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

APPLICATION OF DEGREE
Students completing the requirements of the Clarkson University Bachelor of Science (B.S.) in Engineering & Management (E&M) know how to:

- think like engineers
- think like managers
- communicate with engineers, managers, and executives
- understand the business implications of engineering decisions

The Clarkson B.S. in E&M is one of only two in the country accredited by the Engineering Accreditation Commission of ABET, www.abet.org, and within an accredited school of business (by AACSB). It is an engineering degree and it is a business degree. Alumni who thrive tend to have broad interests, enjoy working with people and technology, and possess the courage to be leaders.

CURRICULUM
E&M students take a wide variety of courses in the following areas:

- Math & Science: the same math/science courses all Clarkson School of Engineering students take
  - 5 courses in math (Calculus I, II, III, Differential Equations, Statistics)
  - 4 lab-based science courses (2 each in Physics and Chemistry)
- Engineering: Electrical Science, Fluid Mechanics, Statics, Thermodynamics, 3 Professional Electives
- Business: Accounting, Finance, Law, Marketing, Operations Management, Organizational Behavior, Organizational Policy & Strategy
- Interdisciplinary subjects that apply engineering principles and technology to business problems:
- Other disciplines (e.g. writing seminar, Public Speaking)

CAREER DIRECTIONS
Manufacturing & Production: apply project management, operations management, and quality management to improve product or process quality and value
Operations Supervision: develop and implement strategies to manage factory or warehouse workers, processes, and budgets
Project Management: manage complex engineering and technical projects from initiation through planning, execution, monitoring, and closure
Rotational Leadership: learn quickly about different managerial roles (e.g. four 6-month assignments in quality improvement, production supervision, project management, sourcing)
Software Consulting: help business people use complex information and technology to improve their processes
Supply Chain Management: design, plan, execute, control, and monitor supply chain activities to create net value and leverage logistics
Technical Sales: understand the technology and sell to engineers and business managers

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 & Academic Advisor (mspriggs@clarkson.edu)
Adrienne Boswell, Academic Advisor & Office Manager (aboswell@clarkson.edu)
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Welcome to Engineering & Management at Clarkson University

It is my pleasure to welcome you to the Engineering & Management (E&M) program at Clarkson University. The 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 David D. Reh School of Business in having an International Experience as a graduation requirement. You will choose between 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.

Given the impact of COVID-19, some of the information in this handbook will change. Announcements of changes will be communicated through Campus Announcements and through the E&M News Moodle page. Please monitor your email regularly, and ask your advisor if you have questions!

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

Sincerely,

Michelle Crimi, Ph.D.
Professor and Director, Engineering & Management
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, education 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 the 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 flow 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:

1. an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
2. an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
3. an ability to communicate effectively with a range of audiences
4. an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
5. an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
6. an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
7. an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.
E&M Faculty

Michelle Crimi
Professor/Director
Engineering & Management
101 Bertrand H. Snell Hall
Phone: 315-268-4174
E-mail: mcrimi@clarkson.edu

Marshall G Issen
Professor of Practice
109 Bertrand H. Snell Hall
Phone: 315-268-7780
E-mail: missen@clarkson.edu

Golshan Madraki
Assistant Professor
341 Bertrand H. Snell Hall
Phone: 315-268-7883
gmadraki@clarkson.edu

R. John Milne
Neil ’64 and Karen Bonke Associate Professor in Engineering & Management
333 Bertrand H. Snell Hall
Phone: 315-268-7919
E-mail: jmilne@clarkson.edu

Amir Mousavian
Associate Professor
367 Bertrand H. Snell Hall
Phone: 315-268-3703
E-mail: smousavi@clarkson.edu

Michelle Crimi
Professor/Director
Engineering & Management
101 Bertrand H. Snell Hall
Phone: 315-268-4174
E-mail: mcrimi@clarkson.edu

Marshall G Issen
Professor of Practice
109 Bertrand H. Snell Hall
Phone: 315-268-7780
E-mail: missen@clarkson.edu

Golshan Madraki
Assistant Professor
341 Bertrand H. Snell Hall
Phone: 315-268-7883
gmadraki@clarkson.edu

R. John Milne
Neil ’64 and Karen Bonke Associate Professor in Engineering & Management
333 Bertrand H. Snell Hall
Phone: 315-268-7919
E-mail: jmilne@clarkson.edu

Amir Mousavian
Associate Professor
367 Bertrand H. Snell Hall
Phone: 315-268-3703
E-mail: smousavi@clarkson.edu

E&M Academic Advisors

Misty Spriggs
Associate Director &
Academic Advisor
119 Bertrand H. Snell Hall
Phone: 315-268-6579
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 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 Student’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. Seek help when you need it. During course selection, it is important to come prepared to individual meetings with questions and a tentative 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>Laura Flynn</td>
</tr>
<tr>
<td>L-Q</td>
<td>Tina LaCombe</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  
mjones@clarkson.edu

Laura Flynn  
Student Services Representative (E-K)  
315-268-6451  
lflynn@clarkson.edu

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

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

Custodial Staff in B.H. Snell Hall

Jason and Marty keep our building well-maintained and do it with a smile!

Jason Reed  
Marty Robert
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 achieve learning outcomes in six broad areas of knowledge at Clarkson. Students are required to take at least five courses that have Knowledge Area designators, and the five courses must cover at least four of the six Knowledge Areas listed on the right:

- 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

Additionally, at least one of these five courses must be a University Course. This is a course that has two Knowledge Area designators. It is multidisciplinary and students observe and participate in the interaction of disciplines. For a complete list of courses that satisfy the above listed knowledge areas, please visit the SAS Web site at www.clarkson.edu/sas.

The E&M curriculum requires three classes with knowledge area designations. Organizational Behavior has the IG designation and Economic Principles and Engineering Economics and Project Management have the EC designation. The student must choose knowledge area course(s) 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.

