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CLARKSON UNIVERSITY MISSION

Clarkson University is an independent, nationally recognized technological university whose faculty of teacher/scholars aspires to offer superior instruction and engage in high-quality research and scholarship in engineering, business, science, health, and liberal arts. Our primary mission is to educate talented and motivated men and women to become successful professionals through quality precollegiate, undergraduate, graduate, and professional continuing education programs, with particular emphasis on the undergraduate experience. Our community and campus settings enhance the quality of student life and afford students access to and interaction with their faculty. We value the diversity of our University community, and we strive to attune ourselves and our programs to our global, pluralistic society. We share the belief that humane and environmentally sound economic and social development derive from the expansion, diffusion, and application of knowledge.

Vision of a Clarkson Education

The Clarkson University educational experience is designed to provide talented and ambitious students with the knowledge and skills necessary to achieve positions of leadership within their chosen profession. The combination of Clarkson’s strong technologically rich curricula and state-of-the-art teaching and research facilities, coupled with an unparalleled commitment to a friendly learning environment and to students’ personal development, uniquely prepares Clarkson graduates to excel in their chosen professions and to lead rewarding and creative lives. In addition to a mastery of the core knowledge within his or her field, a Clarkson education provides each student with the opportunity to:

- solve real-world, open-ended problems with creativity and risk taking to obtain solutions that are practical and sustainable, including those they encounter in state-of-the-art research under the direction of distinguished faculty;
- develop and refine exceptional communication skills with an awareness of potential cultural differences;
- lead effectively and work productively within disciplinary and multidisciplinary teams composed of members with diverse interests and backgrounds;
- excel in using computing and information technologies;
- learn through instruction and guidance by nationally recognized faculty whose commitment to both teaching and research has made Clarkson a nationally ranked university.

A Clarkson student’s education is greatly enhanced by a personal and friendly learning environment, within a small, residential, nationally recognized University, which:

- places students at the center of the educational process and where all employees have a commitment to creating an environment that contributes positively to students’ overall educational experience;
- draws undergraduates, graduate students, faculty and staff together into a cohesive and stimulating learning community, wherein an atmosphere of scholarship and spirit of research is cultivated;
- supports the acquisition of knowledge through advanced electronic and information technology and innovative instructional approaches;
- provides personal advising and interaction with faculty and staff as well as supportive relationships among students;
- offers many leadership opportunities through co-curricular groups and activities; and
- respects and learns from its community of diverse people, backgrounds and cultures.

Together, these provide a unique educational experience that is directed toward developing the whole person.

SCHOOL OF BUSINESS MISSION

The mission of the Clarkson University School of Business is to combine scholarly research and teaching excellence to create and advance knowledge at the intersection of business, technology, and society. We educate and develop students who think analytically, communicate effectively, act ethically, span disciplinary boundaries, seek innovative solutions through creative problem solving, and lead in a global environment.

Vision of the Business Program

We aspire to enhance our influence as a national and international leader in cross-disciplinary educational programs in business, engineering management, and healthcare management. We will identify and grow programs, especially in graduate and executive education, to develop professionals who serve the needs of the business community and society at-large. Our leading-edge scholarship will continue to expand the boundaries of knowledge. We will continue to improve the value of both our on-campus and online programs to provide productive student/faculty/staff interactions, hands-on learning opportunities, and high-impact networks of students, alumni, employers, faculty, staff, and other stakeholders.

Values of the Business Program

In addition to the Values of Clarkson University (Teamwork, Caring, Integrity, Vision, Diversity, Service, Growth, and Diligence), we specifically embrace:

- Providing Experiential Learning Opportunities
- Building an Interdisciplinary Approach to Learning
- Developing Global Perspectives
- Fostering an Entrepreneurial and Innovative Mindset
August 2017

On behalf of the Faculty, Staff and Administration, it is my pleasure to welcome you to the Clarkson University School of Business. We hope you will challenge yourself in this vibrant learning community, spanning boundaries and developing your knowledge base and skill set with enthusiasm and energy.

You join the Clarkson community at an exciting time. Our business programs have been recognized in the national rankings of US News and World Report, Forbes, Entrepreneur Magazine, The Princeton Review, ABC News and PayScale. Accredited by the AACSB, the most prestigious national accrediting body for business schools, we are also one of only a handful of schools with the distinction of an ABET accreditation for our Engineering and Management program as well. The banners in the lobby of New Snell are a reminder of what we can accomplish as our students, faculty and staff make a mark in the world of business education and showcase their professional skills to key stakeholders around the world.

Our business landscape, globally, is in a dynamic state of flux. Tomorrow’s challenges will require leaders with an entrepreneurial spirit and an ability to work on diverse teams with different discipline expertise. Your academic and professional lives will bring you into conversation with leaders in business, government, NGOs and other stakeholders through dialogue transcending national borders and boundaries. As you prepare for this future, we want to offer you the educational opportunity to develop expertise in the traditional business disciplines of finance, accounting, marketing, management, operations and information systems but do so in an interdisciplinary way, mirroring the way business works. We will also provide you with an international experience through study abroad and/or a short faculty led-trip to study business in some other part of the world.

We have scanned the environment and listened to the employers of our graduates to develop a curriculum and continuously improve and enhance your co-curricular and extra-curricular experiences to help launch you into your professional career. Your focus of study will take you on diverse paths: developing an entrepreneurial edge; managing innovation; understanding the global supply chain, analyzing customer relationships; exploring “big data;” and, learning the nuances of financial markets. We invite you to take and apply this knowledge in integrative ways.

I urge you to reach out to people you don’t know and investigate fields and industries you may not have considered before. Extend your comfort zone to talk to people from different cultures, backgrounds and disciplines. Ask the “bridge” questions that lead you to integrate your experiences across courses and disciplines. Broaden your learning and development beyond the classroom by participating in design challenges; joining clubs, taking on leadership roles; starting and running businesses; engaging in creative problem solving through innovation initiatives; participating in a business competition; and, taking on internships. “Dive deep” into the many academic, professional and extra-curricular opportunities available to you at Clarkson. Connect with guest speakers, alumni and employers.

Your faculty, staff, advisors and the Dean’s Office will partner with you to facilitate a journey of professional development and provide you with resources to assist. This handbook is one of those resources, created to help answer many questions you may have. Our doors are open to you for additional assistance. Get to know all of us in the CUSB as we get to know you. Engage actively and enjoy your journey, becoming part of the new generation of business leaders defying convention and making your mark on Business and in the greater community.

With all best wishes for this upcoming academic year,

Dayle M. Smith, PhD
Dean, School of Business
School of Business Directory

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CUSB Transfer Advisor  
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E-mail: Sandraz@clarkson.edu

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**Advisor – Student Relationship**

You are free to stop by your advisor’s office at any time. But you may want to call ahead or e-mail your advisor to schedule an appointment. Your advisor will be better prepared and you won’t have to wait!

**What is the Advisor’s Responsibility?**

Your advisor is there to help you; help may include career advice, help in choosing courses, or assistance in dealing with personal difficulties. Your advisor will meet with you during course selection week. The advisor prepares for these meetings by knowing each curriculum well. That means knowing substitute courses, course options available, and the best courses for certain areas of interest. Finally, the advisor must know you, the student. Knowing your goals and interests will help him or her to suggest courses or other options that suit you and your academic interests.

**What is the Student’s Responsibility?**

It is your responsibility to seek assistance whenever you are unsure or uncertain about the answer(s) to any questions you may have concerning your academics. Always do this in a timely fashion so as to not jeopardize your academic standing and to make sure you meet deadlines. Be sure to seek help when you need it. During course selection, students must come prepared to individual meetings with questions and a sample schedule of courses.

---

**Student Administrative Services (SAS)**

Each student is assigned to one representative based on the student’s last name as listed below. Therefore, students have one person to whom they can turn to for most of their administrative needs.

If there is a need to contact SAS, students and their parents should ask to speak with their student services representatives.  
Graham Hall Service Center. Phone: 315-268-6451

If your last name begins with _____ ask for _________.

A - D  
Mary Chris Jones  
E-mail: jonesm@clarkson.edu

E-K  
Gerri Snyder  
E-mail: snyderg@clarkson.edu

L-Q  
Tina Martin  
E-mail: martint@clarkson.edu

R-Z  
Barbara Russell  
E-mail: russellb@clarkson.edu

---

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Student Services Representative  
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Student Services Representative  
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Tina Martin  
Student Services Representative  
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martint@clarkson.edu

Barbara Russell  
Student Services Representative  
101 SAS Quadrangle  
315-268-6451  
russellb@clarkson.edu
## School of Business Student Resource Directory

### SAFETY
- **Campus Safety & Security**
  - Director: David DeLisle, x6666/3867
  - Location: ERC Suite 1200

### HEALTH
- **Student Health Services**
  - Physical Health, Extended Absences: x6633
  - Location: 1st Floor, ERC
- **Counseling Center**
  - Appointments or walk-ins: x2327
  - Location: ERC

### SUPPORT SERVICES
- **Student Success Center**
  - Tutoring, Study & Time Mgmt Skills: x2209
  - Location: ERC 110
- **Writing Center**
  - Writing (Grammar, Punctuation, Citation): x4439
  - Location: 139A Snell Hall
- **Career Center**
  - Resumes, Internships, Study Abroad: x6477
  - Location: 2300 ERC
- **International Center**
  - Study Exchange, Global Programs: x6578
  - Location: 1104 ERC
- **AccessABILITY Services**
  - Special Learning Needs: x7643
  - Location: ERC 110
- **Help Desk**
  - Computer, Phone & Electronic Issues: x4357
  - Location: 171A Camp Building

### ADMINISTRATIVE
- **Student Administrative Services**
  - Academic Records & Financial Aid: x6451
  - Location: Graham Hall
- **Dean of Students**
  - Student Advocate: x6620
  - Location: 1100 ERC
- **Residential Life**
  - Director: x6642
  - Location: 1107 ERC
- **International Center**
  - Tess Cassler, Director (Visa, Insurance, etc...): x7970
  - Location: 2300 ERC

### ACADEMIC/CAREER
- **School of Business (CUSB)**
  - Dayle Smith, Dean: x2300
  - Location: 329C Snell Hall
  - Mark Frascatore, Senior Associate Dean: x2300
  - Location: 329C Snell Hall
- **CUSB Support Center**
  - Advisor, Christine Compeau: x7801
  - Location: 117 Snell Hall
  - Advisor, Traci Grainger: x3977
  - Location: 115 Snell Hall
  - Junior & Senior Advisor, Sandra Zuhlsdorf: x3906
  - Location: 113 Snell Hall
- **School of Arts and Sciences**
  - Dean: x6544
  - Jerry Gravander, Associate Dean: x6544
  - Location: 305 Snell Hall
  - Communications & Media: x6484
  - Location: 165 Snell Hall
  - Humanities & Social Sciences: x6410
  - Location: 265 Snell Hall
  - Mathematics & Computer Science: x2395
  - Location: 357 Science Ctr
- **School of Engineering**
  - William Jemison, Dean: x7929
  - Location: 102 Camp
  - John Moosbrugger, Associate Dean: x7929
  - Location: 102 Camp

### COMPUTER/MOODLE ISSUES
- **OIT (Office of Information Technology)**
  - IT Helpdesk - e-mail: helpdesk@clarkson.edu
  - x4357 (HELP)
  - Location: 171A Camp
Degree Information

What is the Clarkson Common Experience?

The Clarkson Common Experience provides a common set of learning expectations and outcomes for all Clarkson students. To achieve these outcomes, each student is required to complete a set of courses and a professional experience. Coursework consists of required and elective courses both from within a student’s major field and from across the spectrum of disciplines in the University. Embodied in the Common Experience are four components that serve as common threads through multiple courses:

- learning to communicate effectively;
- developing an appreciation for diversity in both working and living environments;
- recognizing the importance of personal, societal and professional ethics; and
- understanding how technology can be used to serve humanity.

Each of these components is introduced early in the curriculum, reinforced in subsequent courses, and included in upper division courses.

Knowledge Areas and University Courses

Students must achieve learning outcomes in the broad areas of knowledge listed below. The knowledge area requirement is met by completing five individual courses including at least one University Course that unites two areas of knowledge. Together, these courses must cover at least four of the following areas of knowledge:

- Cultures and Societies – CS
- Contemporary and Global Issues – CGI
- Imaginative Arts – IA
- Science, Technology and Society – STS
- Economics and Organizations – EO
- Individual and Group Behavior – IG

All students must take at least one University course. University Courses will address learning outcomes in two of the six areas of knowledge. University courses are multidisciplinary, and students observe, and think and learn in the context of both disciplines. For a complete list of courses that satisfy the above listed knowledge areas, please visit the SAS Web site at www.clarkson.edu/sas.

For a detailed description of the knowledge areas, please reference Appendix B.
What Business Majors Can I Choose From and What are the Academic Requirements?

First and Second Year Curriculum

The program’s first two years are designed to provide flexibility so students are exposed to a variety of courses. You will have formal and informal opportunities to learn about our majors, minors and career opportunities so that you can make a good decision about choosing an academic path that suits your interests. During the first two years, the academic plan is virtually identical for all School of Business students. That gives you the advantage of learning about the majors offered by the School of Business. You do not have to choose a major until the middle of your sophomore year.

We have four undergraduate, integrated majors that result in the bachelor of science degree:

- Global Supply Chain Management
- Innovation & Entrepreneurship
- Financial Information & Analysis
- Business Intelligence & Data Analytics

All bachelor of science degree candidates must successfully complete the Clarkson Common Experience, the requirements of their major, and 120 credits. Additionally, all business majors must complete a global educational experience and a professional experience.

THE COMMON FIRST- AND SECOND-YEAR CURRICULUM

<table>
<thead>
<tr>
<th>First Year — First Semester</th>
<th>Cr. Hrs.</th>
<th>First Year — Second Semester</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
<td></td>
<td>Course</td>
</tr>
<tr>
<td>EC150</td>
<td>Principles of Microeconomics</td>
<td>3</td>
<td>EC151</td>
</tr>
<tr>
<td>SB113</td>
<td>Entrepreneur and Business Innovation I *</td>
<td>3</td>
<td>AC202</td>
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<tr>
<td>UNIV190</td>
<td>Clarkson Seminar</td>
<td>3</td>
<td></td>
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<td></td>
<td>Science Course</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics Course</td>
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<td></td>
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<td></td>
<td>First-Year Seminar</td>
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<td></td>
</tr>
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<th>Second Year — Second Semester</th>
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<td>Course</td>
<td>Title</td>
<td></td>
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<tr>
<td>IS211</td>
<td>Introduction to Enterprise Info Systems</td>
<td>3</td>
<td>OS286</td>
</tr>
<tr>
<td>AC203</td>
<td>Managerial Accounting</td>
<td>3</td>
<td>MK320</td>
</tr>
<tr>
<td>LW270</td>
<td>Law and Society I</td>
<td>3</td>
<td>OM331</td>
</tr>
<tr>
<td>PHIL243</td>
<td>Business Ethics (recommended, or other non-business elective)</td>
<td>3</td>
<td>EC311</td>
</tr>
<tr>
<td>STAT282</td>
<td>Statistics</td>
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<td></td>
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<td>Knowledge Area Requirement</td>
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<td>15</td>
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</tr>
</tbody>
</table>

*Transfer students are required to take an upper-level School of Business elective in place of SB113.
** Students considering the Business Intelligence and Data Analytics major should take IS110 here.
*** Students wishing to major in Business Intelligence and Data Analytics should take IS237 Introduction to Programming and Application Dev. in the sophomore year, or CS141 Intro. to Computer Science (4 credits), or EE261 Introduction to Programming and Software Design.

Academic Integrity – Code of Ethics

Clarkson values personal integrity. Matriculation at Clarkson carries with it the obligation that a student will not claim as his or her own, the work of another, or any work that has not been honestly performed, will not take any examination by improper means, and will not aid and abet another in any dishonesty. Violations of the Code of Ethics are regarded as most serious offenses and render the offenders liable to severe disciplinary action. Alleged violations of the Code of Ethics are dealt with according to the section on the Academic Integrity Committee. For more information about the Academic Integrity Committee and process for alleged violations, please visit the Clarkson Regulations online manual at www.clarkson.edu/studentaffairs/regulations. The School of Business has adopted specific guidelines to assist you with understanding the University Academic Integrity Policy. Both the University and the School policies will be applied in all of your courses. Please see appendix G for School of Business specific policies.
School of Business Curriculum Overview

### COMMON EXPERIENCE COURSES

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
<th>Term</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Clarkson Seminar</td>
<td>UNIV190</td>
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<tr>
<td>Mathematics (MA181 or MA131)</td>
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<tr>
<td>Mathematics (*Statistics)</td>
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</tr>
<tr>
<td>Science</td>
<td></td>
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<tr>
<td>Science with a lab</td>
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<tr>
<td>First Year Seminar**</td>
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### SCHOOL OF BUSINESS CORE COURSES

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
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<th>Grade</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Entrepreneurship &amp; Bus Inn I or PE</td>
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</tr>
<tr>
<td>Microeconomics</td>
<td>EC 150</td>
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<td>EC</td>
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<tr>
<td>Macroeconomics</td>
<td>EC 151</td>
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<td>EC</td>
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</tr>
<tr>
<td>Financial Accounting</td>
<td>AC 202</td>
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<tr>
<td>Managerial Accounting</td>
<td>AC 203</td>
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<tr>
<td>Law &amp; Society I</td>
<td>LW 270</td>
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<td></td>
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<tr>
<td>Intro to Enterprise Info Systems</td>
<td>IS 211</td>
<td></td>
<td>TECH</td>
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<tr>
<td>Organizational Behavior</td>
<td>OS 286</td>
<td></td>
<td>IG</td>
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<tr>
<td>Introduction to Econometrics</td>
<td>*EC 311</td>
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<tr>
<td>Financial Management</td>
<td>FN 361</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Operations &amp; Supply Chain Mgmt</td>
<td>OM 331</td>
<td></td>
<td></td>
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<tr>
<td>Principles of Marketing</td>
<td>MK 320</td>
<td></td>
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<tr>
<td>Strategic Human Resource Mgmt</td>
<td>OS 352</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Organizational Policy &amp; Strategy</td>
<td>OS 432</td>
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<td>C2</td>
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### KNOWLEDGE AREAS & COMMUNICATION POINTS

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<thead>
<tr>
<th>KNOWLEDGE AREA</th>
<th>KA Course</th>
<th>COMM Course</th>
<th>Points (6)</th>
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<tbody>
<tr>
<td>1 Economics &amp; Organizations (EC)</td>
<td>EC 150</td>
<td>OS 432</td>
<td>2</td>
</tr>
<tr>
<td>2 Individual &amp; Group Behavior (IG)</td>
<td>OS 286</td>
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<tr>
<td>3</td>
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<tr>
<td>4</td>
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</tr>
<tr>
<td>5 UNIVERSITY Course ( / / )</td>
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</table>

Students must complete at least 5 knowledge area courses that cover 4 of the following 6 knowledge areas:
- Contemporary & Global Issues (CGI)
- Cultures & Society (CSO)
- Imaginative Arts (IA)
- Science, Technology & Society (STS)
- Economics & Organizations (EC)
- Individual & Group Behavior (IG)

One of these five courses must be University Course that has two knowledge area designators (UNIV)

Students must complete a total of at least 6 communication points.

### PROFESSIONAL EXPERIENCE

<table>
<thead>
<tr>
<th>Date Completed:</th>
<th>Company/Org:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notes:</td>
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</table>

### GLOBAL STUDY REQUIREMENT

<table>
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<th>Date Completed:</th>
<th>Location:</th>
</tr>
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<tbody>
<tr>
<td>Notes:</td>
<td></td>
</tr>
</tbody>
</table>

### NOTES

Semester Exchange, UNIV399, and UNIV267 will satisfy the global study requirement. For other options, consult your advisor.

Courses in BOLD satisfy NYS 50% non-business course requirement. Non-business courses must be from the liberal arts and sciences or engineering studies.

*EC311 course requirement can be satisfied by taking either STAT383 or ES405. Students who take STAT383 and choose not to also take EC311 must take a non-business class in the place of EC311.

