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The information provided in this Guide is intended to provide general guidance only and does not replace or supersede any policies or procedures set forth by Frostburg State University. This Guide is not to be regarded as an irrevocable contract between the University or FSU Business and the student. The University reserves the right to change any provisions at any time, but its practice is not to make changes in degree requirements apply retroactively. Other regulations, procedures and policies may change during the period of your enrollment. Whenever possible, such changes will be published in official University publications and on the Web site, with prior notice of such changes provided. However, if circumstances require, such changes may be made without notice.
Dear Students—

Welcome!

If you are reading this, you have either declared or are thinking about declaring a major in one of the programs in the College of Business: Accounting, Business Administration (Concentrations in Finance, General Management, Human Resource Management, International Business, Marketing, or Small Business Entrepreneurship), Economics, or MBA. We are pleased to have you as a member of our FSUBusiness community.

Our programs have been designed to help you become self-sufficient life-long learners and leaders who value themselves and who make positive contributions to the global community. We try to achieve this by giving you personalized faculty attention in the classroom and by encouraging you to become active participants in extra-curricular learning activities. While studying and earning good grades is really important, we also value your efforts and determination to excel in all areas of life.

This guide should be a helpful resource for you as a supplement to the FSU catalog and the Pathfinder. While it might not answer all of your questions, hopefully it will help you figure out to whom and where you should address your questions.

We are interested in your opinions on whether this Student Success Guide is useful to you. Please feel free to contact us with your feedback, suggestions, and/or constructive criticism at fsubusiness@frostburg.edu.

We wish you success in achieving your goals,

FSUBusiness Faculty, Staff, and Administrators
# FSUBusiness Faculty and Staff Telephone & Office Directory

<table>
<thead>
<tr>
<th>DEAN'S OFFICE</th>
<th>E-MAIL</th>
<th>PHONE</th>
<th>OFFICE</th>
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<tbody>
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<tr>
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<td>301-687-4093</td>
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<td>301-687-4019</td>
<td>GC 125</td>
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<tr>
<th>ADVISING</th>
<th>E-MAIL</th>
<th>PHONE</th>
<th>OFFICE</th>
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<tbody>
<tr>
<td>Tammy Shockey, Advising Center</td>
<td><a href="mailto:tshockey@frostburg.edu">tshockey@frostburg.edu</a></td>
<td>301-687-4008</td>
<td>FR 319</td>
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<thead>
<tr>
<th>DEPARTMENT OF ACCOUNTING</th>
<th>E-MAIL</th>
<th>PHONE</th>
<th>OFFICE</th>
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<tbody>
<tr>
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<td>301-687-4388</td>
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| Ronald Ross                   | rross@frostburg.edu          | 240-527-2749 | HC 405 |

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<thead>
<tr>
<th>DEPARTMENT OF ECONOMICS</th>
<th>E-MAIL</th>
<th>PHONE</th>
<th>OFFICE</th>
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</thead>
<tbody>
<tr>
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<td>301-687-4386</td>
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</tbody>
</table>

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<tr>
<th>DEPARTMENT OF MANAGEMENT</th>
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<th>PHONE</th>
<th>OFFICE</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
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<td>FR 208-A</td>
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Advising Information
FSU ADVISING POLICIES & PROCEDURES

Frostburg State University Academic Advising Goals
Adapted from: FSU Academic Advising Handbook

Academic advising at Frostburg State University is designed to assist students in the development of meaningful educational plans that are compatible with their life goals. Students are ultimately responsible for making decisions about their educational plans and life goals and to know and meet the graduation requirements as stated in the catalog they are following. However, faculty/staff academic advisors provide critical assistance by helping students identify alternatives and assess the consequences of decisions. Academic advising is viewed as a developmental process guided by the following goals:

Advisors should try to:

• Be available and accessible to students (i.e. by e-mail, during pre-established times, and/or by appointment);
• Provide accurate information about departmental and institutional policies, procedures, resources, and the General Education Program;
• Assist students in developing an educational plan consistent with life goals and objectives (action plans, career considerations, and selection of courses);
• Assist students in their consideration of life goals by relating interests, skills, abilities, and values to careers, the world of work, and the nature and purpose of higher education;
• Assist students in self-understanding and self-acceptance (value clarification, understanding abilities, interests, and limitations);
• Assist students in developing decision-making skills;
• Make referrals to other institutional or community support services;
• Exhibit a personal and caring attitude towards advisees.

An Advisee (Student) should:

• Make an appointment with your academic advisor prior to the registration appointment date in PAWS;
• Prepare for the advising appointment by reviewing the requirements for graduation in the catalog you are following;
• Be familiar with the courses, course descriptions, and prerequisites;
• Bring a proposed educational plan with you to the advising appointment, preferably an academic plan from now until graduation (sometimes called a 4-year plan);
• Be prepared to discuss professional goals;
• Follow through with the academic plan and any referrals to utilize support services discussed at the appointment;
• Exhibit a professional and respectful attitude towards your advisor;
What is the FSU Business Advising Center?

Generally, the FSU Business Advising Center is an office where a student can go to get direction when the student does not know what to do or where to go. The Center is located in Framptom Hall. Appointments are not usually necessary.

OFFICE HOURS & TELEPHONE NUMBERS
Monday-Friday
8:00 a.m. – 4:30 p.m.
Framptom Hall 319
Phone 301-687-4008, Fax 301-687-4380

Tammy Shockey
Director,
FSUBusiness
Advising Center

Routinely, students stop in the Center to:

- obtain information regarding academic programs
- declare a major
- change an advisor
- obtain information about transfer courses
- be advised for registration (appointment encouraged)
- get help contacting an advisor/professor
- find out what academic support services are available
- be directed to the appropriate office to resolve problem situations
- obtain information about student organizations
FSUBusiness Advising Center
Statement of Purpose

Advising is a part of teaching and learning. As such, advising is a responsibility shared by faculty and students. The advising process within FSUBusiness fosters an atmosphere in which each student feels welcomed, heard, responded to, and respected as an individual. FSUBusiness advisors demonstrate high ethical standards and serve as positive role models.

Each student will find a support structure for developing meaningful educational plans that are compatible with his or her life goals. FSUBusiness provides advising support through three primary support avenues:
- a faculty advisor for one-on-one consultation,
- the FSUBusiness Advising Center for supplemental support,
- Professional Development I and II courses for foundational knowledge and peer interactions,

As a result of the advising process, students should be able to:
- locate and understand institutional policies and procedures in order to develop a degree completion plan
- identify and utilize relevant campus resources
- find solutions to academic and career-planning issues
- develop an educational plan and a career preparation strategy
- articulate and implement educational and career goals

Advising Center

The FSUBusiness Advising Center is a support program for both faculty and students. The Center supports the advising process by:
- providing recordkeeping support for advising needs
- assisting with preparation of appropriate advising materials
- coordinating scheduling of classes, labs, and certain student events
- coordinating work with students on probation
- providing development opportunities to assist faculty to become better advisors and to assist students to meet their educational planning responsibilities
- assessing advising effectiveness and recognizing excellence
- encouraging continuous improvement in all advising processes
Responsibilities of Advisees

Suggested Minimum Contacts Each Semester:

1. You are encouraged to contact your advisor
   - Soon after assigned an advisor (recommended within one week)
   - Early in the semester
   - During Registration
   - During Regular School & Advisor Hours

   These meetings provide an opportunity to get acquainted,
   define roles, set expectations, and discuss educational goals.