Craig Beucler was excited for a full semester of traveling, making new friends, and learning about a new culture while studying abroad at Monash University in Melbourne, Australia. Like many students, however, the month of March brought a lot of uncertainty, tough decisions, and big changes. Fortunately, Craig was still able to travel to some cool new places and was then able to come home and complete his courses online...14 hours ahead of our time!
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>
<tbody>
<tr>
<td>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.</td>
<td>PHIL200, Business Ethics</td>
</tr>
<tr>
<td></td>
<td>POL371, Environmental Law</td>
</tr>
<tr>
<td></td>
<td>PY310, Human Sexuality</td>
</tr>
<tr>
<td>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.</td>
<td>ANTH250, Peoples &amp; Cultures through Film &amp; Fiction</td>
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<tr>
<td></td>
<td>HIST210, Ancient History Survey</td>
</tr>
<tr>
<td></td>
<td>HIST350, History of Nazi Germany</td>
</tr>
<tr>
<td></td>
<td>LIT251, Understanding Vietnam</td>
</tr>
<tr>
<td></td>
<td>LIT328, African-American Literature</td>
</tr>
<tr>
<td>Economics and Organizations (EC) – A course that falls within this Knowledge Area helps students develop an understanding of economic and organizational concepts and decision-making.</td>
<td>EC150, Microeconomics</td>
</tr>
<tr>
<td></td>
<td>EC151, Macroeconomics</td>
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<tr>
<td></td>
<td>POL350, International Development &amp; Social Change</td>
</tr>
<tr>
<td>Imaginative Arts (IA) – A course that falls within this Knowledge Area helps students develop the 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.</td>
<td>DA205, Painting and Drawing</td>
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<td></td>
<td>FILM240, Films From Fiction</td>
</tr>
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<td></td>
<td>HIST241, War Literature</td>
</tr>
<tr>
<td></td>
<td>LIT220, American Literature I</td>
</tr>
<tr>
<td></td>
<td>LIT221, American Literature II</td>
</tr>
<tr>
<td></td>
<td>LIT327, American Drama</td>
</tr>
<tr>
<td>Individual and Group Behavior (IG) – A course that falls within this Knowledge Area helps students develop the ability to apply appropriate frameworks for understanding and explaining human behavior in contexts ranging from the individual to social and political.</td>
<td>BY340, Behavioral Ecology and Sociobiology</td>
</tr>
<tr>
<td></td>
<td>POL220, American Politics</td>
</tr>
<tr>
<td></td>
<td>POL301, Political Theory</td>
</tr>
<tr>
<td></td>
<td>PY151, Introduction to Psychology</td>
</tr>
<tr>
<td>Science, Technology, and Society (STS) – A course that falls within this Knowledge Area helps 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.</td>
<td>ANTH270, Environment, Technology, and Society</td>
</tr>
<tr>
<td></td>
<td>BY328, Conservation Biology</td>
</tr>
<tr>
<td></td>
<td>HIST230, Science and Society</td>
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<tr>
<td></td>
<td>PHIL370, The Law and Bioethics</td>
</tr>
</tbody>
</table>

There will be courses that meet the spirit of more than one Knowledge Area. For example, an African-American Literature course would satisfy both Cultures and Societies and Imaginative Arts. In such cases, the course can be given both Knowledge Area designators (in the example, CSO and IA), and as such it 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

**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

**Common Experience**
- EM 310 Prof. Experience
- EC 350 Eng. Economics
- FY 100 First Year Seminar
- UNIV 190 Clarkson Seminar
- 2 Knowledge Area Courses/Free Electives
- University Course
- Professional Experience

**Business**
- EM 205 Accounting
- EM 286 Org. Behavior I
- EM 313 Professional Comm.
- EM 432 Org. Policy &Strategy
- IS 110 Bus. Intel. and Data Anal.
- LW 270 Law and Society
- MK 320 Principles of Marketing
- FN 361 Financial Management
- International Experience

**Other**
- COMM 217 Public Speaking
- 1 Free Elective

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

<table>
<thead>
<tr>
<th>Minor:</th>
<th>Conc/Track:</th>
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<tbody>
<tr>
<td></td>
<td>Communication Points:</td>
</tr>
<tr>
<td></td>
<td>Degree Hours Earned:</td>
</tr>
<tr>
<td># Courses Remaining:</td>
<td>Intl. Exp. + Prof. Exp.</td>
</tr>
</tbody>
</table>

## Fall 1

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>NAME</th>
<th>CR</th>
<th>CCE</th>
<th>GR</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM 205</td>
<td>Financial and Managerial Acct.</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EM 120</td>
<td>Team-based Design</td>
<td>3</td>
<td>C1</td>
<td></td>
</tr>
<tr>
<td>UNIV 190</td>
<td>Clarkson Seminar</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MA 131</td>
<td>Calculus I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CM 131</td>
<td>Chemistry I</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 100</td>
<td>First Year Seminar</td>
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</tbody>
</table>

## Spring 1

<table>
<thead>
<tr>
<th>COURSE #</th>
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<th>CR</th>
<th>CCE</th>
<th>GR</th>
</tr>
</thead>
<tbody>
<tr>
<td>EM 313</td>
<td>Professional Communication</td>
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</tr>
<tr>
<td>EM 121</td>
<td>Tech. Entrep.</td>
<td>2</td>
<td>C1, TECH</td>
<td></td>
</tr>
<tr>
<td>MA 132</td>
<td>Calculus II</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IS 110</td>
<td>Bus. Intel. and Data Analytics</td>
<td>3</td>
<td>TECH</td>
<td></td>
</tr>
</tbody>
</table>

## Fall 2

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>NAME</th>
<th>CR</th>
<th>CCE</th>
<th>GR</th>
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<tbody>
<tr>
<td>EC 350</td>
<td>Econ. Principles &amp; Eng. Econ.</td>
<td>3</td>
<td>EC</td>
<td></td>
</tr>
<tr>
<td>LW 270</td>
<td>Law and Society I</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAT 383</td>
<td>Probability and Statistics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EM 286</td>
<td>Organizational Behavior I</td>
<td>3</td>
<td>IG</td>
<td></td>
</tr>
<tr>
<td>PH 131</td>
<td>Physics I with Lab</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Spring 2

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>NAME</th>
<th>CR</th>
<th>CCE</th>
<th>GR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 232</td>
<td>Differential Equations</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EM 380</td>
<td>Project Management</td>
<td>3</td>
<td>EC</td>
<td></td>
</tr>
<tr>
<td>UNIV Course 2 from CGI/CSO/IA/STS</td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>ES 220</td>
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<tr>
<td>PH 132</td>
<td>Physics II with Lab</td>
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</table>

## Remaining Courses for Junior and Senior Year

### Business

- FN 361 Financial Management 3
- MK 320 Principles of Marketing 3

### E&M

- EM 331 Op. & Supply Chain Mgmt. 3
- EM 333 Operations Research 3
- EM 451 Qual. Mgmt. & Lean Ent. 3

