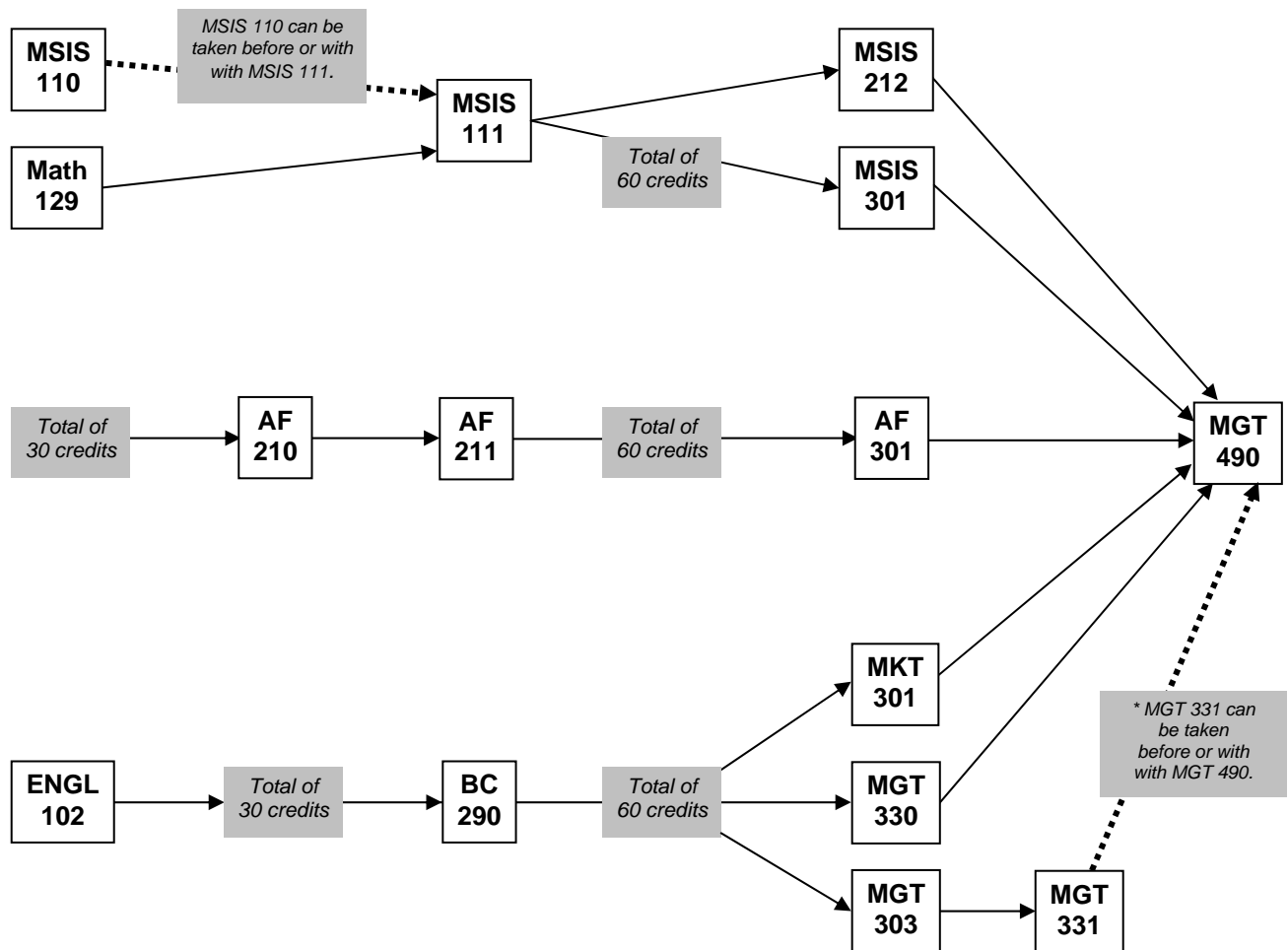
Transfer Credits typically cover:

·ENGL 101	·ENGL 102	·ECON 101	·ECON 102	·MATH 134	·MSIS 111/Statistics
·AF 210 (6 credits of Financial and Managerial Accounting usually combine for this credit)			·12 liberal arts courses including some distributive area course		
<i>60 credits transferred</i>					

<b>First Semester</b> BC 290 MSIS 110 AF 211 Liberal Arts Course Liberal Arts Course	<b>Second Semester</b> MSIS 212 or MSIS 301 MGT 303 or MGT 330 or MKT 301 MGT 303 or MGT 330 or MKT 301 AF 301 Liberal Arts Course <div style="text-align: right;"><i>90 credits earned</i></div>
<b>Third Semester</b> MSIS 212 or MSIS 301 MGT 303 or MGT 330 or MKT 301 Concentration course Concentration course Concentration course	<b>Fourth Semester</b> MGT 490 MGT 331 Concentration course Concentration course Concentration course or general elective <div style="text-align: right;"><i>120 credits earned</i></div>

# A VISUAL EXPLANATION OF PRE-REQUISITES

## The Management Requirements (Foundation and Core)



- Each solid arrow represents a pre-requisite.  
*Example: MSIS 110 must be taken before MSIS 111.*
- A dashed arrow connects classes that can be taken concurrently.  
*Example: MGT 331 can be taken along with MGT 490 or prior to MGT 490.*
- There are four courses that are determined to be equivalent to MSIS 111 that do not have MSIS 110 as a pre-requisite (ECON 205, MATH 125, PSYCH 270, SOCIOL 350). If one of these alternative courses are taken, MSIS 110 is still required before taking MSIS 212 and/or MSIS 301.