2. During the Registration period, sign-up sheets are usually posted on an advisor’s
doors or you may e-mail a request for an appointment (Appointments are always
encouraged, and are required by some advisors).

3. Additional contact with an advisor is recommended when difficulty arises in classes
   (e.g., receipt of mid-semester warnings).

4. The only time a student should drop in on an advisor without an appointment is
   during posted office hours, unless it is an emergency. An advisor’s schedule is just as
   busy as a student’s schedule. Show respect for your advisor by making an
   appointment or visiting during posted office hours.

5. The Advising Center office hours are 8 a.m. to 4:30 p.m. (closed one hour for lunch),
   Monday through Friday. You can stop in the Advising Center for assistance
   anytime. However, appointments for advising are encouraged. Students without
   appointments are served on a first-come, first-served basis (aka FIFO if you’ve had
   ACCT).

6. As stated in the catalog, YOU are responsible for completion of YOUR academic
   program. Your advisor will assist you, but your advisor is not and will not be held
   responsible should you fail to complete the degree requirements according to your
   plans.

7. Discuss student organizations with your advisor and join one. Becoming an active
   member of a student organization is an activity that you can include on your resume,
   and being an active member will help you develop your professional skills.
SCOPE OF ADVISING
(i.e., things you should discuss with your advisor)
macro to micro approach

1. EXPLORATION OF LIFE GOALS
   a. Determine career aspirations, e.g., where do you want to be 5 years from now? 10 years?
   b. Answer the following: What are your strengths and weaknesses? What do you enjoy? You should be able to articulate your personal abilities and aptitudes.

2. EXPLORATION OF CAREER GOALS
   a. Develop knowledge of potential career fields
   b. Understand the changing nature of work in society and in your chosen discipline
   c. Seek information about other options that might be available

3. PROGRAM CHOICE
   a. Understand what programs are available in the college and university
   b. Be familiar with the requirements of programs (time commitments, electives, compatibility with your career goals).
   c. Know the university requirements for transfer credits, if applicable

4. COURSE CHOICE
   a. Explore course choices and course content
   b. Discover any special information regarding courses (Prerequisites? Frequency of offering? Transferability? Does the course fulfill requirements or is it an elective?)
   c. Understand the rules and regulations of the university regarding probation and dismissal, and limits on course load (if applicable)
   d. Discover opportunities for honors courses or remedial courses

5. SCHEDULING COURSES
   a. Use the PAWS system for scheduling and changing schedules
   b. Prepare schedules compatible with your work and commuting requirements
   c. Honor all prerequisites/corequisites
REMINDEERS FOR GETTING THE MOST OUT OF ADVISING

Your Relationship with Your Advisor as a Person
1. Show your advisor you care by showing respect
2. Show interest, helpful intent, and involvement
3. Present a professional demeanor
4. Establish an honest and respectful relationship

Professional Behavior
5. Take initiative; do not expect an advisor to search for you
6. Keep appointments
7. Keep in frequent contact with your advisor
8. Schedule adequate time periods for your advisor to fill out forms if necessary
9. Be a good listener
10. Do not be critical of other faculty or staff to your advisor
11. Be courteous to your advisor
12. Be realistic

Being a Prepared and Responsible Advisee
13. Be active and involved in your education
14. Provide accurate information
15. Be familiar with catalog and course requirements
16. Attempt to establish a four-year educational plan in advance to share with your advisor during your appointment
17. Be prepared to answer questions about your classes, GPA, and career preparation
18. Make your own decisions; advisors do not make them for you
19. Acknowledge reasons and accept responsibility for poor academic performance and seek appropriate support services if necessary OR assess your strategies for successful performance and try to make them even better! (continuous improvement)
20. Use all available information sources
21. Follow up on commitments made with your advisor
HOW DO I CHOOSE ELECTIVES IN MY MAJOR?

Choosing electives in your major is the second most important decision you’ll make for your academic plan (the first is deciding on a major/concentration). Your choices for electives can help prepare you for a career path and will help distinguish your academic preparation from your peers (who are your friends now, but will be competitors in the workplace when searching for jobs!). So it’s important to choose wisely.

How do I decide which electives to take?

1. **Explore** the possibilities by reading your major requirements and reading the catalog descriptions for elective courses.
2. **Research** career paths and decide what you want to do (this is the hardest part!).
3. **Talk** to your academic advisor and your professors.
4. **Review** syllabi for electives. You may get copies of course syllabi from previous semesters by asking the department administrative assistant for a copy. They keep paper copies of all syllabi just for this purpose.
   - MGMT 301-687-4375
   - MKTG/FINA 301-687-4417
   - ECON 301-687-4386
   - ACCT 301-687-4297
5. **Plan early** for these decisions! Most electives are not offered every semester, and many have prerequisites. So you need to find out if that elective is a “spring only/even-numbered years” course and make sure you take the prerequisites in sufficient time so that you will be eligible to enroll when the elective is offered.
## WHO APPROVES WHAT?

<table>
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<th>Approved by</th>
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<tbody>
<tr>
<td>Course Substitution in the major</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Course Substitutions (multiple) in the major</td>
<td>Academic Standards Committee</td>
</tr>
<tr>
<td>Course Substitution in the GEP</td>
<td>Academic Standards Committee</td>
</tr>
<tr>
<td>Course Withdrawal: Request to withdraw from a course within the first 8 weeks</td>
<td>Instructor and Academic Advisor</td>
</tr>
<tr>
<td>Course Withdrawal: Request to withdraw from a course without a penalty after the first 8 weeks</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>Drop/Add: During drop/add period--first week of class</td>
<td>Instructor and Academic Advisor</td>
</tr>
<tr>
<td>Overload: Take more than 17.5 credits</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>Overload: Take more than 17.5 credits Cumulative G.P.A. below 3.0</td>
<td>Academic Advisor</td>
</tr>
<tr>
<td>Overload: Take more than 17.5 credits Cumulative G.P.A. of 3.0 or above</td>
<td>Academic Advisor and Department Chair</td>
</tr>
<tr>
<td>Prerequisite/Corequisite Waiver</td>
<td>Department Chair</td>
</tr>
<tr>
<td>Request to complete degree off campus For a student with 105 or more credits earned</td>
<td>Academic Standards Committee</td>
</tr>
<tr>
<td>Request to participate in Commencement prior to completion of graduation requirements</td>
<td>Academic Standards Committee or Registrar</td>
</tr>
<tr>
<td>Transfer Credit Authorization (Permission to Attend Another Institution) (non-seniors) Request from student to transfer credits from another institution.</td>
<td>Registrar</td>
</tr>
<tr>
<td>Transfer Credit Authorization (Permission to Attend Another Institution) (senior students) Request from a senior level student to transfer a single three-credit course from another college</td>
<td>Academic Advisor or Department Chair</td>
</tr>
<tr>
<td>Withdrawal from the University (dropping all classes) With or Without grade penalty</td>
<td>Vice President SES and Assistant Provost</td>
</tr>
</tbody>
</table>
Drop/Add Procedures

You may change your registration (add or drop a course or change sections or credits) using PAWS (The Web-based student information system) from the time of registration through the first week of classes if the course section you want to add has openings. If the course is closed, you may request a class limit override from the appropriate department chair, but there is no guarantee that your request will be granted. You may not add courses after the first week of classes.