**FY100 is required for 1st year students only and does not count towards the 120 credit hour graduation requirement.
### Business Major Choices

#### GLOBAL SUPPLY CHAIN MANAGEMENT

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
<th>Term</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glob Sourc’g &amp; Supply Chain Design</td>
<td>OM 341</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Logistics Management</td>
<td>SB 381</td>
<td></td>
<td></td>
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<tr>
<td>Quality Mgmt &amp; Lean Enterprise</td>
<td>OM 451</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Negotiations &amp; Relationship Mgmt</td>
<td>OS 466</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Info Systems for Supply Chain Mgmt</td>
<td>IS 428</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Industrial &amp; Supply Chain Econ</td>
<td>EC 451</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supply Chain Environmental Mgmt</td>
<td>SB 381</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Topics in GSCM</td>
<td>SB 441</td>
<td></td>
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</tr>
</tbody>
</table>

Students will take (2) free electives in consultation w/ their advisor.

Students will take (10) non-business courses.

#### PROFESIONAL ELECTIVES - Global Supply Chain Mgmt.

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
<th>Term</th>
<th>Grade</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>IS314  Database Design &amp; Management</td>
<td>OM 341</td>
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<tr>
<td>LW471  Law &amp; Society II</td>
<td>SB 381</td>
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<tr>
<td>MK332  Marketing Research</td>
<td>OS 466</td>
<td></td>
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<tr>
<td>MK436  Creativity, Innovation &amp; New Product Development</td>
<td>IS 428</td>
<td></td>
<td></td>
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<tr>
<td>OM476  Management of Technology – STS</td>
<td>IS 428</td>
<td></td>
<td></td>
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<tr>
<td>AC305  Cost Accounting</td>
<td>SB 381</td>
<td></td>
<td></td>
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<tr>
<td>OM380  Project Management – EC</td>
<td>SB 441</td>
<td></td>
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</tbody>
</table>

Students will take (2) free electives in consultation w/ their advisor.

Students will take (10) non-business courses.

#### FINANCIAL INFORMATION & ANALYSIS

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
<th>Term</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Accounting</td>
<td>AC 305</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Intermediate Financial Accounting I</td>
<td>AC 311</td>
<td></td>
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<tr>
<td>Intermediate Financial Accounting II</td>
<td>AC 312</td>
<td></td>
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<td></td>
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<tr>
<td>Investments</td>
<td>FN 462</td>
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<td></td>
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<tr>
<td>Financial Management II</td>
<td>FN 464</td>
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<tr>
<td>Strategic Financial Management</td>
<td>FN 470</td>
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<td>Professional Elective (see list)</td>
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<tr>
<td>Professional Elective (see list)</td>
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</tbody>
</table>

Students will take (2) free electives in consultation w/ their advisor.

Students will take (10) non-business courses.

#### PROFESIONAL ELECTIVES - Financial Information & Analysis

*AC407  Taxation of Business Entities
*AC421  Accounting Information Systems
*AC431  Advanced Accounting: Investment & Ownership Interests
*AC436  Auditing
FN455  Venture Capital & Private Equity
FN467  International Finance
FN/EC468 Financial Markets and Institutions
FN474  Models for Financial Analysis
FN475  Portfolio Management
LW471  Law & Society II
FN575  Professional Fund Mgmt I & II (must total at least 3 credits)

* These classes are required to complete the Accounting concentration.

#### INNOVATION & ENTREPRENEURSHIP

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
<th>Term</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics of Innovation</td>
<td>EC 370</td>
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<tr>
<td>Designing &amp; Leading Innovative Ventures</td>
<td>SB 322</td>
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<tr>
<td>Consumer Behavior</td>
<td>MK 321</td>
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<td></td>
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<tr>
<td>Marketing Research</td>
<td>MK 332</td>
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<tr>
<td>Creativity, Innovation &amp; New Product Dev</td>
<td>MK 436</td>
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<tr>
<td>Commercializing Innovation</td>
<td>SB 437</td>
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<tr>
<td>Innovation &amp; Entrepreneurship Strat</td>
<td>SB 440</td>
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<td></td>
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<tr>
<td>Professional Elective (see list)</td>
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<tr>
<td>Professional Elective (see list)</td>
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</tbody>
</table>

Students will take (1) free elective in consultation w/ their advisor

Students will take (10) non-business courses.

#### PROFESIONAL ELECTIVES - Innovation & Entrepreneurship

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
<th>Term</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC305  Cost Accounting</td>
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<tr>
<td>LW471  Law &amp; Society II</td>
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<td>OM476  Management of Technology – STS</td>
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<tr>
<td>OM380  Project Management - EC</td>
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<tr>
<td>FN455  Venture Capital &amp; Private Equity</td>
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<td></td>
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<tr>
<td>AC407  Taxation of Business Entities</td>
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</table>

#### BUSINESS INTELLIGENCE & DATA ANALYTICS

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
<th>Term</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Business Intel. &amp; Data Analytics</td>
<td>IS 110</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intro Application Dev. (IS237, CS141 or EC 261)</td>
<td>IS 314</td>
<td></td>
<td></td>
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<tr>
<td>Database Design &amp; Management</td>
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<tr>
<td>Process &amp; System Analysis &amp; Modeling</td>
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<tr>
<td>Data Warehousing &amp; Business Intel.</td>
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<tr>
<td>Big Data Architecture</td>
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<tr>
<td>Data Analytics Project</td>
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<tr>
<td>Professional Elective (see list)</td>
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</tbody>
</table>

Students will take (2) free electives in consultation w/ their advisor.

Students will take (10) non-business courses.

#### PROFESIONAL ELECTIVES – Business Intel. & Data Analytics

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
<th>Term</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS428  Information Systems for Supply Chain Management</td>
<td>IS 314</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC421  Accounting Information Systems</td>
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<tr>
<td>COMM345  Information Design – IA: C2</td>
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<tr>
<td>COMM440  PHP/MySQL Interactive Design – TECH</td>
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<tr>
<td>CS460/EE468  Database Systems</td>
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<tr>
<td>EM333  Elements of Operations Research</td>
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<tr>
<td>OM380  Project Management - EC</td>
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</tbody>
</table>

* These classes are required to complete the Accounting concentration.
B.S. in Global Supply Chain Management (GSCM)

The principles behind supply chain management focus on developing seamless flows of raw materials, products/services, information, and financial capital. The supply chain starts at the initial design process and includes raw material sourcing, logistics and continues through the delivery of that product or service to the end customer, with a goal of creating customer satisfaction at optimal cost. The GSCM curriculum takes a systems approach, which includes concepts and faculty from operations management, marketing, information systems, human resource management, strategic management, and economics woven together in a seamless curriculum. Concepts emphasized include:

- Integration through ERP (Enterprise Resource Planning)
- A process management approach to quality
- A global orientation
- E-commerce based strategies
- Employing IT as a decision-making tool
- People and organizational skills for implementing GSCM solutions
- Incorporating environmental sustainability perspectives

Students earning a degree in Global Supply Chain Management must complete the Clarkson Common Experience and complete 120 credits including the following: 33 credits of Clarkson Common Experience requirements (including the Clarkson Seminar, two mathematics courses (calculus and statistics), two science courses (one of which must include a lab), five knowledge area courses, and a technology course); 42 credits of foundation coursework in business; 27 credits of specialized business courses to satisfy the major requirements; and 18 credit hours of electives.

Since 50% of coursework must be taken outside the School of Business (no more than 3 economics and 2 statistics courses can count as non-business courses), most electives, depending on courses chosen to fulfill the requirements of the Clarkson Common Experience, will be non-business courses taken in other schools at Clarkson University.

**Required courses include:**
- EC451 Industrial & Supply Chain Economics
- IS428 Information Systems for Supply Chain Management
- SB381 Logistics Management
- OM341 Global Sourcing & Supply Chain Design
- OM451 Quality Management & Lean Enterprise
- SB361 Supply Chain Environmental Management
- SB441 Advanced Topics in Global Supply Chain Management
- OS466 Negotiations & Relationship Management

**Students choose one professional elective from the following list:**
- IS314 Database Design & Management
- MK332 Marketing Research
- LW471 Law & Society II
- MK346 Creativity and Developing Innovation & New Products
- OM476 Management of Technology
- AC305 Cost Accounting

The following would be the typical Third- and Fourth-Year Plan. There is enough flexibility so that students studying abroad during the third year should still be able to complete the degree requirements.

### Third Year — First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS466</td>
<td>Negotiations &amp; Relationship Management</td>
<td>3</td>
</tr>
<tr>
<td>OS352</td>
<td>Strategic Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>FN361</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Free or Non-Business Elective</td>
<td>3</td>
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<tr>
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<td>Non-Business Elective</td>
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<tr>
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### Fourth Year — First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>OM451</td>
<td>Quality Management &amp; Lean Enterprise</td>
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<tr>
<td>SB381</td>
<td>Logistics Management</td>
<td>3</td>
</tr>
<tr>
<td>EC451</td>
<td>Industrial &amp; Supply Chain Economics</td>
<td>3</td>
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<tr>
<td></td>
<td>Non-Business Elective</td>
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<tr>
<td></td>
<td>Knowledge Area Requirement</td>
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<td><strong>TOTAL</strong></td>
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### Third Year — Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS428</td>
<td>Information Systems for Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>OM341</td>
<td>Global Sourcing and Supply Chain Design</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Free Elective</td>
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<td>Professional Elective</td>
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<td><strong>TOTAL</strong></td>
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### Fourth Year — Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>SB441</td>
<td>Advanced Topics in Global Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>OS342</td>
<td>Organizational Policy and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>SB361</td>
<td>Supply Chain Environmental Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Non-Business Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Knowledge Area Requirement</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>15</strong></td>
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</tbody>
</table>
# Student Advising Worksheet – Clarkson University School of Business

**STUDENT:**

**STUDENT ID #:**

**MAJOR:** Global Supply Chain Management

**GPA:**

**GRAD DATE:**

**PHONE #:**

**OTHER INFO:**

**MINOR(S):**

## COMMON EXPERIENCE COURSES

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
<th>Term</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Clarkson Seminar</td>
<td>UNIV190</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics (MA181 or MA131)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Mathematics (*Statistics)</td>
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</tr>
<tr>
<td>Science</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Science with a lab</td>
<td>FY100</td>
<td></td>
<td>1 credit</td>
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</tr>
<tr>
<td>First Year Seminar**</td>
<td>FY100</td>
<td></td>
<td>1 credit</td>
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## SCHOOL OF BUSINESS CORE COURSES

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<tbody>
<tr>
<td>Entrepreneur &amp; Bus Inn I or PE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microeconomics</td>
<td>EC 150</td>
<td></td>
<td>EC</td>
<td></td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>EC 151</td>
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<td>EC</td>
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</tr>
<tr>
<td>Financial Accounting</td>
<td>AC 202</td>
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<tr>
<td>Managerial Accounting</td>
<td>AC 203</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>LW 270</td>
<td></td>
<td></td>
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<td>IS 211</td>
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<tr>
<td>Organizational Behavior</td>
<td>OS 286</td>
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<td>IG</td>
<td></td>
</tr>
<tr>
<td>Introduction to Econometrics</td>
<td>*EC 311</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Management</td>
<td>FN 361</td>
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<tr>
<td>Operations &amp; Supply Chain Mgmt</td>
<td>OM 331</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>MK 320</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic Human Resource Mgmt</td>
<td>OS 352</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Policy &amp; Strategy</td>
<td>OS 432</td>
<td></td>
<td>C2</td>
<td></td>
</tr>
</tbody>
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## EXTRA COURSEWORK (IF ANY)

<table>
<thead>
<tr>
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</tr>
</thead>
</table>

## MAJOR COURSEWORK & ELECTIVES

<table>
<thead>
<tr>
<th>Title</th>
<th>Course</th>
<th>Term</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glob Sourc'g &amp; Supply Chain Design</td>
<td>OM 341</td>
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<tr>
<td>Logistics Management</td>
<td>SB 381</td>
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<tr>
<td>Quality Mgmt &amp; Lean Enterprise</td>
<td>OM 451</td>
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<tr>
<td>Negotiations &amp; Relationship Mgmt</td>
<td>OS 466</td>
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<td>Info Systems for Supply Chain Mgmt</td>
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<tr>
<td>Industrial &amp; Supply Chain Econ</td>
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<td>Supply Chain Environmental Mgmt</td>
<td>SB 361</td>
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<tr>
<td>Advanced Topics in GSCM</td>
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## PROFESSIONAL ELECTIVES - Global Supply Chain Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Term</th>
<th>Grade</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS314 Database Design &amp; Management</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>LW471 Law &amp; Society II</td>
<td></td>
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</tr>
<tr>
<td>MK332 Marketing Research</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MK436 Creativity, Innovation &amp; New Product Development</td>
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<td></td>
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</tr>
<tr>
<td>OM476 Management of Technology – STS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC305 Cost Accounting</td>
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<td></td>
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<tr>
<td>OM380 Project Management – EC</td>
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## KNOWLEDGE AREAS & COMMUNICATION POINTS

<table>
<thead>
<tr>
<th>KNOWLEDGE AREA</th>
<th>KA Course</th>
<th>COMM Course</th>
<th>Points (6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Economics &amp; Organizations (EC)</td>
<td>EC 150</td>
<td>OS 432</td>
<td>2</td>
</tr>
<tr>
<td>2 Individual &amp; Group Behavior (IG)</td>
<td>OS 286</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4</td>
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<td></td>
</tr>
<tr>
<td>5 UNIVERSITY Course ( / )</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Students must complete at least 5 knowledge area courses that cover 4 of the following 6 knowledge areas:
- Contemporary & Global Issues (CGI)
- Cultures & Society (CSO)
- Imaginative Arts (IA)
- Science, Technology & Society (STS)
- Economics & Organizations (EC)
- Individual & Group Behavior (IG)

One of these five courses must be University Course that has two knowledge area designators (UNIV)

Students must complete a total of at least 6 communication points.

**NOTES**

- Semester Exchange, UNIV399, and UNIV267 will satisfy the global study requirement. For other options, consult your advisor.
- Courses in BOLD satisfy NYS 50% non-business course requirement. Non-business courses must be from the liberal arts and sciences or engineering studies.
- *EC311 course requirement can be satisfied by taking either STAT383 or ES405. Students who take STAT383 and choose not to also take EC311 must take a non-business class in the place of EC311.
- **FY100 is required for 1st year students only and does not count towards the 120 credit hour graduation requirement.

Form Updated: July 7, 2017
B.S. in Innovation and Entrepreneurship

This major is designed to leverage existing strengths in Innovation and Entrepreneurship by offering students a cross-disciplinary, flexible major that provides students with the knowledge and skills to:

- Develop and manage the innovation process;
- Plan and commercialize innovations;
- Evaluate and manage innovation opportunities;
- Participate in and manage ideation and the new product development process;
- Understand the legal and policy issues associated with new ventures; and
- Stimulate and manage the creation of new business enterprises both within and existing corporate structure and as start-up enterprises.

Toward this end, students are required to have fundamental knowledge of the creative process, market analysis and research, consumer behavior, commercialization and organizational design. Students may then also choose to deepen their knowledge by further study in negotiations, e-business, venture finance, management of technology and project management.

Students earning a degree in Innovation and Entrepreneurship must complete the Clarkson Common Experience and complete 120 credits including the following: 33 credits of Clarkson Common Experience requirements (including the Clarkson Seminar, two mathematics courses {calculus and statistics}, two science courses {one of which must include a lab}, five knowledge area courses, and a technology course); 42 credits of foundation coursework in business; 30 credits of specialized business courses to satisfy the major requirements; and 15 credit hours of electives.

Since 50% of coursework must be taken outside the School of Business (no more than 3 economics and 2 statistics courses can count as non-business courses), most of the electives, depending on courses chosen for the Clarkson Common Experience, will need to be taken in other schools within Clarkson University.

**Required courses include:**
- EC370 Economics of Innovation
- MK436 Creativity, Innovation and New Product Development
- SB322 Designing and Leading Innovative Ventures
- SB437 Commercializing Innovation
- MK321 Consumer and Buyer Behavior
- SB440 Innovation and Entrepreneurship Strategy
- MK332 Marketing Research

**Students choose three Professional Electives:**
- AC305 Cost Accounting
- FN455 Venture Capital and Private Equity
- LW471 Law and Society II
- OM476 Management of Technology
- AC407 Taxation of Business Entities
- OM380 Project Management

The following would be the typical Third- and Fourth-Year Plan. There is enough flexibility so that students studying abroad during the third year should still be able to complete the degree requirements.

### Third Year — First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>MK321</td>
<td>Consumer and Buyer Behavior</td>
<td>3</td>
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<tr>
<td>EC370</td>
<td>Economics of Innovation</td>
<td>3</td>
</tr>
<tr>
<td>OS352</td>
<td>Strategic Human Resource Management (or SB322)</td>
<td>3</td>
</tr>
<tr>
<td>FN361</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>Non-Business Elective</td>
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<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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### Third Year — Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>MK322</td>
<td>Marketing Research</td>
<td>3</td>
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<tr>
<td>SB322</td>
<td>Designing and Leading Innovative Ventures (or OS352)</td>
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</tr>
<tr>
<td>Professional Elective</td>
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</tr>
<tr>
<td>Non-Bus/Knowledge Area Requirement</td>
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<td>3</td>
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<tr>
<td>Free or Non-Business Elective</td>
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<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
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### Fourth Year — First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>MK436</td>
<td>Creativity, Innovation and New Product Dev.</td>
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<tr>
<td>Professional Elective</td>
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<tr>
<td>Non-Bus/Knowledge Area Req.</td>
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<tr>
<td>Free or Non-Business Elective</td>
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<td>3</td>
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### Fourth Year — Second Semester

<table>
<thead>
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<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB347</td>
<td>Commercializing Innovation</td>
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<tr>
<td>SB440</td>
<td>Innovation and Entrepreneurship Strategy</td>
<td>3</td>
</tr>
<tr>
<td>OS432</td>
<td>Organizational Policy and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>Non-Bus/Knowledge Area Requirement</td>
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<td>3</td>
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<tr>
<td>Professional Elective</td>
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</tr>
<tr>
<td>Science</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Science with a Lab</td>
<td></td>
<td>FY100</td>
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<td>AC 202</td>
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<td>Law &amp; Society I</td>
<td>LW 270</td>
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One of these five courses must be University Course that has two knowledge area designators (UNIV)

Students must complete a total of at least 6 communication points.

**FY100 is required for 1st year students only and does not count towards the 120 credit hour graduation requirement.**

Form Updated: July 7, 2017
B.S. in Financial Information and Analysis

The field of Financial Information and Analysis (Fi&A) provides students with expertise in the wide range of issues common to both finance and accounting. This includes the role of accounting as the basic language of business, the importance of accounting information systems in organizational decision making, and the use of this information by financial decision makers in managing assets and investments. The knowledge and skills developed through our unique curriculum provide graduates with the abilities to succeed in a workplace that is integrating the traditional functions of finance and accounting. The Fi&A curriculum gives each student a fundamental knowledge of managerial and cost accounting, and financial statement analysis. Career opportunities for graduates in Fi&A include fields such as management accounting, accounting information systems design, financial management, investment management, financial services, and corporate financial planning.

Students who are interested in pursuing a career in Accounting and preparing for their CPA can opt to select the accounting concentration. Students electing the accounting concentration would take all six courses required for the FIA major (three accounting courses and three finance courses) and would fill their remaining professional electives plus one free elective with accounting courses. The required courses for this concentration include AC407-Taxation of Business Entities, AC421-Accounting Information Systems, AC431-Advanced Accounting: Invest. & Ownership Interests, and AC436-Auditing.

Students earning a degree in Financial Information and Analysis must complete the Clarkson Common Experience with 120 credits including the following: 33 credits of Clarkson Common Experience requirements (including the Clarkson Seminar, two mathematics courses (calculus and statistics), two science courses (one of which must include a lab), five knowledge area courses, and a technology course); 42 credits of foundation coursework in business; 27 credits of specialized business courses to satisfy the major requirements; and 18 credit hours of electives.

Since 50% of coursework must be taken outside the School of Business (no more than 3 economics and 2 statistics courses can count as non-business courses), most of the electives, depending on courses chosen for the Clarkson Common Experience, will need to be taken outside the School of Business.