### Math and Engineering Science

- MA 231 Calculus III 3
- ES 250 Electrical Science 3
- ES 330 Fluid Mechanics 3
- ES 340 Thermodynamics 3

### Senior Capstones

- EM 432 Org. Policy & Strategy 3

### Common Experience and Electives

- COMM 217 Public Speaking 3
- Free Elective: 3
- Knowl. Area/Free Elect: 3
- Knowl. Area/Free Elect: 3
- Professional Elective: 3
- Professional Elective: 3

### Concentration/Minor/Track Courses

### CCE

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>COURSE #</th>
<th>COMP</th>
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<tbody>
<tr>
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<td>CSO</td>
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### CEE

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<tr>
<td>Contemporary &amp; Global Issues</td>
<td>EC280/EM280</td>
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<tr>
<td>Cultures &amp; Societies</td>
<td>EC350/EM380</td>
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<tr>
<td>Economics &amp; Organizations</td>
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<td>Imaginative Arts</td>
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### International Experience

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<tbody>
<tr>
<td>EM 310</td>
<td>Professional Experience Documentation</td>
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Printed 7/22/2020 11:14 AM
A Professional Experience (EM 310) is required before graduation.

An International Experience is required before graduation.

* CM 131 is a pre-req only for ES 260  ** ES 220 is a pre-req only for ES 222
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.

CM 131, General Chemistry I – A general overview of chemistry, including principles and theories as well as descriptive chemistry of important elements and compounds. Laboratory experiments augment lecture topics to provide a small group hands-on learning experience.

Spring – Year 1

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.

IS 110, Introduction to Business Intelligence and Data Analytics – This course is an introduction to the underlying technology components of modern information systems used in businesses. It is important for organizations to utilize technology to collect data and use modern analysis tools and techniques to transform that data into tactical and strategic information. Emphasis is on introducing students to the main building blocks of information systems in organizations, and how such systems can be used to support individual and organizational decision making. Students will gain hands on experience in using data gathering and analysis tools such as Microsoft Excel and Enterprise Resource Planning software.

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.

EM 313, Professional Communication – This course presents students opportunities to learn how to design and present effective professional documents. The course emphasizes a rhetorical approach to analyzing the issues and details important to the communication to be produced (e.g., audience, style, format, purpose). Students will practice writing both individually and collaboratively and will be expected to present their work orally on occasion. Students will encounter topics such as, but not limited to, abstracts, email, instructions, letters, memoranda, proposals, and various types of reports. Students of any major may take this course.
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.

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 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

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 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.

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. For additional information, see page 18. 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 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, 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 integration, 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: ES220 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, except for EM 313 Professional Communication;
- HP 390 (3 credits), HP 490 (3 credits), if the research is Engineering & Management based;
- AS 301 Leadership Studies I;
- 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
AS – Aerospace Studies
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 pursing 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. Find more information about minors at www.clarkson.edu/undergraduate/minors.

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* Supply Chain Design & Management
- EM 381* Logistics Management
- EM 371* Strategic Sourcing

Choose two of the following:

- EM 451 Quality Mgmt. & Lean Enterprise
- OS 466 Negotiations & Relationship Mgmt.
- IS 428 Info. Systems for Supply Chain Management

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 305* 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

Pictures submitted by David DeCola, working on-site at GE during the Summer of 2020.
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, the continuation of a capstone design course or course sequence that provides a project-based experience meeting the objectives of the Professional Experience.†

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 Handshake as Soon as an Offer Has Been Accepted
   To report your experience, log into Handshake at https://clarkson.joinhandshake.com. Once you are logged in, Navigate to the Career Center menu from the top right of the window, and choose the Experiences submenu. You can then choose Request an Experience.

2) Register for EM 310, Professional Experience for Engineering & Management Majors
   EM 310 is a 0-credit pass/no entry course used to document your Professional Experience. You can enroll in this class for the semester following the completion of your experience. Your Pre-Approval (available from Handshake), and a Post Assessment and Supervisor Evaluation (available from the Moodle Page for EM 310) are required to be completed and approved to receive credit for EM 310. Upon successful completion, a grade of ‘P’ will be granted. Completing EM 310 is a graduation requirement.

3) Participate in your Professional Experience

4) Complete the Professional Experience Post Assessment on Moodle
   It is your responsibility to demonstrate that you have fulfilled the objectives of the Professional Experience Requirement.† You will fill out a Post Assessment through Moodle which will be evaluated for approval by the Reh School of Business. A Supervisor Evaluation will also available to you in Moodle to send to your supervisor at the completion of the experience. This evaluation must be submitted to Clarkson by your supervisor to receive credit.

†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.
Companies That Have Hired E&M Majors In Recent Years

Amazon
Amphenol Aerospace
Anheuser-Busch
Applied Materials
Athenex
Atlantic Testing
Atlantis Industries
Bank of America
Barrett Paving Materials Inc.
Bechtel Corporation
Bimbo Bakeries USA
CaptiveAire Systems
Cedar Knoll Log Homes
Century Spring Corp/MW Industries, Inc.
Cives Steel
Cleveland Clinic
Cobham
Corning Inc
EATON
eIntern
Enduro
English Learning Center
Epic Systems Corporation
Estée Lauder
FareHarbor LLC
Gap, Inc.
General Electric
Gems Sensors and Controls
General Dynamics Mission Systems
GlobalFoundries
Goodnature Products
Henderson Johnson
IBM
Jindal Films
JMA Wireless
Johnson & Johnson
Johnson Controls INC
Kiewit
Kleeberg Sheet Metal Inc.
Kubricky Construction
Lockheed Martin
McNeil Development Co, LLC
Mitten Manufacturing
National Grid
Nationals Life Group
Nissha Medical Technologies
NYS Department of Transportation
PC Construction
Pendleton Star Pharmacy
PLC Trenching Co., LLC
Portsmouth Naval Shipyard
Pratt & Whitney
Precision Castparts Corp
Precision Industrial Maintenance
Proctor & Gamble
QuEST-Global
R&M Engineering Consultants
Ralph W. Earl Company
Raymond Corporation
Regency Elevator Products Corp.
Richardson Brands Company
Saint-Gobain
Schneider Electric
SeeClickFix
SMC Corporation of America
SRC, Inc
Synergy
Target
Tesla
TG Gallagher
The Lee Company
Turner Construction Company
United Technologies Corporation
US ARMY
US Navy
Vantage Partners
Veritas Prime
Volvo Group North America
WD Bach
Wesco Integrated Supply
Whiting-Turner Contracting Company