You are responsible for officially dropping/adding courses/sections at all times. Failure to do so will result in a grade of FX in the course section “dropped” or no credit in the course section “added.” However, if you miss the first class meeting without notifying the instructor/department, the Department Chair at his/her discretion has the authority to drop you from the course. Additionally, you may be subject to administrative drop due to a course cancellation or a missing prerequisite or corequisite. You must initiate all other drops.

After the first week of classes, to drop a class, you must complete a course withdrawal form and file it with the Registrar’s Office. If you withdraw from an undergraduate course during the first eight weeks (beginning with the first day of classes) or the first half of a course that is less than a regular semester in length, you will receive a ‘W’ grade (no GPA penalty). Graduate withdrawal dates are earlier. Exact dates governing withdrawal from a course without penalty are published in the official Academic Calendar. If you drop a course after the official withdrawal date, you will receive a ‘WF’ grade, and you will need a special form. You will receive an ‘FX’ grade if you unofficially withdraw from a course, (i.e., stop attending classes). To withdraw from the University (all classes), see the University catalog or your advisor for a description of the process.

The form below is used to drop a course.

<table>
<thead>
<tr>
<th>FROSTBURG STATE UNIVERSITY</th>
<th>DROP/ADD FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE OF THE REGISTRAR</td>
<td>EFFECTIVE DATE</td>
</tr>
<tr>
<td></td>
<td>MO. DAY. YR.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PAWS ID NUMBER</th>
<th>NAME:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAST</td>
</tr>
<tr>
<td></td>
<td>FIRST</td>
</tr>
<tr>
<td></td>
<td>MIDDLE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TERM</th>
<th>STUDENT SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td></td>
</tr>
<tr>
<td>SPRING</td>
<td></td>
</tr>
<tr>
<td>WINTER</td>
<td></td>
</tr>
<tr>
<td>SUMMER</td>
<td></td>
</tr>
</tbody>
</table>

PLEASE RETURN THIS FORM TO THE OFFICE OF THE REGISTRAR FOR PROCESSING

<table>
<thead>
<tr>
<th>DEPT ABBR</th>
<th>COURSE NO.</th>
<th>SECTION NO.</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>OFFICE USE</th>
<th>AUTH. SIGNATURE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DROP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CREDIT HOURS BEFORE CHANGE ____________________ AFTER CHANGE ____________________

SIGNATURE OF ADVISOR (REQUIRED) ____________________
PREREQUISITES/COREQUISITES

A prerequisite is a course that you must pass before you enroll in the course with the prerequisite.

A corequisite describes two courses that you can/must take concurrently.

In the back of each catalog is a section called Course Descriptions; this section is organized alphabetically by program code. For FSU Business, these codes are: ACCT, BLAW, BMIS, BUAD, ECON, FINA, MGMT, and MKTG. Course descriptions include prerequisite/corequisite information. If the description does not state that a prerequisite/corequisite is required, then there is no prerequisite/corequisite for that course.

PREREQUISITES

If you have previously passed or are currently enrolled in a prerequisite for a course that you want to take next semester, PAWS will allow you to enroll for the course. However, if you do not pass the prerequisite course with the required grade (typically C or better), you may be administratively dropped from the registered course.

In exceptional circumstances, a Department Chair may waive a prerequisite requirement. If this happens, a department representative must register you for the course.

An Example of a Course Prerequisite:

MGMT 355 Operations Management
Prerequisites: MATH 209, MGMT 351

COREQUISITES

There are two courses in FSUBusiness with corequisites.

FINA 370 Corporate Finance — requires you to have either completed ACCT 212 Managerial Accounting with a ‘C’ grade or better or to be enrolled in ACCT 212 during the same semester as FINA 370.

ECON 492 Internship Research Paper requires that you also be enrolled in ECON 495 Internship in Economics during the same semester.

PAWS HINT: If a course has a corequisite, enroll in a section of the required corequisite course FIRST.
<table>
<thead>
<tr>
<th>ACADEMIC</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic assistance, such as tutoring, study skills, time management, etc.</td>
<td>PASS Office</td>
<td>150 Pullen</td>
<td>301-687-4441</td>
<td>Beth Stallings, Math Specialist (questions about math levels and course sequence; math tutoring) <a href="mailto:bstallings@frostburg.edu">bstallings@frostburg.edu</a></td>
</tr>
<tr>
<td>Help w/ writing</td>
<td>The Writing Center</td>
<td>151 Pullen</td>
<td>301-687-4066</td>
<td>Mark Smith, Writing Specialist <a href="mailto:msmith@frostburg.edu">msmith@frostburg.edu</a></td>
</tr>
<tr>
<td>Declaring a Major – Other Students</td>
<td>FSUBusiness Advising Center</td>
<td>319 Framptom</td>
<td>301-687-4008</td>
<td>Tammy Shockey, FSUBusiness Advising Coordinator <a href="mailto:tshockey@frostburg.edu">tshockey@frostburg.edu</a></td>
</tr>
<tr>
<td>Undecided about a Major</td>
<td>Advising Center</td>
<td>124 Sand Spring</td>
<td>301-687-3132</td>
<td>Amy Shimko, Coordinator <a href="mailto:alshimko@frostburg.edu">alshimko@frostburg.edu</a></td>
</tr>
<tr>
<td>Academic Probation/Dismissal, Curricular Exceptions</td>
<td>Provost’s Office</td>
<td>213 Hitchins</td>
<td>301-687-4212</td>
<td>Bonny Griffith, Admin. Assistant <a href="mailto:bgriffith@frostburg.edu">bgriffith@frostburg.edu</a></td>
</tr>
<tr>
<td>ACADEMIC - TRANSFERS</td>
<td></td>
<td></td>
<td>--------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Transfer Credit Evaluation</td>
<td>Admissions Office</td>
<td>114 Pullen</td>
<td>301-687-4201</td>
<td>Danielle Foote, Assist. Director of Admissions <a href="mailto:dsfoote@frostburg.edu">dsfoote@frostburg.edu</a></td>
</tr>
<tr>
<td>General Transfer Questions</td>
<td>Advising Center</td>
<td>124 Sand Spring</td>
<td>301-687-3132</td>
<td>Amy Shimko Coordinator <a href="mailto:alshimko@frostburg.edu">alshimko@frostburg.edu</a></td>
</tr>
</tbody>
</table>
### ATHLETICS

| Questions about eligibility | Special Academic Services | 512 Ort Library | 301-687-4727 | Sheila Pappas, Coord. Of Special Academic Svcs. | spappas@frostburg.edu |

### CAREER

| Job fairs, resume/cover letter assistance, On Campus Recruitment, Career exploration/options, Individual Career Counseling, Alumni Mentors, Access to the College Central Network, Credential File | Career Services Office | Sand Spring Hall | 301-687-4403 | Dr. Robbie Cordle, Director | rcordle@frostburg.edu |