**Required courses include:**
- AC305  Cost Accounting
- FN464  Financial Management II
- AC311  Intermediate Financial Accounting I
- FN470  Strategic Financial Management
- AC312  Intermediate Financial Accounting II
- FN462  Investments

**Students choose three Professional Electives:**
- *AC407  Taxation of Business Entities
- *AC421  Accounting Information Systems
- *AC431  Advanced Accounting: Invest. & Ownership Interests
- *AC436  Auditing
- FN455  Venture Capital and Private Equity
- FN467  International Finance
- FN/EC468 Financial Markets and Institutions
- FN474  Models for Financial Analysis
- FN475  Portfolio Management
- LW471  Law and Society II
- FN575/FN576  Professional Fund Mgmt I & II (*must total at least 3 credits and can only be used for 1 professional elect*)

* These classes are **required** to complete the Accounting concentration.

The following would be the typical Third- and Fourth-Year Plan. There is enough flexibility so that students studying abroad during the third year should still be able to complete the degree.

### Third Year — First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FN361</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>AC305</td>
<td>Cost Accounting</td>
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<tr>
<td></td>
<td>Professional Elective</td>
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</tr>
<tr>
<td></td>
<td>Free Elective</td>
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<tr>
<td></td>
<td>Non-Business Elective</td>
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### Fourth Year — First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC312</td>
<td>Intermediate Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>FN462</td>
<td>Investments</td>
<td>3</td>
</tr>
<tr>
<td>FN464</td>
<td>Financial Management II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Non-Business/Knowledge Area Requirement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Professional Elective</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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### Third Year — Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
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<tbody>
<tr>
<td>AC311</td>
<td>Intermediate Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>OS352</td>
<td>Strategic Human Resource Management</td>
<td>3</td>
</tr>
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<td></td>
<td>Non-Business Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Non-Bus/Knowledge Area Requirement</td>
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<tr>
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<td>Non-Business Elective</td>
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<td></td>
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</table>

### Fourth Year — Second Semester

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>OS432</td>
<td>Org. Policy &amp; Strategy</td>
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<tr>
<td>FN470</td>
<td>Strategic Fin. Management</td>
<td>3</td>
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<td>Professional Elective</td>
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<td></td>
<td>Non-Business/Knowledge Area Requirement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Non-Business Elective</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>
Students must complete at least 5 knowledge area courses that cover 4 of the following 6 knowledge areas:

- Contemporary & Global Issues (CGI)
- Cultures & Society (CSO)
- Imaginative Arts (IA)
- Science, Technology & Society (STS)
- Economics & Organizations (EC)
- Individual & Group Behavior (IG)

One of these five courses must be University Course that has two knowledge area designators (UNIV). Students must complete at least 6 communication points.

<table>
<thead>
<tr>
<th>COMMON EXPERIENCE COURSES</th>
<th>MAJOR COURSEWORK &amp; ELECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Course Term Grade Notes</td>
</tr>
<tr>
<td>The Clarkson Seminar</td>
<td>UNIV190</td>
</tr>
<tr>
<td>Mathematics (MA181 or MA131)</td>
<td></td>
</tr>
<tr>
<td>Mathematics (&quot;Statistics&quot;)</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td></td>
</tr>
<tr>
<td>Science with a lab</td>
<td></td>
</tr>
<tr>
<td>First Year Seminar**</td>
<td>FY100 1 credit</td>
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<td></td>
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<tr>
<td>SCHOOL OF BUSINESS CORE COURSES</td>
<td>Course Term Grade Notes</td>
</tr>
<tr>
<td>Title</td>
<td>Course Term Grade Notes</td>
</tr>
<tr>
<td>Entrepreneurship &amp; Bus Inn I or PE</td>
<td></td>
</tr>
<tr>
<td>Microeconomics</td>
<td>EC 150 EC</td>
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<tr>
<td>Macroeconomics</td>
<td>EC 151 EC</td>
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<tr>
<td>Financial Accounting</td>
<td>AC 202</td>
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<tr>
<td>Managerial Accounting</td>
<td>AC 203</td>
</tr>
<tr>
<td>Law &amp; Society I</td>
<td>LW 270</td>
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<tr>
<td>Intro to Enterprise Info Systems</td>
<td>IS 211 TECH</td>
</tr>
<tr>
<td>Organizational Behavior</td>
<td>OS 286 IG</td>
</tr>
<tr>
<td>Introduction to Econometrics</td>
<td>*EC 311</td>
</tr>
<tr>
<td>Financial Management</td>
<td>FN 361</td>
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<tr>
<td>Operations &amp; Supply Chain Mgmt</td>
<td>OM 331</td>
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<tr>
<td>Principles of Marketing</td>
<td>MK 320</td>
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<tr>
<td>Strategic Human Resource Mgmt</td>
<td>OS 352</td>
</tr>
<tr>
<td>Organizational Policy &amp; Strategy</td>
<td>OS 432 C2</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>EXTRA COURSEWORK (IF ANY)</th>
<th>Course Term Grade Notes</th>
<th>Course Term Grade Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>KNOWLEDGE AREAS &amp; COMMUNICATION POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KNOWLEDGE AREA</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>1 Economics &amp; Organizations (EC)</td>
</tr>
<tr>
<td>2 Individual &amp; Group Behavior (IG)</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5 UNIVERSITY Course ( / )</td>
</tr>
</tbody>
</table>

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- Economics & Organizations (EC)
- Individual & Group Behavior (IG)

One of these five courses must be University Course that has two knowledge area designators (UNIV).

Students must complete a total of at least 6 communication points.

Form Updated: July 7, 2017
B.S. in Business Intelligence and Data Analytics

Business intelligence and data analytics involves tools and practices that drive access, analysis, and interpretation of business data. This analysis leads to improved decision making and performance across the value chain. These tools and skills are essential in today’s data driven economy. The Bachelor of Science in Business Intelligence and Data Analytics (BIDA) degree will help create process-oriented information managers with the ability to develop keen data-driven insights into business problems and solutions.

Graduates will be able to work effectively with a range of organizational stakeholders with varying knowledge and skill bases - from data scientists to field salespeople. Graduates will be able to identify and use proper data and analysis tools for effective problem solving and importantly, will be able to communicate information effectively across the organization to promote and support clear, balanced, and transparent decision-making.

Students graduating with the BIDA major will have the following knowledge and skills:

1. An understanding of the components of information systems currently in use: Enterprise Resource Planning platforms, business intelligence, database management systems, data analytics technologies, and emerging innovations in the field.

2. An understanding of, and experience with the software application design, development, and deployment process.

3. The ability to use industry-recognized business systems such as SAP ERP and analysis tools such as Microsoft Excel.

4. An understanding of the business requirements underlying all data collection and analysis. The ability to work closely with business practitioners across all disciplines to help provide the data and analysis that is necessary and relevant for organizational decision makers.

5. A working knowledge of databases, including structure and usage in multiple business contexts across disciplines, industries and organizations, and fundamental knowledge of tools such as SQL (Structured Query Language).

6. A working knowledge of data collection methods, including structured and unstructured data, and the process by which the data is extracted, transformed and loaded into the various types of information systems for analysis.

7. The ability to perform a variety of data analyses, such as pivot table analysis, optimization and statistical analysis.

8. The ability to communicate the results of data analysis to organizational decision makers and other stakeholders in different forms, including reports, tables, graphs, as well as real-time visualization tools and dashboards.

Graduates with a BIDA degree will have a great deal of flexibility upon graduation. They may become data acquisition experts or analysts, database administrators, or pursue a graduate degree in the data science field. They may also pursue a career in the more traditional information systems field such as IT project managers or enterprise system consultants.

Students earning a degree in Business Intelligence and Data Analytics must complete the Clarkson Common Experience and complete 120 credits including the following: 33 credits of Clarkson Common Experience requirements (including the Clarkson Seminar, two mathematics courses (calculus and statistics; MA131 is recommended, followed by STAT282 and MA239, Elementary Linear Algebra, as a non-business elective), two science courses (one of which must include a lab), five knowledge area courses, and a technology course); 42 credits of foundation coursework in business; 21 credits of specialized courses to satisfy the major requirements; and 6 credit hours of professional electives.

Note that 50% of coursework must be taken outside the School of Business (no more than 3 economics and 2 statistics courses can count as non-business courses), so most of the electives will need to be taken outside the School of Business, depending on courses chosen for the Clarkson Common Experience.

**Required courses include:**

IS110 Introduction to Business Intelligence and Data Analytics

IS237 or CS141 Introduction to Application Development

or EE261 Introduction to Program. & Software Design

IS314 Database Design and Management

IS400 Process and System Analysis and Modeling

IS415 Data Warehousing for Analytics

IS426 Big Data Architecture

IS437 Data Analytics Project: Planning, Dev & Data Analysis

**Students choose two Professional Electives:**

IS428 Information Systems for Supply Chain Management

AC421 Accounting Information Systems

COMM345 Information Design

COMM440 PHP/MySQL Interactive Design

CS460/EE468 Database Systems

EM333 Elements of Operations Research

(\*note that pre-requisite courses include MA131, MA132, and STAT383)

OM380 Project Management
The following would be the typical Third- and Fourth-Year Plan. There is enough flexibility so that students studying abroad during the third year should still be able to complete the degree requirements. Note that for this major, IS237 Introduction to Programming and Application Development, or CS141 Introduction to Computer Science I or EE261 should be taken prior to the junior year.

### Third Year — First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS352</td>
<td>Strategic Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>FN361</td>
<td>Financial Management</td>
<td>3</td>
</tr>
<tr>
<td>IS314</td>
<td>Database Design and Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Non-Business Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Non-Bus/Knowledge Area Req.</td>
<td>3</td>
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<tr>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
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</thead>
<tbody>
<tr>
<td>IS415</td>
<td>Data Warehousing for Analytics</td>
<td>3</td>
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<tr>
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<td>Professional Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Free or Non-Business Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Non-Bus/Knowledge Area Req.</td>
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</tr>
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<td></td>
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<td></td>
<td></td>
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</table>

### Third Year — Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IS400</td>
<td>Process and System Analysis and Modeling</td>
<td>3</td>
</tr>
<tr>
<td>IS426</td>
<td>Big Data Architecture</td>
<td>3</td>
</tr>
<tr>
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<td>Professional Elective</td>
<td>3</td>
</tr>
<tr>
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<td>Free or Non-Business Elective</td>
<td>3</td>
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<tr>
<td></td>
<td>Non-Business Elective</td>
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<table>
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<tr>
<th>Course</th>
<th>Title</th>
<th>Cr. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS432</td>
<td>Organizational Policy and Strategy</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Non-Bus/Knowledge Area Req.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Non-Business Elective</td>
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- Individual & Group Behavior (IG)

One of these five courses must be University Course that has two knowledge area designators (UNIV)

Students must complete a total of at least 6 communication points.

Form Updated: July 7, 2017

<table>
<thead>
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<th>COMMON EXPERIENCE COURSES</th>
<th>MAJOR COURSEWORK &amp; ELECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Course Term Grade Notes</td>
<td>Course Term Grade Notes</td>
</tr>
<tr>
<td>The Clarkson Seminar UNIV190</td>
<td>Intro to Business Intel. &amp; Data Analytics IS110</td>
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<tr>
<td>Mathematics (MA181 or MA131)</td>
<td>Database Design &amp; Management IS 314</td>
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<tr>
<td>Mathematics (*Statistics)</td>
<td>Process &amp; System Analysis &amp; Modeling IS 400</td>
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<tr>
<td>Science</td>
<td>Data Warehousing &amp; Business Intel. IS 415</td>
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<tr>
<td>Science with a lab</td>
<td>Big Data Architecture IS 426</td>
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<td>First Year Seminar** FY100 1 credit</td>
<td>Data Analytics Project IS 437</td>
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<table>
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<tr>
<th>SCHOOL OF BUSINESS CORE COURSES</th>
<th>PROFESSIONAL ELECTIVES – Business Intel. &amp; Data Analytics</th>
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<tbody>
<tr>
<td>Title</td>
<td>Title</td>
</tr>
<tr>
<td>Course Term Grade Notes</td>
<td>Course Term Grade Notes</td>
</tr>
<tr>
<td>Entrepreneurship &amp; Bus Inn I or PE</td>
<td>Intro Application Dev.(IS237, CS141 or EE 261)</td>
</tr>
<tr>
<td>Microeconomics EC 150</td>
<td>Database Design &amp; Management IS 314</td>
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<tr>
<td>Macroeconomics EC 151</td>
<td>Process &amp; System Analysis &amp; Modeling IS 400</td>
</tr>
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<td>Financial Accounting AC 202</td>
<td>Data Warehousing &amp; Business Intel. IS 415</td>
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<tr>
<td>Managerial Accounting AC 203</td>
<td>Big Data Architecture IS 426</td>
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<tr>
<td>Law &amp; Society I LW 270</td>
<td>Data Analytics Project IS 437</td>
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<tr>
<td>Intro to Enterprise Info Systems IS 211 TECH</td>
<td>Professional Elective (see list)</td>
</tr>
<tr>
<td>Organizational Behavior OS 286 IG</td>
<td>Professional Elective (see list)</td>
</tr>
<tr>
<td>Introduction to Econometrics *EC 311</td>
<td>Free Elective (Bus/Non-Bus)</td>
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<tr>
<td>Financial Management FN 361</td>
<td>Free Elective (Bus/Non-Bus)</td>
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<td>Operations &amp; Supply Chain Mgmt OM 331</td>
<td>Non-Business</td>
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<td>Principles of Marketing MK 320</td>
<td>Non-Business</td>
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<tr>
<td>Strategic Human Resource Mgmt OS 352</td>
<td>Non-Business</td>
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<tr>
<td>Organizational Policy &amp; Strategy OS 432 C2</td>
<td>Non-Business</td>
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<td>Professional Elective (see list)</td>
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<tr>
<td>Data Design &amp; Management IS 314</td>
<td>Non-Business</td>
</tr>
<tr>
<td>Database Systems IS 426</td>
<td>Non-Business</td>
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<tr>
<td>Elements of Operations Research EM 333</td>
<td>Non-Business</td>
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<tr>
<td>Project Management – EC IS 80</td>
<td>Non-Business</td>
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<tr>
<td>Individual &amp; Group Behavior (IG) OS 286</td>
<td>Non-Business</td>
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<table>
<thead>
<tr>
<th>KNOWLEDGE AREAS &amp; COMMUNICATION POINTS</th>
<th>PROFESSIONAL EXPERIENCE</th>
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<tbody>
<tr>
<td>KNOWLEDGE AREA</td>
<td>Date Completed:</td>
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<tr>
<td>KA Course COMM Course Points (6)</td>
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<tr>
<td>1 Economics &amp; Organizations (EC) EC 150 OS 432 2</td>
<td>Location:</td>
</tr>
<tr>
<td>2 Individual &amp; Group Behavior (IG) OS 286</td>
<td>Notes:</td>
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<tr>
<td>5 UNIVERSITY Course ( / )</td>
<td></td>
</tr>
</tbody>
</table>

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One of these five courses must be University Course that has two knowledge area designators (UNIV)

Students must complete a total of at least 6 communication points.

Notes:
Semester Exchange, UNIV399, and UNIV267 will satisfy the global study requirement. For other options, consult your advisor.

Courses in BOLD satisfy NYS 50% non-business course requirement. Non-business courses must be from the liberal arts and sciences or engineering studies.

*EC311 course requirement can be satisfied by taking either STAT383 or ES405. Students who take STAT383 and choose not to also take EC311 must take a non-business class in the place of EC311.

**FY100 is required for 1st year students only and does not count towards the 120 credit hour graduation requirement.
What Are My Options for a Global Study?

Globalization is today. Employers want our graduates to understand culture & diversity and to have had first-hand exposure. A global experience is required for graduation for all Clarkson Business students. We offer two options: semester exchange and short term faculty led trips.

<table>
<thead>
<tr>
<th>Type of Travel</th>
<th>Semester Exchange</th>
<th>Short-term Faculty-led trips</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informational website</td>
<td>clarkson.edu/internationalcenter/</td>
<td>clarkson.edu/business/gbp/</td>
</tr>
<tr>
<td>When?</td>
<td>Usually done junior year</td>
<td>Anytime during your academic career</td>
</tr>
<tr>
<td>Length of Experience</td>
<td>4-5 months</td>
<td>2-3 weeks</td>
</tr>
<tr>
<td>Cost</td>
<td>Financial aid is not affected. Tuition is paid to Clarkson, while students are expected to pay for passport/visa fees, airfare, food, housing &amp; extra excursions with left over aid.</td>
<td>$3,800 - $4,500 (approx.) Includes: airfare, ground transport, accommodations, breakfast, company visits, local lectures, social/cultural activities, administrative fees &amp; identity card. Excludes: passport fee, most meals, special excursions &amp; personal expenses.</td>
</tr>
<tr>
<td>Earned Credits</td>
<td>Courses are approved for transfer before before departure. If students plan ahead with their advisor, the abroad semester Will not affect graduation date.</td>
<td>3-credits (Univ 399) counted as a University Course that satisfies knowledge areas: Cultures and Societies (CS) and Contemporary Global Issues (CGI) Each program requires students to attend a 1 hour pre-class once a week for the duration of the semester before the trip.</td>
</tr>
<tr>
<td>Acceptance</td>
<td>An application must be completed, including a letter of reference and an interview.</td>
<td>An application must be completed. Notification of approval will be given shortly after.</td>
</tr>
</tbody>
</table>

Semester Exchange

A semester exchange is usually completed in the junior year through exchange programs that Clarkson has with various universities throughout the world. Students are expected to apply through the International Center during their sophomore year with the expectation of study during their junior year. Prior to departure, an Off-Campus Course Work Permission form must be completed and approved for each course. In addition, “Good Standing” status is a requirement. To find out more details, contact the International Center or visit their Web site at: http://www.clarkson.edu/internationalcenter/

Visit our Fall International Fair! Each fall the School of Business hosts an informational session to highlight all of the International program offerings that are offered through the International Center and faculty led trips for the upcoming year. The International Center will also host information sessions about our semester exchange options.

Some of our Exchange Partner Schools—see Appendix F for a more complete list

France  Spain  China  England

2017 Spring/Fall Trip Choices included:

Australia  Thailand  Dominican Republic  Germany
What are My Options for Pursuing a Minor?

There are a variety of minors to choose from within a number of disciplines offered at Clarkson. Minors vary in the number of required courses and total credit hours. Business majors have pursued minors in communications, psychology, statistics, engineering science, and a range of liberal arts (history, politics, social science, etc.) For a complete list of the minors available visit the on-line University catalog at: www.clarkson.edu/catalog/.

Once you have made a decision to pursue a minor and have discussed this option with your advisor, you need to officially declare the minor through your PeopleSoft account. Once in PeopleSoft, select CU SAS forms and you will see an option to declare a minor. Be sure to check your unofficial transcript to ensure your minor has been officially recorded. Students must maintain a 2.0 average in their minor courses in order to successfully complete the minor.

Options for Minors within the School of Business

Minor in Economics

The Minor in Economics is designed to provide a broad exposure to the functional areas in Economics. All students choosing to minor in Economics must complete 18-credit hours, or six courses which include three required courses and any three 300 level or higher Economics courses offered at Clarkson or those which have received formal transfer approval.

