PROFESSIONAL OBJECTIVE:
Career growth and flexibility in areas related to operations management, project management, process engineering, supply chain systems integration, and technological entrepreneurship.

EDUCATION:
Bachelor of Science, Engineering & Management
- Science & Mathematics – Calculus, Differential Equations, Physics, Chemistry, and Statistics
- Liberal Studies & Technical Communications – Knowledge Area courses, Psychology, and Public Speaking

SPECIALIZATIONS:
Students can also earn a minor in Mathematics, Quality-Based Project Management, or other areas; a concentration in Global Supply Chain Management; or follow a track to specialize in Construction Management.

EMPLOYMENT:
Graduates secure positions in four general areas:
- Project Management — Construction Management, Contract Administration, Cost Engineer
- Sales & Marketing — Technical Sales, Technical Marketing, and Consulting
- Manufacturing & Production — Industrial and Project Engineer, Production Supervision, Project Planning, Quality Control, Inventory Control, and Procurement

ALUMNI STATISTICS
Over 4,000 alumni since 1958
1 in 5 of the 3,100 currently active alumni have prominent positions such as President, CEO, or Partner in their business.

REFERENCES:
Dr. Michelle Crimi, Director (mcrimi@clarkson.edu)
Misty Spriggs, Associate Director (mspriggs@clarkson.edu)
Adrienne Boswell, Academic Advisor & Office Manager (aboswell@clarkson.edu)
# Table of Contents

Letter from the Director of E&M ................................................................. 1  
Mission and Vision of a Clarkson Education .............................................. 2  
Program Educational Objectives .............................................................. 3  
Program Outcomes .................................................................................... 3  
Faculty and Advisors .................................................................................. 4  
Student Administrative Services................................................................. 5  
Degree Information and the Clarkson Common Experience ......................... 6  
Engineering & Management Curriculum .................................................... 8  
Minors, Concentration and Track ................................................................ 15  
Professional Experience Requirement for E&M Majors ............................... 17  
International Experience ............................................................................ 18  
Companies That Have Hired E&M Majors ................................................ 19  
Societies and Activities ............................................................................. 20  
Being a Student ............................................................................................ 21  
Clarkson Services ....................................................................................... 22  
Forms and Procedures From a Student Perspective ...................................... 24  
Commonly Asked Questions ....................................................................... 25  
How to Get Involved in Clarkson’s Student Life ......................................... 26  
Where to Get Help With Your Career and Internship/Job Search........................ 27  
KnightLink .................................................................................................... 27  
Important Dates ........................................................................................... 28  
Appendix A On-Line Campus Directories .................................................... 30  
Appendix B General Academic and Degree Information ............................. 31  
Appendix C Helpful PeopleSoft Tips ............................................................ 32  
Appendix D Guidelines for Completing Courses at Other Colleges/Universities 33  
Appendix E Semester Exchange with the Career Center .............................. 34  
Appendix F Academic Integrity at the Clarkson School of Business .............. 35  
References .................................................................................................... 37
Welcome to Engineering & Management at Clarkson University

It is my pleasure to welcome you to the Engineering & Management (E&M) program at Clarkson University. Clarkson’s Engineering & Management (E&M) program is ideal for those who desire breadth and flexibility in a career centered on leadership and technology. The major was established in 1954 to meet the growing needs of industry for individuals with strong skill sets in both engineering and business. Graduates are prepared to integrate the rapidly changing technical and managerial aspects of an organization.

The E&M program utilizes Clarkson’s traditional strengths, stressing engineering principles and technical problem-solving in conjunction with quantitative and qualitative managerial decision-making. Students receive a balanced education involving course requirements from each of the major disciplines of engineering, business, science, and liberal arts. The carefully planned curriculum is taught by faculty within their respective areas of expertise.

As a student in the E&M program, you will have exciting opportunities for professional growth. You will take part in an internship or co-op experience, or other professional experience, as a graduation requirement. Also, you join the rest of the Clarkson University School of Business in having an International Experience as a graduation requirement. You will travel abroad in a Semester Abroad, a faculty-led trip or other global experience. Details of these requirements are given later in this handbook. You should be thinking early in your academic career of how and when you will fulfill these opportunities to expand your education and make yourself more valuable to your future employer.

I hope you enjoy your college education at Clarkson and encourage you to make the best of your experience here. This handbook has been created to help answer questions you might have. If the information you are seeking isn’t in this book, consult the references listed at the end or see your advisor: Misty Spriggs in BH Snell 119 or Adrienne Boswell in BH Snell 121. You may also stop by my office in BH Snell 101.

I look forward to attending your graduation. Best wishes for a successful college career.

Sincerely,

Dr. Michelle Crimi, Ph.D.
Professor and Director, Engineering & Management
Engineering & Management • Clarkson University
Box 5740 • 8 Clarkson Avenue • Potsdam NY 13699
315-268-6571 • Fax 315-268-4478 • http://internal.clarkson.edu/em
Mission of a Clarkson Education

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 pre-collegiate, 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

In addition to attaining mastery of the core knowledge within his or her field, a Clarkson education is designed to enable students 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;
- uses our campus as a living laboratory to improve learning, and uses the wider region to broaden and extend Clarkson’s outreach and service;
- 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;
- 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.
Engineering & Management Program

Educational Objectives

These program educational objectives were developed with input from alumni, employers, faculty and staff, industry leaders and students. They describe the career and professional accomplishments that the E&M program is preparing graduates to achieve. It is our goal that within a few years of graduation you will be able to define yourself according to these objectives.

1. E&M graduates are educated and prepared to apply technical problem solving skills to develop innovative, effective, and sustainable solutions to complex problems.
2. E&M graduates are educated and prepared to lead multi-disciplinary teams to success by managing team dynamics.
3. E&M graduates are educated and prepared to effectively communicate information for decision-making both orally and in writing to both technical and non-technical audiences.
4. E&M graduates are educated and prepared to continuously balance simultaneous demands of today’s global environment through multi-tasking capabilities of planning, organizing, managing and controlling resources.
5. E&M graduates are educated and prepared to combine engineering and business core knowledge and apply quantitative and qualitative methods to process analysis in business systems.
6. E&M graduates are educated and prepared to make timely, ethical and useful decisions in response to organizational challenges.

Engineering & Management Program Outcomes

These program outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the skills, knowledge and behaviors that you will acquire in your studies throughout the program.

Students will:

1. have the ability to apply calculus-based math, laboratory science and engineering principles to technical problem-solving
2. gain the knowledge and abilities to lead multi-disciplinary teams
3. understand development and maintenance of relationships among people within and across organizations
4. build a skill set in written and oral communication through coursework, projects, and extracurricular activities
5. balance academic disciplines in science, engineering, business and humanities to prepare for the changing workplace
6. understand financial and information flows within and across organizations
7. learn both quantitative and qualitative analysis methods
8. apply a foundation of business and management principles to making timely, ethical, useful decisions
9. learn to manage organization change

Students will attain:

a) an ability to apply knowledge of mathematics, science, and engineering
b) an ability to design and conduct experiments, as well as to analyze and interpret data
c) an ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability
d) an ability to function on multi-disciplinary teams
e) an ability to identify, formulate, and solve engineering problems
f) an understanding of professional and ethical responsibility
g) an ability to communicate effectively
h) the broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context
i) a recognition of the need for, and an ability to engage in life-long learning
j) a knowledge of contemporary issues
k) an ability to use the techniques, skills, and modern engineering tools necessary for engineering practice
Advising Information

E&M Faculty

Michelle Crimi
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Engineering & Management
101 Bertrand H. Snell Hall
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E&M Academic Advisors

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Associate Director &
Academic Advisor
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E-mail: mspriggs@clarkson.edu
https://mspriggs.youcanbook.me

Adrienne Boswell
Academic Advisor &
Office Manager
121 Bertrand H. Snell Hall
Phone: 315-268-2144
E-mail: aboswell@clarkson.edu
https://aboswell.youcanbook.me

Advisor – Student Relationship
Your academic advisor is here to help you. She will be in contact with you each semester for aiding in course selection. She may also contact you more frequently if necessary. If you would like to meet with your advisor, you can make an appointment by using her youcanbook.me calendar. The link is posted in her contact information above. Your advisor will then have time to meet with you and will be prepared for your visit.

What is the Advisor’s Responsibility?
Your advisor’s help may include career advice, help in choosing courses, or assistance in dealing with personal difficulties. Your advisor will meet with you during the course selection period. The advisor prepares for these meetings by knowing the 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 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 about the answer 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, it is important to come prepared to individual meetings with questions and a sample schedule of courses.
Student Administrative Services

The Student Administrative Services Center (SAS) combines the activities of the Bursar, Registrar, and Financial Assistance Offices and is located in the Graham Hall Service Center. 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 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.