### DISABILITY

| Accommodations, questions about testing for learning disability | Disability Support Services | 150 Pullen | 301-687-4483 | Rhiannon Morgret Director | rcmorgret@frostburg.edu |

### FINANCIAL

| Financial Aid | Financial Aid Office | Pullen Hall | 301-687-4301 | Angie Hovatter, Director | ahovatter@frostburg.edu |
| Work/Study Jobs & Financial Aid | Financial Aid Office | Pullen Hall | 301-687-4301 | Jessica Taylor Financial Aid Counselor | jltaylor@frostburg.edu |
| Student Loans & Consortium Agreements | Financial Aid Office | Pullen Hall | 301-687-4301 | Kelli Izat, Financial Aid Counselor | kizat@frostburg.edu |
| Billing Concerns | University & Student Billing Office | 148 Pullen | 301-687-4321 | Brenda Kane, Asst. Bursar | billingoffice@frostburg.edu |
| | | | | | 301-687-4321 | Tina Nightingale, Bursar | billingoffice@frostburg.edu |
| | Finance Office | 309 Hitchins | 301-687-4331 | Rich Repac, Assoc.VP Finance & Comptroller | rrepac@frostburg.edu |

### HOLD ON PAWS ACCOUNT

<p>| Admissions Hold (probably lacking final transcript) | Admissions | 114 Pullen | 301-687-4201 | Lynn Davis or Any Personnel | <a href="mailto:ldavis@frostburg.edu">ldavis@frostburg.edu</a> |</p>
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Department/Office</th>
<th>Location</th>
<th>Phone Number</th>
<th>Contact Person</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Hold (so that Athletes do not drop below 12 credits)</td>
<td>Special Academic Services</td>
<td>512 Ort Library</td>
<td>301-687-4727</td>
<td>Sheila Pappas</td>
<td><a href="mailto:spappas@frostburg.edu">spappas@frostburg.edu</a></td>
</tr>
<tr>
<td>Billing Hold</td>
<td>University &amp; Student Billing Office</td>
<td>148 Pullen</td>
<td>301-687-4321</td>
<td>Any Personnel</td>
<td><a href="mailto:billingoffice@frostburg.edu">billingoffice@frostburg.edu</a></td>
</tr>
<tr>
<td>Health Hold (probably incomplete immunization record)</td>
<td>Health Services</td>
<td>Brady Health Center</td>
<td>301-687-4310</td>
<td>Diane Preston or Mary Tola, Director of Health Services</td>
<td><a href="mailto:dpreston@frostburg.edu">dpreston@frostburg.edu</a> <a href="mailto:mtola@frostburg.edu">mtola@frostburg.edu</a></td>
</tr>
<tr>
<td>INTERNATIONAL STUDY</td>
<td>Center for International Education</td>
<td>Fuller House 19 Braddock Road</td>
<td>301-687-4714</td>
<td>Victoria Gearhart, Administrative Assistant</td>
<td><a href="mailto:vmgearhart@frostburg.edu">vmgearhart@frostburg.edu</a></td>
</tr>
<tr>
<td>MEAL PLAN</td>
<td>University &amp; Student Billing Office</td>
<td>148 Pullen</td>
<td>301-687-4321</td>
<td>Office Personnel</td>
<td><a href="mailto:billingoffice@frostburg.edu">billingoffice@frostburg.edu</a></td>
</tr>
<tr>
<td>PERSONAL</td>
<td>Counseling and Psychological Services</td>
<td>Sand Spring Hall</td>
<td>301-687-4234</td>
<td>Dr. Spencer Deakin, Director</td>
<td><a href="mailto:sdeakin@frostburg.edu">sdeakin@frostburg.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>301-687-4234</td>
<td>Joan Stewart, Admin. Assistant</td>
<td></td>
</tr>
<tr>
<td>Veterans Affairs - Services &amp; Benefits</td>
<td></td>
<td></td>
<td>301-687-4409</td>
<td>Patrick Deasy, Counselor</td>
<td><a href="mailto:pdeasy@frostburg.edu">pdeasy@frostburg.edu</a></td>
</tr>
</tbody>
</table>
### RESIDENTIAL

**On-Campus – Issues such as difficulty with roommate, noise problems, maintenance, etc.**

<table>
<thead>
<tr>
<th>Residency Type</th>
<th>Location</th>
<th>Phone</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Life Office</td>
<td>Basement, Annapolis</td>
<td>301-687-4121</td>
<td>Douglas Baer, Assistant Director</td>
<td><a href="mailto:rlo@frostburg.edu">rlo@frostburg.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>LaToya Haynes, Assistant Director</td>
<td><a href="mailto:rlo@frostburg.edu">rlo@frostburg.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sean McNally, Assistant Director</td>
<td><a href="mailto:rlo@frostburg.edu">rlo@frostburg.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>First, student should contact CA (Community Assistant)</td>
<td></td>
</tr>
<tr>
<td>Edgewood Commons</td>
<td></td>
<td>301-689-1370</td>
<td>Greg Capecci, Director</td>
<td><a href="mailto:gjcapecci@frostburg.edu">gjcapecci@frostburg.edu</a></td>
</tr>
<tr>
<td>Off-Campus</td>
<td>SES Office</td>
<td>116 Hitchins</td>
<td>301-687-4311</td>
<td>Dr. Jesse Ketterman, Dean of Students</td>
</tr>
</tbody>
</table>

### STUDENT INVOLVEMENT

**List of organizations w/officers’ names & meeting information**

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Location</th>
<th>Phone</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student and Community Involvement</td>
<td>Lane Center Information Desk</td>
<td>301-687-4411</td>
<td>Ask for: “the red book”</td>
<td></td>
</tr>
<tr>
<td></td>
<td>234 Lane Ctr.</td>
<td>301-687-4049</td>
<td>Robert Cooper, Director of Student Activities</td>
<td><a href="mailto:rncrooper@frostburg.edu">rncrooper@frostburg.edu</a></td>
</tr>
<tr>
<td>Greek Organizations (for academic requirements, see Pathfinder)</td>
<td>Student and Community Involvement</td>
<td>213 Lane Ctr.</td>
<td>301-687-7398</td>
<td>Jamie Winters, Assistant Director, Student Activities</td>
</tr>
</tbody>
</table>

### STUDY ABROAD

**Studying overseas, working or volunteering abroad, info about visas, graduate study abroad, transferring credit from overseas, regional studies certificate**

<table>
<thead>
<tr>
<th>Department/Center</th>
<th>Location</th>
<th>Phone</th>
<th>Contact</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for International Education</td>
<td>Fuller House, 19 Braddock Road</td>
<td>301-687-3091</td>
<td>Tracey Klickman, Director of Student Activities</td>
<td><a href="mailto:taklickman@frostburg.edu">taklickman@frostburg.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>301-687-4714</td>
<td>Victoria Gearhart, Administrative Assistant</td>
<td><a href="mailto:vmgearhart@frostburg.edu">vmgearhart@frostburg.edu</a></td>
</tr>
</tbody>
</table>
FSUBusiness Student Success Guide

August 2011

FSUBusiness Vision Statement

FSUBusiness will be recognized and respected as a premier business program.