1. Required courses:
   * EC 150 Principles of Microeconomics or EC 350 (every Fall) (EO)
   * EC 151 Principles of Macroeconomics or EC 350 (each Spring)(EO)
   **EC 311 Economics and Business Statistics (each semester)

2. Electives – Choose THREE OR FOUR (if you have taken EC 350) 300 level or higher Economics Courses:
   EC _______
   EC _______
   EC _______
   EC _______ (4th upper level Economics course for students who completed EC 350 or Stat 383)

   • Students who complete EC 350 - Economic Principles and Engineering Economics are exempt from taking EC 150 and EC 151.
   EC 350 covers material from both EC 150 and EC 151. EC 350 will satisfy one course towards the minor. Students must then take EC 311 and four upper Level (300 or higher level)

Minor in Quality-based Project Management

Clarkson University offers a Minor in Quality-Based Project Management, a field that entails managing people, resources, and budgets to ensure projects are completed on-time, on-budget, and within performance. This minor is open to all students in all majors and is useful for engineers, science and business majors. It provides an opportunity for students to pursue certification through the Project Management Institute (PMI), a great resume item and source of value recognized by employers. It also allows for certain students to sit for the American Society for Quality’s “Certified Quality Improvement Associate” exam. To earn a minor in Quality-Based Project Management, students must maintain a 2.0 average in the five (5) three-credit courses, distributed in the following fashion:

Required: both of these courses:
OM/EM380 Project Management (Prerequisite: statistics course)  
OM/EM451 Quality Management and Lean Enterprise  
(Prerequisite: statistics)

One of these courses:
OM/EM484 Advanced Project Management (Prerequisite: OM380)  
EM482 Systems Engineering and Management (Prerequisite: senior standing and engineering major)

Elective Courses: choose any pair:
OS 286 Organizational Behavior (Prerequisite: sophomore std) (IG)  
OS 352 Strategic Human Resource Management  
(Prerequisite: OS286, Co/Prerequisite: IS211 or IS200)

OS 286 Organizational Behavior (Prerequisite: sophomore std) IG  
OS 466 Negotiations and Relationship Management  
(Prerequisite: OS286)

OM 331 Operations & Supply Chain Management  
(Prerequisite: statistics  
Pre/Corequisite: IS211 or corequisite 200)  
OM/EM476 Management of Technology (Prerequisite: OM331)  
OR *EM482 OR *EM/OM484
* whichever is not selected previously.
Minor in Law Studies

The minor in Law Studies is designed for students with an interest in studying law and to help prepare them for law school. The minor will also serve the needs of students such as those who have an interest in human resource management, political science, construction management and supply chain management who want to learn more about the field of law and its many diverse issues and perspectives. All students choosing to minor in Law Studies must complete 18 credit hours (six courses) and satisfy the requirements indicated below.

Perspectives of the Law (required)
LW270 Law and Society I

Law Studies Minor Portfolio (0 credits) (required)
LW499 Law Studies Minor Portfolio

Areas of Law (take two of the following)
LW466 The Law of the Workplace
LW471 Law and Society II
POL375 Environmental Law (CGI)
POL400 Constitutional Law (CGI)

Policy/Social Issues (take two of the following)
COMM 310 Mass Media and Society (Univ: CGI/STS)
COMM428 Environmental Communication (Univ:STS & CGI)
EV320 Social and Political Issues in the Adirondacks (CSO: C2)
LW490 Law Internship (subject to availability)
LIT335/POL335 Violence & Reconciliation (Univ:GGI & IA: C1)
PHIL240 Contemporary Moral Issues (Univ:GCI & IG: C1)
PHIL243 Business Ethics (CGI)
PHIL 310 World Religions & Contemp. Issues (Univ: GCI & IG: C1)
PHIL/POL380 Law and Bioethics (STS)
PHIL405 Sustainability Theory & Practice (STS: C1)
POL362 Human Rights Law and Politics (CGI: C1)
POL372 Biofuel & Farm Policy (Univ: STS & EC)
POL/SOC 470 Environmental Policy (STS: C1)

Minor in Human Resource Management

The human resource management (HRM) minor is available for students in all majors who want to prepare themselves for managerial, human resources, or consulting careers. The HRM minor provides an in-depth foundation for managing people in organizations, drawing upon relevant theories of organizational behavior, research evidence on HRM practices and systems, and recent HRM innovations. Students will develop capabilities in key HR areas such as selection, training and development, performance management, compensation, and HR metrics, among others. The HRM minor emphasizes the strategic aspects of HRM, with a focus on enhancing organizational outcomes for multiple stakeholder groups, including shareholders and employees. To obtain the HRM minor students must complete 15 credit hours (5 courses), as follows:

Required:
OS286 / PY286 / EM286 Organizational Behavior
OS352 Strategic Human Resource Management
OS452 Advanced Human Resource Management

and two (2) of the following courses:
EC475 Personnel Economics
EHS330 Safety Analysis – Environmental, Health, and Safety Assessment
LW466 Law of the Workplace
OS466 Negotiations and Relationship Management
Commonly Asked Questions

What if I am having difficulty in a course?

You have two options: either work through it or drop the course.

Work through it
- Speak with your professor
- Speak with your advisor
- Find out what upperclassmen did to survive the course
- Get a tutor

Drop/Add Course Instructions
Keep in mind
- Be sure to check the add/drop deadlines.
- If you drop a required course you will eventually have to take it again.
- It may be possible to take the course online but you must first receive permission to take the course to ensure that it will transfer.
- If you drop a course and are taking less than 14 credit hours you will be ineligible for academic honors (i.e. Dean’s List)
- If you drop a course and are taking fewer than 12 credit hours, you will not be considered a full-time student. This may impact health insurance coverage and financial aid.
- You can only repeat a class if you previously received a C– or lower.

Within first two weeks of the semester (will not appear on transcript)
You can drop a course through your PeopleSoft account
Navigate to Add/Drop:→ PeopleSoft (link in left margin)→ Enter User ID & Password→ Academics→ Enroll in a Class→ Select current term

AFTER the first two weeks of the semester (will appear on transcript as dropped course)

STEPS:  
1. Go to your PeopleSoft Account
   2. Select CU SAS FORMS - Add/Drop Class Form
   3. Select the class you are seeking to drop and hit submit
   4. The form will then be electronically routed for approval. You will receive a confirmation.

The LAST DAY to drop a course is the LAST DAY OF CLASS of the semester!

What if I need to add a class?

Check with your advisor first to ensure the class will count towards degree requirements. To Add a Class through PeopleSoft

STEPS:  
1. Select Add class
2. Enter 4-digit class number
3. The Add Status field will read Pending
4. Hit Submit

I need a tutor and help with my academics! Where do I get help?

Student Success Center
www.clarkson.edu/ssc/
The Student Success Center located in the ERC offers services related to educational development, tutoring, student support and accommodations for people with disabilities. Seminars are offered on topics such as time management, stress control, study strategies, and reading improvement etc. For appointments or further information on this service call 268-2209/3881.

I need a professional to talk to about personal issues. Where can I go?

Counseling Center
www.clarkson.edu/shac/
The Counseling Center (ERC) offers personal counseling. Issues that are addressed include understanding your personality, relationships, stress control, alcohol and drug awareness, dealing with shyness, depression and many other personal concerns. For appointments or further information on this service call 268-2327.

I am an international student and have questions about my visa and work status.

International Students & Scholars Office
https://www.clarkson.edu/internationalcenter/
Foreign student advising is available in the ERC. The service includes orientation and special advising concerning such topics as: visa status requirements, and work regulations, for example. For further information on this service or appointments contact Tess Casler, Director, as listed below.

Tess Casler
Director, International Students & Scholars
International Students & Scholars Office
Clarkson University
2300 ERC
Box 5651, 8 Clarkson Avenue
Potsdam, NY 13699
Phone: 315-268-7970
E-mail: tcasler@clarkson.edu

What if I have questions about my financial aid?

Contact your SAS representative at the Student Administrative Services Center (SAS) www.clarkson.edu/sas/.
The Student Administrative Services Center (SAS) combines the activities of the Bursar’s, Registrar’s, and Financial Assistance Office and is located in Graham Hall. This office can be contacted at 268-6451. SAS (Student Administrative Services) is located in Graham Hall.
How Can I Get Involved in Student Life?

Clarkson University is well known for its strong academics and for preparing students to enter the working world seamlessly and successful. An important aspect of preparation deals with each student’s involvement outside the classroom and opportunities are abundant at Clarkson.

Clarkson University Student Association (CUSA) at Clarkson.edu/cusa

The CUSA is the acting student government on campus with responsibilities of budgeting and general oversight for the numerous clubs and organizations it recognizes on campus. The recognized clubs range from club sports, theater, the International Student Organization, Clarkson Union Board, Environmental Conservation Organization, the Pep Band, Ultimate Frisbee Club, Car Club, Garden Club and many more. It is responsible for allocating the activity fee to the clubs and organizations, as well as to capital projects. Currently, the students are donating $6.25 million over 10 years to the new Student Center and have been the driving force behind it. Along with that, the CUSA Senate is responsible for working together with the Clarkson Administration on decisions affecting the student body.

See Appendix H: CUSA Recognized Clubs and Organizations or check out Knightlife.clarkson.edu/organizations

Professional Societies and Organizations at http://Knightlife.clarkson.edu/organizations

Along with the CUSA recognized clubs and organizations, Clarkson offers numerous professional societies and organization. These societies and organizations are recognized through their national organization or sponsored by different academic programs or offices around campus. These opportunities provide students an outlet for improving their own professionalism while building a solid network of young professionals sharing common social, personal and academic interests.

See Appendix I: Professional Societies and Activities

Greek Life http://knightlife.clarkson.edu/organizations

The Greek Life at Clarkson is alive and vibrant with several fraternities and sororities active to choose from. Greeks make up some of the more active students on campus with their membership bridging across all academic programs and involvements on campus.

See Appendix J: Recognized Fraternities & Sororities

Student Projects for Engineering Experience & Design (SPEED) http://clarkson.edu/speed/

SPEED teams offer a unique opportunity to bridge academic programs and gain real experience in design and engineering. Along with that, there are opportunities to improve communication and teamwork skills and such business skills as marketing and public relations.

See Appendix K: SPEED Teams

Where Can I Find Activities at Other Colleges?

Associated Colleges Organization is an umbrella organization for Clarkson, SUNY Potsdam, St. Lawrence and SUNY Canton. See their Web site at www.associatedcolleges.org. Potsdam offers many extracurricular activities. The Associated Colleges of the St. Lawrence Valley publishes a calendar of “Special Events” every month. This and other local publications list lectures, concerts, seminars, club
The Professional Experience requirement of the Clarkson Common Experience curriculum is the following:

“All students participate in a project-based professional experience such as co-op, internship, directed research, or community project clearly related to the student's professional goals.”

**Professional Experience Objectives**

**Students should develop an appreciation of the need for self-motivated, life-long learning:**
1. Students should understand the need for continuously updating their professional skills after graduation.
2. Students should demonstrate learning effectively on their own.

**Students should develop an increased social awareness and interpersonal competence:**
3. Students should demonstrate leadership skills such as goal setting, change management, ethical behavior, and providing actionable feedback,
4. Students should demonstrate teamwork skills such as building effective relationships with peers, being a collaborative team member, and identifying and managing team conflict,
5. Students should demonstrate an understanding of the value of service to the University, to the community, or to the profession.

**Business students can fulfill this requirement by one of the following (It is expected that students will work at least 150 hours towards this requirement):**

**Option A:** A meaningful professional experience, such as an internship in industry or a government facility, among others. This would typically take place during the summer, but could be a semester co-op assignment.

**Option B:** Serving as a leader or taking on a role with significant responsibility in a professional or community service organization or in another volunteer activity

**Option C:** Participation in an independent project under the direction of a qualified mentor. This could be at Clarkson or elsewhere, could be a summer experience or during the academic year, could be for pay or for course credit (not both).

- **Step 1** – Identify and define your proposed experience. Be sure to utilize the Career Center Resources.
- **Step 2** – Gain approval for your experience by submitting your pre-approval information through your Knightlink account – see directions on next page.
- **Step 3** – Once approved, business majors can register for the Professional Experience – see below.
- **Step 4** – Complete your post assessment in Knightlink. Your supervisor can submit their evaluation through Knightlink. Upon completion you be granted a P grade for SB 310. **You are required to show SB310 with a P grade on your transcript in order to meet degree requirements.**

**SB310 – Clarkson University School of Business Professional Experience: Internship Credits: (0)**

Project-based professional internship experience in business, related to student career interests and/or field of study. Completion of course requires CUSB approval of post-internship assessment by student and employer. Students can complete this internship during the spring, summer, or fall semester. Offered Pass/No Credit.
Where Can I Get Help with my Career and Internship/Job Search?

THE CAREER CENTER

http://www.clarkson.edu/career

The Clarkson Career Center, located on 2nd Floor in ERC, serves as a resource for all your career related needs. They focus on job placement, providing individual career appointments and various programming to assist with building your professional skills.

They can help with:
- Exploring what jobs related to your major
- Resume and cover letter writing
- Interview techniques
- Job search strategies
- Developing networking skills
- Co-op, internship and full-time job placement
- And much more...

Cooperative Education Program (Co-op)

The Cooperative Education is a good way to get practical experience by working for a company for one semester (and possibly the summer months). Please take note that approval from the department is required before a student leaves on Co-op.

Resume, Internship and Job Search

The CC staff is very helpful and qualified to assist you with writing and designing your resume. It is wise to stop by early on in your college career to find out how to begin building the credentials for your resume. The CC can also help you with strategies and contacts for finding internships, co-ops and jobs. Their office also conducts mock interviews upon request.

It's suggested that you meet with the School of Business Career Center specialist, Cara Valentine, in your first to year to start the career placement process. Contact her at cevalent@clarkson.edu or 315-268-6477.

KnightLink Career Recruiting System

KNIGHTLINK is Clarkson’s online career management resource for both current students and alumni. Every student receives a KnightLink account automatically, but then you take over and create and update your personal profile.

Build a personal profile on KnightLink to:
- Post and submit your resume to potential employers.
- Search for open jobs, co-ops and internships.
- Research employers and organizations.
- Apply for jobs targeted to Clarkson students and alumni.
- Schedule on-campus interviews.
- View upcoming Career Center and employer events.
- Receive notifications from the Career Center about opportunities in your field based upon your profile.
- Let employers find you — our corporate partners can access your resume!

STEPS TO REPORTING PROFESSIONAL EXPERIENCE (CO-OP, INTERNSHIP, RESEARCH AND OTHER EXPERIENCE)

Your professional experience documentation must be completed in Knightlink. Log into Knightlink (http://clarkson.edu/knightlink)

a. First time users – if you don’t know your password, click the forgot password link to set one up

b. Select the “Professional Experience Paperwork” link in the Shortcuts section on the ride side of the page

C. Click on the “Add New Experience” button, fill in your information and submit

After submitting, you will receive an email confirming your submission and outlining the next steps

CO-OP STUDENTS ONLY: Your paperwork should include an Academic Plan form (located under the Career Resources tab, in the Career Center Forms and Handouts section), which is completed through a meeting with your advisor. If you do not have this right away, you can always fill out as much information as possible, “save as draft” and complete the paperwork at a later date.

Check out the CUSB Career Guide on-line at: http://www.clarkson.edu/business/undergraduate/handbook.html
The Career Center Alumni Mentor Program

PROGRAM OVERVIEW & STUDENT GUIDELINES
One of the most valuable resources to current students and graduates is the ability to interact with Clarkson alumni. Graduates of Clarkson work in a variety of industries and organizations, and many have attended graduate programs. The Alumni Mentor Program offers you an easy introduction to Clarkson alumni and allows you to seek guidance, advice, and feedback in an open and confidential manner. Please note that all mentors have volunteered to share their time, knowledge and assistance.

*In order to maximize your contacts and to participate in the Alumni Mentor Program, students must attend an introduction program or meet with a Career Center representative in order to obtain access.*

Please keep in mind that this program is not designed for students to directly solicit job and internship opportunities. The Career Center and Alumni Association reserve the right to remove your profile from the system for inappropriate messages and discussion topics.

TOPICS OF CONVERSATION TO CONSIDER
Clarkson Alumni Mentors are prepared to provide insight and answers to a variety of topics during and after your collegiate years. Connect with alumni to learn about or to discuss the following:

- Career functions or industries (i.e. what one does, what it is like to work at company “x,” etc.)
- Path of Clarkson University alumni
- Résumé and letter writing advice or critiques
- Practice interview questions or discuss interview etiquette and format
- Life after Clarkson, including work/life balance
- Graduate School (i.e. how to select an appropriate program, application tips, etc.)
- Topics of your choice – remember, this program is for you to ask about your interests, goals, etc.
Clarkson University SAS calendar

Make a note of the important dates!

FALL 2017

Friday, August 25  New undergraduate students arrive (first year & transfer)
Saturday, August 26  New student orientation
Monday, August 28  Classes begin (8 am)
Friday, September 1  Last day to complete check-in for classes
Friday, September 8  Last day to add a class
Friday, Sept 22  Last day to submit Pass/No Credit option
Monday, Sept 25  Course withdrawal period begins. Notation of “W” will appear on transcript for all course withdrawals
Friday, Oct 6  Fall recess begins at the end of the last scheduled class on this day
Wednesday, Oct 11  Classes resume (8:00am)
Monday, Oct 23  Spring 2018 master schedule available in PeopleSoft and online
Wednesday, Oct 25  Fall 2017 final exam schedule available in PeopleSoft and online

Monday, Oct 30  Late Course Withdrawal periods begins. Notation of “LW” will appear on transcript for all course withdrawals.
Sunday, Nov 5  Daylight Saving Time ends
Wednesday, Nov 8  Enrollment period begins for students to enroll in courses for Spring 2018
Friday, Nov 17  Enrollment period ends
Tuesday, Nov 21  Thanksgiving recess begins at the end of the last scheduled class on this day
Monday, Nov 27  Classes resume (8:00am)
Friday, Dec 8  Last day of classes
M, Dec 11–F, Dec 15  Final exams
Saturday, Dec 16  December graduation recognition ceremony
Monday, Dec 18  All grades due online by noon

SPRING 2018

Tuesday, Jan 9  New student arrival and check in
Wednesday, Jan 10  Returning student arrival
Thursday, Jan 11  Classes begin (8:00am)
Wednesday, Jan 17  Last day to complete check-in for classes
Wednesday, Jan 24  Last day to add a class
Wednesday, Feb 21  Last day to submit Pass/No Credit option
Wednesday, Feb 26  Last day for student online access for fall course enrollment
Wed, Feb 7  Last day to drop a course without drop notation on transcript
Thursday, Feb 8  Drop notation of “W” will appear on transcript for all drops
Wednesday, Feb 21  Feb break begins at the end of the last scheduled class on this day
Monday, Mar 9  Spring 2018 final exam schedule available in PeopleSoft and online
Sunday, Mar 12  Daylight Saving Time begins
Friday, Mar 16  Spring recess begins at the end of the last scheduled class on this day
Thursday, March 22  Fall 2018 master schedule available in PeopleSoft and online
Monday, Mar 26  Classes resume (8 am)
Monday, April 2  Beginning of advisement period: students should meet with advisors to select courses for the Fall 2018 semester
Monday, April 4  Late Course Withdrawal period begins. Drop notation of “LW” will appear on transcript for all drops
Wednesday, April 4  Enrollment period begins for students to enroll in courses for Fall 2018
Friday, Apr 13  Enrollment period ends
Friday, Apr 27  Last day for students to drop courses for current semester
M-F, May 2-8  Final exams
Friday, May 11  All grades due online by noon
Saturday, May 12  Commencement
Monday, May 21  Summer session I / 10 week session begins
Saturday, June 23  Summer session I ends
Monday, July 2  Summer session II begins
Saturday, Aug 4  Summer session II / 10 week session ends

### Fall Semester Events

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Graduate Residential Business Program Classes Begin</td>
<td>21 Aug M</td>
<td>20 Aug M</td>
<td>26 Aug M</td>
</tr>
<tr>
<td>New Student Check-In</td>
<td>25 Aug F</td>
<td>24 Aug F</td>
<td>30 Aug F</td>
</tr>
<tr>
<td>Returning Student Check-In</td>
<td>27 Aug SU</td>
<td>26 Aug SU</td>
<td>1 Sep SU</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>28 Aug M</td>
<td>27 Aug M</td>
<td>2 Sep M</td>
</tr>
<tr>
<td>Fall Recess Begins*</td>
<td>6 Oct F</td>
<td>5 Oct F</td>
<td>11 Oct F</td>
</tr>
<tr>
<td>Parent's/Family Weekend Begins</td>
<td>20 Oct F</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Enrollment For Spring Classes Begin</td>
<td>8 Nov W</td>
<td>7 Nov W</td>
<td>13 Nov W</td>
</tr>
<tr>
<td>Thanksgiving Recess Begins*</td>
<td>21 Nov TU</td>
<td>20 Nov TU</td>
<td>26 Nov TU</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>27 Nov M</td>
<td>26 Nov M</td>
<td>2 Dec M</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>8 Dec F</td>
<td>7 Dec F</td>
<td>13 Dec F</td>
</tr>
<tr>
<td>Exams Begin</td>
<td>11 Dec M</td>
<td>10 Dec M</td>
<td>16 Dec M</td>
</tr>
<tr>
<td>Exams End</td>
<td>15 Dec F</td>
<td>14 Dec F</td>
<td>20 Dec F</td>
</tr>
<tr>
<td>December Graduates Recognition Ceremony</td>
<td>16 Dec SA</td>
<td>15 Dec SA</td>
<td>TBA</td>
</tr>
<tr>
<td>Final Grades Due to SAS — Noon</td>
<td>18 Dec M</td>
<td>17 Dec M</td>
<td>23 Dec M</td>
</tr>
</tbody>
</table>