<table>
<thead>
<tr>
<th>If your last name begins with:</th>
<th>Ask for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-D</td>
<td>Mary Chris Jones</td>
</tr>
<tr>
<td>E-K</td>
<td>Gerri Snyder</td>
</tr>
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<table>
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<th>If your last name begins with:</th>
<th>Ask for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>L-Q</td>
<td>Tina Martin</td>
</tr>
<tr>
<td>R-Z</td>
<td>Barbara Russell</td>
</tr>
</tbody>
</table>

Mary Chris Jones  
Student Services Representative (A-D)  
315-268-6451  
jonesm@clarkson.edu

Gerri Snyder  
Student Services Representative (E-K)  
315-268-6451  
snyderg@clarkson.edu

Tina Martin  
Student Services Representative (L-Q)  
315-268-6451  
martint@clarkson.edu

Barbara Russell  
Student Services Representative (R-Z)  
315-268-6451  
russellb@clarkson.edu

Photos submitted by Ian Hetherington (left) and Nathan Starr (right) while studying abroad at Lulea University, Sweden
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 four of the broad areas of knowledge. 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 four of the following areas of knowledge:

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

All students must take at least one University course after the first year. 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 http://internal.clarkson.edu/sas.

The E&M curriculum requires four classes which cover two knowledge areas. Intro to Psychology and Organizational Behavior fulfill the IG requirement and Economic Principles and Engineering Economics and Project Management fulfill the EC requirement. The student must choose a knowledge area course or courses to cover two of the remaining areas.

The professional experience requirement in E&M is fulfilled by an internship or co-op or other acceptable project-based professional experience. Details of the experience are given beginning on page 17.

Gabrielle Piraino ’18 at the Equator while on the 2016 Global Business Trip to Uganda and Kenya in Africa.
Meeting the Spirit of the Knowledge Areas with Transfer Courses

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

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 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.
Engineering & Management Curriculum

**Engineering**

- EM 120 Team-based Design & Innovation
- EM 121 Technological Entrepreneurship
- EM 331 Operations & Supply Chain Management
- EM 333 Operations Research
- EM 380 Project Management
- EM 451 Quality Management & Lean Enterprise

**Common Experience**

- 3 Professional Electives
- EM 456 Senior Design

**Math & Science Foundation Courses**

- PH 131 Physics I with Lab
- PH 132 Physics II with Lab
- CM 131 Chemistry I with Lab
- CM 132 Chemistry II with Lab
- MA 131 Calculus I
- MA 132 Calculus II
- MA 231 Calculus III
- MA 232 Differential Equations
- STAT 383 Probability and Statistics

**Business**

- EM 205 Accounting
- EM 211 Enterprise Info. Systems
- EM 286 Org. Behavior I
- EM 432 Org. Policy & Strategy
- LW 270 Law and Society
- MK 320 Principles of Marketing
- FN 361 Financial Management
- International Experience

**Other**

- COMM 217 Public Speaking
- 1 Free Elective

**Professional Experience**

- FY 100 First Year Seminar
- UNIV 190 Clarkson Seminar
- 2 Knowledge Area Courses/Free Electives
- University Course
- Professional Experience

* Indicates an elective that is recommended for those students planning to take the Fundamentals of Engineering Exam
# Engineering & Management

**Graduation Certification Form**

**Name:**

**Student Number:**

**Date:**

**Other Degree/Major:**

---

### FALL 1

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>NAME</th>
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<td>EM 205</td>
<td>Financial and Manag. Acct.</td>
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<td>EM 120</td>
<td>Team-based Design</td>
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<tr>
<td>UNIV 190</td>
<td>Clarkson Seminar</td>
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<td>MA 131</td>
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<td>CM 131</td>
<td>Chemistry I</td>
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<td>FY 100</td>
<td>First Year Seminar</td>
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### SPRING 1

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<td>EM 211</td>
<td>Enterprise Info. Sys.</td>
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<tr>
<td>MA 132</td>
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<td>PY 151</td>
<td>Psychology</td>
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<td>IG</td>
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<td>CM 132</td>
<td>Chem II/Call &amp; Molec. Bio</td>
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<td>EC 350</td>
<td>Econ. Principles &amp; Eng. Econ.</td>
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<td>LW 270</td>
<td>Law and Society I</td>
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<tr>
<td>MA 232</td>
<td>Differential Equations</td>
<td>3</td>
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<td>IG</td>
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<tr>
<td>EM 286</td>
<td>Organizational Behavior I</td>
<td>3</td>
<td>IG</td>
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<tr>
<td>PH 131</td>
<td>Physics I with Lab</td>
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### SPRING 2

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<td>STAT 383</td>
<td>Probability and Statistics</td>
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<td>EC</td>
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<td>EM 380</td>
<td>Project Management</td>
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<tr>
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<td>ES 220</td>
<td>Statics</td>
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<td>PH 132</td>
<td>Physics II with Lab</td>
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### REMAINING COURSES FOR JUNIOR AND SENIOR YEAR

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<th>PRE-REQS</th>
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<tr>
<td>FN 361</td>
<td>Financial Management</td>
<td>3</td>
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<td>STAT 282/383, EC 350 and EM 205</td>
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<tr>
<td>MK 320</td>
<td>Principles of Marketing</td>
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<td>Co-req: EM 211</td>
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<tr>
<td>EM 331</td>
<td>Op. &amp; Supply Chain Mgmt.</td>
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<td>STAT 383, EM 211</td>
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<td>EM 333</td>
<td>Operations Research</td>
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<td>STAT 383, Junior St.</td>
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<tr>
<td>EM 451</td>
<td>Qual. Mgmt. &amp; Lean Ent.</td>
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### Math and Engineering Science

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<tbody>
<tr>
<td>MA 231</td>
<td>Calculus III</td>
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<td>MA 132</td>
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<tr>
<td>ES 250</td>
<td>Electrical Science</td>
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<td>Co-reqs: MA 232, PH 132</td>
</tr>
<tr>
<td>ES 260* / ES 222*</td>
<td>Mat. Sci./Strengths/Dig. Design</td>
<td>3</td>
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<td>Different for each class</td>
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<tr>
<td>ES 330</td>
<td>Fluid Mechanics</td>
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<td>MA 231 or MA 232 and ES 220</td>
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<tr>
<td>ES 340</td>
<td>Thermodynamics</td>
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### Senior Capstones

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### Common Experience

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>NAME</th>
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### CCE Description

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<td>Contemporary &amp; Global Issues</td>
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<td>CSO</td>
<td>Cultures &amp; Societies</td>
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<td>EC</td>
<td>Economics &amp; Organizations</td>
<td>EC350/EM380</td>
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<td>Imaginative Arts</td>
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<td>IG</td>
<td>Individual &amp; Group Behavior</td>
<td>PY151/EM286</td>
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<td>STS</td>
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### EM 310 Professional Experience

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### Concentration/Minor/Track Courses

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<th>COURSE #</th>
<th>NAME</th>
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### International Experience

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<tr>
<th>Date Completed:</th>
<th>Location:</th>
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**Fall – Year 1**

EM 205, Introduction to Financial and Managerial Accounting – An introductory survey of accounting information to guide and improve decision making. Many course topics involve cost planning and control techniques used to evaluate and improve the financial performance of organizations and/or products.

EM 120, Team-based Design and Innovation – The first in a two-course sequence, this course is required for all first-year students in the Engineering & Management Program. Students will undertake a yearlong project to design, produce, and potentially commercialize a product. Projects will require the application of both engineering and management tools and principles. The primary focus of the fall semester is to build functional teams, introduce design tools and complete a conceptual design of the product.

MA 131, Calculus I – Functions and graphs; derivative concept and formulas, including chain rule and implicit differentiation; integral concept; the Fundamental Theorem of Calculus; properties and applications of the derivative, including max-min problems and graph sketching; exponential, logarithmic, and inverse trigonometric functions. Corequisite: MA41.

UNIV 190, The Clarkson Seminar – The Clarkson Seminar welcomes first year students into a world of cultures, histories, and the global forces that will shape their personal and professional lives beyond Clarkson. Students will learn to define issues within a broad cultural context and gain experience evaluating and interpreting literary and nonliterary texts. Seminar classes will be small and thematically structured, with an emphasis on discussion, critical reading and thinking, extensive writing, and collaborative work.

FY 100, First Year Seminar – With a focus on group work and team dynamics, this adjustment course is required for all first-year students. It introduces the mission and expectations of the learning process at Clarkson; builds communication and teamwork skills; and provides some fundamental content relating to wellness and relationships during the college experience. Discussion, team activities, leadership opportunities, and interaction with upper-class peer educators form the foundation of the course.

**Spring – Year 1**

EM 211, Intro to Enterprise Information Systems – This course will introduce students to enterprise information systems, their components, integration, and use as part of the business process. The distributed, accurate, real time flow of information is a critical success factor for most organizations. The ability of an organization to collect and analyze this information is crucial in today’s data-driven economy. The focus of this course is on the functional and strategic use of enterprise resource planning (ERP) software, its application, input devices, implementation issues and use. Hands-on experience with SAP ERP is integral to this course.