Mission Statement

FSUBusiness provides progressive learning experiences to help students prepare to successfully meet professional opportunities through a dynamic student-centered educational environment that emphasizes applied learning and a framework for professional growth in a global society.

Mission Statement Components:

FSUBusiness emphasizes excellence in teaching at the undergraduate and graduate levels through its small class environment, caring faculty, and interactive focus.

FSUBusiness provides intellectual and professional development to business students through coursework, research opportunities, and global experiential learning activities, with a focus on leadership, ethical values, and regional engagement.

FSUBusiness secures inputs from significant constituencies, such as business practitioners, alumni, and students, to continually enhance the quality of its programs.

FSUBusiness faculty continuously improve their teaching skills through research practical applications, and global learning experiences.

Core Values

- Accountability
- Fairness
- Mutual Respect
- Professionalism
- Openness
- Teamwork
- Transparency
- Trust

MASTER GOALS

That FSUBusiness: (not in priority order)

I. Delivers high-quality academic programs to students.

II. Disseminates significant and timely research to the academic, business, and governmental communities.

III. Facilitates business and economic development.

IV. Recruits, develops, and retains high-quality faculty, staff, and administrators.

V. Maintains excellent relations with internal and external constituencies.

VI. Follows sound administrative policies and practices.

VII. Expands opportunities for global collaboration.
The following Action Priorities represent key changes and significant upgrades that the college should strive to accomplish during the next several years.

I. Develop and implement methods to enhance the college’s image, visibility, and its commitment to transparency.

II. Continue to monitor and revise the Assurance of Learning System and revise as necessary.

III. Develop and implement methods to increase the undergraduate and MBA enrollment while enhancing admissions standards.

IV. Support Professional Development programs for faculty members.

V. Expand global experiences for students and faculty.

VI. Enhance the college’s technological capabilities.

VII. Review and revise the Strategic Direction to keep pace with the changing environment.
ORGANIZATIONAL CHART
FSUBusiness Student Code of Conduct
(Sept 2006)

In addition to complying with federal/state laws and University Student Conduct Policies (found in the annual Pathfinder and Policy Statements booklets and http://www.frostburg.edu/), FSUBusiness students are expected to exhibit professional behavior in all circumstances related to campus activities, including the classroom and extra-curricular activities.

The purpose of the FSUBusiness Student Code of Conduct is to promote an environment where individuals are respected, learning is affirmed, and rights are protected. As future business professionals, the college environment should be a safe place to practice and establish a habit of professional behavior.

FSUBusiness expectations for conduct are related to respect for three “P’s”:

- PRINCIPLES
- PERSONS
- PROPERTY

RESPECT FOR PRINCIPLES
- Demonstrate the highest level of ethical behavior whether your behavior will be observed or not. This includes academic integrity as well as ethical behavior in non-academic situations.
- Be able to articulate and provide an example to others of high standards that are consistent with being a responsible professional and citizen.

RESPECT FOR PERSONS
- Demonstrate a respect for self by always working to your highest ability, challenging yourself to continuously improve both academically and as a person.
- Demonstrate respect for others. Treat others as you would like to be treated. Other persons include fellow students, faculty, campus personnel, and campus visitors.
- Demonstrate a respect for diversity in all of your actions and personal characteristics.

RESPECT FOR PROPERTY
- Show great respect for intellectual property in all of its forms (e.g., written works, ideas, creative works), and owners/creators should be acknowledged as appropriate when their intellectual properties are used. Students especially need to be aware of and educate themselves about what constitutes plagiarism in order to avoid this violation of intellectual property.
- Treat University, college, and other individuals’ physical property with respect.
- Report any facilities maintenance problem to your instructors who will forward the issue to appropriate personnel so that the problem may be addressed.

Violation of these expectations will be treated seriously, and penalties will be enforced based on applicable University policies. If you are in doubt about any situation related to this Code of Conduct, you are encouraged to discuss issues with your advisor, professors, or the Dean’s office.
### LEARNING GOALS

#### LEARNING OBJECTIVES

**Our students will . . .**

<table>
<thead>
<tr>
<th>LEARNING GOALS</th>
<th>LEARNING OBJECTIVES</th>
</tr>
</thead>
</table>
| **1. Communication & Information technology skills** (Reading, Writing, Speaking, Listening, & Technological fluency) | A. Comprehend, critically interpret, and communicate information and ideas in written form  
B. Comprehend, critically interpret, and communicate information and ideas in oral form  
C. Use technological resources to access and communicate relevant information |
| **2. Analytic and reflective thinking skills (critical thinking)**              | A. Develop and apply various research methods to:  
   - gather and evaluate information critically  
   - analyze complex issues and construct logical conclusions  
B. Develop and exercise qualitative problem-solving skills to creatively synthesize ideas  
C. Develop and exercise quantitative problem-solving skills to creatively synthesize ideas |
| **3. Leadership, team work & collaboration**                                  | A. Develop and exhibit effective leadership skills  
B. Develop the knowledge and skills essential for collaborating and communicating effectively in teams  
C. Exhibit the ability to anticipate changes in one’s personal and professional environment, and manage the change process under conditions of ambiguity and risk |
| **4. Personal responsibility: Ethics, values, multicultural and diversity understanding** | A. Develop and exhibit professional and personal judgments based on ethical consideration and societal values  
B. Develop and exhibit a commitment to the community, personally and professionally (civic responsibility, community service, natural environment)  
C. Demonstrate the knowledge, skills, and attitudes essential for working in partnership with people of diverse backgrounds |
| **5. Business Knowledge**                                                      | A. Gain appreciation of global issues, the influence of political, social, legal and regulatory, environmental and technological issues  
B. Develop skills to assume managerial or professional responsibilities in the current business environment  
C. Master foundational business knowledge and skills within the set of core courses required of all FSUBusiness students – accounting, leadership, human behavior, management, marketing, finance, operations, economics and mathematics and statistics  
D. Master knowledge and skill sets beyond the foundational level within at least one business discipline |
| **6. Application to real world settings**                                      | A. Apply the CBK to real-world settings (e.g., service learning, internships, VITA Program, case studies, simulations, etc.)  
B. Develop a greater sense of professional community, as through student clubs, memberships in professional organizations, and subscriptions to professional journals |
UNDERGRADUATE MAJORS

Accounting
Business Administration
Economics

MBA
The Accounting program at Frostburg State University prepares its graduates for a variety of career paths. FSU accounting alumni are successfully employed in diverse accounting-related positions in such areas as public accounting, industry, financial institutions, not-for-profit organizations and government agencies.

For those who seek professional certification after graduation, an accounting degree from FSU will provide the foundation for a graduate to sit for the Certified Public Accountant (CPA) exam in many states, and the Certified Management Accountant (CMA) exam. Completion of the combined BS/MBA option accounting will enable graduates to sit for the CPA exam in Maryland.

The Accounting Department is staffed by faculty who have full-time appointments; therefore, their first commitment professionally is to teaching. Varied work experiences and educational backgrounds characterize the individual faculty members, including appropriate professional certifications. The student can expect close supervision and individual attention during completion of the accounting major.