### Spring Semester Events

<table>
<thead>
<tr>
<th>Event</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Residential MBA/Grad. Health Sci. courses begin</td>
<td>8 Jan M</td>
<td>7 Jan M</td>
<td>13 Jan M</td>
</tr>
<tr>
<td>New Student Check-In</td>
<td>9 Jan T</td>
<td>8 Jan TU</td>
<td>14 Jan TU</td>
</tr>
<tr>
<td>Returning Student Check-In</td>
<td>10 Jan W</td>
<td>9 Jan W</td>
<td>15 Jan W</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>11 Jan TH</td>
<td>10 Jan TH</td>
<td>16 Jan TH</td>
</tr>
<tr>
<td>February Break Begins*</td>
<td>21 Feb W</td>
<td>20 Feb W</td>
<td>19 Feb W</td>
</tr>
<tr>
<td>Classes Resume</td>
<td>26 Feb M</td>
<td>25 Feb M</td>
<td>24 Feb M</td>
</tr>
<tr>
<td>Midterm Grades Due to SAS — Noon</td>
<td>12 Mar M</td>
<td>11 Mar M</td>
<td>23 Mar M</td>
</tr>
<tr>
<td>Graduate Residential Business Program Spring Recess Begins*</td>
<td>9 Mar F</td>
<td>8 Mar F</td>
<td>TBA</td>
</tr>
<tr>
<td>Spring Recess Begins*</td>
<td>16 Mar F</td>
<td>15 Mar F</td>
<td>13 Mar F</td>
</tr>
<tr>
<td>All Classes Resume</td>
<td>26 Mar M</td>
<td>25 Mar M</td>
<td>23 Mar M</td>
</tr>
<tr>
<td>Enrollment For Fall Classes Begin</td>
<td>4 Apr W</td>
<td>3 Apr W</td>
<td>8 Apr W</td>
</tr>
<tr>
<td>Last Day of Class</td>
<td>27 Apr F</td>
<td>26 Apr F</td>
<td>1 May F</td>
</tr>
<tr>
<td>Reading Days</td>
<td>30 Apr - 1 May M, TU</td>
<td>29-30 Apr M, TU</td>
<td>4-5 May, M, TU</td>
</tr>
<tr>
<td>Exams Begin</td>
<td>2 May W</td>
<td>1 May W</td>
<td>6 May W</td>
</tr>
<tr>
<td>Exams End</td>
<td>8 May TU</td>
<td>7 May TU</td>
<td>12 May TU</td>
</tr>
<tr>
<td>Final Grades Due to SAS - Noon</td>
<td>11 May F</td>
<td>10 May F</td>
<td>15 May F</td>
</tr>
<tr>
<td>Graduate Commencement</td>
<td>10 May TH</td>
<td>9 May TH</td>
<td>14 May TH</td>
</tr>
<tr>
<td>Undergraduate Commencement</td>
<td>12 May SA</td>
<td>11 May SA</td>
<td>16 May SA</td>
</tr>
</tbody>
</table>

### Summer Sessions

<table>
<thead>
<tr>
<th>Session 1 Begins</th>
<th>21 May M</th>
<th>20 May M</th>
<th>25 May M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1 Ends</td>
<td>23 June SA</td>
<td>22 Jun SA</td>
<td>27 Jun SA</td>
</tr>
<tr>
<td>Session 2 Begins</td>
<td>2 July M</td>
<td>1 Jul M</td>
<td>6 Jul M</td>
</tr>
<tr>
<td>Session 2 Ends</td>
<td>4 Aug SA</td>
<td>3 Aug SA</td>
<td>8 Aug SA</td>
</tr>
</tbody>
</table>

### Alumni Reunion Dates

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>TBA</td>
<td>7/11-7/14</td>
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</tr>
</tbody>
</table>

*Recess begins at the end of the last scheduled class on this day.*
Most Commonly Used Forms

The following academic forms are available on-line through PeopleSoft. Students can now process the following by logging into their PeopleSoft account—under “Self Service” —next select “CU SAS Forms: “

- Change of Major
- Add a Minor or Concentration
- Add a second Major or Dual Degree
- Add/Drop form is available on-line or via paper (see SAS forms)

The following are paper forms.
To print your own forms go to the SAS Website at:

http://www.clarkson.edu/sas/forms

Cross Registration Form

Off-Campus Form

Registration Course Worksheet – for course advising/selection

Scheduling template for course selection – for course advising/selection
Appendices

APPENDIX A: ONLINE CAMPUS DIRECTORIES

Online Active Directory
www.clarkson.edu/directories/

The online directory is a great tool when looking for contact information for students, faculty, and staff. Within this list, you will find the following links:

Department Directory

Go ahead and click on the department directory. This will lead you to an alphabetized list of all the offices and departments that includes phone, fax, and mailbox. Some among the list provide links to the homepages of the office or department.

Faculty/Staff Directory

Feeling sick, but need to let the professor know? Click on this link and you are brought to an alphabetized list of all the faculty and staff on campus. Now you have hit the mother lode of information selecting a professor will provide you with their name, location on campus, position, department, mailbox, phone number, and e-mail.

Student Directory

After clicking on the student link you are then able to search by first or last name, but do not worry if you do not know the full spelling, just a couple of letters will bring up names. The following information is provided in the directory, name, class, mailbox, phone, major, and e-mail (remember if using outlook you can just type a student/faculty/staff’s partial or full name, then click the little check mark button and the right e-mail will come up).

Faculty/Staff Web Pages

There are much fewer web sites than there are professors and quite a few of them our outdated by several years, but if search hard enough you will find a couple diamonds in the rough.

Alumni Directory

Sorry … no access is granted to this until you are actually an alum.
APPENDIX B: GENERAL ACADEMIC AND DEGREE INFORMATION

Although the lists of outcomes for each Knowledge Area are relatively specific, there is a general learning goal, or spirit, for each Knowledge Area. If a transfer course is determined to satisfy this, then the Knowledge Area designator may be assigned. The following table lists these general learning goals for each Knowledge Area, and it also lists a few Clarkson Courses in each Knowledge Area by way of example.

<table>
<thead>
<tr>
<th>Knowledge Area General Learning Goals</th>
<th>Example Clarkson Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contemporary and Global Issues (CGI) – A course that falls within this Knowledge Area helps students</td>
<td>PHIL200, Business Ethics</td>
</tr>
<tr>
<td>develop the ability to critically analyze social, political, and/or ethical issues in contemporary</td>
<td>POL371, Environmental Law</td>
</tr>
<tr>
<td>global society.</td>
<td>PY310, Human Sexuality</td>
</tr>
<tr>
<td>Culture and Societies (CSO) – A course that falls within this Knowledge Area helps students understand</td>
<td>ANTH250, Peoples &amp; Cultures through Film &amp; Fiction</td>
</tr>
<tr>
<td>all people, including themselves, live within cultures and societies that shape their beliefs,</td>
<td>HIST210, Ancient History Survey</td>
</tr>
<tr>
<td>values, and the ways they view the world. The course should help students gain knowledge about</td>
<td>HIST350, History of Nazi Germany</td>
</tr>
<tr>
<td>some culture or society that is different than their own in time and/or place.</td>
<td>LIT251, Understanding Vietnam</td>
</tr>
<tr>
<td></td>
<td>LIT328, African-American Literature</td>
</tr>
<tr>
<td>Economics and Organizations (EC) – A course that falls within this Knowledge Area helps students</td>
<td>EC150, Microeconomics</td>
</tr>
<tr>
<td>develop an understanding of economic and organizational concepts and decision-making.</td>
<td>EC151, Macroeconomics</td>
</tr>
<tr>
<td></td>
<td>POL350, International Development &amp; Social Change</td>
</tr>
<tr>
<td>Imaginative Arts (IA) – A course that falls within this Knowledge Area helps students develop the</td>
<td>DA205, Painting and Drawing</td>
</tr>
<tr>
<td>ability to analyze and interpret works from such artistic fields as painting, music,</td>
<td>FILM240, Films From Fiction</td>
</tr>
<tr>
<td>photography, and literature. The course should also help students gain an appreciation of the</td>
<td>HIST241, War Literature</td>
</tr>
<tr>
<td>role of artistic imagination in understanding human experience.</td>
<td>LIT220, American Literature I</td>
</tr>
<tr>
<td></td>
<td>LIT221, American Literature II</td>
</tr>
<tr>
<td></td>
<td>LIT327, American Drama</td>
</tr>
<tr>
<td>Individual and Group Behavior (IG) – A course that falls within this Knowledge Area helps students</td>
<td>BY340, Behavioral Ecology and Sociobiology</td>
</tr>
<tr>
<td>develop the ability to apply appropriate frameworks for understanding and explaining human</td>
<td>POL220, American Politics</td>
</tr>
<tr>
<td>behavior in contexts ranging from the individual to social and political.</td>
<td>POL301, Political Theory</td>
</tr>
<tr>
<td></td>
<td>PY151, Introduction to Psychology</td>
</tr>
<tr>
<td>Science, Technology, and Society (STS) – A course that falls within this Knowledge Area helps</td>
<td>ANTH270, Environment, Technology, and Society</td>
</tr>
<tr>
<td>students to understand and analyze the ways in which society influences the creation of scientific</td>
<td>BY328, Conservation Biology</td>
</tr>
<tr>
<td>knowledge and technological development, and to understand and analyze the ways science and</td>
<td>HIST230, Science and Society</td>
</tr>
<tr>
<td>technology affect their lives, communities, and world.</td>
<td>PHIL370, The Law and Bioethics</td>
</tr>
</tbody>
</table>

There will be courses that meet the spirit of more than one Knowledge Area. For example, an African-American Literature course would satisfy both Cultures and Societies and Imaginative Arts. In such cases, the course can be given both Knowledge Area designators (in the example, CSO and IA), and as such it also would count as a University Course. Note that it is not appropriate to assign more than two Knowledge Area designators to a course, since the content related to each Knowledge Area would be too dilute.
You will find a complete on-line listing of Clarkson’s Academic Regulations at www.clarkson.edu/studentaffairs/regulations

Additional Academic information is also published in the Clarkson Catalog at: www.clarkson.edu/catalog

Advance Placement/Transfer Credit
Advanced Placement or transfer credit can be granted to you and Clarkson requires a score of 4 or higher. For further information and to get the credit applied to your transcript you need to contact a representative in the Student Administrative Services Center (SAS). AP credit must be approved just prior to your first semester, otherwise a Dean’s exception must be granted in order to transfer in AP credits.

Classification of Students
- A student must complete at least 24 credit hours for Sophomore status.
- A student must complete at least 54 credit hours for Junior status.
- A student must complete at least 84 credit hours for Senior status.

Double Majors/Second Degrees
1. A single major Clarkson bachelor’s degree requires 121 credits of coursework. A double major is awarded when the student satisfies all curricular requirements for two bachelor’s degree programs but does not qualify for a second degree or dual degree. A double major degree requires completion of all requirements for both programs prior to graduation.
2. A double major bachelor’s degree is awarded when the student satisfies all curricular requirements for two bachelor’s degree programs but does not qualify for a second degree as defined in Section III-T-2. This is a single degree with two majors, and all requirements for both programs must be completed prior to graduation.
3. A student can be awarded two Clarkson bachelor’s degrees if he or she satisfies all degree requirements for two different Clarkson bachelor’s degree programs. In addition, a minimum of 150 credit hours is required including at least 30 credit hours unique to each program. These degrees may be awarded simultaneously or sequentially, as long as requirements have been met.

Within 6 Hours: Students within 6 credit hours of meeting all graduation requirements may participate in commencement, and may finish coursework off campus. However, the off-campus permission forms must be completed and approved at the School of Business Dean’s Office.

Transfer credit: Transfer credit from another college or university is approved through your advisor, the department under which the course is taught and the SAS Office. Before taking a course at another university, the Off-campus Course Work Permission form must be filled out (see Clarkson.edu/sas—forms). You must achieve a C or higher in order for the course to transfer. See your advisor for any questions about transfer credit.

GRADING SYSTEM
Grades are reported in accordance with the following system: A+ (4.0), A(4.0), A-(3.667), B+(3.334), B(3.0), B-(2.667), C+(2.334), C(2.0), C-(1.667), D(1.0), F(0), P (2.00 or higher) Therefore, a student who passes a 3-hour course with an A will earn 3 x 4 or 12 quality points; a B, 3 x 3 or 9 quality points, etc. The quality-point average is determined by dividing the total number of earned quality points by the total number of credit hours taken at Clarkson on a traditional basis (A, A-, B+, B, ... ). Selected courses may be taken on the Pass/No Credit system where P=passed, quality-point average not affected; NC (no credit) on student’s record for C, D, or F grade in courses taken as Pass/No Credit; P=passed (certain designated graduate courses), quality-point average not affected.

MIDTERM GRADES
Midterm Grade Rosters will be created on-line for all courses. Midterm grades are intended to inform students of their academic progress; they do not become part of a permanent student record. In courses in which student work has been evaluated before midterm, one of the following two grades will be awarded: S – Satisfactory U – Unsatisfactory. A midterm grade of unsatisfactory (“U”) should be recognized as indicating undergraduate performance below the level of a “C” grade. For those courses in which no student work has been evaluated before midterm, the report will show an “N” for each student.

REPEATING A COURSE
Students can only repeat a course for which they have received a grade of C- or lower. Once the course is repeated, the higher of the two grades will prevail and the lower grade will be omitted. The transcript is a historical document and so any coursework that has been completed will remain recorded. A repeated course will show up with a notation that is has been repeated and it will be omitted from the GPA calculation.

ACADEMIC STANDING
1. Academic Warning. A full-time undergraduate student in Good Standing whose current semester Quality-Point Average (QPA) falls below 2.000 shall be placed on Academic Warning. To be removed from Academic Warning, back to Good Standing, a student needs to complete at least 12 credit hours with a current semester QPA of at least 2.000.
2. Academic Probation. A full-time undergraduate student on Academic Warning who fails to complete at least 12 credit hours with a current semester QPA of at least 2.000 will be placed on Academic Probation. To be removed from Academic Probation, back to Academic Warning, a student needs to complete at least 12 credit hours with a current semester QPA of at least 2.000.

3. Academic Separation. A full-time undergraduate student on Academic Probation who fails to complete at least 12 credit hours with a current semester QPA of at least 2.000 will be separated from the University. Any undergraduate student who fails to attain a current semester QPA of at least 1.0 shall also be Separated from the University.

4. To be continued, if Separated, an undergraduate student must apply by completing the continuance request on-line as indicated in the separation communication. The appeal should state why the University should continue the student, the program(s) of study the student wishes to be continued in, and any other information the student feels pertinent to the situation. All cases of continuance require concurrent approval of the department chair or program director and of the University’s Continuance and Readmission Committee. If continued, a student’s academic standing will be Academic Probation.

5. The academic standing acquired at the end of any semester shall take effect at the beginning of the next summer school or semester in which the student enrolls.

Further information may be found on the Student Administrative Services website at: www.clarkson.edu/sas/

DEAN’S LIST AND PRESIDENTIAL SCHOLAR LIST
To qualify for the Dean’s List during any semester, a full-time undergraduate student must receive no failures and earn a semester quality-point average of at least 3.250. A 3.800 semester quality-point average or better qualifies a student for the Presidential Scholar List. Both lists require a student to be enrolled for at least 14 credit hours in a prescribed curriculum of which 12 or more credit hours are graded in the traditional manner (not graded on a pass/no credit basis).

DEGREE WITH DISTINCTION
At graduation, a student will receive the bachelor’s degree “with distinction” if his or her cumulative quality-point average is at least 3.250, and “with great distinction” if it is at least 3.750. A more detailed and complete explanation of all academic and graduation requirements at Clarkson appears on the Web at http://www.clarkson.edu/studentaffairs/regulations/.

APPENDIX C: HELPFUL PEOPLESOFT TIPS
PeopleSoft Defined & Common Enrollment Messages

Class Number
The Class Number is 4-digit class number assigned to a particular class section for the current semester. This can be found in the online Master Schedule of Courses or by selecting the magnifying glass beside the Class Number box on the PeopleSoft enrollment page.

Closed Classes (closed, full or not offered)
Many courses are not offered every semester or reach maximum capacity quickly. Students who have completed the most credit hours have first priority. Consequently, be prepared to look for alternatives this may require rearranging other classes. If this is a required course for this semester, seek guidance from your advisor.

Course Number
The Course Number is the common departmental designator and number for a particular course.
Example: EC150 = Principles of Microeconomics.

Enrollment Appointment
Students may only begin enrollment after specific date and time. View Enrollment Appointment on PeopleSoft. Students will have the best chance of getting their classes when they enroll at the very beginning of their appointment time.

Holds
Enrollment is only possible when all holds have been removed. Contact the office noted on the Hold to determine what actions you need to take to resolve situation.
Navigation: Home > SA Self Service > Personal Portfolio > Home > Personal Portfolio>Holds

Master of Schedule Courses
The Master of Scheduled Courses, a listing of all courses being offered for the semester, is available in several places.
- PeopleSoft Navigation: Home > SA Self Service > Learner Services > Catalog > View Schedule of Classes
- SAS Web page: http://www.clarkson.edu/sas/classes_schedules/ > then select the semester and Master Schedule

Open Classes
Check for available classes in PeopleSoft.
Navigation: Home > SA Self Service > Course Catalog and Schedule > View Schedule of Classes.

Enter the number for the current term (use the magnifying glass if assistance is needed). Enter the Course Number in the next 2 boxes (i.e. MA – 1st box, 131 – 2nd box). This will return any open sections. Look for the number next to “Available” to see how many seats are open.

Related Component
Related components are those noncredit sections associated with a class offered for credit (ex. lab/discussion).

View Results
View your results to ensure all updates have been made correctly.
- Select the View My Schedule link at the bottom of the page OR
- Return to Term Search; Return to Academics and select View My Weekly Schedule
SAS Assistance: SAS can walk you through the process from beginning to end. Do not delay, because class selections are limited. Invest the time to understand the system and how it works, and you will find greater success in the future.

Message: Combined section is full
In some instances, two departments offer the same class and advertise it with their own designator. For example, Organizational Behavior is offered in both the School of Business and the School of Arts & Sciences – OS286 and PY286 respectively. While it may appear to have seats available, enrollment in both courses is added to determine if the class has reached capacity.

Message: Maximum term unit load exceeded.
Students can only enroll in the number of credit hours listed in his/her enrollment appointment. If a student would like to take additional credit hours he/she must meet with his/her academic advisor and SAS. The maximum academic load is 19 credits hours for undergraduates.

Message: Minimum term units.
Students cannot drop below full-time credits, which is 12 credits for undergraduates. Seek guidance from your academic advisor and/or SAS to avoid academic program and financial assistance and insurance problems.

Message: Multiple Enrollments not allowed
Students can only enroll in a class once for the term.

Message: Repeatable Limit
This indicates that this course has been taken previously. Some courses (i.e. directed study) may be taken multiple times; however, most courses may only be repeated if a student received a grade of C-, D+, D or F.

Message: Requisites Not Met
This class has required pre-requisites or co-requisites, or possibly enrollment requisites specific to the class (for example ES100 where sections are tied to certain majors). To determine what requisites exist, go to the PS Catalog: Home > SA Self Service > Learner Services > Catalog > View Course Catalog

Message: Required Related Class
Many classes include more than one component (lecture, lab or discussion). One must enroll in all components. After selecting the enrollment component (the credit bearing component) on the Enroll in a Class page, enter the related component (the noncredit bearing component) on the Class Enrollment Options page that is presented. Note, in many cases you will be automatically enrolled in the related component if there is only one section.

Message: Success
The enrollment was successful!

Message: The enrollment limit has been reached
The class is full. Some classes may appear to have seats available, but the class is full because seats have been reserved for students in specific majors.

APPENDIX D: SCHOOL OF BUSINESS INTERNSHIP GUIDELINES FOR CREDIT BEARING INTERNSHIPS

Note: Only unpaid internships can be completed for credit. Unpaid and paid internships will satisfy the 0-credit Professional Requirement - SB 310

Step 1 – Visit the Career Center to inquire about opportunities and register for Knightlink. Discuss opportunities with your academic advisor and faculty members. Be diligent in your internship search.