EM 121, Technological Entrepreneurship – The second in a two-course sequence, this course is required for all first-year students in the Engineering & Management Program. Students will undertake a yearlong project to design, produce, and potentially commercialize a product. The primary focus of the spring semester is to build a business plan from the fall semester conceptual design. Prerequisite: EM 120.

MA 132, Calculus II – A continuation of MA 131. Properties and applications of the integral, including areas, volumes, arc length and differential equations; integration techniques, including parts, partial fractions, trigonometric substitution, and numerical integration; indeterminate forms; improper integrals; infinite series and Taylor Series; introduction to polar coordinates, complex numbers, and parametric equations. Prerequisite: MA 131.

PY 151, Introduction to Psychology – Emphasizes the scientific study of the human mind. Appropriate research methods and philosophical questions will be considered. Topics include the brain, memory, perception, development, personality, social behavior, emotion, motivation, psychological disorders, stress, and states of consciousness.

CM 132, General Chemistry II – A continuation of CM 131. Chemical principles, theories, and descriptive chemistry with laboratory experiments to provide additional exposure to lecture topics in a small group environment. Prerequisite: CM131.
Fall – Year 2

EC 350, Economic Principles and Engineering Economics – (Students cannot enroll in EC 350 if they have credit for EC 150 or EC 151) An introduction to microeconomic concepts in a market type economy. Some of the issues covered are the role of supply, demand, market price determination, consumer behavior, production theory and cost, and market structure. An introduction to macroeconomic concepts including the analysis of national income determination, monetary and fiscal policy, aggregate economic growth, international economics and inflation. This course also includes a segment on engineering economic analysis. Engineering students should take this course rather than EC 150 and EC 151 because it provides preparation for the Professional Engineering exam. Prerequisite: At least sophomore standing.

LW 270, Law and Society I – A course designed to provide a basic understanding of (1) the nature, functions and limitations of law and legal systems; (2) the basic relationship among justice, ethics, legal systems and social structure; and (3) the relationship among society, law and business activity. Further, it is designed to enlighten with respect to rules, principles, standards and doctrines of law fundamental to a free enterprise system. The course covers the substantive areas of constitutional law, torts, contracts, and property and estate law. Prerequisite: at least sophomore standing.

MA 232, Elementary Differential Equations – Solutions and applications of first-order differential equations and linear differential equations with constant coefficients. Laplace transform methods. Introduction to matrix algebra, systems of algebraic equations, eigenvalues and eigenvectors, with application to systems of differential equations. Other topics may include modeling, engineering applications, or numerical methods. Prerequisite: MA 132.

EM 286, Organizational Behavior I – An introduction to the processes required to manage contemporary organizations with a focus on individual behaviors as they relate to the functions of planning, organizing, controlling, and leading. The most recent concepts of behavioral science in the practice of management are presented to assist the student in gaining understanding of the pervasiveness of the discipline in all types of organizations and processes. Topics include motivation, leadership, perceptions, personality theory, learning theory, personnel issues, stress management, organizational culture, and decision making. Prerequisite: At least sophomore standing.

PH 131, Physics I – Calculus-based general physics course covering elements of Newtonian mechanics and thermal physics. Laboratory experiments keyed to the lectures to illustrate and demonstrate some of the physical principles and concepts. Corequisite: MA 131.

Spring – Year 2

STAT 383, Probability and Statistics – A calculus based introduction to topics in probability and statistics. Probability content includes events and sample spaces, the basic axioms of probability, discrete and continuous random variables (definitions and basic characterizations such as the means and variances) including binomial, Poisson, normal, exponential, student-t, and uniform distributions. Topics in statistics include the central limit theorem, statistical inference including confidence intervals and hypothesis testing for one and two sample data, and linear regression. Students will use statistical software to read data and interpret software generated output. Prerequisite: MA 132.

EM 380, Project Management – This course will introduce students to all phases of project management from project initiation to termination. Topics covered include project selection, organization, contracts, planning and scheduling (PERT and CPM), estimating, budgeting and cost control, procurement, resource allocation, variance analysis, auditing and termination procedures. Project management software, case studies, and student team projects will be an integral part of the course.

University Course – A course which meets the requirements of two different Knowledge Areas, as discussed in the previous section.

ES 220, Statics – Fundamental concepts of the statics of rigid bodies using a vector analysis approach; force systems, analysis of simple structures, centroids and centers of gravity, free body diagrams, equilibrium, friction and moments of inertia. Prerequisites: MA 131 and PH 131.

PH 132, Physics II – Calculus-based general physics course covering elements of electricity and magnetism, waves and optics. Laboratory experiments keyed to the lectures to illustrate and demonstrate some of the physical principles and concepts. Prerequisite: PH 131, Corequisite: MA 132.
Remaining Courses

Business
FN 361, Financial Management – The basic goals of this introductory finance course are to familiarize students with the concepts and tools used in corporate financial management decisions. These include the analysis of financial statements for long-term financial planning, the notion of present value in addition to the relationship between risk and return. The concepts and techniques are, in turn, used to evaluate and make decisions regarding the firm’s capital expenditures and capital structure as well as security valuation. Prerequisites: STAT 282/383, EC 150 or EC 350, and EM 205 (or their equivalents) and sophomore standing, or the permission of the instructor.

MK 320, Principles of Marketing – Familiarizes students with various marketing terms, concepts, principles, institutions and practices. Topics covered include: buyer behavior, market research, product planning, pricing, distribution, personal selling and advertising. The changing nature of marketing and the trends in domestic and international marketing are also examined. Experiential exercises are an intrinsic and important part of this course. Corequisite: EM 211.

Graduation from the Clarkson University School of Business requires an International Experience. As detailed on page 18, this can be fulfilled by a Semester Abroad or other global experience. It could potentially be fulfilled by a faculty led Global Experience, which is found in some sections of UNIV 399.

UNIV 399, Global Experience – This course includes intensive study of issues in a country or region outside of the United States followed by a two- to three-week trip abroad to that location. Each section, centered on a unifying theme and geographic location, will include three components: structured classes, practitioner presentations, and visits to companies, governmental agencies, and important cultural sites. Students successfully completing this course will gain a better perspective on the economic, political, cultural issues as well as the business practices prevalent in another region of the world. Students should develop cultural awareness, an understanding of economic, cultural, and political differences between the US and other countries, and the role cultural, historical and political factors play in the conduct of business in a global economy. UNIV 399 is a repeatable course allowing a student to receive credit on completing two or more different Global Study experiences. On approval from the Dean of the School of Business, this course can satisfy global business study requirement.

Engineering & Management
EM 331, Operations & Supply Chain Management – An introduction to the planning, analysis and control of production systems. Topics include product and service design, manufacturing processes, aggregate production planning, inventory models and MRP, just-in-time systems, facility layout, forecasting/demand planning, project management, and quality management. Students acquire problem solving experience using ERP software. Prerequisites: STAT 383, EM 211, sophomore standing.

EM 333, Elements of Operations Research – Application of optimization models to typical engineering and management situations and problems. Topics include: optimization theory (linear programming, transportation and assignment models), decision analysis under uncertainty, queuing theory and Monte Carlo simulation. Prerequisites: STAT 383 and at least junior standing; or consent of the instructor.

EM 451, Quality Management & Lean Enterprise – This course will introduce the students to both the managerial and technical aspects of quality improvement. The course emphasizes statistical applications to quality related topics such as process/product design, process capability, quality control, design of experiment, and inspections/sampling. Other topics of interest include: Juran quality trilogy, six-sigma project methodology, and cost of quality. The course consists of a series of lectures and problems solved in class. Prerequisite: STAT 383.

Math and Engineering Science
MA 231, Calculus III – Vectors and vector-valued functions; functions of several variables; partial differentiation, including the chain rule, gradients, and maxima and minima; multiple integrals, including polar, cylindrical, and spherical coordinates; vector calculus, including Green’s, Divergence, and Stokes’s Theorems. A student may not receive credit for both MA 230 and MA 231. MA 231 satisfies any requirement for MA 230. Prerequisite: MA 132

One of the following Engineering Courses:

ES 260, Materials Science and Engineering I – The fundamentals of the interactions between structure, processing, properties and applications of solid metals, non-metallic elements, inorganic compounds, and polymers. Topics include atomic bonding, structure, imperfections, diffusion, mechanical properties, deformation and strengthening mechanisms, failure. Possible additional topics include phase diagrams, phase transformations, electrical properties, processing, composites, corrosion, thermal properties, and environmental consideration. Prerequisites: PH 131, CM 103 or CM 131, MA 131. Corequisite: MA 132.

OR

ES 222, Strength of Materials – Elementary analysis of the strength and deformation of deformable bodies; stress and strain at a point, Mohr’s circle, axial loads, flexure, torsion, deflections and column action. Introduction to design concepts. Prerequisite: ES 220 or consent of instructor.