# MASTER LIST OF PREREQUISITES

## **Business Communication Courses**

BC 230	<i>ENGL 101</i>
BC 290	<i>ENGL 102, 30 credits, Must be a College of Management Student</i>
BC 295	<i>ENGL 102</i>

## **Department of Accounting and Finance**

AF 201	<i>None</i>	AF 433	<i>AF 310 and 60 credits*</i>
AF 210	<i>30 Credits</i>	AF 435	<i>AF 301 (AF 335 recommended), 60 credits*</i>
AF 211	<i>AF 210 and 30 credits</i>	AF 445	<i>AF 301 and 60 credits*</i>
AF 301	<i>AF 211 and 60 credits*</i>	AF 450	<i>AF 211 and 60 credits*</i>
AF 310	<i>AF 211 and 60 credits*</i>	AF 451	<i>AF 450 and 60 credits*</i>
AF 311	<i>AF 310 and 60 credits*</i>	AF 455	<i>AF 301 and 60 credits*</i>
AF 315	<i>AF 211 and 60 credits*</i>	AF 463	<i>AF 363 and 60 credits*</i>
AF 325	<i>AF 301 and 60 credits*</i>	AF 470	<i>AF 311 and 60 credits*</i>
AF 330	<i>AF 211 and 60 credits*</i>	AF 475	<i>AF 301 and 60 credits*</i>
AF 335	<i>AF 301 and 60 credits*</i>	AF 478	<i>Permission of instructor and 60 credits*</i>
AF 363	<i>AF 211 and 60 credits*</i>	AF 480	<i>75 credits, 21 credits in management core, one concentration course, 2.5 GPA, permission of internship coordinator*</i>
AF 410	<i>AF 311 and 60 credits*</i>	AF 485	<i>AF 301 and 60 credits; AF 325, AF 335 and AF 465 are recommended*</i>
AF 425	<i>AF 325 (AF 335 recommended), 60 credits*</i>	AF 488	<i>Permission of instructor and 60 credits*</i>
AF 426	<i>AF 301 and 60 credits*</i>	AF 495	<i>AF 325 and 335 and 60 credits*</i>

\* These classes are open to College of Management Students only. Non-Management students should complete a registration request form in the College of Management Welcome Center.

## **Department of Management and Marketing**

MGT 130	<i>None</i>	MKT 301	<i>BC 290 and 60 credits*</i>
MGT 303	<i>BC 290 and 60 credits*</i>	MKT 310	<i>MKT 301, MSIS 111 and 60 credits*</i>
MGT 330	<i>BC 290 and 60 credits*</i>	MKT 402	<i>MKT 301 and 60 credits*</i>
MGT 331	<i>MGT 303 and 60 credits*</i>	MKT 403	<i>MKT 301 and 60 credits*</i>
MGT 401	<i>MGT 303 and 60 credits*</i>	MKT 404	<i>MKT 301 and 60 credits*</i>
MGT 402	<i>MGT 303 and 60 credits*</i>	MKT 405	<i>MKT 301 and 60 credits*</i>
MGT 421	<i>MGT 303 and 60 credits*</i>	MKT 406	<i>MKT 301 and 60 credits*</i>
MGT 431	<i>MGT 303, MGT 330 and 60 credits*</i>	MKT 407	<i>MKT 301 and 60 credits*</i>
MGT 434	<i>MGT 303 and 60 credits*</i>	MKT 430	<i>MKT 301 and 60 credits*</i>
MGT 450	<i>MGT 303 and 60 credits*</i>	MKT 478	<i>Permission of instructor, MKT 301, 60 credits*</i>
MGT 470	<i>MGT 303 and 60 credits*</i>	MKT 480	<i>75 credits, 21 credits in management core, one concentration course, 2.5 GPA, permission of internship coordinator*</i>
MGT 478	<i>Permission of instructor, MGT 303 and 60 credits*</i>	MKT 488	<i>Permission of instructor and 60 credits*</i>
MGT 480	<i>75 credits, 21 credits in management core, one concentration course, 2.5 GPA, permission of internship coordinator*</i>		
MGT 488	<i>Permission of instructor and 60 credits*</i>		
MGT 490	<i>AF 301, MGT 303, MGT 330, MSIS 301, and MKT 301, MGT 331 (MGT 331 and MGT 490 may be taken concurrently.)*</i>		

\* These classes are open to College of Management Students only. Non-Management students should complete a registration request form in the College of Management Welcome Center.