Step 2 – Once you find an internship opportunity, draft an internship proposal to include the following: Company name, intern title, intern duties and any other relevant information. This will form the basis of your internship syllabus. You will present this to your prospective faculty sponsor – step 3.

Step 3 – Select a faculty member within the internship area you are seeking to get credit for. For instance if it is marketing, then choose a marketing professor. It is your responsibility to secure a faculty sponsor, not your advisor’s or the staff in the Career Center.

Step 4 – Once you have a faculty sponsor selected and committed, complete a learning agreement which must contain the following:
   - Job Description
   - Training and On-Site Supervision
   - Learning Objectives
   - Deliverables and Deadlines
   - Any Other Supporting Documentation

You and your faculty sponsor must sign this agreement and return the completed form to your advisor. Your internship must then be approved by the Dean’s Office. Once approved, your internship will be registered for the following semester. Internships are generally registered as 3 credits under the class number of 490 and the prefix is indicative of the area a person is studying within – for example – MK for marketing. In this case the course would be MK 490 with the section reflecting your faculty member’s course number.

During the course of the internship, it is your responsibility to communicate with your faculty sponsor and supervisor to ensure you are meeting all of the goals and deadlines.

Deadlines: If you are seeking to secure an internship, which will be credited for the fall semester, you must have all of your paperwork in by April 15. Likewise, if your internship will take place in the spring, you must have all of the paperwork submitted by November 15. Internships must be approved for credit prior to the experience.
APPENDIX E: GUIDELINES FOR COMPLETING COURSES AT OTHER COLLEGES/UNIVERSITIES

Where to Start? Students interested in taking courses at another college/university must first consider where the course(s) will be taken, how many courses will be taken, and what classes they want to take. Once these items are addressed students have clear guidelines to follow.

Cross-Registration within the Associated Colleges of St. Lawrence Valley: Cross-registering gives students an opportunity to expand the depth and variety of their academic program. Students can only take courses that are not offered at Clarkson. Full-time Clarkson students interested in taking courses at SUNY Potsdam, SUNY Canton or St. Lawrence University can cross-register for up to 2 courses in an academic year as part of Clarkson’s normal tuition. Students must be registered for at least 12 credits (full time) at Clarkson in order to be permitted to cross register. Students can register for up to 19 credits without getting charged extra.

If you are interested in cross registering, first check with your advisor to ensure that the class you have selected will count towards your academic program. You must then complete a cross registration form and submit it to your advisor. Once your paperwork has been submitted through your advisor and SAS, your class request will then be sent to the school you are seeking to cross register at. You will be notified a week before classes begin if your request has been granted. The grade will then be posted as a T— for transfer. Students must earn at least a C in order to earn credit.

For complete Cross-Registration Regulations and application forms visit the Student Administrative Services (SAS) Web site: select Associated Colleges from the menu and look for the Cross-Registration link.

Off-Campus Permission Form: Students studying abroad or those interested in taking courses on a part-time basis at another campus can do so by completing an Off-Campus Permission form. The web address for this form is provided in this handbook under the important forms section.

Off-Campus Permission forms are available on the SAS Web site (under Forms) and in most academic offices. Students complete sections 1, 2 and 3, and should sign their name in section 5. One form must be completed for each course a student is taking off campus and a course description from the chosen school’s catalog or Web site must be attached.

Business students taking a business course can take the form directly to their academic advisor for approval. Business students taking a non-business course must have their form approved by the Clarkson department that offers a similar course (i.e. a statistics course must be approved by Clarkson’s Math Department). This is necessary to ensure courses are equivalent in level/rigor to those offered by Clarkson. Once approved by the appropriate department, the form is brought to the student’s academic advisor.

It is the student’s responsibility to request a transcript from the school attended and to confirm its receipt in SAS. Upon receipt, SAS will post transfer credit hours to a student’s record for any course passed with a grade equivalent to Clarkson’s “C” grade or higher. However, SAS will record a grade of “T” to indicate that the course was taken at another academic institution and, therefore, the course will not be used in computing the student’s GPA. To clarify, no letter grades will be transferred or appear anywhere in Clarkson’s records.

CUSB Transfer Credit Criteria: Clarkson’s School of Business has specific criteria it uses to determine what transfer credit will be accepted. Please review the following list with your advisor before completing any Off-Campus Permission forms or enrolling in any courses off-campus.

Business courses at the 100 or 200 levels will be accepted from any 2 or 4 year college or university.

Business courses at the 300 level or higher must be taken at a 4-year institution accredited by the Association to Advance Collegiate Schools of Business (AACSB). To obtain a listing of accredited schools visit the AACSB Web site: http://www.aacsb.edu/accreditation/accreditedmembers.asp.

Individual courses for which there are no Clarkson equivalents will be evaluated on a case by case basis. If accepted, the course will appear on a student’s transcript with either 01 or 02 after the course designator (ex. AC01). 01 identifies that no comparable class existed.

APPENDIX F: SEMESTER EXCHANGE WITH THE INTERNATIONAL CENTER www.clarkson.edu/internationalcenter/

It’s a complex, interdependent, technologically swift world, getting smaller all the time through communication innovations and increasing globalization of business. A study abroad exchange experience can give you a leg up in your career and provide the opportunity for personal growth and development.

Clarkson offers students semester-long and year-long international opportunities. The traditional study abroad exchange program allows you to attend a university in one of 26 countries (universities always being added check online for most current offerings).

Clarkson has formal exchange programs with more than 50 universities (universities are constantly being added) in these countries, which means you still have access to your financial aid while you are abroad.
Clarkson’s International Exchange Partners include (for a more complete list, visit CUGlobal, International Center):  

**Australia**  
Griffith University, Gold Coast  
Monash University, Melbourne  
University of Newcastle, Newcastle  
University of Technology Sydney, Sydney  
RMIT University, Melbourne  
Queensland University of Technology, Brisbane  
Western Sydney University  

**Austria**  
Upper Austria University of Applied Sciences, Steyr and Wels Campuses  

**China**  
Essca School of Management, Shanghai  

**Croatia**  
University of Rijeka, Rijeka  

**Denmark**  
Technical University of Denmark (DTU), Lyngby  

**England**  
Northumbria University, Newcastle-Upon-Tyne  
University of Bradford, Bradford  
University of Brighton, Brighton  
University of Leicester, Leicester  

**France**  
KEDGE Business School (BEM), Talence (Bordeaux)  
EM Strasbourg Business School, Strasbourg, France  
Essca School of Management, Angers and Paris Campuses  
Grenoble Ecole de Management, Grenoble  
IESEG School of Management  
Université Catholique de Lyon ESDES, Lyon  
Université de Technologie de Troyes, Troyes  

**Germany**  
Konstanz University of Applied Sciences, Konstanz  
Universitat Potsdam, Potsdam (Fluent German Required)  
SRH Heidelberg, Heidelberg  

**Hong Kong**  
City University, Kowloon  
Hong Kong Baptist University, Hong Kong  

**Hungary**  
Essca School of Management, Budapest  

**Ireland**  
National University of Ireland, Galway  

**Italy**  
Sant’Anna Institute, Sorrento  

**Korea**  
Sungkyunkwan University, Seoul  

**Mexico**  
University of Monterrey, Monterrey  
Tecnologico de Monterrey, Monterrey  
(Spanish recommended)  

**New Zealand**  
Auckland University of Technology, Auckland  

**Scotland**  
Heriot-Watt University, Edinburgh  
Strathclyde Business School, Glasgow  

**Singapore**  
Nanyang Technical University, Singapore  
National University of Singapore, Singapore  

**Spain**  
Comillas Pontificial University, Madrid  

**South Africa**  
CIEE—University of Cape Town, Cape Town  

**Sweden**  
Jönköping University, Jönköping  
Luleå University of Technology, Luleå  

**Uruguay**  
University of Montevideo, Montevideo  

APPENDIX G: ACADEMIC INTEGRITY AT THE CLARKSON SCHOOL OF BUSINESS  
Adopted by Faculty: November 14, 2008  

I. Purpose  
This document is the policy on academic integrity and plagiarism for students in the Clarkson University School of Business. This policy is intended to reinforce, but not supersede, specific policies laid out in course syllabi. In areas where course syllabi are silent, this policy will apply.  

II. Zero Tolerance of Academic Integrity Violations  
Clarkson University has always held integrity and ethical behavior as core values. As students and faculty at Clarkson, we are bound to these values. As business managers and leaders, we are stewards for the shareholders, employees and customers of the firms we manage — there is no room for lapses in ethics or integrity. The Clarkson University School of Business embraces the University’s policy on Academic Integrity and is committed to zero tolerance of Academic Integrity violations or even the appearance of such violations. Violations of Academic Integrity, by ourselves or by our colleagues, must not and will not be tolerated.  

The Clarkson University Regulations:  
“SECTION IV-A CODE OF ETHICS  
Clarkson values personal integrity. Matriculation at Clarkson carries with it the obligation that a student will not claim as his or her own, the work of another, or any work that has not been honestly performed, will not take any examination by improper means, and will not aid and abet another in any dishonesty.  

Violations of the Code of Ethics are regarded as most serious offenses and render the offenders liable to severe disciplinary action. Alleged violations of the Code of Ethics are dealt with according to the section on the Academic Integrity Committee.”  
(www.clarkson.edu/studentaffairs/regulations)  

If there is any doubt about whether an action violates the Business School’s rules on Academic Integrity, it must be assumed the action does.
III. Plagiarism

The Merriam-Webster Online Dictionary defines “plagiarize” as: “plagiarize
1. to steal and pass off (the ideas or words of another) as one’s own : use (another’s production) without crediting the source
2. to commit literary theft : present as new and original an idea or product derived from an existing source” (www.merriam-webster.com/dictionary/plagiarizing)

In practice, many faculty and students have difficulty determining whether a particular case constitutes plagiarism. For example, what does “crediting the source” mean in definition (1) above? Furthermore, many people assume that plagiarism implies intent but this is not so. Fundamentally, plagiarism is any failure to give credit where credit is due. Unintentional plagiarism is common but is just as serious an offence as intentional plagiarism.

The Web site Plagiarism.org has an extensive discussion of plagiarism and how to avoid it. Among the examples of plagiarism the site offers are the following:
“All of the following are considered plagiarism: turning in someone else’s work as your own, copying words or ideas from someone else without giving credit, failing to put a quotation in quotation marks, giving incorrect information about the source of a quotation, changing words but copying the sentence structure of a source without giving credit, copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on “fair use” rules).

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.” (www.plagiarism.org)

To avoid ambiguity, all citations must adhere to the following rules (taken from The Publication Manual of the American Psychological Association (5th ed.) as summarized by Professor Sandra Fisher ). Any other form of citation is insufficient and will be considered plagiarism.

Citing Sources and Quotations in APA Format

The Publication Manual of the American Psychological Association (5th ed.) is the definitive source on how to appropriately cite sources in the format required for any course. Following are some examples of both in-text citations and reference list entries using the format specified by the APA.

In-text Citations

To cite a source that you have paraphrased, list the author and the year:
Example #1: Fisher (2008) discussed the importance of appropriately acknowledging sources used in preparing a client deliverable.
Example #2: Including expert sources in your deliverable can enhance the perceived credibility of that deliverable (Fisher, 2008).

For a quotation, you must use one of two formats:

a) for shorter quotations, work it into the text, setting the quoted material off in quotation marks:
Example #1: As described by Stroh and Johnson (2006), “This is a very good time indeed for consultants” (p. 1).
Example #2: We are using this text for the course because “this book is about what consultants do and how they do it” (Stroh & Johnson, 2006, p. 1).

b) longer quotations (40 words or more) should be set apart by an indented block (indented 1/2 inch on each side) and preceded by an in-text citation. In this case, no quotation marks are used.
Example: As noted by Stroh and Johnson (2006, p. 1):
This is a very good time indeed for consultants. As corporations have been reorganizing and downsizing, merging and globalizing, the consulting business has been booming. During the 1990s, U.S. revenue from consulting increased by at least 10% each year and by as much as 20% to 30% in some of the larger firms.

Note that all in-text citations must be accompanied by a full citation in the Reference List. A full citation must allow the reader to quickly and easily find the exact text you are referring to. In cases where a certain author or authors have written more than one cited work in a particular year, the year should be followed by a letter to differentiate the citations.

Example: Fisher (2008a) discussed the importance of appropriately acknowledging sources used in preparing a client deliverable stating that “including expert sources in your deliverable can enhance the perceived credibility of that deliverable” (Fisher, 2008b).

Reference Lists containing complete citations must be placed at the end of a document.

Building the Reference List

Journal Articles

Books

Web Sites

If in doubt about correct style or if a particular source is not defined here, you must consult your professor for appropriate citation styles before handing in any work. The Student Writing Center located in Bertrand Snell Hall is also an excellent place to seek assistance.
IV. Draft Documents Must Also Use Proper Citation

Draft documents are typically prepared for the review of others. Although readers of a draft usually understand that it is a work in progress, there is no question that the draft represents the thoughts and ideas of the author(s), albeit probably still in the early stages of development. Drafts, when circulated outside the sphere of the draft authors, must clearly identify and attribute the work and ideas of others – draft documents require proper citation just as final documents do.

V. Consequences of Academic Integrity Violations

Section IV-A of the Clarkson University Regulations states, “Violations of the Code of Ethics are regarded as most serious offenses.” Penalties are set by the professor or School with a mark of zero on the assignment, test or paper being the typical sanction for a first Academic Integrity violation (this can result in course failure if the violation is on a final exam). A second violation in the same course almost always results in automatic failure of the course.

When a student is accused of a second offense in the same course, the professor is required to make a recommendation to the University Academic Integrity Committee stipulating: no additional action (beyond penalties already levied); Academic Suspension; or Academic Expulsion. In the School of Business, the recommendation is almost always one of the latter two. If the Academic Integrity Committee feels suspension or expulsion is merited, a recommendation will be made to the University President. Only the President (or his or her designate) has the authority to impose a suspension or an expulsion.

Academic Suspension means that a person may not earn academic credit at Clarkson University for any work done at any institution during the duration of the Academic Suspension. Thus, courses taken at another university during the suspension may count at that other institution but they can never be applied toward programs at Clarkson. An Academic Suspension delays the earning of a degree or diploma from Clarkson University by, at least, the length of the suspension. Academic Suspensions are usually for a period measured in academic terms (for example, for three academic terms).

Academic Expulsion means that a person may never again earn credit at Clarkson University.

VI. Rights When Accused of an Academic Integrity Violation

When accused of an Academic Integrity Violation, the student has the right to appeal to the University Academic Integrity Committee. The accused may appeal the accusation, the penalty levied or both, at their choice. To appeal, simply notify the Chair of the University Academic Integrity Committee in writing.

If anyone has questions about the process, the consequences, or any other issues relating to Academic Integrity, they are encouraged to speak with the Chair of the Academic Integrity Committee. The Dean of Students’ Office or the Dean’s Office for any of the University’s Schools can supply the name of the current Chair of the Academic Integrity Committee.
# APPENDIX H: CUSA RECOGNIZED CLUBS AND ORGANIZATIONS

For a most up to date list of clubs visit: [https://knightlife.clarkson.edu/](https://knightlife.clarkson.edu/) and [http://clarkson.edu/cusa](http://clarkson.edu/cusa)