OR

EE 264, Introduction to Digital Design – An introductory course covering the fundamentals of computer system hardware. Topics include data representation using number systems and codes, Boolean algebra and logic, digital logic devices, combinational and sequential circuits, arithmetic logic units and simple processor organization including registers, memory, addressing and processing of machine instructions.

ES 330, Fluid Mechanics – Basic principles of fluid mechanics. Topics include statics, forces on plane and curve surfaces, kinematics of fluid motion, integral and differential representation of conservation of mass, balance of linear and angular momenta, the first Law of Thermodynamics, Bernoulli’s equation, dimensional analysis, and elementary viscous flow. Frictional losses, simple pipeline analysis and steady channel flow are covered. Understanding of the physical phenomena is stressed and vector notation is used wherever suitable. Prerequisites: MA 232 or MA 231 and ES 220.


Senior Capstones

EM 432, Organizational Policy and Strategy – A capstone course designed to integrate the functional areas and tools of management studied in previous courses within a strategic planning framework giving due attention to ethical and social responsibility concerns and international business issues. Emphasis is placed on the business environment in a global economy, industry analysis, tactical planning, overall strategic planning, policy establishment and implementation. Case analysis, in the small group setting, is utilized, enabling students to share their expertise and explore their value structure. Students present results via written and oral reports. Prerequisites: FN 361, EM 331, EM 286, MK 320, senior standing.

EM 456, Process Engineering and Design – This course is a capstone design experience for students who have completed a foundation engineering science education. Primarily designed for the Engineering & Management (E&M) program, this course involves solution of a real world technical problem. Requires both written reports and oral presentations. Prerequisites: ES 220 and two of ES 250, ES 330 or ES 340. Corequisites: EM 331, EM 333 and EM 380.

Common Experience and Electives

EM 310, E&M Professional Experience – Project-based professional experience in engineering & management, related to student career interests and/or field of study. Fulfills Clarkson Common Experience Professional Experience requirement for E&M students. Course registration requires E&M approval of application. Completion of course requires approval of E&M Director.

COMM 217, Intro to Public Speaking – This lecture and laboratory course is designed to enhance the individual’s effective public communication by giving him or her a variety of speaking roles in different situations. The objective of the course is to develop an awareness of the speaking potential of each student with emphasis on listening ability, nonverbal behavior, idea organization and effective use of language and visual aids.

Free Elective (1) – A course selected in consultation with your advisor or as determined by a specified concentration, track or minor.

Knowledge Area Courses/Free Electives (2) – A course selected in consultation with your advisor to meet the Clarkson Common Experience. If those requirements have been met, a Free Elective can be taken.

Professional Electives (3) – see following section for definition of a professional elective in E&M.
Professional Elective
A professional elective in Engineering & Management is a 3-credit course (or equivalent) that predominantly covers engineering or engineering management knowledge. Examples of such courses include: any sophomore, junior or senior-level course in engineering; any junior or senior level course in a topical knowledge area(s) in the Guide to the Engineering Management Body of Knowledge, 3rd edition, ASEM, 2013; courses focused on information technology.

At Clarkson University, the E&M professional electives are:

- Any course in the Wallace H. Coulter School of Engineering of 200-level or higher (prefix AE, BR, CE, CH, EE, ES, ME) for which the student has the prerequisites, except for ES 238 Introduction to Energy Systems, and BR 200 Intro to Biomedical and Rehabilitation Engineering, Science and Technology;
- Any 300-level or higher EM course;
- HP 390 (3 credits), HP 490 (3 credits), if the research is Engineering & Management based;
- MS 441 Developing Adaptive Leaders.

Transfer courses from other universities will be assessed against the definition above by the Director of E&M, or course faculty member(s) designated by the Director, for their professional elective status.

Course designations:
AE – Aeronautical Engineering
BR – Biomedical and Rehabilitation Engineering
CE – Civil and Environmental Engineering
CH – Chemical and Biomolecular Engineering
EE – Electrical and Computer Engineering
EM – Engineering Management
ES – Engineering Science
HP – Honors Program
ME – Mechanical Engineering
MS – Military Science

Minors, Concentration and Track
The E&M degree provides a solid foundation in math, sciences, engineering, and business. This wide range of course coverage gives newly hired professionals the flexibility and versatility to take on many different roles – problem solver, consensus builder, analyst, risk manager, decision maker, and customer manager. The degree also allows a student to keep their options open right through graduation and explore several career paths.

However, some students come to the program with more of a technical or managerial focus (or develop a path during the first 2-3 years of their studies) and want to take courses in a more discipline-specific manner. We encourage students to explore the options they have in pursuing a Clarkson Minor or Concentration, or an E&M Track. (Note: Because of the sequencing of courses for a minor, concentration or track in addition to the E&M major, we encourage students to work with their advisor beginning in their sophomore year.)

MINORS
Identified and approved by a vote of the faculty, such minors provide students with another area of specialization outside their major. Minors require 15 or more credit hours of specified coursework. Completion of an approved minor is indicated on a student’s transcript. See the Clarkson Catalog for a complete listing of minors available.

Though almost all minors at Clarkson are available, several minors are more commonly earned by E&M students.

- Math Minor
- Quality-Based Project Management Minor
- Sustainable Energy Systems Engineering Minor

E&M students may not minor in Business or Engineering Science.
CONCENTRATION IN GLOBAL SUPPLY CHAIN MANAGEMENT

Similar to minors, concentrations require 15 or more credit hours of specified coursework within or closely related to their major. Completion of the Global Supply Chain Management concentration is indicated on a student’s transcript.

The principles behind global 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.

Students must take these classes:
- EM 341* Global Sourcing & Supply Chain Design
- EM 381* Logistics Management
- IS 428 Info. Systems for Supply Chain Management

Choose two of the following:
- EM 451 Quality Mgmt. & Lean Enterprise
- OS 466 Negotiations & Relationship Mgmt.
- EM 361* Supply Chain Environmental Mgmt.

E&M TRACK IN CONSTRUCTION MANAGEMENT

The Construction Management Track provides another way for E&M students to concentrate their upper-level electives around a specific field or career path. For most students, the courses in their E&M track replace the free electives and professional electives in the regular E&M curriculum. In many cases completion of the track will require a student to take more than the 120 credits required for the E&M degree. The track is recognized by a certificate from the E&M Program.

APPLICATION: Construction projects — Estimators, Assistant Project Managers, Schedulers, Expediters, Auditors

Required Classes:
- EM 380 Project Management
- ES 222* Strength of Materials
- EHS 330* Safety Analysis - Environment, Health, and Safety Assessment
  OR
  EHS 309 Industrial Hygiene

Two of the following:
- CE 405* Construction Planning and Management
- CE 406* Construction Engineering
- CE 407* Introduction to Construction Estimating and Scheduling
- CE 408* Building Information Modeling (BIM) and Integrated Project Delivery (IPD)
- CE 409* Fundamentals of Building Systems
- CE 410* Sustainable Infrastructure and Building
- CE 411* Construction Materials Engineering

* Professional Elective

Brianna Barley ‘17 at PC Construction as an Operations Intern.
Professional Experience Requirement in Engineering & Management

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.”

Engineering & Management majors can fulfill this requirement by one of the following:

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

b) Participation in an independent research 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.

c) Serving as a leader or taking on a role with significant responsibility in a professional or community service organization or in another volunteer activity.

d) Taking on a role with significant responsibility in an appropriate team project. This could be a competition project such as those that fall under the SPEED program, or experience in a capstone design course or course sequence that provides a project-based experience meeting the objectives of the Professional Experience,† among others.

e) Any other activity or collection of activities where a student can demonstrate that she or he has met the objectives of the Professional Experience† Requirement.

It is expected that students will work at least 150 hours towards this requirement. Planning for completion of this requirement should start as early as possible, and it should be discussed between the student and the student’s academic advisor. This meaningful professional experience could be anytime beyond freshman year, however, students are encouraged to use experience gained towards the end of their studies to fulfill this requirement.

Steps to follow:

1) **Report Your Experience Through KnightLink as Soon as an Offer Has Been Accepted**
   a) Once an offer for a professional experience has been accepted, log into KnightLink:
      [http://clarkson-csm.symplicity.com](http://clarkson-csm.symplicity.com) 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 right side of the page.
   c) Click on the “Add New Experience” button. The online form will require you to explain how you plan to complete the Professional Experience requirement and must include relevant contact information.
   d) Fill in your information and press submit.
   e) After submitting, you will receive an email confirmation that will outline the next steps. The form will then be reviewed by your academic advisor and must be approved by the School of Business. This must be done before the end of the spring semester of your junior year.

2) **Participate in the Professional Experience activity**

3) **Complete the Professional Experience Completion Worksheet on KnightLink**
   It is your responsibility to demonstrate that you have fulfilled the objectives of the Professional Experience Requirement.† You will fill out a Completion Worksheet through KnightLink which will be evaluated for recommendation by your academic advisor and for approval by the School of Business. An Employer Final Evaluation will also be emailed directly to your employer at the completion of the experience and must be submitted by the employer to receive credit.