## **Department of Management Science and Information Systems**

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MSIS 105	<i>None</i>	MSIS 422	<i>MSIS 110, MSIS 111 and 60 credits*</i>
MSIS 110	<i>None</i>	MSIS 425	<i>MSIS 110 and 60 credits*</i>
MSIS 111	<i>MATH 129, co- or prerequisite MSIS 110</i>	MSIS 426	<i>MSIS 110 and 60 credits*</i>
MSIS 212	<i>MSIS 110 and MSIS 111</i>	MSIS 427	<i>MSIS 110 and 60 credits*</i>
MSIS 223	<i>MSIS 105</i>	MSIS 428	<i>MSIS 110 and 60 credits*</i>
MSIS 224	<i>MSIS 124</i>	MSIS 430	<i>MSIS 110 and 60 credits*</i>
MSIS 230	<i>MSIS 124</i>	MSIS 450	<i>MSIS 212, MSIS 301 and 60 credits*</i>
MSIS 290	<i>MSIS 105</i>	MSIS 452	<i>MSIS 110, MSIS 111 and 60 credits *</i>
MSIS 301	<i>MSIS 110, MSIS 111 and 60 credits*</i>	MSIS 455	<i>MSIS 212 and 60 credits*</i>
MSIS 309	<i>MSIS 110 and 60 credits*</i>	MSIS 461	<i>MSIS 110 and 60 credits*</i>
MSIS 310	<i>MSIS 110 and 60 credits*</i>	MSIS 478	<i>Permission of Instructor and 60 credits*</i>
MSIS 411	<i>MSIS 310 and 60 credits*</i>	MSIS 480	<i>75 credits, 21 credits in management core, one concentration course, 2.5 GPA, permission of internship coordinator*</i>
MSIS 414	<i>MSIS 110 and 60 credits*</i>		
MSIS 415	<i>MSIS 310 and 60 credits*</i>		
MSIS 416	<i>MSIS 415 and 60 credits*</i>	MSIS 488	<i>Permission of instructor and 60 credits*</i>

*\* These classes are open to College of Management Students only. Non-Management students should complete a registration request form in the College of Management Welcome Center.*

# CM INTERNATIONAL REQUIREMENT COURSE LIST

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.

## **Africana Studies**

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AFRSTY 330 Politics in Southern Africa

## **Anthropology**

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ANTH 271	Peoples and Cultures of the Middle East*	ANTH 273	Peoples and Cultures of Mesoamerica*
ANTH 272	Peoples and Cultures of Africa*	ANTH 274	Peoples and Cultures of the Caribbean

## **Earth & Geographical Sciences**

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

## **East Asian Studies**

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EASIAN 161L East Asian Civilization II\*

## **Economics**

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

## **European Studies**

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EURSTY 200L Europe Today\*

## **Foreign Languages**

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*All courses at or above the 200 level that offer instruction in a foreign language or are taught in a foreign language, except RUSS 246(spring 2000 or after).*

## **History**

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HIST 114	Modern World History II*	HIST 367	Modern South Africa
HIST 161L	East Asian Civilizations II*	HIST 428	The Germans Since 1945
HIST 316	Europe in the 20th Century II (1945-Present)	HIST 451	Modernization, Nationalism and Revolution in the Middle East II
HIST 352	Topics in African Civilization	HIST 465	Twentieth Century Vietnam

## **International Relations**

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IR L355	The European Union	IR 480	The Political Economy of International Trade
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## **Latin America Studies**

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

## **Management**

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MGT 434 Managing in a Global Environment

**Marketing**

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MKT 430 International Marketing

**Modern Languages**

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MDNLNG 200L Europe Today\*

**Political Science**

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POLISCI 201	Comparative Politics of Industrialized Societies	POLISCI 371	Latin American Politics
		POLISCI 372	Central American Politics
POLISCI 202	Comparative Politics of Transitional Societies*	POLISCI 375	Third World Development*
		POLISCI 387	Government and Politics of China
POLISCI 220	International Relations*	POLISCI 391	Government and Politics of Africa
POLISCI 354	Postwar European Problems	POLISCI 410	The Politics of International Economic Relations
POLISCI 355L	The European Union		
POLISCI 360	Government and Politics of Britain	POLISCI 412	International Organizations II
POLISCI 361	Politics of Eastern Europe	POLISCI 415	Law and International Relations
POLISCI 363	Politics and Society in Present Day Russia	POLISCI 435	Business and Government in Europe

**Sociology**

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SOCIOL 220	A Survey of Asian Societies: China and Japan*	SOCIOL 272	Social Change in the Third World
		SOCIOL 355L	Women in Third World Development

**Women's Studies**

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WOST 355L Women in Third World Development\*

*\*These courses fulfill both the International and the Diversity Requirement.*

## DIVERSITY REQUIREMENT COURSE LIST

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.

### **Africana Studies (formerly Black Studies)**

AFRSTY 100	Introduction to African-American Literature	AFRSTY 230	African-American Women's History
AFRSTY 101	Introduction to Africana Studies	AFRSTY 260L	African-American Folklore
AFRSTY 108	African-American Social Movements	AFRSTY 350L	Race, Class & Gender: issues of Diversity
AFRSTY 111	African-American History II	AFRSTY 410	African-American Urban Politics
AFRSTY 150	African Images in Literature	AFRSTY 440	Post-Colonial Literature: Africa & the Caribbean
AFRSTY 225	Origins of Caribbean Civilization		

### **American Studies**

AMST 100	American Identities	AMST 312	Country Music America
AMST 110G	US Society & Culture Since 1945	AMST 349L	Cold War: Rise and Fall
AMST 206	The Sixties	AMST 350L	Race, Class and Gender: Issues of Diversity
AMST 210	American Dreams	AMST 353	Latino/a Border Cultures
AMST 215	America on Film	AMST 372L	American Women Writers
AMST 223L	Asian Minorities in America	AMST 375	Best-Sellers in American Society
AMST 225L	Southeast Asians in America	AMST 393	The Social History of American Women
AMST 228L	Asian Women in America	AMST 394L	Women in Social Movements
AMST 235	The Social History of Popular Music	AMST 476L	Native Americans: Contemporary Issues
AMST 260L	African-American Folklore	AMST 405	The Immigrant Experience
AMST 270L	Native Peoples of North America		
AMST 301L	Childhood in America		