Job Titles of E&M Graduates in Recent Years

Assistant Engineer
Associate Scientist, Process Dev.
Business Analyst
Buyer/Planner
Change Management Engineer
Construction Field Engineer
Construction Sales Engineer
Consultant
Corps Member
Customer success support specialist
Elevator Construction
Engineer
Engineering Dev. Program Associate
Enterprise Apps Consultant
F135 Hardware Customer Sup. Eng.
Field Engineer
Field Support Specialist
GBS Consulting by Degrees
Enterprise Apps Consultant
Industrial Engineer
Leadership Development Program
Management Development Program,
Process Engineering/Operation
Manufacturing Engineer
Operations Mgmt. Leadership Prog.
Operations Manager
Plant Engineer
Prime Consultant SAP Consultant
Process Improvement Engineer
Procurement Specialist
Product Engineer
Product Sales Specialist
Project Coordinator
Project Engineer
Project Manager
Safety and Env. Coordinator
Sales Associate
Sales Engineer
Service Corps Fellow
Solutions Technician
Special Quotation Leader
Supply Chain Specialist
Sust. Specialist/Facility Engineer
Systems Engineer
Technical Sales Engineer
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>
<thead>
<tr>
<th>Type of Travel</th>
<th>Semester Exchange</th>
<th>Short-term Faculty led trips</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Informational website</strong></td>
<td><strong><a href="http://www.clarkson.edu/international-center">www.clarkson.edu/international-center</a></strong></td>
</tr>
<tr>
<td><strong>When?</strong></td>
<td>Usually done junior year</td>
<td>Anytime after your first year</td>
</tr>
<tr>
<td><strong>Length of Experience</strong></td>
<td>4-5 months</td>
<td>2-3 weeks</td>
</tr>
<tr>
<td><strong>Cost</strong></td>
<td>Regular tuition is paid to Clarkson. Financial aid is not affected. Students are expected to pay for passport/visa fees, airfare, food, housing &amp; extra excursions.</td>
<td>$3,750 - $4,500 Includes: airfare, ground transport, accommodations, breakfast, company visits, local lectures, social/cultural activities, administrative fees &amp; identity card. Excludes: passport fee, most meals, special excursions &amp; personal expenses.</td>
</tr>
<tr>
<td><strong>Earned Credits</strong></td>
<td>Courses are approved for transfer before departure. If students plan correctly, the abroad semester will not affect graduation date.</td>
<td>3-credits (UNIV 399) counted as a University Course that satisfies knowledge areas: Cultures and Societies (CSO) and Contemporary Global Issues (CGI)</td>
</tr>
<tr>
<td><strong>Acceptance</strong></td>
<td>An application must be submitted through CU Global. This will require references and Off-Campus Forms for classes you would like to take. An interview is also required.</td>
<td>An application must be submitted through CU Global, and notification of approval will be given shortly after.</td>
</tr>
<tr>
<td><strong>Contact for more information</strong></td>
<td>Christine Bailey, ERC 2304, phone: 315-268-3943 e-mail: <a href="mailto:internationalcenter@clarkson.edu">internationalcenter@clarkson.edu</a></td>
<td>Patricia Perrier, Snell 320, phone: 315-268-4171 e-mail: <a href="mailto:pperrier@clarkson.edu">pperrier@clarkson.edu</a></td>
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</table>

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.

Countries of Some of our Exchange Partner Schools:

- Australia
- France
- Hong Kong
- Sweden

Recent Global Business Trip Destinations Included:

- Africa (Uganda)
- Australia
- Croatia
- Singapore
Societies and 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. 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!

<table>
<thead>
<tr>
<th>President</th>
<th>Vice President</th>
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<tbody>
<tr>
<td>Robert Brockway</td>
<td>Gillian Kurtic</td>
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<tr>
<td><a href="mailto:brockwr@clarkson.edu">brockwr@clarkson.edu</a></td>
<td><a href="mailto:kurticg@clarkson.edu">kurticg@clarkson.edu</a></td>
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<th>Secretary</th>
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<tr>
<td>Kristen Liu</td>
<td>Sam Pych</td>
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<td><a href="mailto:krliu@clarkson.edu">krliu@clarkson.edu</a></td>
<td><a href="mailto:pychsj@clarkson.edu">pychsj@clarkson.edu</a></td>
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<th>Campus/Community Relations</th>
<th>SAEM</th>
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<tr>
<td>Nate Towle</td>
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<tr>
<td><a href="mailto:towlen@clarkson.edu">towlen@clarkson.edu</a></td>
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### Alpha Pi Mu

**Industrial Engineering Honor Society**

Alpha Pi Mu is the national honor society for Industrial Engineering and related fields such as Engineering & Management. The motto of the society is "E’ – PE – RAY” – TE AN – THRO – PE’ – TI – TOS". Translated, this means, “Humble service to humanity is the goal of the true engineer.” The Society is open by invitation to the top 20% of the E&M junior and senior classes. Membership of the society signals high academic achievement. Selection is determined by the faculty advisor. Induction ceremonies are held once each year in the Spring semester.

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<tr>
<td>Robert Brockway</td>
<td>Jacob Merritt</td>
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<td><a href="mailto:merritjp@clarkson.edu">merritjp@clarkson.edu</a></td>
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<td>Hannah Earl</td>
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<tr>
<td><a href="mailto:krliu@clarkson.edu">krliu@clarkson.edu</a></td>
<td><a href="mailto:earlh@clarkson.edu">earlh@clarkson.edu</a></td>
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20
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 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.

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.

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 you will be asked to fill out an online course evaluation for the courses you have taken. 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: www.clarkson.edu/clarkson-regulations
Clarkson Services

Clarkson has a number of services, at no additional cost, for those seeking academic or personal help. These include:

**AccessABILITY Services - 1003 Price Hall**
www.clarkson.edu/accessability-services
The Office of AccessABILITY Services at Clarkson University 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. 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 (this is the 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) - 1st Floor Graham Hall**
www.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 Diversity and Inclusion Services - 110 Student Center**
https://www.clarkson.edu/diversity-and-inclusion/student-diversity-and-inclusion-services
We work to advance Clarkson University’s commitment to respecting & valuing diversity by serving as a resource and liaison for students on issues of equity through education, outreach, and advocacy. To achieve this mission, the department provides leadership opportunities through the Clarkson Intercultural Ambassador Program, an initiative dedicated to developing the next generation of empathic inclusive leaders. The department also strives to provide a supportive environment for underrepresented students through student organizations and professional societies geared toward their academic and personal development. Contact us 315-268-3785 or diversity@clarkson.edu, and/or check out the D&I Lounge which is open from 8:00am to 4:30pm!