The Accounting Department strongly believes that part of its job is to assist graduates in securing accounting-related positions. Most accounting majors begin specific job-search efforts during their junior year.

Many seniors find positions prior to graduation through on-campus recruiting efforts. Alumni surveys indicate that over 80% of FSU accounting graduates find accounting-related positions within six months after graduation.

Accounting majors are encouraged to become involved in the Accounting Association. Accounting students manage this group. The faculty act in an advisory capacity. Guest speakers from a variety of accounting positions, field trips, special projects, and social activities are utilized to foster a sense of appreciation for the accounting profession.

Accounting students may participate in the Volunteer Income Tax Assistance Program (VITA) sponsored by the IRS and supervised by FSU faculty. This program allows students to gain tax preparation experience while providing a valuable community service by preparing tax returns at no cost for elderly, low-income, and student taxpayers in the local region.

An internship in accounting provides a unique opportunity to integrate an academic accounting background with professional work experience in industry, government or public accounting. The Accounting Department has developed a strong base of employers who provide job opportunities for students who wish to enroll in ACCT 494 Internship in Accounting.

For Additional Information: Sharon L. Robinson, Chair Department of Accounting Framptom Hall 338 301.687.4388 or by email at srobinson@frostburg.edu
The mission of the Accounting Program is to provide the opportunity for students to obtain knowledge and skills needed for successful careers. The program serves the State of Maryland and the surrounding regions by providing a rigorous accounting program that meets the needs of the students, the accounting profession, and the business community.

The educational emphasis is on the undergraduate major and minor programs, both of which are offered in small-class settings with personalized instruction by faculty with both professional and academic credentials. The major allows students flexibility in designing a program of study that prepares them for an accounting career as well as for obtaining professional certifications. Students are also given the opportunity to apply their accounting knowledge and skills to real-world settings (e.g., field experiences and the Volunteer Income Tax Assistance Program).

The Accounting Department has also embraced the following student learning objective, in addition to those learning goals and objectives adopted by the College of Business:

- Students completing the Accounting program should be able to demonstrate advanced-level knowledge in the following subject areas –
  - financial accounting and reporting,
  - auditing,
  - accounting systems,
  - cost (managerial) accounting, and
  - federal taxation of individuals and corporations.

In addition to their primary focus on high-quality teaching, the program faculty engage in professional and scholarly activities and in service to the college, the university, the community, and the profession. The faculty facilitates student development through the use of appropriate technologies and various active-learning approaches. Faculty also encourage students to develop a greater sense of professional community by joining student clubs (e.g., Accounting Association) and professional organizations (e.g., AICPA, MACPA, and IMA).
BS/BA IN ACCOUNTING
2007-2009 Catalog

1. ACCOUNTING
   * ACCT 211 Financial Accounting 3
   * ACCT 212 Managerial Accounting 3
   * ACCT 311 Intermediate Accounting I 3
   * ACCT 312 Intermediate Accounting II 3
   * ACCT 313 Intermediate Accounting III 3 Fall
   * ACCT 305 Accounting Systems 3 Fall
   ACCT 315 Cost Accounting 3 Fall
   ACCT 316 Advanced Cost Accounting 3 Spring
   ACCT 325 Auditing 3 Spring
   ACCT 401 Advanced Financial Accounting 3 Spring
   ACCT 420 Tax 3 Fall
   ACCT 421 Advanced Tax 3 Spring
   ACCT ___ Accounting Elective 3

2. Other FSU Business Courses
   / BUAD 105 Professional Development I 2
   * BLAW 291 Legal Environment of Business 3
   * MGMT 351 Management of Organizations 3
   * MGMT 355 Operations Management 3
   * MGMT 356 Leadership & Human Behavior 3
   * MKTG 361 Principles of Marketing 3
   / BUAD 400 Professional Development II 1
   * MGMT 405 Business Ethics & Social Responsibility 3
   * FINA 476 Financial Management 3
   * MGMT 485 Business Policy & Strategy 2 27

3. ECONOMICS
   *# ECON 201 Principles of Economics (Macro) 3
   * ECON 202 Principles of Economics (Micro) 3 6

4. OTHER REQUIRED COURSES
   * CMST 102 Introduction to Human Communication 3
   * COSC 100 Introduction to Computer Science 3
   *& MATH 106 Algebra with Calculus for Business 3
   *# MATH 209 Introduction to Probability and Statistics 3 12

TOTAL REQUIRED HOURS FOR ACCOUNTING MAJOR 84

5. 2.0 GPA IN ACCOUNTING COURSES REQUIRED
   COMPLETION OF GENERAL EDUCATION PROGRAM REQUIRED
   SEE CATALOG FOR OTHER UNIVERSITY REQUIREMENTS

TOTAL REQUIRED HOURS FOR GRADUATION 120

* GRADE OF "C" OR BETTER REQUIRED
/ GRADE OF "P" REQUIRED
# ALSO INCLUDED IN GENERAL EDUCATION PROGRAM
& OR MATH 220 Calculus for Applications I OR MATH 236 Calculus I

NOTE:
For Accounting Course Descriptions, please view a recent university catalog;
for specific Accounting Major Requirements, please refer to your catalog
1. **OBTAIN A MINIMUM SCORE OF 400 ON THE GMAT PRIOR TO APPLYING FOR THE COMBINED PROGRAM**

2. **APPLY FOR THE COMBINED PROGRAM PRIOR TO TAKING ANY MBA COURSES**

3. **COMPLETE ALL REQUIREMENTS FOR BS/BA IN ACCOUNTING WITH A CUMULATIVE AND MAJOR GPA OF 2.5 OR BETTER**

4. **GRADUATE MBA REQUIREMENTS**
   (MAY BE COMPLETED AT FROSTBURG OR HAGERSTOWN)

   - MGMT 510   The Leadership Process       3
   - ECON 511   Economics for Managers       3
   - MGMT 512   Management Decision Analysis 3
   - MGMT 542   Organizational Behavior      3
   - BMIS 607   Information Management In Organizations 3
   - FINA 610   Financial Management         3
   - MGMT 620   Strategic Human Resource Management 3
   - MKTG 640   Marketing Management         3
   - MGMT 680   Strategic Integration        3
   - MGMT 690   Strategic Change Management  3

   **TOTAL HOURS REQUIRED FOR GRADUATION** 150
# Department of Accounting
## Frequency of Course Offerings

<table>
<thead>
<tr>
<th>Fall Semesters</th>
<th>Spring Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number &amp; Course Title</strong></td>
<td><strong>Required/ Elective</strong></td>
</tr>
<tr>
<td>211 Financial Accounting</td>
<td>R</td>
</tr>
<tr>
<td>212 Managerial Accounting</td>
<td>R</td>
</tr>
<tr>
<td>305 Accounting Systems</td>
<td>R</td>
</tr>
<tr>
<td>311 Intermediate Accounting I</td>
<td>R</td>
</tr>
<tr>
<td>312 Intermediate Accounting II</td>
<td>R</td>
</tr>
<tr>
<td>313 Intermediate Accounting III</td>
<td>R</td>
</tr>
<tr>
<td>315 Cost Accounting</td>
<td>R</td>
</tr>
<tr>
<td>401 Advanced Financial</td>
<td>R</td>
</tr>
<tr>
<td>421 Advanced Tax</td>
<td>R</td>
</tr>
<tr>
<td>494 Internship in Accounting</td>
<td>E</td>
</tr>
</tbody>
</table>