<table>
<thead>
<tr>
<th>Club Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amateur Radio</td>
<td>Amateur Radio (K2CC) provides a means for the exchange of technical and operation knowledge concerning amateur radio as well as technical assistance and opportunities.</td>
</tr>
<tr>
<td>Anime Club</td>
<td>The purpose of this organization is to promote interest in Anime, otherwise known as Japanese animation, and anime related activities.</td>
</tr>
<tr>
<td>APICS</td>
<td>APICS is an international organization of corporation managers and practitioners, public and private educators, business and government researchers, students of many college disciplines, and professionally trained persons from many walks of life. The purpose of the association is to develop professional efficiency in operation management through study, research, and application of scientific methods.</td>
</tr>
<tr>
<td>Association of General Contractors</td>
<td>AGC is the leading association for the construction industry; our chapter specifically aims to introduce students to real world scenarios by involving them in campus construction projects.</td>
</tr>
<tr>
<td>Audio Production Club (APC)</td>
<td>Group with a common interest of sharing, collaborating, and producing music.</td>
</tr>
<tr>
<td>Autonomous Robotics Club</td>
<td>Was formed to promote the interest in the advancement of autonomous robotics, enable members to expand upon previous engineering knowledge and most importantly to administer and organize an annual Autonomous Robotics Competition.</td>
</tr>
<tr>
<td>Ballroom Dance</td>
<td>Was formed to promote interest in Ballroom Dance to increase multidimensionality of Clarkson University and St. Lawrence County by developing the art of partner dancing.</td>
</tr>
<tr>
<td>Billiards and Pool Club (JOUST!)</td>
<td>Clarkson University Billiards and Pool club is an organization that wants to share the fun and skill of billiards and pool. Have fun, meet some cool people, and learn to play a game we love! We meet Tuesdays Wednesdays and Thursdays from 6-8pm in Bar 9.</td>
</tr>
<tr>
<td>Black Student Union (BSU)</td>
<td>The Black Student Union is an organization whose primary goal is to make its members feel comfortable on campus. With our multi-cultural events, we look to create an ambiance of acceptance, diversity, and inclusion for all students.</td>
</tr>
<tr>
<td>Bridges to Prosperity</td>
<td>B2P is a non-profit organization that seeks to eradicate rural isolation through the construction of footbridges with the goal to expose students to real-world issues.</td>
</tr>
<tr>
<td>The Broomball Club</td>
<td>Was formed to promote interest in the sport of broomball. The club meets every week and plays on the ice in Cheel Arena.</td>
</tr>
<tr>
<td>Chinese Scholar Student Association</td>
<td>The purpose of this organization is to support its members on the pursuit of academic, professional and social achievements at Clarkson University, as well as to promote the Chinese culture to the rest of the Clarkson University community.</td>
</tr>
<tr>
<td>Circle K</td>
<td>Was formed to provide a practical means to form enduring friendships, to render altruistic service, and to build a better community.</td>
</tr>
<tr>
<td>Clarkson Archery Club</td>
<td>Archery Club provides a fun and safe environment for students to learn and improve their archery skills. No matter what the skill level, anyone can come learn the classic art of archery and even play games while making new friends.</td>
</tr>
<tr>
<td>Clarkson Calligraphy Club</td>
<td>A club for people looking to practice and learn calligraphy. All skill levels welcome. Whether you’ve been practicing for years or have no experience and want to learn.</td>
</tr>
<tr>
<td>Clarkson Cheerleading</td>
<td>Help support and cheer our fellow mates in their games! Learn new cheers, routines, and make new friends. All are welcome.</td>
</tr>
<tr>
<td>Clarkson Innovative Network</td>
<td>The Clarkson Innovation Network strives to bring students from all majors and complimentary skills together. Our hope is that more innovation and startups come out of Clarkson.</td>
</tr>
<tr>
<td>Clarkson Union Board (CUB)</td>
<td>CUB is responsible for providing the University's entertainment: Comedians like Walli Collins of the Late Show with David Letterman, entertainers, and local and big bands. CUB is comprised of six different committees including the Entertainment Committee, Comedy, Lights and Sound, Music and Bands/Coffeehouse, Club '99, and the Promotion Committee.</td>
</tr>
<tr>
<td>Organization</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>The Clarksonian</strong></td>
<td>The Clarksonian is the University yearbook publication. Students from a variety of fields are involved in different aspects of its development. The Clarksonian needs people interested in photography and layout as well as those with organizational and business skills.</td>
</tr>
<tr>
<td><strong>Clarkson Men's Hockey Club</strong></td>
<td>Men's hockey is an organization that allows Clarkson men, who do not qualify for divisional hockey and who want to participate in more than intramural hockey, to participate in hockey. The club practices daily.</td>
</tr>
<tr>
<td><strong>Clarkson Women's Hockey Club</strong></td>
<td>Women's hockey is an organization that promotes interest in hockey and allows all Clarkson students a chance to play hockey at all levels of ability.</td>
</tr>
<tr>
<td><strong>Clarkson Sailing Club</strong></td>
<td>Clarkson Sailing Club is here to give Clarkson students the opportunity to enjoy the hobby of sailing, as well as give student the opportunity to learn more about sailing.</td>
</tr>
<tr>
<td><strong>The Crew Club</strong></td>
<td>Crew is an organization that was started to provide opportunities for all its members to participate in and to promote a greater interest among the student body in the sport of crew.</td>
</tr>
<tr>
<td><strong>The Cycling Club</strong></td>
<td>Cycling club brings together people with a common interest in cycling. From hard-core to fun riders, this club offers a little something for everyone. The club holds regular rides, on and off-road, throughout the week and on weekends for anyone interested.</td>
</tr>
<tr>
<td><strong>Clarkson Badminton Club</strong></td>
<td>The Club serves as an organization that encourages people to play badminton. Whether you're new to badminton or experienced in it, everyone is welcome to join.</td>
</tr>
<tr>
<td><strong>Club Baseball</strong></td>
<td>The Clarkson University Club Baseball Team offers a chance to continue to play baseball for those who have a love for the game and wish to continue playing through college.</td>
</tr>
<tr>
<td><strong>Clarkson Golf Club</strong></td>
<td>Club golf team that meets weekly for casual outings along with inter club league play.</td>
</tr>
<tr>
<td><strong>Clarkson Humane Society Club</strong></td>
<td>The Clarkson Humane Society Club is a non-profit organization on campus that works to raise money and collect needed items for the local Potsdam Humane Society.</td>
</tr>
<tr>
<td><strong>Dance Ensemble</strong></td>
<td>Student choreographed performances and dance classes. Hip hop, jazz, modern, lyrical, ballet, tap, and more! For the experienced as well as those eager to learn! It's great leadership and team work experience, as well as being fun!</td>
</tr>
<tr>
<td><strong>Dance Team</strong></td>
<td>The Clarkson Dance Team provides students the opportunity to enjoy dance, perform for an audience, support local charities, create lifelong friendships and give students the experience of the liberal arts, while growing as well rounded individuals.</td>
</tr>
<tr>
<td><strong>E&amp;M Society</strong></td>
<td>The E&amp;M Society was formed to familiarize members and others with the various careers available to E&amp;M student.</td>
</tr>
<tr>
<td><strong>ECO (Environmental Conservation Organization)</strong></td>
<td>ECO was formed to promote interest in environmental and human rights through raising public awareness by a variety of methods. These methods may include Earth Day events, on and off-campus projects, etc.</td>
</tr>
<tr>
<td><strong>The Clarkson Flying Club</strong></td>
<td>The Flying Club serves everyone with an interest in any kind of aviation. We offer lessons, ground school, instrument simulation and radio controlled airplanes.</td>
</tr>
<tr>
<td><strong>Foodies</strong></td>
<td>Foodies was created to create an inviting social environment for students to work together to expand their cooking skills.</td>
</tr>
<tr>
<td><strong>Football Club</strong></td>
<td>The Football Club was formed to promote interest in Football and to unite the Clarkson community through games and other fall events related to the Football Club.</td>
</tr>
<tr>
<td><strong>Gaming Society</strong></td>
<td>Gaming Club was created to promote the playing of all types of games and board games.</td>
</tr>
<tr>
<td><strong>Garden Club</strong></td>
<td>A club that is dedicated to creating and maintaining a campus garden, increasing permaculture on campus and promoting sustainability through environmental awareness.</td>
</tr>
<tr>
<td><strong>Gender Sexuality Alliance (GSA)</strong></td>
<td>Equality driven students for the LGBTQ community</td>
</tr>
<tr>
<td><strong>Clarkson Golden Knotes Acapella</strong></td>
<td>Formed to develop skills in the art of singing music, reading music and performing.</td>
</tr>
<tr>
<td><strong>IDEA - (Interactive Digital Entertainment and Arts)</strong></td>
<td>The club was formed to promote interest in game development, animation and CGI.</td>
</tr>
<tr>
<td>Organization</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
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</tr>
<tr>
<td>The Clarkson Integrator</td>
<td>The Integrator is an organization of devoted people who work together to produce a student newspaper. The staff consists of editors, writers, layout persons, advertising staff, business persons, circulators, photographers, cartoonists, and typists. No experience is necessary.</td>
</tr>
<tr>
<td>The International Students Organization</td>
<td>International Students is an organization established to make the students of Clarkson become aware of the different cultures present on campus, as well as outside the campus. We organize events such as Culture Week to display the foods, dancing, and movies from different countries. We encourage students, both American and International to join. As well as being an informer of different nationalities, it is also a goal to make the International Students feel comfortable.</td>
</tr>
<tr>
<td>InterVarsity Christian Fellowship</td>
<td>We are a group that meets weekly to hang out, develop close friendships, and learn more about God and his plan for our lives. We offer various small groups that meet throughout the week to spend time studying the Bible and discussing what it means. We also organize fun events like hiking, apple picking, and an international Thanksgiving Dinner.</td>
</tr>
<tr>
<td>Jazz Ensemble (CU Jazz)</td>
<td>Meet once a week to play and learn jazz music. Our goal is to have at least one performance each semester.</td>
</tr>
<tr>
<td>Leadership Corps</td>
<td>The Leadership Corps’ goal is to make an even more positive campus environment by increasing student and staff morale and productivity. Leadership Corps trains its members in presentation skills, effective time management, problem solving skills, initiative, team work &amp; critical thinking.</td>
</tr>
<tr>
<td>Lacrosse Club</td>
<td>Lacrosse Club was formed to promote the game of Lacrosse.</td>
</tr>
<tr>
<td>Martial Arts Club</td>
<td>MMA, Full Contact Sparring, Jujiitsu No experience to Black Belt level welcome</td>
</tr>
<tr>
<td>Math Club</td>
<td>The purpose of this organization is to promote interest in mathematics and related topics on Clarkson campus as well as other communities, to provide students interested in mathematics the opportunities to improve their professional skills and expand their professional network.</td>
</tr>
<tr>
<td>Microfinance at Clarkson (M@C)</td>
<td>A microfinance club at Clarkson University that will bring awareness to the community about the benefits of microloans while developing a microfinance fund that will be used to people around the world create sustainable businesses.</td>
</tr>
<tr>
<td>Men’s Volleyball Club</td>
<td>We meet a few times a week to play volleyball. The practices are usually co-ed. Anybody is welcome to come play. Our goal is to make it to a couple tournaments a year, for those who miss competitive volleyball.</td>
</tr>
<tr>
<td>Mountain Bike Club</td>
<td>We ride bikes of all types from BMX to Cross Country to Downhill, if you can ride it on dirt then we are the club for you! We ride around campus and around the whole northeast take trips to Canada, New Hampshire and more!</td>
</tr>
<tr>
<td>Newman Club</td>
<td>The Newman Club is a Catholic student organization that seeks to build a Christ-centered community through worship, service, and social activities.</td>
</tr>
<tr>
<td>NYWEA (New York Water Environment Association)</td>
<td>NYWEA was formed to promote interest in the environment and they are involved with protecting and enhancing our water resources.</td>
</tr>
<tr>
<td>The Clarkson Orchestra</td>
<td>Clarkson Orchestra is a group that meets once a week to play orchestral music. The purpose of this group is to provide a musical outlet for members of the Clarkson community.</td>
</tr>
<tr>
<td>The Outing Club</td>
<td>CUOC encourages and teaches leadership skills as well as responsible treatment of the environment, and enables members to safely participate in outdoor activities. We have a climbing wall in Congdon gym and an equipment room full of outdoor equipment that can be rented out.</td>
</tr>
<tr>
<td>The Pep Band</td>
<td>Pep Band is a close-knit organization of dedicated Golden Knight hockey fans and musicians. The band performs at every home game, and away games. The band also accompanies the team to ECAC playoffs, as well as NCAA tournament play, which has taken them as far as Minneapolis, Minnesota and Detroit, Michigan. The band meets once a week for rehearsals before the season starts, and then as necessary for polishing.</td>
</tr>
<tr>
<td>The Photo Club</td>
<td>Photography enthusiasts</td>
</tr>
<tr>
<td>The Physics Club</td>
<td>Physics Club was formed to promote awareness of the physical sciences.</td>
</tr>
<tr>
<td>Racquetball Club</td>
<td>Racquetball Club started as an organization promoting interest in the sport of racquetball and to organize competition within the club. Now in addition to the in-club competition the Racquetball Club has competed at Universities such as State University at Albany, Colgate, and MIT.</td>
</tr>
<tr>
<td>Club Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Reh Center for Entrepreneurship</strong></td>
<td>The Reh Center is here to develop successful entrepreneurs who know how to grow a business, harness new technologies, and seize opportunities in the marketplace is a longstanding tradition at Clarkson University.</td>
</tr>
<tr>
<td><strong>Road Cycling Club</strong></td>
<td>We do group rides &amp; ECCC Division II Races!</td>
</tr>
<tr>
<td><strong>Men's and Women's Rugby Clubs</strong></td>
<td>Rugby provides recreational, competitive, and travel opportunities for all its members and promotes a greater interest among the student body in the sport of rugby-football. Competition includes home games and away games, for both the Men's team and Women's team.</td>
</tr>
<tr>
<td><strong>SHRM (Society for Human Resource Management)</strong></td>
<td>The purpose of this organization shall be to promote interest in human resource management and develop human resource skills and the role of a human resource department.</td>
</tr>
<tr>
<td><strong>Silver Wings</strong></td>
<td>Silver Wings is a national service organization that promotes patriotism and is open to anyone who wants to contribute to the community, develop personally, develop professionally, and create awareness about the air force.</td>
</tr>
<tr>
<td><strong>The Ski Club</strong></td>
<td>Ski Club organizes day trips to ski mountains in the northeast.</td>
</tr>
<tr>
<td><strong>SPECTRUM (Shaping Possibilities and Embracing Change to Reach a United Mission)</strong></td>
<td>The mission of this service organization shall be to enrich the campus community through co-curricular (social and educational) programming and interactions. SPECTRUM annually offers approximately a dozen initiatives that encourage membership and participation by the entire campus.</td>
</tr>
<tr>
<td><strong>Clarkson Car Club</strong></td>
<td>The Clarkson Car Club (CCC) is a club for automotive and motorcycle enthusiasts, we host many events that our members are interested in that have anything to do with vehicles of almost any nature.</td>
</tr>
<tr>
<td><strong>Salsa@Clarkson</strong></td>
<td>Weekly lessons in beginning Latin dance, periodic optional fieldtrips such as to see the Crane Latin Music Ensemble or to dance in Montreal and Ottawa</td>
</tr>
<tr>
<td><strong>SCUBA Club</strong></td>
<td>A club dedicated to promoting interest in SCUBA Diving at Clarkson and in Northern NY.</td>
</tr>
<tr>
<td><strong>Student Orientation Service (SOS)</strong></td>
<td>SOS moves freshmen in at the beginning of the year. It is our job to see that their first day here runs smoothly, and we make the first impression of Clarkson.</td>
</tr>
<tr>
<td><strong>Sustainable Synergy</strong></td>
<td>Sustainable Synergy was formed to improve existing energy usage in Clarkson University facilities using new high efficiency and renewable technology.</td>
</tr>
<tr>
<td><strong>Tennis Club</strong></td>
<td>Tennis Club was formed to promote the interest in the game of Tennis.</td>
</tr>
<tr>
<td><strong>Theatre Club</strong></td>
<td>Theatre Club provides both theatrical entertainment and an outlet for artistic self-expression in the realm of theatre arts for the Clarkson community. The Theatre Club has a play every fall and spring semester. They also put on one-act plays once a year.</td>
</tr>
<tr>
<td><strong>The Ultimate Frisbee Club</strong></td>
<td>Ultimate Frisbee Club is an organization composed of people who have a love for tossing a disc. The club participates in several tournaments in the New England area each semester. Other activities for the club include disc golf, local scrimmages and practices.</td>
</tr>
<tr>
<td><strong>WCKN Television</strong></td>
<td>WCKN is the student television station and is also the local cable systems public access station. Being both of those imposes a responsibility not only to the students, but also to the community. We try to fulfill those responsibilities by putting on programming that is both entertaining and educational. In-house programming includes hockey games, news, talk shows, comedy shows, game shows, and other Clarkson sporting events.</td>
</tr>
<tr>
<td><strong>Clarkson Radio (WTSC/WNTC)</strong></td>
<td>Clarkson Radio provides interested students with an opportunity to produce their own weekly radio programs, and consequently serve the community by offering entertainment, news and weather, and special programming via the radio. WTSC offers a variety of new and alternative music programs, while following a predominately classic rock n' roll format. Clarkson radio DJ's are trained on broadcasting equipment and are taught the rules and regulations associated with broadcasting. Radio station directors assume responsibilities and leadership roles that provide practical experience for future endeavors.</td>
</tr>
<tr>
<td><strong>CUSA Senate</strong></td>
<td>The Clarkson University Student Association (CUSA) supports students through a variety of clubs and organizations and serves as the formal representative of the student body. Composed of the executive board, six senators from each class and a Clarkson School representative, the CUSA Senate collaborates with the administration on all decisions that affect Clarkson students.</td>
</tr>
</tbody>
</table>
APPENDIX I: PROFESSIONAL ORGANIZATIONS AND ACTIVITIES
http://clarkson.edu/campus_life/clubs/

There are a number of professional and honor societies on campus that relate to your field of interest or study. These societies may give further information about what types of jobs are available and what kind of work is presently being done in the field. To learn more about these organizations check the Student Activities Office at the Student Center. Listed below are some of the Professional Societies and Activities you can join.

**Professional Organizations**

Alpha Kappa Psi—Delta Chi Chapter (A professional co-ed business fraternity)
American Indian Science & Engineering Society
American Industrial Hygiene Association Student Local Section
American Institute of Aeronautics and Astronautics
American Institute of Chemical Engineers
American Society of Civil Engineers
American Society of Mechanical Engineers
Animal Science Club
Arnold Air Society (Quesada Squadron)
Association for Computing Machinery
Beta Alpha Psi (International Honor Society for Financial Information Students and Professionals)
Beta Gamma Sigma Business Honor Society
Chi Epsilon
Institute of Electrical and Electronic Engineers
National Society of Black Engineers
New York Water Environment Association
Omega Chi Epsilon
Omicron Delta Epsilon (Economics Honor Society)
Phi Delta Epsilon Medical Fraternity
Phi Kappa Phi
Sigma Nu Tau Entrepreneurship Society
Society for Human Resource Management
Society of Asian Scientists and Engineers (SASE)
Society of Hispanic Professional Engineers
Society of Professional Women
Society of Women Engineers
Tau Beta Pi
Technical Association of the Pulp and Paper Industry
Tri-Beta Biology Honor Society

The student chapters of these professional societies are very active sponsoring various events during the year including Parent’s Weekend, field trips, and a number of guest speakers. In addition, students have opportunities to participate in regional and national student conferences as well as leadership seminars. Various types of scholarships, awards, and loans are available through the local chapters of these societies. Several student competitions are announced on a regular basis and students are always encouraged to participate in these competitions.

APPENDIX J: RECOGNIZED FRATERNITIES AND SORORITIES
http://clarkson.edu/campus_life/clubs/ofsa/

**Fraternities**

Alpha Chi Rho
Delta Upsilon
Omicron Pi Omicron
Phi Kappa Sigma
Sigma Chi
Sigma Phi Epsilon
Tau Epsilon Phi
Tau Kappa Epsilon
Zeta Nu

**Sororities**

Delta Zeta
Kappa Delta Chi
Phi Sigma Sigma
Theta Phi Alpha
APPENDIX K: SPEED Teams – Business Students are encouraged to join the SPEED Teams
http://clarkson.edu/speed/

Baja SAE
Design and build an amphibious vehicle that goes through mud, navigates through water and negotiates steep hills.

Concrete Canoe
That's right! A canoe made out of concrete that can actually float and maneuver through water.

Construction Management
Learn the fundamentals of the construction management industry while gaining experience in planning a construction project.

Chem E Car
Design and build a model-sized car powered by a (non-combustible) chemical reaction that carries pre-determined cargo a certain distance.

Design Build and Fly
Design, fabricate, and demonstrate the flight capabilities of an unmanned, electric-powered, radio-controlled aircraft.

Engineers Without Borders
Identify needs — in developing communities around the world — that can be met through innovative engineering. Then travel to these places and build projects that will improve the quality of life there.

Environmental Design
Become a part of the team that designs treatment processes to remediate hazardous waste sites.

FIRST Robotics
Design and build a remote-control robot that can win competitions around the region and across the country.

Formula SAE
Design, build, test and race a scaled-down Formula 1-style race car.

Human Powered Vehicle Challenge
Design, build, test and race a lightweight vehicle, using high-performance bicycle components and aircraft-grade aluminum.

Clean Snowmobile and Zero-Emission Snowmobile SAE
Join the teams that offer a unique opportunity to reengineer existing snowmobiles for improved emissions and noise reduction without compromising performance.

Steel Bridge
Design a steel bridge that's easy to construct and relatively light.

Timber Bridge
Gain practical hands-on design, construction and testing experience.
Campus and Local Resource Information

STUDENT CENTER
Post Office
Monday-Friday ........................................ 8 a.m.–noon & 1–3:30 p.m.
Stamps available, incoming and outgoing mail and packages.
Food Court (see Food Service)
Information Desk
Monday-Friday ........................................... 8 a.m.–10 p.m.
Saturday-Sunday ...................................... 10 a.m.–10 p.m.
Game Room
Pool tables and foosball

RESIDENCE LIFE OFFICE
1100 ERC .................................................. 268-6642
Monday-Friday .......................................... 8 a.m.–4:30 p.m.
Any maintenance problems should be reported here. At times other than business hours, contact the Information Desk or Campus Safety & Security at the Cheel Campus Center.
No pets are allowed on campus.

STUDENT HEALTH CENTER
1300 ERC .................................................. 268-6633
Care provider available for registered participants:*
Monday-Friday .......................................... 8 a.m.–4 p.m.
For emergencies at other times, contact Campus Safety & Security, 268-6666.
*closed Memorial Day and July 4

IMPORTANT PHONE NUMBERS
Campus Safety & Security .................................. 268-6666
Clarkson University Switchboard .................... 268-6400
Information Desk ........................................ 268-6638
Residence Life (maintenance problems) ............. 268-6642
Rescue Squad ............................................ 265-2121/2122
Police ....................................................... 265-2121
Fire Department ......................................... 265-3311
Hospital ................................................... 265-3300
St. Lawrence County Emergency Service ............ 911
From campus phones, dial “9” before calling off-campus.
In case of emergency after 10 p.m., contact Campus Safety & Security at 268-6666.

CAMPUS SAFETY & SECURITY
ERC Suite 1200 ........................................... 268-6666
Dave Delisle, Director
Office Hours:
Monday-Friday .......................................... 8 a.m.–4:30 p.m.
Officers are on duty 24 hours daily.
Note: Clarkson University is not responsible for lost or stolen items.
Keep rooms and cars locked at all times.

TELEPHONES
Credit card coin phone locations:
Science Center, 3rd floor; ERC Commons Area,
1st floor; CAMP building; Cheel Campus Center; Schuler Recreation Building
Emergency phone locations:
These red phones may be used to summon aid or to report any kind of emergency: Cubley-Reynolds, Moore House, and Hamlin-Powers; on the first floor of the Science Center, Science Center Lecture Wing, ERC, Cheel, Rowley Labs; Snell Hall, and Woodstock Village, buildings 1 and 6 laundry rooms.

Blue light phones installed:
An emergency “blue light” telephone system has been installed in the following locations on campus and ring into the Campus Safety & Security Office:
• on the Clarkson Avenue side directly in front of the center core of Hamlin-Powers
• at the top of the hill along the walk from the stairs to Hamlin-Powers and Cubley
• on the path behind the Alumni Gym leading to Snell Field
• along the path between Cheel Campus Center and Farrisee
• lot #22 on the fringe of the Townhouse Apartments
• on the Woodstock Village lower-level walkway leading to Bldg. #4
• on the Woodstock Village side of the Science Center across from Bldg. #10
• at the mid-point of the “Pit Path”
• on the Reynolds side of Moore House
• Bagdad Field
• Cheel Campus Center — walkway between Cheel and CAMP
• Walker Center parking lot and Clarkson Avenue under construction — out of order

MAIL/TELEPHONE MESSAGES
Outgoing mail may be left at the Student Center Post Office or in drop boxes in the ERC (by pay telephones). Pick up from drop boxes is Monday – Friday at 2 p.m.
Mail delivery is daily to the Student Center post office and will be available for pick up by the addressee around noon.
United Parcel Service (UPS) is located at 200 Market Street. Call 315-265-4565.