**Student Health and Counseling Center (SHAC) - 1300 ERC**
www.clarkson.edu/health-services
The 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 the pursuit of their 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 at no additional cost. Office visits are by appointment. Walk-in hours and crisis appointments are also available daily. Contact us at 315-268-6633.

**Student Mail Room - Lower Level Student Center**
https://www.clarkson.edu/facilities-and-services/student-mail-room
Our knowledgeable and caring staff are able to supply up-to-date information regarding USPS rates/regulations and are happy to assist with all your other mailing needs. We provide most of the same services offered at your local Post Office, including: Registered, Express, Certified, Insured, and COD mail. The Shipping/Receiving Department offers discounted shipping services for UPS, FED EX, and DHL. Money orders, stamps, and stamped envelopes are available for purchase. Incoming mail and packages are attended to throughout the day Monday to Friday. Hours are Monday - Friday, 8:00am - 3:00pm. Saturday package pickup is available from 11:00am - 1:00pm. Contact us at 315-268-6416 or studentmail@clarkson.edu.
Student Success Center - 1400 ERC
www.clarkson.edu/student-success
Through the many offerings within academic preparation and support, student engagement and enrichment, as well as graduate school awareness and planning sessions, the Student Success Center strives to offer opportunities for students to become engaged, active and independent learners. You can find more information about many of these programs below. For more information or to schedule an appointment, call 315-268-2209.

Tutoring - 1400 ERC
www.clarkson.edu/student-success
The Clarkson University Tutoring Program, for which there is no fee, is for on-going, long-term assistance. The tutoring staff consists of qualified undergraduates within the University. Small group sessions are conducted on a weekly basis which are organized around your schedule. Students are asked to be as flexible as possible when requesting tutoring assistance. There is coverage for the majority of 1st and 2nd year courses particularly those that are scientific or technical in nature. You can sign up for tutoring directly through your myCU (PeopleSoft) account using the Accommodations & Tutoring tile. You can also contact us at 315-268-2209.

First Year Seminar [FY100]
Discussion, team activities, leadership opportunities, and fall-semester interaction with upper-class peer educators form the foundation of this course that all first year students take.

The Success Seminar [UNIV 100]
The Success Seminar is an academic recovery course that helps first and second year students get back on track academically. This course focuses on the development and application of study skills required for college-level work, as well as the identification and minimization of barriers that impede individual student achievement.

MCAT Test Prep
This course is designed to help pre-med students prepare for the MCAT exam. This course is a year-long, non-credit course, beginning in the fall semester.

Community of Underrepresented Professional Opportunities Program (CUPO) - 235 BH Snell Hall
www.clarkson.edu/cupo
CUPO is the shared home to Ronald E. McNair Post Baccalaureate Achievement Program (McNair Scholars), the Louis Stokes Alliances for Minority Participation Program (LSAMP), Collegiate Science & Technology Entry Program (CSTEP) and Academic Success Program to Improve Retention and Education (ASPIRE). Contact us at 315-268-6669.

New York State Arthur O. Eve Higher Education Opportunity Program (HEOP) - 1410 ERC
www.clarkson.edu/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. Contact us at 315-268-7974.

Student Support Services/TRiO - 1400 ERC
www.clarkson.edu/student-success/student-support-services
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. Contact us at 315-268-2209.

T.A. (Teaching Assistant) Offices
Many students have found the Teaching Assistants (TA’s) for Calculus, Chemistry and Physics to be great resources for working through challenging content. You can find their lab offices at:

- Math: Science Center 388
- Physics: Science Center 168
- Chemistry: Science Center 141
Forms and Procedures From a Student Perspective

Off Campus Forms

- Print and fill out an Off Campus Form from [https://intranet.clarkson.edu/wp-content/uploads/2018/03/off-campusformfillable.pdf](https://intranet.clarkson.edu/wp-content/uploads/2018/03/off-campusformfillable.pdf)
- Print the course description you would like to have evaluated.
- Bring the Off Campus Form and the course description to the chair or the executive officer of the department of that course:
  
  **Business**
  
  - Your advisor

  **Communication & Media**
  
  - Dr. Jason Schmitt
  - Snell 165

  **Engineering**
  
  - Clarkson Course Instructor

  **Humanities & Soc. Sciences**
  
  - Dr. Alastair Kocho Williams
  - Snell 276

  **Physics**
  
  - Dr. Dipankar Roy
  - Science Center 269

  **Chemistry**
  
  - Dr. Silvana Andreescu
  - Science Center 241

  **Math**
  
  - Dr. Joe Skufca
  - Science Center 355

  **Psychology**
  
  - Dr. Andreas Wilke
  - Science Center 171

- Bring the completed form and course description to your advisor (Misty Spriggs or Adrienne Boswell).

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 2304, or by email at cbailey@clarkson.edu.
- Meet with your advisor (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 (see link at the top of this page). Meet with your advisor if you have questions about finding classes.
- Bring forms to appropriate departments for signatures. Bring completed forms back to your advisor.

Co-op

- Meet with your advisor for assistance in course planning.
- Log into Handshake to document your Professional Experience: [https://clarkson.joinhandshake.com](https://clarkson.joinhandshake.com)
- Ask your advisor if you have questions about Handshake.

Minor

- You can add a minor to your student record through myCU (PeopleSoft). For instructions, go to: [https://intranet.clarkson.edu/student-life/sas/peoplesoft-info](https://intranet.clarkson.edu/student-life/sas/peoplesoft-info)

Cross-Registration at Associated Colleges

- You must be enrolled in 12 credits or more at Clarkson to be able to cross-register with one of the Associated Colleges.
- 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

- You can add and drop classes through myCU (PeopleSoft). For instructions, go to: [https://intranet.clarkson.edu/student-life/sas/peoplesoft-info](https://intranet.clarkson.edu/student-life/sas/peoplesoft-info)
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 and/or TA.
- Speak with your advisor.
- Visit the Student Success Center.
- Get a tutor.
- Find out what upperclassmen did to survive the course.

Add/Drop Course Details
- Be sure to check the add/drop deadlines.
- If you drop a required course you will 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 12 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 a dropped class will be removed from your transcript.

AFTER the first two weeks of the semester a dropped class will REMAIN on your transcript as dropped course.