4) **Register for EM 310, Professional Experience for Engineering & Management Majors**
   EM 310, Professional Experience for Engineering & Management Majors, a 0-credit pass/no entry course, is used to matriculate the Professional Experience requirement. You can enroll in this class for the semester following the completion of your experience. Approval of the Completion Worksheet and Employer Final Evaluation is required to receive credit for EM 310. Upon successful completion, a grade of ‘P’ will be granted for EM 310. You are required to show EM 310 with a ‘P’ grade on your transcript in order to meet degree requirements.

†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.
What Are My Options for the International Experience?

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>
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<th>Type of Travel</th>
<th>Semester Exchange</th>
<th>Short-term Faculty led trips</th>
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<tbody>
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<td>Informational website</td>
<td><a href="https://internal.clarkson.edu/internationalcenter">https://internal.clarkson.edu/internationalcenter</a></td>
<td><a href="http://internal.clarkson.edu/business/gbp">http://internal.clarkson.edu/business/gbp</a></td>
</tr>
</tbody>
</table>

| When?                  | Usually done junior year | Anytime after your first year |
| Length of Experience   | 4-5 months               | 2-3 weeks                   |
| Cost                   | Regular tuition is paid to Clarkson. Financial aid is not affected. Students are expected to pay for passport/visa fees, airfare, food, housing & extra excursions. | $3,500 - $4,500 Includes: airfare, ground transport, accommodations, breakfast, company visits, local lectures, social/cultural activities, administrative fees & identity card. Excludes: passport fee, most meals, special excursions & personal expenses. |
| Earned Credits         | Courses are approved for transfer before departure. If students plan correctly, the abroad semester will not affect graduation date. | 3-credits (UNIV 399) counted as a University Course that satisfies knowledge areas: Cultures and Societies (CSO) and Contemporary Global Issues (CGI). Each program requires students to attend a 1 hour pre-course once a week for the duration of the semester before the trip. |
| Acceptance             | An application must be completed, including a letter of reference and an interview. | An application must be submitted through Tanya Conto and notification of approval will be given shortly after. |
| Contact for more info  | Contact Career Center for list of courses available at each school. | Tanya Conto, Snell 322A, phone: 315-268-7969 e-mail: tconto@clarkson.edu |

Visit our Global Business Programs Fair! Each fall the School of Business hosts an informational session to highlight all of the International program opportunities that are offered through the Career Center and faculty led trips for the upcoming year. The Career Center also hosts a Study Abroad Exchange Fair each fall to highlight our partner schools and opportunities for studying abroad for an entire semester.

Some of our Exchange Partner Schools:

- Austria
- France
- Hong Kong
- Sweden

Recent Global Business Trip options included:

- Africa (Uganda)
- Australia
- Croatia
- Nicaragua
<table>
<thead>
<tr>
<th>Companies That Have Hired E&amp;M Majors In Recent Years</th>
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<tbody>
<tr>
<td>Advance Testing Company</td>
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<td>Alliance Precision Plastics</td>
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<td>Allied Motion</td>
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<td>AmeriCorps Vista</td>
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<td>Audubon Engineering</td>
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<td>Bernier, Carr &amp; Associates</td>
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<td>Bit9 + Carbon Black</td>
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<td>O'Brien &amp; Gere</td>
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<td>Welliver McGuire Inc.</td>
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<td>Wright-Ryan Construction</td>
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<td>Xerox Corp.</td>
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<td>Zotos International</td>
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</table>
Societies and Activities

Activities

Students take an active interest in their environment and have traditionally sought leadership positions throughout the campus community. KnightLife (an interactive directory of Clarkson Clubs and Organizations), the Integrator (Clarkson’s student newspaper), and the Activities Fair can give you a complete picture of what activities are available.

SAEM
Student Association for Engineering Management

The Student Association for Engineering Management is dedicated to representing motivated Engineering and Business students. As a result of combining three former clubs, SAEM offers opportunities for professional development, as well as opportunities to learn more about project management and continuous improvement. SAEM provides many benefits, including resume critiques, career fair preparation, and student-led workshops to share information on essential skills related to project management and continuous improvement. Additionally, community service events are held every semester. SAEM not only hosts speakers to provide insight into Engineering Management fields, but members also have the chance to travel to companies or conferences to learn more about the industry. As a CUSA recognized organization, SAEM is open to students of all majors. For more information, find the Student Association for Engineering Management on KnightLife!

Sigma Tau Iota

Sigma Tau Iota is the Engineering & Management Honorary Society. The society motto is Per Angusta Ad Augusta, meaning “Service to Industry through difficulties to distinction.” The Society is open by invitation to the top 10% of the E&M class who have been in the program for two or more years. Membership of the society signals high academic achievement. Selection is determined by the faculty advisor or the Director of E&M. Induction ceremonies are held once each year in the fall semester.
Being a Student

Professionalism

One adjustment to college is to think of yourself as a student-professional; a student who will be a professional engineering manager. Like any professional position, there are certain expectations that you must fulfill. The best way to meet these expectations is to keep on top of things; do not let yourself fall behind.

Also, go to classes prepared; have all your work and reading done, and have questions ready. Participate in the discussions, practice the problems the professors assign, and push yourself to do your best. Make the best of every opportunity presented to you. You are building the base for your professional career; build a strong base.

The professors may not always cover in class everything you need to know, so study beyond the lecture. You will find that the professors are more like guides, and you have to be both the teacher as well as the student more than you had to in high school. That is not saying they do not want to help or teach; they are just forcing you to take a stronger part in your education. They are preparing you for the professional world, where there are no obvious teachers. For you to compete successfully with your peers once you enter the work-force, you need to achieve a basic level of competence in many areas. Many courses build upon other courses to achieve this basic level. Therefore, it is essential that certain topics are covered in courses to ensure your ability to compete successfully. By completing the required courses in the Schools of Business and Engineering, you will obtain a strong background for your chosen area of study. Through the selection of elective courses, backgrounds in more specific areas of Business and Engineering (i.e., a minor, concentration or track) can be obtained.

Near the end of each semester your professors will give you a “course evaluation form” to fill out. Your constructive comments regarding the course and the professor are taken seriously. Each professor’s salary increases, tenure, and promotion are influenced by the information on the course evaluation forms.

In addition to your evaluations, there is constant peer review of faculty in our School. The review consists of evaluations by other faculty who sit in on classes to evaluate the teaching abilities of the faculty member under review. Reports from these reviews are used as a basis to improve teaching performance, if necessary.

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 of the Academic Integrity Committee. More information about the Code of Ethics can be found at: http://internal.clarkson.edu/studentaffairs/regulations/iv.html
Clarkson Services

Clarkson has a number of services for those seeking academic or personal help. These include:

**AccessABILITY Services**

http://internal.clarkson.edu/oas

The Office of AccessABILITY Services at Clarkson University, located at the Student Success Center, Educational Resources Center, Suite 1400 (ERC1400), is the designated office responsible for maintaining disability related documentation, certifying eligibility for receipt of services, determining reasonable accommodations, and ensuring the provision of those services.

Clarkson celebrates all types of individual diversity, including neurodiversity and persons with disabilities. We work to make Clarkson an inclusive environment where all persons have equal access. Approximately one in ten Clarkson students has registered with OAS for assistance with a disability (same as the national average for all college students). Clarkson students affiliated with OAS have the same academic success (based on grade point averages) as their peers. OAS offers temporary disability services to students with unanticipated injuries and needs such as concussion and surgical recovery. All services are provided at no additional charge. Contact us at 315-268-7643.

**Student Administrative Services Center (SAS)**

http://internal.clarkson.edu/sas

Clarkson University is unique in combining administrative services usually associated with registrar, bursar, and financial assistance offices into one centrally-located office: Student Administrative Services (SAS). Not only can they fulfill most student administrative needs in one place, they know each student's circumstances related to billing, financial aid, and academic progress, and can provide advice that takes all of these into consideration.

At the heart of SAS are four student service representatives who are trained in all areas. Each student is assigned to one representative based on the student's last name (see page 5 for more information). Therefore, students have one person to whom they can turn for most of their administrative needs. This office can be contacted at 315-268-6451.

**Student Health and Counseling Center (SHAC)**

http://internal.clarkson.edu/shac

Student Health and Counseling Center (SHAC) is an integrated health and counseling center at Clarkson, whose mission is to empower students to become active participants in their physical health and mental wellbeing, while supporting their pursuit of academic and personal goals.

The health and counseling staff work together to provide excellent continuity of care for our students. All undergraduate and graduate students are eligible for the services SHAC provides. Office visits are by appointment. Walk-in hours and crisis appointments are also available daily. Contact us at 315-268-6633.