### **Anthropology**

ANTH 100	Culture and Human Behavior	ANTH 301L	Childhood in America
ANTH 112G	Understanding Human Behavior	ANTH 277	US Immigration: Contemporary Issues and Debates
ANTH 270L	North American Indians	ANTH 295L	Introduction to Human Rights
ANTH 271	Peoples and Cultures of the Middle East*	ANTH 376	Native New England
ANTH 272	Peoples and Cultures of Africa*	ANTH 476L	Native Americans: Contemporary Issues
ANTH 273	Peoples and Cultures of Mesoamerica*		

### **Art**

ART L104	Introduction to East Asian Art	ART 258	Arts of China
ART 230	Architecture, Design and Society	ART 356	Japanese Architecture
ART L256	Arts of Japan		

### **Asian American Studies**

ASAMST 200	Introduction to Asian American Studies	ASAMST 238L	Asian American Psychology
ASAMST 221L	Intro to Asian American Writing	ASAMST 265L	World War II Internment of Japanese Americans
ASAMST 223L	Asian Minorities in America	ASAMST 270	Cambodian American Culture and Community
ASAMST 225L	Southeast Asians in America	ASAMST 370	Asian American Media Literacy
ASAMST 226	Becoming South Asian		
ASAMST 228L	Asian Women in America		

### **Biology**

BIOL 105	Economic Botany		
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### **Classics**

CLSICS 287	Women in Greek & Roman Literature	CLSICS 288	Women of Rome
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### **Core**

CORE 130	Identity and Community		
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**Chinese**

CHINSE 260 Modern Chinese Literature

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**Criminal Justice**

CRMJUS 312L Race and Ethnic Relations

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**Earth & Geographical Science**

E&GSCI 102 World Regional Geography

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**East Asian Studies**

EASIAN 104L	Introduction to East Asian Art	EASIAN 358L	Psychology, Politics, and Philosophy in East Asia
EASIAN 160L	East Asian Civilization I	EASIAN 361L	Modern China
EASIAN 161L	East Asian Civilization II*	EASIAN 363L	Modern Japan

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**Economics**

ECON 210	Intro to Marxist Economic Analysis	ECON 392	Women's Economic Roles
ECON 338	The Latin American Economy*	ECON 394	Sex-Segregated Labor Markets
ECON 343	Political Economy Black America	ECON 395	Economics of Social Welfare
ECON 385	The Economics of Education		

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**English**

ENGL 206	Six American Authors	ENGL 353	Multiethnic American Literature
ENGL 221L	Intro to Asian American Writing	ENGL 354	Black Presence in American Literature
ENGL 230	History of American Lit. I	ENGL 356	The African-American Novel in America
ENGL 235	Black Literature in America	ENGL 372L	American Women Writers and American Culture
ENGL 313	Gay & Lesbian Literature	ENGL 373	Working Class Literature
ENGL 325	Narrative in the Novel & Film	ENGL 376	Literature and the Political Imagination
ENGL 342L	Women Film Directors	ENGL 389	Whitman

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**European Studies**

EURSTY 200L Europe Today\*

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**German**

GERM 230	Crisis Continuity: German Culture & Society	GERM 275	Images of Women & Men in German Literature
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**History**

HIST 114	Modern World History*	HIST 359L	Women in Modern China
HIST 152	Introduction to African History	HIST 361L	Modern China
HIST 153	Africa in the Twentieth Century	HIST 363L	Modern Japan
HIST 155L	Latin America before 1800	HIST 364	From Rebellion to Independence: India since 1857
HIST 156L	Latin America since 1800		
HIST 160L	East Asian Civilization to 1850	HIST 381L	History of American Religion
HIST 161L	East Asian Civilization since 1850*	HIST 450	Nationalism & Revolution: the Middle East since 1941
HIST 349L	Cold War: Rise and Fall		
HIST 357	Vietnam War		

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**Honors**

HONORS 243	Modern Cuba	HONORS 246	History of Eugenics
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**Latin American Studies**

LATAM 100	Native Peoples of South America	LATAM 290	Central American Society and Culture*
LATAM 103C	Foundations in Latin America	LATAM 303	Reform and Revolution in Latin America*
LATAM 155L	Latin America before 1800	LATAM 360	Language and Power: Latin America
LATAM 156L	Latin America since 1800	LATAM 375L	Brazilian Civilization
LATAM 205	Analyzing Lat. American Cult. & Soc. through Film		

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**Modern Languages**

MDNLNG 200L	Europe Today*	MDNLNG 275L	Women in European Thought & Literature
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**Music**

MUSIC 241	American Music	MUSIC 252	African and African-American Music
MUSIC 248	Universe of Music		

**Philosophy**

PHIL 108	Moral and Social Problems	PHIL 270L	The Darwinian Revolution
PHIL 230	Philosophy and Feminism	PHIL 287	Equality
PHIL 232	Philosophy, Race, and Multiculturalism	PHIL 297	Asian Philosophy
PHIL 265	Sanity and Madness	PHIL 318	Race and Racism

**Political Science**

POLISCI 202	Comparative Politics*	POLISCI 340	Boston: Coop & Conflict in the Urban Environment
POLISCI 220	International Relations*		
POLISCI 265L	World War II Internment of Japanese Americans	POLISCI 370	The Darwinian Revolution
POLISCI 305	Images of World Politics in Film & Literature	POLISCI 375	Third World Development*
POLISCI 332	Civil Liberties		