AUTOMATIC TELLER MACHINES
Locations:
Cheel Campus Center:
CIRRUS and NYCE Cashier
(Key Bank of Northern New York)
Cubley-Reynolds Lobby:
CIRRUS and NYCE
(Key Bank of Northern New York)
LAUNDRIES
Supersuds — 8 Main Street
The Laundry Center — inside Market Square Mall, 22 Depot St.
Potsdam Laundry & Dry Cleaners — 7 Beal St.

EDUCATIONAL RESOURCES CENTER
Houses the University library.
Building Hours:
  Daily ................................................................. 8 a.m.–11 p.m.
  Library:
     Monday-Thursday ........................................... 8 a.m.–11 p.m.
     Friday .................................................................. 8 a.m.–5 p.m.
     Saturday ................................................................ noon–8 p.m.
     Sunday ................................................................ noon–11 p.m.

VENDING MACHINES
Locations:
  Bertrand H. Snell Hall
  Cheel Campus Center
  Graham Hall lobby
  Moore House west lobby
  Price Hall (Ormsby stairwell)
  Educational Resources Center
  CAMP
  Ross-Brooks (near SAS office)
  Schuler Recreation Building
  Student Center
Refunds at Info Desk, Cheel Campus Center, 8 a.m.–4 p.m., Monday through Friday.

SMOKING AND ALCOHOL POLICIES
Smoking is prohibited in all public areas on campus including (but not limited to) classrooms, auditoria, restrooms, dining halls, hallways, lobbies, elevators and lounges.
  Alcoholic beverages may be possessed and consumed by individuals 21 years or older within their room or apartment only. The campus is considered a public area, therefore, open containers are not allowed. Alcoholic beverages served at social functions are by permit only and must be arranged in advance by Clarkson program directors.

RECYCLING ON CAMPUS
In 1992, recycling became mandatory in St. Lawrence County. Paper, metal and certain recyclable plastics must now be separated by the user and deposited in dedicated bins adjacent to each residence hall.
Clear plastic bags must be used for recyclables as well as garbage.
Address any questions about this process to the Residence Life Office.

ATHLETIC FACILITY RESTRICTIONS
Clarkson Summer Pass or Clarkson University ID will be required to use all facilities. Children under 18 years of age must be accompanied by an adult. Special arrangements are made for Clarkson program participants to assure admittance.

RECREATION EQUIPMENT
Equipment for softball, football, volleyball, ping pong, badminton, basketball, racquetball, and tennis is available at the Fitness Center Desk.

ALUMNI GYM
Building Hours:
  Monday-Friday .................................................. 6 a.m.–11 p.m.
  Saturday & Sunday ............................................. 10 a.m.–11 p.m.

SCHULER INDOOR RECREATION CENTER
Swimming pool, jacuzzi, 175-meter running track, four multipurpose courts (basketball, tennis, volleyball, badminton), four racquetball courts, Fitness Center, exercise equipment and two saunas.
Building Hours:
  Monday-Friday .................................................. 6 a.m.–11 p.m.
  Saturday & Sunday ............................................. 10 a.m.–11 p.m.
Swimming Pool and Jacuzzi Hours:
  Monday-Friday ........................................8–9 a.m., 11:30 a.m.–1:30 p.m., 7–10 p.m.
  Saturday-Sunday .............................................. 4–9 p.m.

TENNIS
Four outdoor tennis courts are located beside Snell Field.
The Fitness Center and IRC require a change of shoes upon entering.
Street shoes will not be permitted. Thank you in advance for your cooperation.

CHEEL MAIN STREET
Main Street Café ............................................. Monday-Sunday 10 a.m.–8 p.m.

SPECIAL OCCASIONS
Birthday Cakes
  Campus Dining will bake their favorite cake, trim it with your special message, and deliver it to the birthday person, complete with plates, forks, napkins, and candles. $19 to $30.
Box Lunches
  If you’re going off campus for a lunch or dinner meal, Campus Dining can provide you with a delicious and nutritious box lunch. $10-$14.*
  *Costs vary depending on the size or contents of your selection.
  Arrangements must be made 24 hours in advance. Call Campus Dining at 268-3816.

BANKS
Community Bank NA
  70 Market (main office) ........................................ 265-4200
  May Road (branch office) ................................. 265-3700
Farm Credit East
  1 Pioneer Dr. .................................................. 265-8452
NBT Bank
  220 Market Street ............................................. 265-9950
Key Bank of Northern New York
  17 Elm Street ................................................ 265-2900
North Country Savings Bank
  31 Main Street .............................................. 265-5421
CREDIT UNIONS
Adirondack Regional (166 Market St.) .................................. 268-1440
SeaComm Federal Credit Union (6 Sisson St) ......................... 764-0566

POST OFFICE
U.S. Post Office
21 Elm Street ................................................................. 265-8614
Monday-Friday ......................................................... 8:30 a.m.–5 p.m.
Saturday ................................................................. 9:30 a.m.–1 p.m.
Student Center (see first page)

LIBRARIES
Potsdam Public Library .................................................... 265-7230
Park Street — hours vary
Clarkson University Library
ERC ................................................................. 268-2297
Monday-Friday ...................................................... 8 a.m.–4 p.m.
Potsdam College Library, Pierrepont Ave. .............................. 267-2483

CLEANERS
Tri-Town Cleaners ...................................................... 265-3541
145 Market Street
Potsdam Laundry & Dry Cleaning ...................................... 265-3760
9 Beal Street

CAR RENTALS
Enterprise, 6805 State Highway 56 .................................. 265-0700
Countrywide Rent-A-Car, 7513 US Hwy 11 ......................... 265-1851

NEWSPAPERS
Daily Courier-Observer ................................................. morning
Syracuse Post Standard ........................................... morning
Watertown Daily Times ........................................... morning
The New York Times may be purchased at Sugar Creek and
Potsdam Big M after 10 a.m.

UNIVERSITY BOOKSTORE
University Bookstore, 39 Market Street .............................. 265-9260
Monday-Saturday ................................................. 9 a.m.–5 p.m.

SHOPPING
Sugar Creek .............................................................. 26 Maple Street
Monday-Sunday .................................................. open 24 hours
Stewart’s ................................................................. 79 Market Street
Daily ................................................................. 5 a.m. – midnight
Wal-Mart Supercenter (268-6900) .................................. Rt. 11
Open 24 hours

DRUGSTORES
Kinney Drugs, 200 Market Street ..................................... 265-2770
Kinney Drugs, 48 Maple Street ..................................... 262-0529
Monday-Friday ...................................................... 8:30 a.m.–9 p.m.
Saturday ............................................................. 8:30 a.m.–7 p.m.
Sunday ............................................................. 9 a.m.–5 p.m.
Walgreen’s, 173 Market Street ..................................... 265-6192
Monday-Friday ...................................................... 8 a.m.–10 p.m.
Saturday ............................................................. 9 a.m.–6 p.m.
Sunday ............................................................. 10 a.m.–6 p.m.
Wal-Mart Supercenter, Rt. 11 ......................................... 268-6900

GROCERY STORES
Aldi’s, 7495 US Highway Rt. 11 .................................. (553) 955-2534
Potsdam Food Co-op, 24 Elm Street ................................ 265-4630
Monday-Friday ...................................................... 9 a.m.–7 p.m.
Saturday ............................................................. 9 a.m.–6 p.m.
Sunday ............................................................. noon–4 p.m.
Potsdam Big M, 27 Elm Street .................................... 265-6282
Daily ................................................................. 8 a.m.–10 p.m.
Price Chopper, 201 Market Street ................................ 265-2165
Save-A-Lot, 200 Market Street .................................. 265-3659
Monday-Saturday .................................................. 9 a.m.–8 p.m.
Sunday ............................................................. 9 a.m.–6 p.m.
Wal-Mart Supercenter, Rt. 11 ......................................... 268-6900

PLACES OF WORSHIP
Beth-El Congregation ................................................. 265-7025
Church of Jesus Christ/Latter Day Saints ......................... 265-6228
Church of the Nazarene ............................................. 265-2198
Cristian Fellowship Center ......................................... 262-0222
Emmanuel Baptist Church ....................................... 265-5340
First Baptist Church ............................................... 265-5464
First Church of Christ Scientist .................................. 265-6711
First Presbyterian Church ....................................... 265-9434
Jehovah’s Witnesses ............................................... 265-5621
Kingsway Assembly of God ...................................... 265-0412
New Hope Community Church .................................... 265-7094
North Country Community Church ............................. 265-8252
St. Mary’s Catholic Church ...................................... 265-9680
Trinity Episcopal Church ......................................... 265-5754
United Methodist Church ......................................... 265-7474

RESTAURANTS: Walking Distance
Between the Buns (6 Elm Street) ..................................... 265-8888
Cactus Grill & Cantina (11 Raymond Street) ................... 265-0240
Eben’s Hearth (115 Maple Street) ................................ 265-9065
First Crush (32 Market Street) ..................................... 265-9463
Little Italy (30 Market Street) ...................................... 265-5500
Mama Lucia’s (1 Constitution Street) ............................ 265-0475
Maxfield’s (15 Market Street) ...................................... 265-3796
McDuff’s Pub (59 Market Street) ................................ 261-4089
Pizza Hut (60 Market Street) ...................................... 265-2016
Sergi’s Italian Pizzeria (10 Market Street) ..................... 265-3420
Thai Cuisine Restaurant (29 Maple Street) ................... 274-9088
Lee’s Hawaiian Grill (3 Market Street) ......................... 265-4898
FAST FOOD
Blue Line Brewery Pub (43 Maple Street) .............................................. 274-0099
Jernabi Coffeehouse (11 Maple Street) ................................................. 274-9400
The Bagelry (9 Market Street) ............................................................ 265-9378
Hot Tamale (34 Market Street) ............................................................ 265-5555
Jessie’s Pizzeria II (13 Market Street) ................................................. 265-9484
Jreck Subs (61 Market Street) ............................................................. 265-2222
Placie 2 Meat (57 Market Street) ......................................................... 265-0500

RESTAURANTS: Short Drive
Asian Buffet (175 Market Street) ......................................................... 268-1688
County Seat (Best Western University Inn) ........................................... 386-8522
9 miles west on Rt. 11, Canton ............................................................. 268-1844
1844 House (6885 U.S. Rt. 11) ............................................................ 268-0109
Foxy Roxy’s (124 Market Street) ......................................................... 268-0109
Jake’s on the Water
5726 State Hwy 56, Hannawa Falls .................................................... 274-9300
Hotel Grande - Tex-Mex (Rt. 56, Norfolk) ........................................... 384-8991
The Lobster House (Rt. 56 North, Norwood) ....................................... 353-2366
Ponderosa (Outer Market Street, Potsdam) .......................................... 265-8080
Sabad’s Restaurant (Main Street, Norfolk) .......................................... 384-8995
Timber Tavern (2024 NY-72) ............................................................... 261-4473
1/2 Ton’s Bar & Grill (141 1/2 Market Street, Potsdam) ......................... 268-0813
Village Diner (22 Depot Street) ........................................................... 265-8624

FAST FOOD: Short Drive
A-1 Oriental Kitchen (80 Market Street) .............................................. 265-3333
Arby’s (Outer Market Street) ............................................................... 265-9804
Burger King (Outer Market Street) ...................................................... 265-8863
Domino’s Pizza (185 Market Street) .................................................... 265-7500
Dunkin’ Donuts (132 Market Street) ................................................... 265-5104
McDonalds, Outer Market Street ....................................................... 265-6890
Quiznos, 154 Elm Street .................................................................. 268-8303
Subway, 180 Market Street .................................................................. 265-7827
Tim Horton’s, 154 Elm Street ............................................................. 265-2143

RECREATION
PARKS
Higley Flow State Park (15 miles south, off Route 56). Beach and picnic facilities, hiking trails, fishing.
Ives Park located on the river, downtown Potsdam, is a quiet place for a walk or picnic.
Postwood Park in Hannawa Falls (5 miles south, off Route 56). Public beach and picnic facilities.
Sandstoner Park on Pine Street is less than one mile from the University residence halls. Playground, beach, and picnic facilities.

GOLF COURSES
Meadowbrook Golf Course
9757 Route 11, Winthrop ................................................................. 389-4562
Partridge Run
70 Sullivan Dr., Canton ....................................................................... 266-4444
Potsdam Town and Country Club
2 miles south on Route 56 ................................................................. 265-2141
Raymondville Golf & Country Club
Route 56, Massena ........................................................................... 769-2759
St. Lawrence University Golf Course
Route 11, Canton ............................................................................... 386-4600

Miniature Golf:
SwingTime, 7065 US-11 ................................................................. 274-0217

MOVIE THEATERS
American Theater, Main St., Canton ............................................... 386-2981
Massena Movie Corp., Massena ....................................................... 769-1268
Roxy Theater, 20 Main St., Potsdam ................................................... 265-9630

MUSEUMS AND GALLERIES
Gibson Gallery, Potsdam College ..................................................... 267-2254
Tuesday-Saturday ................................................................. noon-4 p.m.
Potsdam Public Museum, Park Street ................................................ 265-6910
Tuesday-Saturday ................................................................. 2-5 p.m.
St. Lawrence County Historical Assn. ................................................ 386-8133
3 East Main Street, Canton
Tuesday-Friday ......................................................................... 10 a.m.-4 p.m.

ACCOMMODATIONS
POTSDAM
Clarkson Inn, One Main Street ......................................................... 265-3050
Hampton Inn—Potsdam, 169 Market St. ........................................... 265-0100
Northern Family Motel, Potsdam-Norwood Rd., Rt. 56 .................. 265-4640
Scottish Inn, Rt. 11 ........................................................................... 265-6700
Smalling’s Motel South, Rt. 11 ......................................................... 265-0709

CANTON
Best Western
Potsdam-Canton Rd., Rt. 11 ............................................................... 386-8522
Comfort Suites
Potsdam-Canton Rd., Rt. 11 ............................................................... 386-1161

OGDENSBURG
Quality Inn, 6765 St. Rt. 37 ............................................................... 393-4550
Stone Fence Motel, 7191 St. Rt. 37 .................................................... 393-1545

BED & BREAKFAST
Akins Acres B&B, 1541 Co Rd 25, Canton ........................................ 386-4348
24 East Main St B&B, Canton ........................................................... 379-9757
Braeside B&B, 20A Cold Brook Dr., S. Colton .................................. 262-2553
Brambles Inn & Gardens, 48 Elm Street, Potsdam .......................... 268-0936
Butternut Ridge B&B, 327 Butternut Ridge Rd., Potsdam ........... 265-2808
Felician House B&B, 1 Powers St, Canton, NY ................................. 386-4647
Hidden Meadow Inn, 1950 Sober Street, Norfolk ......................... 384-3234
Litengard B&B, 44 E. Main St, Canton ............................................. 714-2300
Maple Rock Bed & Breakfast, 719 Old Parishville Rd, Potsdam, NY 212-4155
Misty Meadows, 1609 St. Hwy. 68, Canton ...................................... 379-1563
Moore’s Hill Bed and Breakfast
892 Finnegan Road, Potsdam ........................................................... 265-1630
North Fork B&B, 219 Baker Rd, Lisbon ............................................ 528-0175
Ostrander’s B&B, 1675 St. Hwy. 68, Canton .................................... 386-2126
Peaceful Peaks B&B, 484 St. Hwy. 68, Colton .................................. 379-9392
The Emerald, 20 Pleasant Street, Potsdam ........................................ 212-4772
The Guest House at 1844 House ..................................................... 274-0080
White Pillars, P.O. Box 185, Canton ............................................... 386-2353

For more information visit: northcountrynow.com/motels
**Campsites**

<table>
<thead>
<tr>
<th>Campsite</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Blake Campsite</td>
<td>off Rt. 56, South Colton</td>
<td>262-2640</td>
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<tr>
<td>Coles Creek State Park</td>
<td>Rt. 37, Waddington</td>
<td>388-5636</td>
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<tr>
<td>Higley Flow State Park</td>
<td>Coldbrook Drive, Colton</td>
<td>262-2880</td>
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<tr>
<td>Parmeter Site</td>
<td>off Rt. 56, South Colton</td>
<td>267-2640</td>
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<tr>
<td>Robert Moses State Park</td>
<td>off Rt. 37, Massena</td>
<td>769-8663</td>
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<tr>
<td>St. Regis Campground</td>
<td>548 Old Market Rd., Potsdam</td>
<td>265-4145</td>
</tr>
</tbody>
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Refer to www.northcountrynow.com for more options.

**Special Area Attractions**

**Local Attractions**

**Remington Museum**

Ogdensburg, New York ................................. 315-393-2425
Features extensive collection of paintings, bronzes and memorabilia of old-west artist Frederic Remington. Two hours to tour.

**Dwight D. Eisenhower Lock**

Massena, New York ................................. 315-764-3200
Viewing deck where visitors watch ships raised and lowered in St. Lawrence Seaway lock. For shipping schedule, call 315-769-2422.

**St. Lawrence–F.D.R. Project Visitor’s Center**

Massena, New York ................................. 315-764-0226
Murals, working models, computerized exhibits, multimedia show on river power developments. Views of Lake St. Lawrence and Moses-Saunders Power Dam from observation deck.

**Wilder Homestead**

Malone, New York ................................. 518-483-1207

**Adirondacks**

**Adirondack Park Visitor Center**

Paul Smiths, New York ................................. 518-327-3000
This Interpretive Center makes the wilderness and many of its secrets accessible to visitors through exhibits, multi-media slide show and 5½ miles of interpreted trails, including ¼ mile Easy Access trail surfaced for wheelchair travelers and strollers.

**Adirondack Museum**

Blue Mountain Lake, New York ........................ 518-352-7311
Twenty building museum built in 1957 as a repository for historical Adirondack material, equipment and memorabilia. Includes dioramas portraying the early days of settlement, a colonial bateau, a private railroad car, and much more.

**The Wild Center**

45 Museum Dr., Tupper Lake, New York ........................ 518-359-7800
The Wild Center is a natural history center in th center of New York state’s Adirondack Park. The Wild Center, and its new Wild Walk—an elevated trail across the treetops—is an all-day attraction, including 81-acres of outdoors, a 54,000-square-foot museum with movies and live animals, guided canoe paddles, and hands-on everything.

**Thousand Islands**

**Empire Boat Tours**

Alexandria Bay, New York ................................. 888-449-ALEX

**Uncle Sam Boat Lines**

Alexandria Bay, New York ................................. 800-253-9229
Boat tours of the beautiful Thousand Islands. Various cruises are offered from two to five hours in length. Many tours include an optional stop at Boldt Castle, a 120-room replica of Rhineland Castle built on Heart Island by millionaire owner of the Waldorf-Astoria Hotel. Begun in 1900, the castle was abandoned, uncompleted in 1904 when Mrs. Boldt died.

**Antique Boat Museum**

Clayton, New York ................................. 315-686-4104
Exhibits on river history, displays of fine crafted wooden boats, boat school classes, and research library.

**Minna Anthony Common Nature Center**

Wellesley Island, New York ................................. 315-482-2479
Includes hiking trails, guided walking tours, nature trail for the blind and nature films (Wellesley Island State Park).

**Northern NY Agricultural Historical Museum**

Stone Mills, New York ................................. 315-658-2637
Includes 1839 stone church, early 1800 stone houses, agricultural historical museum displaying early agricultural tools.

**Canada**

**Upper Canada Village**

Morrisburg, Ontario, Canada ................................. 613-543-4328
Composite pre-1867 town recreates the period. Includes woolen mill, sawmill, and blacksmith’s shop supervised by guides in authentic costume. Thirty-five buildings, all authentic. Four to six hours to tour.

**Park Safari**

Hemingford, Quebec, Canada ................................. 514-247-2727
Includes large wild animal preserve and amusement park.

**Ottawa, Ontario, Canada**

Canada’s capital
National Arts Centre
Changing of the Guard
Royal Canadian Mint
National Museum of Science & Technology
National Museum of Man and Natural Science

**Montreal, Quebec, Canada**

Botanical Garden
Planetarium
Aquarium
Old Montreal
Museums/Concerts
Underground City