You can add and drop classes through myCU (PeopleSoft). The process is different for doing this in the first two weeks of the semester than it is after. For instructions on both processes, go to https://intranet.clarkson.edu/student-life/sas/peoplesoft-info.

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

I need a tutor and help with my academics! Where do I get help?
Student Success Center
www.clarkson.edu/student-success
The Clarkson University Tutoring Program, for which there is no fee, is for on-going, long-term assistance. The tutoring staff consists of qualified undergraduates within the University. Small group sessions are conducted on a weekly basis which are organized around your schedule. Students are asked to be as flexible as possible when requesting tutoring assistance. There is coverage for the majority of 1st and 2nd year courses particularly those that are scientific or technical in nature.

Students can sign up for tutoring through the Accommodations & Tutoring tile in their myCU (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 Center for details on time and location at 315-268-2209.

Teaching Assistants
Many students have found the Teaching Assistants (TA’s) for Calculus, Chemistry and Physics to be helpful in explaining challenging concepts. There is no fee for their services, and you can find their lab offices at:
- Math: Science Center 388
- Physics: Science Center 168
- Chemistry: Science Center 141

I need a professional to talk to about personal issues. Where can I go?
Student Health and Counseling Center (SHAC)
www.clarkson.edu/health-services
The Student Health and Counseling Center, located in the ERC, offers personal counseling. There is no fee for their services. 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
www.clarkson.edu/international-center/international-students-scholars

Foreign student advising is available in the ERC. This service includes orientation and special advising concerning such topics as visa status requirements, and work regulations. For further information on this service or to request an appointment, 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) www.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. Opportunities are abundant at Clarkson.

Clarkson offers a variety of clubs and activities aimed at maximizing your potential while challenging your personal and professional growth. Whether you’re interested in pursuing something you’re already passionate about or taking up a new hobby, with more than 100 student-operated groups on campus, there is an opportunity for you to find a group that meets your needs. For the most up-to-date listing of clubs and organizations affiliated with (and recognized and funded by) CUSA, visit https://knightlife.clarkson.edu.

Clarkson University Student Association (CUSA)
CUSA supports Clarkson students through a variety of clubs and organizations and serves as the formal representative of the student body. Composed of the executive board, six senators from each class and a Clarkson School representative, the CUSA Senate collaborates with the Clarkson administration on all decisions that affect Clarkson students. These decisions are made in Senate meetings or in one of the Senate's committees, which are open to all students. CUSA is also responsible for allocating funds to sponsored clubs and organizations; this money comes from the activity fee you pay each semester.

Serving on the CUSA Senate gives you the chance to develop your professional skills in communication, collaboration and negotiation. Serving also provides the opportunity to perform useful work for the campus community. Find out more about CUSA and how to get involved at https://knightlife.clarkson.edu/organization/CUSA.

Student Projects for Engineering Experience & Design (SPEED) Teams
Design. Build. Test. Compete. Whether you’re interested in race cars or robotics, bridge design or aeronautics, joining one of the 12 project-based SPEED teams gives you the competitive edge for your future career while building lifelong friendships at the same time. Teams compete in national engineering competitions, have the opportunity to build multi-terrain vehicles from scratch, design bridges that can sustain 2,500 lbs, and create green engineering solutions. Learn more at www.clarkson.edu/speed.

Where Can I Find Activities at Other Colleges?

The Associated Colleges organization is an umbrella organization for Clarkson, SUNY Potsdam, St. Lawrence and SUNY Canton. See their Web site at www.associatedcolleges.org/services. The Associated Colleges organization provides the following services: Cross-registration, Interlibrary Loan, Contract Services, Faculty Exchange Program, Faculty Seminars and Sprintax (Non-Resident Tax Preparation). 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?

CAREER CENTER
www.clarkson.edu/career

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 under ‘Related Links’ on the right side of www.clarkson.edu/undergraduate/engineering-management.

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.

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.

INTERNATIONAL CENTER
www.clarkson.edu/international-center

Semester Exchange
A semester exchange is usually completed in the junior year through exchange programs that Clarkson has with universities in countries such as Australia, Austria, Denmark, England, France, Germany, Hong Kong, Ireland, Korea, Mexico, Scotland, Singapore, South Korea, and Sweden. 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 will complete an application through CU Global at https://clarkson-horizons.symplicity.com.

Participation in the Study Abroad Exchange Program requires that you have at least a 3.0 cumulative GPA. You must also research curriculum requirements so that you can ensure that you will have all necessary prerequisites and courses.

Handshake
Handshake 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.joinhandshake.com/login and:

- Build a profile for potential employers to review, and update it every semester.
- Create a resume, have it reviewed by the Career Center, and upload it to Handshake. 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.
- 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.
- Receive notifications from the Career Center about opportunities in your field based upon your profile.
- Begin documenting your Professional Experience for approval from the E&M Program.
FALL SEMESTER 2020

Monday, Aug 3
Information sent to departments by Registrar’s office to designate Spring 2021 courses

Sun-Mon, Aug 16-17
New graduate students arrive
The Clarkson School students arrive
New undergraduate student arrival [transfer]
New undergraduate student arrival [first year]

Tuesday, Aug 18
Returning student arrival

Monday, Aug 24
Residential MBA program begins

Wednesday, Aug 19
Classes begin (8:00am)

Tuesday, Aug 25
Last day to complete check-in for the fall semester

Monday, Aug 31
Spring 2021 course information due to Registrar’s office

Tuesday, Sept 1
Last day to add a class
Last day to submit Pass/No Credit option
Last day for student online access for fall course enrollment
Last day to drop a course without notation on transcript

Friday, Sept 11
Initial graduation lists sent to departments for review
Course withdrawal period begins. Notation of “W” will appear on transcript for all course withdrawals

Monday, Sept 14
Fall 2020 final exam information due to Registrar’s office

Tuesday, Sept 15
Draft Spring 2021 course schedule to departments for review

Monday, Sept 21
Spring 2021 course schedule available in myCU & online

Friday, Sept 25
Midterm grade rosters available online
Five week reporting begins
Changes to the Spring 2021 draft course schedule due to Registrar’s office
Initial graduation lists due back to Registrar’s office
Changes to the Fall 2020 draft final exam schedule due to Registrar’s office

Friday, Oct 2
Midterm grades due online by noon

Monday, Oct 5
Changes to the Spring 2021 draft course schedule due to Registrar’s office

Monday, Oct 9
Minor graduation lists due back to Registrar’s office

Monday, Oct 12
Spring 2021 course schedule available in myCU & online

Monday, Oct 26
Enrollment period begins for Spring 2021
Late Course Withdrawal period begins. Notation of "LW" will appear on transcript for all course withdrawals

Friday, Nov 6
Fall 2020 final exam schedule available in myCU & online
Enrollment period ends. Reserved seating expires.