**Student Success, Diversity & Inclusion (SS, D&I)**

http://internal.clarkson.edu/ssc

The SS, D&I Office serves as the home for Community & Professional Opportunities Program (CUPO), New York State Arthur O. Eve Higher Education Opportunity Program (HEOP), Horizons, Atlanta University Center Consortium (AUCC) Dual Degree Program, Veterans Student Success Program, Student Support Services, Student Success Initiatives/Tutoring, First Year Student Advising and University Studies Program. Using a collaborative approach within and across the campus community, the SS, D&I Office offers all students access to academic counseling and advisement, as well as tutoring and disability services. The SS, D&I Office can be found on the first floor of the ERC. For more information or to schedule an appointment, call 315-268-2209.
Community & Professional Opportunities Program (CUPO)
http://internal.clarkson.edu/ssc/cupo
The CUPO office provides to eligible students academic enrichment, graduate school preparation, career and professional development, research opportunities, and social and cultural experiences.

New York State Arthur O. Eve Higher Education Opportunity Program (HEOP)
http://internal.clarkson.edu/ssc/heop
Clarkson HEOP offers college access and a comprehensive academic support system to assist in student academic success. Programming provides a broad range of services to students who, because of academic and economic circumstances, would otherwise be unable to attend a postsecondary educational institution.

Veterans Student Success Program
http://internal.clarkson.edu/ssc/veterans
The Veterans Student Success Program was created to support those students from the Admissions process to Career Placement. This program has additional assistance via identified advocates in accommodative services, admissions, academic advising, counseling, financial aid, and international studies. The Veteran Student Success Program is designed as a bridge program, to help our veterans adjust from military to civilian life in an environment that is safe, accepting, and appreciative of our veteran students.

Student Support Services/TRiO
http://internal.clarkson.edu/ssc/sss
The SSS office provides services for 160 students who can qualify by meeting one or more of the federal criteria based on first generation college status, income or documented disability. Additionally, the Student Support Services office screens and refers non-qualifying students to Clarkson funded tutoring services and academic assistance.

Student Success Initiatives/Tutoring
http://internal.clarkson.edu/ssc/ssi
Student Success Initiatives include programs such as: Calling All Knights: Family Calling Initiative, CU Connect: Mentoring, First-Year Seminar - FY100, Office of Student Diversity Programs (OSDP), Project Success for Freshmen & Sophomores - UNIV100, University Studies, and Tutoring. The Tutoring Center will be open for drop-in tutoring, providing help for Physics I and II, Chemistry I and II and Calculus I and II. Contact the Student Success, Diversity & Inclusion Office for details on time and location at 315-268-2209.

First-Year Advising
http://internal.clarkson.edu/ssc/advising
All incoming first-year students have, in addition to their faculty/professional advisor, access to a first-year advisor who works with them individually to make sure they are making satisfactory academic progress, they are adjusting well personally to college academic life and they are identifying and addressing any other problems they may be experiencing as early as possible.
Forms and Procedures From a Student Perspective

Off Campus Forms

- You must obtain a course description from the off-campus university.
- Take an off-campus form and a copy of the course description to the chair or the executive officer of that department of that course:

<table>
<thead>
<tr>
<th>Business</th>
<th>Dr. Mark Frascatore (or through your advisor)</th>
<th>Snell 327</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication &amp; Media</td>
<td>Dr. Bill Karis</td>
<td>Snell 165</td>
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<tr>
<td>Engineering</td>
<td>Clarkson Course Instructor</td>
<td>Snell 267</td>
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<tr>
<td>Humanities &amp; Soc. Sciences</td>
<td>Dr. Bill Vitek</td>
<td>Snell 165</td>
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<tr>
<td>Physics</td>
<td>Dr. Dipankar Roy</td>
<td>Science Center 269</td>
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<tr>
<td>Chemistry</td>
<td>Dr. Devon Shipp</td>
<td>Science Center 123</td>
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<tr>
<td>Math</td>
<td>Dr. Joe Skufca</td>
<td>Science Center 355</td>
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<tr>
<td>Psychology</td>
<td>Dr. Bob Dowman</td>
<td>Science Center 173</td>
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- See Misty Spriggs, Adrienne Boswell or Dr. Crimi with a signed form and course description.

Study Abroad Exchange

- Attend the Study Abroad Exchange Fair, an Application Meeting and other information sessions about Study Abroad in the fall.
- If you have questions about the universities, contact Christine Bailey in ERC Suite 1100, or by email at cbailey@clarkson.edu.
- Meet with Misty Spriggs or Adrienne Boswell to identify which classes you will be looking for at your exchange university.
- Print off course descriptions for the classes you want to take from your exchange university and complete off-campus permission forms for each. Meet with your advisor if you have questions about finding classes.
- Bring forms to appropriate departments for signatures. Bring completed forms to Sam Sturtevant in BH Snell 322B for distribution to the career center and your advisor.

Co-op

- Meet with Misty Spriggs or Adrienne Boswell for assistance in course planning.
- Log into KnightLink: [http://clarkson-csm.symplicity.com](http://clarkson-csm.symplicity.com) (First time users, if you don't know your password, click the forgot password link to set one up.) Select the “Professional Experience Paperwork” link in the Shortcuts section on the right side of the page. Click on the “Add New Experience” button, fill in your information, upload updated advising sheet to KnightLink for your Academic Plan, and submit.
- After submitting, you will receive an email confirming your submission and outlining the next steps.

Minor

- Log into PeopleSoft and navigate to your Student Center.
- Click on “SAS Electronic Forms” under Academics on the left side.
- Choose “CU SAS Curriculum Forms”. Select the minor you wish to add, and answer the other questions. Press submit.
- Your request will be sent electronically to the minor department for approval and then to SAS to be processed.

Cross-Registration at Associated Colleges

- You must be enrolled in 12 credits or more at Clarkson to be able to cross-register.
- A cross-registration form and a copy of the course description must be taken to the chair or the executive officer of the corresponding department at Clarkson for approval of transfer.
- See Misty Spriggs, Adrienne Boswell or Dr. Crimi with a signed form and course description for an advisor’s signature. The form will be faxed to SAS.
- Be aware that enrollment for the course will occur a week before class at the “host” institution begins. If there is space, you will be able to take the class. In the event that a course is full, you will be notified via email.

Add/Drop

- Log into PeopleSoft and navigate to your Student Center.
- Click on “SAS Electronic Forms” under Academics on the left side.
- Choose “CU SAS Add/Drop Class Form”. Here you can request to add or drop a class and submit the form.
- Your request will be sent to your advisor, and then to SAS to be processed.
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.

Add/Drop 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 lower than a C.

Within the first two weeks of the semester you can drop a course through your PeopleSoft account (this class will not appear on your transcript once dropped)
Navigate to Add/Drop: ps.clarkson.edu → student login → Enter User ID & Password → Academics → Enroll in a Class → Select current term
AFTER the first two weeks of the semester (this class WILL appear on your transcript as dropped)
1. Log into PeopleSoft.
2. Navigate to your Student Center.
3. Click on “SAS Electronic Forms” under Academics.
4. Choose “CU SAS Add/Drop Class Form”. Here you can request to drop a class and submit the form.

The LAST DAY to drop a course is the LAST DAY OF CLASS for 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 within the first two weeks of the semester:
1. Select Add Class.
2. Enter the 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, Diversity & Inclusion Office (SS, D&I) http://internal.clarkson.edu/ssc
The Student Success, Diversity & Inclusion Office 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.

Students can sign up for tutoring through their PeopleSoft account. There is also drop-in tutoring available for Physics I and II, Chemistry I and II, Calculus I and II. Call the Student Success, Diversity & Inclusion Office for details on time and location at 315-268-2209.

I need a professional to talk to about personal issues. Where can I go?
Student Health and Counseling Center (SHAC) http://internal.clarkson.edu/shac
The Student Health and Counseling Center, located in the ERC, offers personal counseling. Counselors are available during business hours and students can receive services for themselves or for another individual. Confidentiality is of utmost importance as counselors work with students on issues that may impact personal and academic functioning. Common counseling services include: Stress management, anxiety, depression, relationship issues, substance abuse, thoughts of suicide, grief, loneliness, procrastination, and coping with past or present abuse or sexual assault. For appointments or further information on this service call 315-268-6633. For after-hours crises or emergencies, students should contact Campus Safety and Security at 315-268-6666 or emergency services at 911.

I am an international student and have questions about my visa and work status.
International Students & Scholars Office http://internal.clarkson.edu/issos
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 Office
Clarkson University
2302 ERC (Educational Resources Center)
Box 5651, 8 Clarkson Avenue
Potsdam, NY 13699
Phone: 315-268-7882
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) http://internal.clarkson.edu/sas. The Student Administrative Services Center (SAS) combines the activities of the Bursar, Registrar, and Financial Assistance Offices and is located in Graham Hall Service Center. This office can be contacted at 315-268-6451.