**Portuguese**

PORT 375L	Brazilian Civilization
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**Psychology**

PSYCH 234	Cross Culture Relations	PSYCH 238L	Asian American Psychology
PSYCH 235	Psychology & the African-American Experience	PSYCH 303	Gender, Culture and Health
PSYCH 236	Psychology of Women	PSYCH 357	Psychology of Visual Arts

**Religious Studies**

RELSTY 241	Myth, History, Prophecy: Old Testament	RELSTY 358L	Psychology, Politics, and Philosophy in East Asia
RELSTY 356L	Feminist Theology and Spirituality		
RELSTY 381L	History of American Religion		

**Russian**

RUSS 255L	Women in Russia	RUSS 264	Soviet Life and Culture
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**Sociology**

SOCIOL 110G	Insiders/Outsiders	SOCIOL240	Self in Society
SOCIOL 112G	Children and Human Rights	SOCIOL272	Social Change in the Third World
SOCIOL 211G	Race and Power in the US	SOCIOL 321L	Race and Ethnic Relations
SOCIOL 220	Survey of East Asian Societies*	SOCIOL 346	The Self in Society - Studies of Autobiographies
SOCIOL L223	Asian Minorities in America	SOCIOL 355L	Women in Third World Development
SOCIOL L225	Southeast Asians in America	SOCIOL382	Sociology of Gender
SOCIOL L228	Asian Women in America	SOCIOL460	Seminar in Urban Social Service

**Theater Arts**

THRART 340	Women in Theater
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**Women's Studies**

WOST 100	Women and Society	WOST 295L	Introduction to Human Rights
WOST 110	Women in Global Perspectives	WOST 340	Women in African Cultures
WOST 200	Twentieth Century Women Writers	WOST 342L	Women Film Directors
WOST 225	Latina Women in the US	WOST 355L	Women in Third World Development*
WOST 240	Educating Women	WOST 356L	Feminist Theology and Spirituality
WOST 250	Women and Aging	WOST 375	Dynamics of Discrimination
WOST 255L	Women in Russia	WOST 359L	Women in Modern China
WOST 270	Native American Women	WOST 394L	Women in Social Movements
WOST L275	Women in European Thought and Literature		

\* These courses fulfill both the International and Diversity requirements



University of Massachusetts Boston  
College of Management  
Undergraduate Program  
Student Handbook

# **ACADEMIC ADVISING, POLICIES, PROCEDURES, AND RESOURCES**



## ADVISING INFORMATION and RESOURCES

### **ACADEMIC ADVISING**

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Academic advising is available to all students and we encourage students to take advantage of it each semester. As an undeclared concentrator, students are assigned an advisor from the University Advising Center, which is located on the 1<sup>st</sup> floor of the Campus Center. The telephone number 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, you can be advised by the College of Management faculty advisors and the Undergraduate Program Director. Each department (AF, MGT/MKT, and MSIS) has faculty who are available to advise concentrators. You are strongly encouraged to meet with your faculty advisor, as they are best equipped to help you determine the appropriate concentration courses based on your personal career goals. 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.***

### **COURSE REPEAT POLICY**

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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 in the GPA. The first grade will be taken out of GPA calculations, however the original grade will still be printed on the transcript. If a passing grade (D- or better) was earned on the first attempt of the course, credit was awarded at that time. If this course is repeated, and another passing grade is earned, credit will not be awarded again. If the first attempt at the course resulted in a failing grade, no credit was earned at that time, therefore, when a passing grade is earned in a repeated attempt, credit will be awarded at that time.

### **DEAN'S LIST IN THE COLLEGE OF MANAGEMENT**

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Each college names students to its Dean's List for the fall and spring semesters based on the semester grade point average. There is no Dean's List during winter or summer sessions. 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.

Requirements for College of Management Dean's List are:

A minimum semester GPA of 3.6 with at least six credits completed. Students with an incomplete at the end of that semester are not eligible for Dean's list that term. (*effective Spring 2006*).

## **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 earlier in this guide. The earliest that a student can declare a concentration is after the completion of 60 credits and having been in the College of Management 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) or on the management web site. Concentration Declaration Forms are accepted from January 1-April 1 and June 1 – October 1 only.

## **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. Check sheets completed by hand are not the official degree audit tool and does not replace the online version. You can access your degree audit on-line using the "WISER" System at [www.umb.edu/it/enterprise\\_computing/wiser](http://www.umb.edu/it/enterprise_computing/wiser). You will need your password and student ID number. More information on the degree audit is listed in the section on Registration.

If you see problems on your audit that seem odd, such as your concentration not showing even after you have declared it, or a course not being counted correctly, please contact the Registrar's Office, , 4<sup>th</sup> floor Campus Center, as these are programming errors that only they can fix. You are welcome to consult with an advisor as well to better understand the problem

## **EMAIL COMMUNICATION POLICY**

UMass Boston has established e-mail as a means of sending official information to students enrolled in credit courses, including important class, registration and advising information. To support this objective, the University provides an e-mail account to all UMass Boston students.

- The University has the right to expect that such communications will be received and read in a timely fashion.
- A student may have e-mail redirected from his/her official UMass Boston address (@umb.edu) to another e-mail address at his or her own risk. The University will not be responsible for the handling of e-mail by outside vendors or by departmental servers.
- Students are expected to check their University e-mail on a frequent and consistent basis to ensure that they are staying current with all official communications.