*This elective does not count for the ACCT major*

## Summer

<table>
<thead>
<tr>
<th><strong>Number &amp; Course Title</strong></th>
<th><strong>Required/ Elective</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>494 Internship in Accounting</td>
<td>E</td>
</tr>
</tbody>
</table>

**Disclaimer:**
This is a tentative schedule, which is subject to change. It is not a guarantee. Courses may be cancelled at the end of pre-registration or prior to the start of the semester due to low enrollment.
Department of Economics

Economics Major

The Economics major provides excellent preparation for many professional careers. The study of economics provides students with a logical and ordered way of examining problems and issues. It draws material from such diverse fields as history, philosophy, mathematics, political science, and business administration in analyzing topics ranging from how an individual household or business can make sound decisions to societal issues such as how to fight unemployment, inflation, and environmental decay. Economics majors learn how to formulate a question, collect information, identify an appropriate framework to analyze that information, and arrive at an answer to the question. The economics major is widely recognized as providing a solid background for many professions.

The faculty of the Department of Economics are highly qualified economists who have distinguished themselves as excellent teachers as well as scholars. The expertise of the faculty covers a broad range of sub-fields including economic development, economic history, environmental economics, experimental economics, international economics, labor economics, mathematical monetary economics, public sector economics, and urban & regional economics.

Program Structure
All economics majors must complete a core curriculum. Students may major in economics without pursuing a specialized concentration; or they may pursue a concentration in Business Economics, Public Policy Economics, or Quantitative Economics. The concentration in Business Economics is recommended for

students who intend to seek employment in the private sector and/or desire to pursue an MBA degree. The concentration in Public Policy Economics is recommended for students who intend to seek employment in government or with other policy-oriented organizations. The concentration in Quantitative Economics is recommended for students who intend to seek employment in economic consulting or forecasting and/or pursue graduate study in economics or law.

Career Opportunities
Career alternatives for economics graduates are unusually varied. These include careers in business, government, law, journalism, teaching, and public or private international service. While a significant proportion of economics majors do not become professional "economists," they are able to use their economics backgrounds in a large variety of occupations. Undergraduate study in economics also provides excellent preparation for graduate study in a second discipline or a related area, such as law, business administration, or public administration. About one half of our economics graduates have gone on to do graduate work. Virtually all of these students have received financial awards in the form of graduate assistantships.

For Additional Information:
Dr. David Kiriazis, Chair
Department of Economics
Guild Center 145
301-687-4390 or by email
dkiriazis@frostburg.edu
1. Enhance our students’ ability to comprehend, critically interpret and communicate information and ideas orally and in written form; and to use technological resources to access and communicate information.
   
   a. Our students will use computer resources [internet, software, etc.] to collect, analyze, present and explain economic data.

2. Provide our students with the necessary foundation in basic economic principles.

3. Provide our students with a competence in the core areas of economics. Students will demonstrate an understanding of:
   
   a. the fundamentals of national income accounting.
   b. the major theories of consumption and investment spending.
   c. the determinants of economic growth.
   d. alternatives models of the macroeconomy and theories of the business cycle.
   e. the role of money and financial markets.
   f. the role of stabilization policy.
   g. the characteristics of various market structures and their consequences for consumer and producer welfare.
   h. the nature of market failures and potential corrective measures.

4. Enhance our students’ critical thinking and problem-solving ability.

5. Our students will demonstrate an ability to apply economic theory to practical business problems and management practices.

6. Enhance our students’ ability to apply quantitative techniques to economic problems. Our students will demonstrate an understanding of:
   
   a. the use of mathematical optimization in economic theory.
   b. the statistical methods used to evaluate causal relationships among economic variables and make forecasts.

7. Our students will demonstrate an understanding of global economic forces and the relationship of the US economy to other national economies.
WHY STUDY ECONOMICS?

- **It affects everything.** Alfred Marshall described economics as “the study of mankind in the ordinary business of life.”
- **Just about everyone is concerned about schools, jobs, credit card debt, health issues, the stock market, or the cost of living.** The study of economics provides valuable insight for understanding these topics, and many, many others. Knowledge of economics enables us to make better decisions about these everyday issues.
- **Some of the more difficult and controversial issues we face become clearer when we apply the principles of economics.** Is “smart growth” good or bad? Do we gain or lose when we trade with other countries? Why do some good workers lose their jobs?

Economics helps us to make sense out of our world. It is obviously helpful to those who work in economics-related jobs. It is also helpful to everyone else, however, because economics can be applied to just about any aspect of our lives.

How is economics useful today?

**The Global Economy:**
We are presently in a state of rapid transformation from a world of national markets to one of global markets. Moreover, a new environment of high technology is supplanting the workplace we knew in the mid 1900’s, centered on a mix of manufacturing and service activity. In this era of rapid change, a sound knowledge of economics is an invaluable resource in guiding us towards the best preparation for the challenges of tomorrow.

**The Information Explosion:**
We now have easy access to more information, and more opinions, than we ever had before. On the radio, on television, in newspapers, in magazines, and online we can find mind-boggling amounts of statistical information, as well as a similarly large number of commentaries about money, business, policy-making, education, and other topics of concern to any serious adult.

This situation requires each of us to make extremely important decisions about what we should pay attention to and what we should ignore. Economics is the science of decision-making, so it is one of the most valuable disciplines we can learn.

**What can I do with a degree in Economics?**
Economics majors are demanded in a wide range of jobs and industries. According to the National Association of Colleges and Employers, economics is one of the top 5 undergraduate majors targeted by firms in the government and service sectors, especially financial service firms. Since services of all types account for nearly one-half of our national output, employment opportunities for economics majors are numerous and diverse. Frostburg graduates are employed in federal agencies like the Bureau of Economic Analysis, the Bureau of Labor Statistics, the Environmental Protection Agency and the Federal Reserve. Many FSU grads are now pursuing or have obtained graduate degrees at top universities such as New York University, Penn State, Purdue, West Virginia University and the University of Delaware. Many others have gone to law schools.