Summer office hours: 9 a.m. – 4 p.m.
Regular office hours: 9 a.m. – 4:30 p.m.
How Can I Get Involved in Clarkson’s Student Life?

Clarkson University is well known for its strong academics and for preparing students to enter the working world seamlessly and successfully. 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 [http://internal.clarkson.edu/cusa](http://internal.clarkson.edu/cusa)

CUSA Senate is the governing body of all clubs and organizations on campus. It is responsible for allocating the activity fee each semester to sponsored clubs and organizations. Comprised of President, Vice President, Public Affairs Director, Treasurer, and Secretary (the Executive Board), six Senators from each class, and a Clarkson School Representative, the CUSA Senate serves as the formal representatives of the student body. The CUSA Senate is responsible for working together with the Clarkson Administration on all decisions that affect the student body in both Senate meetings or in one of the Senate’s six committees, which are open to any students. Find the current listing of CUSA affiliated, recognized and funded clubs at [https://knightlife.clarkson.edu](https://knightlife.clarkson.edu).

Professional Societies and Organizations at [http://internal.clarkson.edu/professional_connections/professional_organizations.html](http://internal.clarkson.edu/professional_connections/professional_organizations.html)

Along with the CUSA recognized clubs and organizations, Clarkson offers numerous professional societies and organizations. 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.

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

Where Can I Find Activities at Other Colleges?

The [Associated Colleges](http://www.associatedcolleges.org) organization is an umbrella organization for Clarkson, SUNY Potsdam, St. Lawrence and SUNY Canton. See their Web site at [www.associatedcolleges.org](http://www.associatedcolleges.org). The Associated Colleges organization provides the following services: Cross-registration, Interlibrary Loan, Contract Services, Faculty Exchange Program, Faculty Seminars and Academic Seminars/Conference Guidelines. The organization also publishes a comprehensive academic calendar with the important dates for all four colleges.
Where Can I Get Help with my Career and Internship/Job Search?

Inventory your interests and build a career based on the functions of business that you enjoy. Talking to your professors or advisor is a good way to see what is available to you in the work world. Many faculty members have held industrial positions before entering teaching, or are working for industry or government as a consultant or researcher. For further help on inventorying your interests and choosing a career, stop by the Career Center and inquire about their career tests.

Make contact with the staff of the Career Center in the ERC during your first semester at Clarkson to find out what they can do for you. Also, attend the Career Fairs held at Clarkson each fall and spring semester. Many company representatives and alumni attend the Clarkson Fairs. It is an important event where you can learn about internship, co-op and career opportunities that are available to you. You will also find great information in the CUSB Career Guide at https://internal.clarkson.edu/em/handbook.

Clarkson offers programs to broaden your college experiences. Both the Cooperative Education and Study Exchange Programs require a student to be off campus for at least one semester. Participation in the Study Abroad Exchange Program requires that you have at least a 2.8 cumulative GPA. You must also research curriculum requirements so that you can ensure that you will have all necessary prerequisites and courses.

Cooperative Education (Co-op) Program
A co-op, short for "cooperative education," is a paid position with a company for a full academic semester and often the summer. Students on co-op do not usually take classes during their time away from campus. Co-ops offer several advantages over internships. Since co-ops are longer than most internships, you can take on greater responsibilities and get a better real-world feel for the job. Many companies use co-ops as a six-month "interview" for a full-time position after graduation.

Internship
An internship is another great way to get an inside look at a future career. It is a summer-only position which usually lasts between 8 and 12 weeks. Responsibilities vary greatly with each company, but you'll leave with real-world experience and a solid reference on your resume.

Semester Exchange
A semester exchange is usually completed in the junior year through exchange programs that Clarkson has with universities in Australia, Austria, China, Denmark, England, France, Germany, Hong Kong, Ireland, Korea, Mexico, Scotland, Singapore, Spain, Sweden, and Wales. To find out more details, contact the Career Center or visit their Web site. A minimum of 12 transferrable credits must be successfully completed with a C or above to maintain full time status. Students are expected to apply through CU Global at https://clarkson-horizons.symplicity.com.

KnightLink

KnightLink is Clarkson's primary career development resource. It is an excellent way to learn about professional opportunities and how to prepare for them. You can log in at https://clarkson-csm.symplicity.com and:

- Build a profile for potential employers to review, and update it every semester.
- Explore career options through programs like Career Explorer, Career Shift and NACE (all available through KnightLink)
- Create a resume, have it reviewed by the Career Center, and upload it to KnightLink. It will automatically be listed in the Clarkson Knight Resume Book and you could choose to have it included in a co-op or internship resume book as well.
- Find important Career Center forms and resources.
- Search and apply for internships, co-ops or full time jobs.
- Research companies who recruit Clarkson students before speaking with them.
- Learn about the many Information Sessions, Workshops and Career Fairs that are scheduled throughout the academic year.
- Schedule on-campus interviews.
- Find career advice and video tutorials that will help you prepare for interviews.
- Receive notifications from the Career Center about opportunities in your field based upon your profile.
- Document your Professional Experience for approval from the E&M Program.
The dates and deadlines for internal paperwork requests between SAS and departments are tentative and subject to change.
### SPRING SEMESTER 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wed, Dec 20</td>
<td>Information sent to depts. by SAS to designate Fall 2018 courses</td>
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<tr>
<td>Tue, Jan 9</td>
<td>New student arrival</td>
</tr>
<tr>
<td>Wed, Jan 10</td>
<td>Returning student arrival</td>
</tr>
<tr>
<td>Thurs, Jan 11</td>
<td>Classes begin (8:00am)</td>
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<tr>
<td>Wed, Jan 17</td>
<td>Last day to complete check-in for the spring semester</td>
</tr>
<tr>
<td>Wed, Jan 24</td>
<td>Last day to add a class</td>
</tr>
<tr>
<td></td>
<td>Spring 2018 master schedule – final review</td>
</tr>
<tr>
<td></td>
<td>Last day to submit Pass/No Credit option</td>
</tr>
<tr>
<td></td>
<td>Last day for student online access for spring course enrollment</td>
</tr>
<tr>
<td>Fri, Jan 26</td>
<td>Fall 2018 course information due to SAS by noon</td>
</tr>
<tr>
<td>Mon, Feb 5</td>
<td>Updated Spring 2018 course schedule due to SAS</td>
</tr>
<tr>
<td></td>
<td>Initial graduation lists sent to departments for review</td>
</tr>
<tr>
<td>Wed, Feb 7</td>
<td>Spring 2018 final exam information due to SAS</td>
</tr>
<tr>
<td></td>
<td>Last day to drop a course without notation on transcript</td>
</tr>
<tr>
<td>Thurs, Feb 8</td>
<td>Five week reporting begins</td>
</tr>
<tr>
<td></td>
<td>Course withdrawal period begins. Notation of “W” will appear on transcript for all course withdrawals</td>
</tr>
<tr>
<td>Fri, Feb 16</td>
<td>Draft Fall 2018 course schedule to departments for review</td>
</tr>
<tr>
<td>Mon, Feb 19</td>
<td>Spring 2018 draft final exam schedule to departments for review</td>
</tr>
<tr>
<td>Wed, Feb 21</td>
<td>Feb break begins at the end of the last scheduled class on this day</td>
</tr>
<tr>
<td>Mon, Feb 26</td>
<td>Classes resume (8:00am)</td>
</tr>
<tr>
<td>Fri, Mar 2</td>
<td>Midterm grade rosters available online</td>
</tr>
<tr>
<td></td>
<td>Changes to Spring 2018 draft final exam schedule due to SAS</td>
</tr>
<tr>
<td></td>
<td>Changes to Fall 2018 draft course schedule due to SAS</td>
</tr>
<tr>
<td></td>
<td>Initial graduation lists due back to SAS</td>
</tr>
<tr>
<td>Fri, Mar 9</td>
<td>Spring 2018 final exam schedule available in PeopleSoft and online</td>
</tr>
<tr>
<td>Mon, Mar 12</td>
<td>Midterm grades due by noon</td>
</tr>
<tr>
<td></td>
<td>Summer 2018 schedule available in PeopleSoft and online</td>
</tr>
<tr>
<td></td>
<td>Minor graduation lists sent to departments for review</td>
</tr>
<tr>
<td>Fri, Mar 16</td>
<td>Spring recess begins at the end of the last scheduled class on this day</td>
</tr>
<tr>
<td>Thurs, Mar 22</td>
<td>Fall 2018 course schedule available in PeopleSoft and online</td>
</tr>
<tr>
<td>Mon, Mar 26</td>
<td>Classes resume (8:00am)</td>
</tr>
<tr>
<td></td>
<td>Beginning of advisement period; students should meet with advisors to select courses for the Fall 2018 semester</td>
</tr>
<tr>
<td>Fri, Mar 30</td>
<td>Minor graduation lists due back to SAS</td>
</tr>
<tr>
<td>Mon, Apr 2</td>
<td>Late Course Withdrawal period begins. Notation of “LW” will appear on transcript for all course withdrawals</td>
</tr>
<tr>
<td>Wed, Apr 4</td>
<td>Enrollment period begins for Fall 2018</td>
</tr>
<tr>
<td>Fri, Apr 13</td>
<td>Enrollment period ends. Reserved seating expires.</td>
</tr>
<tr>
<td>Fri, Apr 27</td>
<td>Last day of classes</td>
</tr>
<tr>
<td></td>
<td>Final grade rosters available online</td>
</tr>
<tr>
<td></td>
<td>Final day for students to withdraw from courses or the University for the spring semester</td>
</tr>
<tr>
<td></td>
<td>Graduate completion paperwork due to Grad Coordinators</td>
</tr>
<tr>
<td>Mon, Apr 30</td>
<td>Final graduation lists sent to departments for review</td>
</tr>
<tr>
<td>M-Tu Apr 30-May 1</td>
<td>Reading Days</td>
</tr>
<tr>
<td>Wed-Tue May 2-8</td>
<td>Final exams</td>
</tr>
<tr>
<td>Wed, May 9</td>
<td>Summer Trimester session begins</td>
</tr>
<tr>
<td>Thurs, May 10</td>
<td>Graduate student commencement ceremony</td>
</tr>
<tr>
<td>Fri, May 11</td>
<td>All grades due online by noon</td>
</tr>
<tr>
<td>Sat, May 12</td>
<td>Undergraduate student commencement ceremony</td>
</tr>
</tbody>
</table>