## **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 sub-collegiate 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

## **GENERAL EDUCATION QUANTITATIVE REASONING REQUIREMENT**

Completing MATH 134 (Managerial Calculus) and MSIS 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. Your results from the Math Placement Exam will determine if you need these pre-requisites.

## **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 2004 course, then the new grade would have to be submitted no later than the grading deadline of the fall 2005 semester. If you fail to do so within the year, the incomplete grade will turn to a failing grade of an “IF”, which will be counted in your GPA.

## **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.

## **RESIDENCY REQUIREMENT FOR THE COLLEGE OF MANAGEMENT**

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 24 credits in the Management Foundation and Core
- At least half of the total business courses

Note: no more than two concentration courses can be completed in transfer credit.

## **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.

## **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](http://www.registrar.umb.edu) and in the Schedule Book). The student will receive a grade of “W” for each course withdrawal which is not counted in the student’s grade point average. To withdraw from courses during this period, you must use *WISER*.

***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.***

## **WRITING REQUIREMENT**

The writing requirement for students consists of the successful completion of three specific courses: ENGL 101, ENGL 102, and BC 290. ENGL 102 and enrollment in the College of Management are the prerequisites for BC 290. English 101 and 102 should be taken during freshmen year and BC 290 during sophomore year to prepare for upper-level courses. A grade of a “C” must be earned in BC 290 to satisfactorily complete this course and move on to upper level courses with BC 290 as a pre-requisite.

Some students benefit from taking BC 230 as preparation for the BC 290 course. Please refer to pages 10-11 in this guide for more information and consult with your advisor or instructor.

## EXCEPTIONS TO POLICIES AND PROCEDURES

Some students feel that an exception to policies, requirements, or procedures should be considered for them due to special or extenuating circumstances. Some exceptions can be granted in the College of Management, however some may need to be handled by different offices. There are cases where an exception is simply not possible, as the integrity of the degree, abidance of accreditation requirements, and fairness to all students are just some of the factors that go into a decision for an exception. Students are not encouraged to assume an exception is possible for them, as each is considered on an individual basis and granted with the utmost discretion.

Students seeking an exception from the College of Management should meet with the Undergraduate Program Director to make their request and discuss their situation. Examples of exceptions that can be considered in the College of Management are:

- Exceptions to and waivers for College of Management course and requirements: we are the only office that can make exceptions for CM courses – each is an individual case.
- Exceptions to pre-requisites for CM courses: these are rarely granted, but can only be considered by this office.
- Exceptions to the course repeat policy for CM courses: some students need more than the two allowable attempts at a course to successfully complete it. If the course is a requirement, there may be some flexibility available, however the impact this will have on the students remaining repeat attempts and GPA need to be considered and discussed.
- Exceptions to course limits: for students with a high cumulative GPA (3.5 or better), an exception to the normal credit limit for the semester can be considered. A meeting with the Director is not necessary – students can simply complete a Course Overload Form for consideration. Students with a GPA lower than a 3.5 should also include their rationale for the request.
- Exceptions to class limits for CM courses: these are not granted and over-enrolling a full course is not possible due to accreditation standards. Permission of the faculty member does not change this; and students are encouraged to register early, and/or add themselves to the waitlist to be in the best possible position.
- Additional situations may arise and exceptions can be requested individually.

As stated above, not all exceptions can be handled in the College of Management. Students should inquire in the recommended office to learn about the process for requesting an exception from that office.

- Exception to Areas of Knowledge, Distributive Requirements, first year seminar or intermediate seminars should be directed to the Undergraduate Education Office, 2<sup>nd</sup> floor Campus Center.
- Exceptions to the Transfer Credit Policy should be directed to the Undergraduate Education Office, 2<sup>nd</sup> floor Campus Center.
- Exceptions to non-Management course pre-requisites should be directed to the department or college offering the course.

Exceptions to apply for graduation after the deadline should be directed to the Registrar's Office, 4<sup>th</sup> floor Campus Center.

## **TRANSFER CREDIT EVALUATIONS**

All transcripts with previously earned credits should be submitted to the Transfer Admission Office for evaluation. They will determine which courses are accepted and if they have a UMB equivalent. Some courses will be accepted for general elective credits, however, you may think the content of the course was very similar to another course here at UMass. If this is the case, you can request a Faculty Review to determine if the course can satisfy a requirement other than a general elective.

To do this, you must submit the course description and/or syllabus to the transfer admission office. They will forward it to the appropriate office for review and let you know the results. Please note that this can be a lengthy process, so you are advised to start the process early. Leave ample time before the next registration period, where you may need this evaluation information to make course selections and other decisions.

## **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)
Introduction to Computers and Information Systems (MSIS 110)	

Eligible students can take any of the aforementioned exams and, if they pass, 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 different options. They can successfully complete an upper level marketing course (MKT 310 or higher) or complete a CLEP Exam. Both of these options exist only if a student has taken a Marketing course at another school and received elective credit for it (not equivalent credit).

The option of taking an upper level MKT course is best for students who plan on concentrating in marketing. Students who are not 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. If a student chooses to do this, they may take only one upper level marketing course in the semester they are seeking validation. Students must have completed the BC 290 course before pursuing this option. If a passing grade is not earned, the student will need to complete MKT 301 instead of pursuing this option with another upper level course. Validation through an upper level marketing course results in the waiving of the MKT 301 requirement.

Students wishing to take the CLEP exam must get Prior Approval from the Undergraduate Education Office, as it is treated as transfer credit on the student record. Passing the CLEP exam will result in equivalent transfer credit being assigned for MKT 301.