Friday, Nov 13
Final grade rosters available online

Monday, Nov 16
Final graduation lists sent to departments for review
Information sent to departments by Registrar’s office to designate Fall 2021 courses

Mon-Tues Nov 16-17
Reading Days

Wed-Tues, Nov 18-24
Final exams

Tues, Nov 24
December graduation recognition ceremony

Tues, Dec 1
All grades due online by 9:00AM

Tues, Dec 15
Final December 2020 graduation lists and completion notices due to Registrar’s office (noon)

MBA MODULE INFORMATION

Monday, Aug 19
MBA Module 1: Begins

Monday, Sept 4
MBA Module 1: “W” will appear on transcript for all course withdrawals

Monday, Sept 21
MBA Module 1: “LW” will appear on transcript for all course withdrawals

Wed, Sept 30
MBA Module 1: Last day of classes

Thurs-Fri Oct 1-2
MBA Module 1: Final Exams

Monday, Oct 5
MBA Module 2: Begins

Monday, Oct 21
MBA Module 2: “W” will appear on transcript for all course withdrawals

Monday, Nov 6
MBA Module 2: “LW” will appear on transcript for all course withdrawals

Tuesday, Nov 20
MBA Module 2: Last day of classes

Mon-Tues Nov 23-24
MBA Module 2: Final exams

The dates and deadlines for internal paperwork requests between the Registrar’s office and departments are tentative and subject to change.
## SPRING SEMESTER 2021

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Dec 14</td>
<td>Information sent to departments by the Registrar’s office to designate Fall 2021 courses</td>
</tr>
<tr>
<td>Monday, Jan 11</td>
<td>Graduate Business Programs and Health Science courses begin</td>
</tr>
<tr>
<td>Tuesday, Jan 12</td>
<td>New student arrival</td>
</tr>
<tr>
<td>Wednesday, Jan 13</td>
<td>Returning student arrival</td>
</tr>
<tr>
<td>Thursday, Jan 14</td>
<td>Classes begin (8:00am)</td>
</tr>
<tr>
<td>Wednesday, Jan 20</td>
<td>Last day to complete check-in for the spring semester</td>
</tr>
<tr>
<td>Friday, Jan 22</td>
<td>Fall 2021 course information due to Registrar’s office by noon</td>
</tr>
<tr>
<td>Wednesday, Jan 27</td>
<td>Last day to add a class</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>Thursday, Feb 4</td>
<td>Updated Spring 2021 course schedule due to Registrar’s office</td>
</tr>
<tr>
<td>Monday, Feb 8</td>
<td>Initial May 2021 graduation lists sent to departments for review</td>
</tr>
<tr>
<td>Wednesday, Feb 10</td>
<td>Last day to drop a course without notation on transcript</td>
</tr>
<tr>
<td></td>
<td>Spring 2021 final exam information due to Registrar’s office</td>
</tr>
<tr>
<td>Thursday, Feb 11</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>Friday, Feb 12</td>
<td>Draft Fall 2021 course schedule to departments for review</td>
</tr>
<tr>
<td>Wednesday, Feb 17</td>
<td>February break begins at the end of the last scheduled class on this day</td>
</tr>
<tr>
<td>Friday, Feb 19</td>
<td>Spring 2021 draft final exam schedule to departments for review</td>
</tr>
<tr>
<td>Monday, Feb 22</td>
<td>Classes resume (8:00am)</td>
</tr>
<tr>
<td>Friday, Feb 26</td>
<td>Initial May 2021 graduation lists due back to Registrar’s office</td>
</tr>
<tr>
<td></td>
<td>Changes to Fall 2021 draft course schedule due to Registrar’s office</td>
</tr>
<tr>
<td></td>
<td>Changes to Spring 2021 draft final exam schedule due back to Registrar’s office</td>
</tr>
<tr>
<td>Monday, Mar 1</td>
<td>Midterm grade rosters available online</td>
</tr>
<tr>
<td>Friday, Mar 5</td>
<td>Spring 2021 final exam schedule available in myCU and online</td>
</tr>
<tr>
<td>Monday, Mar 8</td>
<td>Minor graduation lists sent to departments for review</td>
</tr>
<tr>
<td>Friday, Mar 12</td>
<td>Spring recess begins at the end of the last scheduled class on this day</td>
</tr>
<tr>
<td></td>
<td>Midterm grades due by noon</td>
</tr>
<tr>
<td></td>
<td>Fall 2021 course schedule available in myCU and online</td>
</tr>
<tr>
<td></td>
<td>Summer 2021 course schedule available in myCU and online</td>
</tr>
<tr>
<td>Monday, Mar 22</td>
<td>Classes resume (8:00am)</td>
</tr>
<tr>
<td>Friday, Mar 26</td>
<td>Minor graduation lists due back to Registrar’s office</td>
</tr>
<tr>
<td>Monday, Apr 5</td>
<td>Late Course Withdrawal period begins. Notation of “LW” will appear on transcript for all course withdrawals</td>
</tr>
<tr>
<td>Wednesday, Apr 7</td>
<td>Enrollment period begins for Fall 2021</td>
</tr>
<tr>
<td>Friday, Apr 16</td>
<td>Enrollment period ends. Reserved seating expires.</td>
</tr>
<tr>
<td>Friday, Apr 30</td>
<td>Last day of classes</td>
</tr>
<tr>
<td></td>
<td>Final grade rosters available online</td>
</tr>
<tr>
<td></td>
<td>Last day for students to withdraw from courses for the Spring 2021 semester</td>
</tr>
<tr>
<td>Mon-Tues May 3-4</td>
<td>Reading Days</td>
</tr>
<tr>
<td>Wed-Tues May 5-11</td>
<td>Final exams</td>
</tr>
<tr>
<td>Monday, May 10</td>
<td>Final May 2021 graduation lists sent to departments for review</td>
</tr>
<tr>
<td>Thursday, May 13</td>
<td>Graduate student commencement ceremony</td>
</tr>
<tr>
<td>Friday, May 14</td>
<td>All grades due online by 9:00AM</td>
</tr>
<tr>
<td>Saturday, May 15</td>
<td>Undergraduate student commencement ceremony</td>
</tr>
<tr>
<td>Monday, May 17</td>
<td>Grade rosters closed</td>
</tr>
<tr>
<td></td>
<td>Grades available to students</td>
</tr>
<tr>
<td>Tuesday, May 18</td>
<td>Final May 2021 graduation lists due back to Registrar’s office by the close of business</td>
</tr>
</tbody>
</table>

*The dates and deadlines for internal paperwork requests between the Registrar’s office and departments are tentative and subject to change.*
APPENDIX A: ONLINE CAMPUS DIRECTORIES

Online Directories
https://intranet.clarkson.edu/directory

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, in alphabetical order.