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The dates and deadlines for internal paperwork requests between SAS and departments are tentative and subject to change.
Appendices

APPENDIX A: ONLINE CAMPUS DIRECTORIES

Online Directories
http://internal.clarkson.edu/directories

The online directories are great tools when looking for contact information for students, faculty, and staff. The link above will bring you to the Directories web page which contains links to the all of the categories below:

♦ **Organizational Chart**  
  Address, location, phone number and e-mail address by division and function of all faculty and staff.

♦ **Alphabetical Directory of Faculty/Staff**  
  Address, location, phone number and e-mail address of all faculty and staff.

♦ **Department Directory**  
  Phone numbers, fax numbers, PO box numbers and web links to university schools and departments.

♦ **Student Directory**  
  Name, PO box, phone numbers, e-mail address and major of students. (For privacy reasons, this directory is available only from on-campus.

♦ **Faculty/Staff Web Pages**  
  Links to the Web pages of Clarkson faculty and staff members.

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2017 Global Business Trip to Southeast Asia, led by Assistant Professor Bill MacKinnon.
APPENDIX B: GENERAL ACADEMIC AND DEGREE INFORMATION

You will find a complete on-line listing of Clarkson’s Academic Regulations at: http://internal.clarkson.edu/studentaffairs/regulations/iii.html

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

Advance Placement/Transfer Credit

Advanced Placement or transfer credit can be granted to you. 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 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.
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. This is a single degree with two majors, and all requirements for both programs must be completed prior to graduation.
3. A second bachelor’s degree 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 course work off campus. However, the off-campus permission forms must be completed, and submitted to SAS.

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 your advisor for any questions about transfer credit.

GRADING SYSTEM

Grades are reported in accordance with the following system: A+, A, A-, B+, B, B-, C+, C, C-, D, F (4.000, 4.000, 3.667, 3.334, 3.000, 2.667, 2.334, 2.000, 1.667, 1.000, 0.000 quality points).

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, 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.

UNEARNED F

If a student stops attending class and receives an F in the course, it will be considered an “uneearned F”. This could affect financial aid.

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 must request continuance or readmission by submitting an Undergraduate Continuance Request Form through PeopleSoft. Instructions can be found at: http://internal.clarkson.edu/sas/cusasforms

5. The student needs to complete all answers on the form and provide the program(s) of study the student wishes to be continued in. All cases of continuance require concurrent approval of the department chair or program director and the University’s Continuance and Readmission Committee. If continued, a student’s academic standing will be Academic Probation.

6. 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 by contacting Student Administrative Services.

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 their 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://internal.clarkson.edu/sas/student_records/graduation

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 a specific date and time which is listed under ‘Enrollment Dates’ in the Student Services Center 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 the situation.

Master Schedule
The Master Schedule, a listing of all courses being offered for the semester, is available in several places.

- PeopleSoft Navigation: Student Services Center > Class Search
- SAS Web page: http://internal.clarkson.edu/sas/classes_schedules
  Select the semester and Master Schedule

Open Classes
Check for available classes in PeopleSoft.

Navigation: Student Services Center > Class/Course Catalog Search
Enter the number for the current term. Enter the Course Number in the next 2 boxes (i.e. MA – 1st box, 131 – 2nd box). This will return any open sections.

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.

- Return to Student Service Center home page and click on the Weekly Schedule link below the class listing.
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 their enrollment appointment. If a student would like to take additional credit hours they must meet with their 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 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, look up the class attributes within the course description in PeopleSoft by navigating to: Student Services Center > Class Search

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: 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. 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. Clarkson considers full-time to be a minimum of 12 credit hours in the fall/spring semesters. 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 be enrolled in 12 credits or more at Clarkson to be able to cross-register. You must complete a cross-registration form which will require the signature of the chair or executive officer of the corresponding department at Clarkson and that of your advisor. Be aware that enrollment for the course will occur a week before class at the “host” institution begins. If there is space, you will be able to take the class. In the event that a course is full, you will be notified via email with further instructions.

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 your QPA. To clarify, no letter grades will be transferred or appear anywhere in Clarkson’s records.

For complete Cross-Registration Regulations and application forms visit the Student Administrative Services (SAS) Web site: click the Cross-Registration link from the Courses and Schedules group.

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. 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 4. 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.
Students taking a business course can take the form directly to their academic advisor for approval. 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 QPA. 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 where content and delivery are deemed appropriate. To receive transfer credit for ENG205 Introduction to Financial and Managerial Accounting, an equivalent course must be a blend of both Financial and Managerial Accounting. At many schools, this requires two separate courses (Financial Accounting and Managerial Accounting).

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/accredited-members

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 001 or 002 after the course designator (ex. AC001). 001 identifies that no comparable class existed.

APPENDIX E: SEMESTER EXCHANGE WITH THE CAREER CENTER
http://internal.clarkson.edu/career/study_abroad/outgoing_exchange

It’s a complex, interdependent, technologically swift world, getting smaller all the time through communication innovations and increasing globalization of business. A study abroad 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 23 countries. Universities are always being added. Check online for the most current offerings.

Clarkson has formal exchange programs with more than 40 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:

♦ Australia
  Griffith University, Gold Coast
  Monash University, Melbourne
  University of Newcastle, Newcastle
  University of Technology Sydney, Sydney
  Queensland University of Technology, Brisbane

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

♦ Denmark
  Technical University of Denmark (DTU)

♦ England
  Bader International Study Center, East Sussex
  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
  ESSCA School of Management, Angers & Paris Campuses
  Grenoble Ecole de Management, Grenoble
  NEOMA Business School, Reims
  Université Catholique de Lyon ESDES, Lyon
  Université de Technologie de Troyes, Troyes (Champagne Region)

♦ Germany
  Konstanz University of Applied Sciences, Konstanz

♦ Hong Kong
  City University, Kowloon

♦ Ireland
  National University of Ireland, Galway
  Sungkyunkwan University, Seoul

♦ Korea
  National University of Singapore, Singapore

♦ Spain
  Comillas Pontificia University, Madrid
  University of Monterrey, Monterrey (fluent Spanish required, some courses available in English)

♦ New Zealand
  Auckland University of Technology, Auckland

♦ Scotland
  Heriot-Watt University, Edinburgh
  University of Strathclyde, Glasgow

♦ Singapore
  National University of Singapore, Singapore

♦ Spain
  Comillas Pontificia University, Madrid
  Sweden
  Jönköping University, Jönköping
  Luleå University of Technology, Luleå

♦ Wales
  University of South Wales, Pontypridd

Schools in bold are recommended for the E&M major. For the most up to date list of our exchange partners, please reference the Career Center website.
APPENDIX F: 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, state:
“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.”
http://internal.clarkson.edu/studentaffairs/regulations/iv.html

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/plagiarism-101/what-is-plagiarism)

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. Below 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:

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 in 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%-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.

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.
REFERENCES

Clarkson Undergraduate/Graduate Catalog – http://internal.clarkson.edu/catalog

Clarkson University Regulations contains academic and social regulations and the official policy statements of the University. You should be familiar with this information. The Dean of Student’s Office maintains responsibility for University regulations. Any questions should be directed there. http://internal.clarkson.edu/studentaffairs/regulations

Clarkson University Webpage – http://internal.clarkson.edu

PeopleSoft contains most recent course descriptions for all classes students can take at Clarkson University – http://internal.clarkson.edu/peoplesoft.php