## **APPROVAL TO TAKE COURSES OFF-CAMPUS**

As of December 2005, UMass Boston's policy is that it does not accept additional transfer credits once a student has matriculated to the University. Requests for Waiver of the Undergraduate Transfer Course Policy are available in the Undergraduate Education Office – 2<sup>nd</sup> floor Campus Center (this form replaces the Prior Approval form previously available in the Transfer Admission Office). The staff in that office will communicate with the College of Management if necessary, and will also reply to you regarding approvals.

Course descriptions and/or syllabi should be submitted with the waiver request. If 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 UMB 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.***

## GRADUATION PROCEDURES

Once you have accumulated at least 90 credits and know that you will be done with all of your requirements in that academic year, you need to apply for graduation. You can do this through the One Stop Center by visiting their office or web site. 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, your file will be reviewed for graduation clearance and a diploma will be prepared for you.

Graduating refers to completing all of your degree requirements and courses. Graduation is processed three times a year: December for Fall Graduates, June for Spring Graduates and August for Summer Graduates. There is a Commencement Ceremony held once a year, in June, which is when students wear the traditional graduation cap and gown and walk across stage. Graduating and participating in the Commencement Ceremony are not the same thing – however it does coincide for many, but not all, students. Students graduating that June, the upcoming August and the previous December participate in the ceremony that year (i.e.: The June 2006 Commencement Ceremony honored December 2005, June 2006 and August 2006 graduates).

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

<b>Summa cum laude</b>	3.75 or above
<b>Magna cum laude</b>	3.50 to 3.74 inclusive
<b>Cum laude</b>	3.30 to 3.49 inclusive

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 discuss it with an advisor. Bring an updated copy of your degree audit with you.

After your graduation application is filed in the Registrar's system, the University will notify you about Commencement procedures. You should also be aware that all library materials must be returned and outstanding payments or holds on your account must be resolved before you can graduate.

## REGISTRATION INFORMATION and PROCEDURES

### REGISTRATION PROCESS

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1. **Obtain and Review your current degree audit.** Get your audit from the “WISER” System. 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, 12733)
3. **Make an appointment to see your advisor to discuss your choices.** You should ALWAYS bring a recent copy of your degree audit with you – it is your responsibility to be prepared for your advising session.
4. **Note your registration appointment time.** The Registrar’s Office will send you a letter with instructions on how and when to register. 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 and avoid late registration fees.**
  - If you have problems using the WISER registration system, call the Registrar’s Office at 617.287.6200 and be prepared to explain exactly what the problem is.

### WAIT LIST INFORMATION

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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 capacity of 35 students in *most* of our classes in order to foster an effective learning environment. Once the capacity is met, the wait list becomes available for 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.

**THE ONLY WAY TO GET A SEAT IN A FULL COURSE IS TO BE THE FIRST PERSON ON THE WAITLIST WHEN A SEAT OPENS.** Faculty cannot and will not over enroll students in their courses. Asking them to do so will result in you being referred to the Undergraduate Program Office where you will be told that you need to add yourself to the wait list and wait for an available seat. College of Management faculty do not use “permission numbers”. We use the wait list procedure exclusively to be fair to all students. This should reinforce the importance of registering early, so that you can get the classes that you need when you need them.

- If a seat does open for you, you will automatically be added to the course, ***without notice***.
  - You need to be sure that you do not have a course at the same time as your waitlisted course, or the system will not be able to add you, and will move to the next person on the waitlist.
  - You need to be sure that you have enough credit available to be registered for the wait listed course, or the system will not be able to add you, and will move to the next person on the waitlist.
  - You need to be sure that you have the correct pre-requisites for the wait listed course, or the system will not be able to add you, and will move to the next person on the waitlist.
- If you are in another section of the course, and a seat becomes available for you in the wait listed section, you will be dropped from the section in which you are currently enrolled, in favor of the wait list section. If you are dropped from a course in favor of the waitlisted course, but want to be re-enrolled in the original course you were in, there is no guarantee that a seat will still be available even if you have been attending the course continuously.
- If you decide you no longer want to be on a wait list, you need to drop yourself from the wait list immediately.
- Once the last day to add a course passes, students will not be moved off the waitlist into the course, even if seats open.
- If you are on the waitlist, you are strongly encouraged to check your schedule often during the add/drop period so that you are aware of your status for the waitlisted course(s). The status is noted on your schedule and will indicate if you are *enrolled* in the section or if you are *waiting* and your wait list position number. It is important to read this information carefully.
- Your course registration is your responsibility.

## LEAVE OF ABSENCE AND READMISSION

### LEAVE OF ABSENCE

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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 or at the University One Stop Center and obtain the appropriate signatures. You will need to determine (approximately) when you will return to UMass Boston and which requirements you will need to complete upon your return. Once the form has all appropriate signatures on it, you will need to submit it to the One Stop Center for final processing.

If a student is away from the University for more than four consecutive semesters, s/he will be subject to the degree requirements in place upon his/her return. This may mean more classes will be required to graduate than when you were last enrolled.

### WITHDRAWAL

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Students wishing to *withdraw* from UMass Boston must obtain a *Withdrawal/Leave of Absence* form available in the College of Management Welcome Center or at the University One Stop 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.

If a student is away from the University for more than four consecutive semesters, s/he will be subject to the degree requirements in place upon his/her return. This may mean more classes will be required to graduate than when you were last enrolled.