- **Department Directory**
  Phone number, fax number, PO box number and web link to schools and departments at Clarkson.

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

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*Pictures of E&M Students and staff who visited the DOT, Target, GE and Johnson Controls October 2019.
This trip was sponsored by Gus J. Mininberg ’82*
APPENDIX B: GENERAL ACADEMIC AND DEGREE INFORMATION

You will find a complete on-line listing of Clarkson’s Academic Regulations at: www.clarkson.edu/clarkson-regulations

Additional Academic information is also published in the Clarkson Catalog at: www.clarkson.edu/clarkson-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 Clarkon 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, an Off Campus Form 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 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 or 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 it 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 the Forms for Undergrads tile in myCU (PeopleSoft). Instructions can be found at: www.clarkson.edu/sas/student-records/continuance-and-readmission

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 in Clarkson’s Academic Regulations at: www.clarkson.edu/clarkson-regulations

APPENDIX C: HELPFUL TIPS FOR myCU (PeopleSoft)

Defined & Common Enrollment Messages

Class Number
The Class Number is a 4-digit number assigned to a particular class section for the current semester. Example: 8897 = Section 2 of EC 350 for Fall 2019.

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.

Enrollment Appointment
Students may only begin enrollment after a specific date and time which is listed in myCU. To find your enrollment appointment, click on the Enroll in Fall 2019 Courses tile (the tile name will update for each term); then click on Enrollment Appointment from list on your left. 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.

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

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 for both Engineering & Management and the School of Arts & Sciences – EM 286 and PY 286 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 myCU (PeopleSoft).

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. Also, be aware that calendars may be different between Clarkson and the other colleges. Start and end dates as well as breaks are something to consider before signing up for a class.

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 Associated Colleges Cross-Registration Form link under Common Forms.

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 which is available at https://intranet.clarkson.edu/student-life/sas/forms. 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 EM205 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 Acct.).

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: www.aacsb.edu/accreditation/accredited-schools

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 INTERNATIONAL CENTER
www.clarkson.edu/international-center

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

Clarkson offers students semester-long and year-long international opportunities. The traditional study abroad exchange program allows you to attend a university in one of 28 countries. Universities are always being added. Check online for the most current offerings.

Clarkson has formal exchange programs with more than 50 universities (universities are constantly being added) in these countries, which means you still have access to your financial aid while you are abroad.

Clarkson’s International Exchange Partners include:

- 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
- Canada
  - Laval University, Quebec City
- Denmark
  - Technical University of Denmark (DTU)
- England
  - Northumbria University, Newcastle-Upon-Tyne
  - University of Brighton, Brighton
  - University of Leicester, Leicester
- France
  - KEDGE Business School (BEM), Talence (Bordeaux)
  - EM Strasbourg Business School, Strasbourg
  - ESSEC School of Management, Angers & Paris Campuses
  - Grenoble Ecole de Management, Grenoble
  - 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
- Mexico
  - 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
- South Korea
  - Sungkyunkwan University, Seoul
- Spain
  - Comillas Pontifical University, Madrid
- Sweden
  - Jönköping University, Jönköping
  - Luleå University of Technology, Luleå

For the most up to date list of our exchange partners, please reference the International Center website.
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.” www.clarkson.edu/clarkson-regulations

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

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

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

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

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.” (www.plagiarism.org/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:
1. For shorter quotations, work it into the text, setting the quoted material off in quotation marks:
   Example #1: As described by Stroh and Johnson (2006), “This is a very good time indeed for consultants” (p. 1).
   Example #2: We are using this text for the course because “this book is about what consultants do and how they do it” (Stroh & Johnson, 2006, p. 1).

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% to 30% in some of the larger firms.

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

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

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

Building the Reference List
Journal Articles

Books

Web Sites

If in doubt about correct style or if a particular source is not defined here, you must consult your professor for appropriate citation styles before handing in any work.

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. If 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 never again earn 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 – www.clarkson.edu/clarkson-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. www.clarkson.edu/clarkson-regulations

Clarkson University Webpage – www.clarkson.edu

myCU (PeopleSoft) contains most recent course descriptions for all classes students can take at Clarkson University – https://intranet.clarkson.edu/peoplesoft
BUILDINGS LIST
1. Sigma Chi
2. Sigma Phi Epsilon
3. Outing Club
4. Delta Upsilon
5. Neugold Field
6. Scott Softball Field
7. Snell Field
8. Tennis Courts
9. Alumni Gymnasium
10. Deneka Family Fitness Center
11. Andrew M. Schuler Recreation Building (IRC)
12. Cheel Campus Center
13. Center for Advanced Materials Processing (CAMP)
14. William J. Rowley Science and Engineering Laboratories
15. Student Center
16. Andrew S. Schuler Educational Resources Center (ERC)
17. Technology Advancement Center
18. Cora & Bayard Clarkson Science Center
19. Woodstock Lodge
20. Bertrand H. Snell Hall
21. Foster House
22. Moore House
23. Graham Hall (Donahue, Olson, Van Note, Wilson)
24. Price Hall (Farrisee, Newell, Ormsby, Thomas) Air Force ROTC
25. Brooks House
26. Reynolds House
27. Cubley House
28. Ross House
29. Holcroft House (Admissions)
30. Hamlin House
31. Powers House
32. Hantz Field
33. Walker Arena
34. Carpenter Shop
35. Crescent Apartments
36. Riverside Apartments
37. A. George Davis Park
38. Munter Trails
39. Canoe House
40. Woodstock Field
41. Woodstock Village
42. 911 Memorial
43. Townhouse Apartments
44. Denny Brown Adirondack Lodge
45. Clarkson Hall (Health Professional Programs)
46. Old Main
47. Downtown Snell Hall
48. Congdon Hall
49. Peyton Hall
50. Damon Hall