### READMISSION POLICY

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Students who leave the University in good standing (cumulative GPA above 2.0) 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 and can be processed at the One Stop Center, 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.*

### SUSPENSION OR DISMISSAL

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Students who are not in good academic standing (cumulative GPA above 2.0) will be suspended or dismissed. Suspension occurs when a student does not meet a 2.0 cumulative GPA for two consecutive semesters. Suspension is for one semester, and students must apply for re-admission through the Associate Dean of the College, who will set the standards for re-admission and continuance. A student who, subsequent to suspension and readmission, does not meet the continuance standards set by the Associate Dean, and who does not earn a 2.0 cumulative GPA shall be dismissed. Dismissal is for one year.

Suspended and dismissed students are encouraged, but not required, to take classes elsewhere to demonstrate academic readiness and achievement that will support readmission. Those classes may or may not be applicable to the degree upon readmission.

## **SPECIAL PROGRAMS AND SERVICES**

### **COLLEGE OF MANAGEMENT CAREER CENTER**

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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 the Office of 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 computers, numerous guides, career assessments, workshop series, online subscriptions 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 CM Career Center is located in McCormack Hall, 5th Floor, Room 427. The Career Center is open between the hours of 2-6 pm Monday – Thursday and 2-5 pm on Friday. You may contact us at [cmcareers@umb.edu](mailto:cmcareers@umb.edu) or 617-287-7712.

#### **Internship Program**

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Employers value not only a particular academic concentration and academic achievement, 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 meet the following requirements are eligible to participate in the College of Management Internship Program:

- 75 credits toward graduation
- one concentration course
- a minimum 2.5 cumulative grade point average
- permission of the College of Management Career Center

### **HONORS PROGRAM IN THE COLLEGE OF MANAGEMENT**

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#### **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 ([Theodora.Welch@umb.edu](mailto:Theodora.Welch@umb.edu), 617-287-7731). 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).

## **TUTORING**

Academic Tutoring is available to all students enrolled in the following College of Management foundation and core courses:

AF 210	AF 211	AF 301		
MSIS 110	MSIS 111	MSIS 212	MSIS 301	

Writing Tutors are also available for students in BC 230 and BC 290.

The CM tutoring schedule varies each semester and is available in the College of Management Welcome Center or on the tutor room door. All tutoring takes place in the tutor room, McCormack 5-423, on a first come-first served basis.

Tutors are available for other courses taught at the university. Please visit the Academic Support Programs web page for more details ([www.academicssupport.umb.edu/index.htm](http://www.academicssupport.umb.edu/index.htm)) or talk with your instructor for recommendations.

Tutoring is meant to compliment the material presented in class and through assignments; it is not a replacement for going to class. Tutors can help students better understand the course topics and concepts and are used by students who wish to improve their current grade – no matter what that grade might be. In addition to tutors, students are encouraged to talk with the course instructor to gain a stronger understanding of material, assignments and to evaluate their performance and progress in the course.

## STUDENT ORGANIZATIONS IN THE COLLEGE OF MANAGEMENT

### Accounting and Finance Academy

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The Accounting and Finance Academy at UMass Boston is a student run club based out of the Student Life Office. Members consist of anyone interested Accounting or Finance – enrollment in courses in these areas is not required. The main purpose of the club is to hold events the further student's knowledge of the fields of accounting and finance and to help students connect and network with faculty and others students. Some examples of recent activities are trips to the Boston Stock Exchange and coffee hours with faculty.

For more information please email [afacademy@umb.edu](mailto:afacademy@umb.edu).

### Delta Sigma Pi – Xi Phi Chapter

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Delta Sigma Pi is a nationally recognized co-ed, professional fraternity organized to foster the study of business in universities; to encourage scholarship, social activity and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce, and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community. Today, coast to coast, more than 250 chapters and over 200,000 members support the goals and ideals of the Fraternity, making it one of the largest and best known professional Greek letter fraternities.

At UMass Boston, Delta Sigma Pi is involved in bringing various workshops and events to students such as GMAT prep seminar, career related workshops, site visits to local industries such as the Federal Reserve, and professional speakers. Community involvement examples include work with the Lupus Foundation, Home for Little Wanderers, Jumpstart, Greater Boston Food Pantry, Project Bread's Walk for Hunger, and Delta Sigma Pi's Leadership Foundation.

Candidates for membership in Delta Sigma Pi's Xi Phi Chapter must receive an invitation to join or submit an application, complete an orientation program, and demonstrate a willingness to perpetuate the ideals of the Fraternity. Members may be men and women of all creeds and colors engaged in the study of business or related fields. Cross-membership in Greek social fraternities and sororities is permitted. For more information on the College of Management's Xi Phi chapter please contact Dan Collins at [dcollins.dspumb@gmail.com](mailto:dcollins.dspumb@gmail.com). National Website – [www.dspnet.org](http://www.dspnet.org)

### Student Ambassadors

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Student Ambassadors represent the College of Management at various campus events, including new student welcome days, the College orientation program (COMETT), and guest speaker events. They are also a resource to new incoming students as they make the transition to UMass Boston.

To become an Ambassador, please submit an application, available in the College of Management Welcome Center. Applicants will be selected for an interview and training will be provided. This is a voluntary position which provides rewarding community service to the College and University communities. For more information, email [amy.mei@umb.edu](mailto:amy.mei@umb.edu).

## **Academic Integrity: Guidelines for the Documentation of Academic Work**

To represent someone else's work as your own is intellectual fraud. 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 numerous 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 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?

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.