According to NACE (National Association of Colleges and Employers), economics majors can expect to receive a starting salary between $34,000 and $45,000, significantly higher than for other liberal arts majors. According to the Bureau of Labor Statistics, the median salary for economists is about $70,000, while the average annual salary of economists employed by the federal government is over $80,000.
Useful Websites:

- Bureau of Economic Analysis: www.census.gov
- Congressional Budget Office: www.cbo.gov
- Federal Reserve: www.federalreserve.gov
- Foundation of Economic Education: www.fee.org
- U.S. Census Bureau: www.census.gov

NOTE:

For Economics course descriptions, please see your university catalog.
The following table shows the planned rotation from Spring Semester 2010 through Spring Semester 2012. This guide is intended to indicate the minimum frequency with which a course will be offered. The department may offer a course more often than is indicated if demand warrants. While the department will make every effort to offer each course during the semesters indicated, a course may be cancelled in the event of low enrollment.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Fall 2011</th>
<th>Spr. 2012</th>
<th>Fall 2012</th>
<th>Spr. 2013</th>
<th>Fall 2013</th>
<th>Spr. 2014</th>
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<tbody>
<tr>
<td>200 Basic Economics</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>201 Principles of Macro</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>202 Principles of Micro</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>211 Honors Principles of Macro</td>
<td>X</td>
<td>X</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>212 Honors Principles of Micro</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>300 History of Economic Thought</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>301 Labor Economics</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>303 American Economic History</td>
<td>X</td>
<td></td>
<td>X</td>
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<tr>
<td>305 Managerial Economics</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>306 Money and Banking</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>307 Government, Business, &amp; Public Policy</td>
<td>X</td>
<td>X</td>
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<tr>
<td>309 Comparative Economic Systems</td>
<td>X</td>
<td></td>
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<tr>
<td>351 Intermediate Macroeconomics</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>352 Intermediate Microeconomics</td>
<td>X</td>
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<tr>
<td>400 International Trade</td>
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<tr>
<td>401 International Finance</td>
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<td>X</td>
<td></td>
<td></td>
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<tr>
<td>404 Public Sector Economics</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>405 Economics of Developing Countries</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>407 Business Cycles and Forecasting</td>
<td>X</td>
<td></td>
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<tr>
<td>408 Urban and Regional Economics</td>
<td>X</td>
<td></td>
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<tr>
<td>410 Resource &amp; Environmental Economics</td>
<td>X</td>
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<td></td>
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<tr>
<td>450 Quantitative Economics</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>460 Introduction to Econometrics</td>
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<td></td>
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<td></td>
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<tr>
<td>490 Special Topics (variable)</td>
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<tr>
<td>491 Seminar in Economics</td>
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<td>X</td>
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<tr>
<td>494 Field Experience in Economics</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>499 Individual Problems in Economics</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>511 Economics for Managers</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Revised January 11
## ECONOMICS

### Examples of Employers of Economics Graduates

- Allegany County Department of Economic Development
- American Express Financial Advisors
- ATK Tactical Systems Co.
- Bank of America
- Bureau of Economic Analysis
- CBIZ
- Citicorp
- CSX
- Edward Jones
- Federal Energy Regulatory Commission
- Federal National Mortgage Association
- Federal Reserve Board
- Geico Insurance
- Maryland Department of Business and Economic Development
- Morgan Stanley Dean Witter
- National Security Agency
- Office of Naval Research
- Pennsylvania Department of Revenue
- Social Security Administration
- US Army Auditing
- US Department of Agriculture
- US Department of Commerce
  - Bureau of Economic Analysis
  - Bureau of the Census
- US Department of Labor
  - Bureau of Labor Statistics
- US Department of the Treasury
  - Internal Revenue Service
- US Environmental Protection Agency
- US Naval Sea Systems Command

### Examples of Graduate Schools Attended by Economics Graduates

- American University
- Duquesne University
- Florida State University
- George Washington University
- Kansas State University
- New York University
- Penn State University
- Purdue University
- Shippensburg University
- Syracuse University
- University of Baltimore
- University of Delaware
- University of Illinois
- University of Pittsburgh
- University of Texas
- University of Maryland at Baltimore
- University of Maryland at College Park
- West Virginia University

### Economics Electives

- American Economic History
- Business Cycles and Forecasting
- Comparative Economic Systems
- Economics of Developing Countries
- Government, Business, & Public Policy
- International Finance
- International Trade
- Labor Economics
- Managerial Economics
- Money and Banking
- Quantitative Economics
- Public Sector Economics
- Resource & Environmental Economics
- Urban and Regional Economics
The Business Administration major at Frostburg State University is designed to prepare undergraduate students to pursue studies in the areas of general management, human resource management, small business/entrepreneurship, international business, finance, and marketing. The objective of the program is to develop business professionals who not only have the knowledge necessary for today’s rapidly changing and unpredictable business environment, but also have the skills to apply this knowledge in an appropriate manner. Recent graduates have entered the work force directly or have pursued their graduate studies at institutions such as Pennsylvania State University, University of Maryland, University of Pittsburgh, West Virginia University, Harvard University, Northwestern University, and Frostburg State University.

The Business Administration program at FSU provides many unique advantages that should be considered when deciding what university to attend, such as the program structure, number of student chapters of national business organizations, availability of internships, job opportunities, small class sizes, and above all, highly qualified faculty dedicated to student success.

PROGRAM STRUCTURE
The program provides students with a well-rounded liberal arts background; a common core of business knowledge and the ability to specialize in any one of the six concentrations: Finance, General Management, Human Resource Management, International Business, Marketing, or Small Business/Entrepreneurship. The Business Administration major is administratively housed in two departments: the Department of Management and the Department of Marketing and Finance.

CONCENTRATIONS
General Management Concentration
Students get a broad understanding of managerial functions in a variety of organizations ranging from small businesses to multinational corporations to government agencies. Students are provided a thorough background in both behavioral and technical aspects of management through courses such as New Business Ventures, Human Resource Management, Quality Management, and Operations Management.

Human Resource Management Concentration
Students studying Human Resource Management will learn labor relations, staffing and development, and compensation management to prepare them for careers in this dynamic field. The number of jobs in Human Resource Management is expected to grow much faster than many other occupations for the near future and will provide an excellent career opportunity to graduates with this concentration.

Small Business/Entrepreneurship Concentration
There is a growing demand for courses that will prepare graduates to start and manage their own businesses. The Small Business/Entrepreneurship concentration is designed to meet this demand. Students studying Small Business/Entrepreneurship will take courses such as New Business Ventures, Human Resources Management, Quality Management, Entrepreneurial Finance, Entrepreneurial Business Plan, International Business and Consumer Behavior. This concentration may be of special interest to women, as studies indicate that new businesses are being formed today, and will probably continue to be formed through the next decade, by more women entrepreneurs than by any other demographic group.

For Additional Information
Dr. Michael Monahan, Chair
Department of Management
Framptom Hall 315
301.687.3090 or by email mmonahan@frostburg.edu
Business Administration Major
Department of Management
Department of Marketing and Finance

FINANCE CONCENTRATION
Students are exposed to the principles of financial management and its application in the areas of management of financial institutions commercial banks, corporate financial management, investment analysis, options and futures, international finance, insurance and real estate.

MARKETING CONCENTRATION
This concentration emphasizes the identification and satisfaction of the consumer needs and the development of marketing plans that will best serve the organization and its consumers. It is primarily concerned with objectives of the organization and its relationship to customers, competitors, distributors, government, and other stakeholders.

INTERNATIONAL BUSINESS
The concentration is designed to provide students the right mix of courses for an international career. Students develop their analytical skills in assessing how national differences in culture, economic systems, governments, business practices and financial markets will impact a business.

Internships
Opportunities for internships and independent study in areas of specific interest to the student are available. Students have completed recent internships at First National Bank of Maryland, AT&T, Marriott Corporation, Merrill Lynch, U.S. Department of Agriculture, and Day’s Inn Motels. Internships have encompassed all areas of business operations including marketing, finance, advertising, and general management.

Student Organizations
Students have the opportunity to join the active business-related student organizations, several of which are chapters of national business organizations such as the American Marketing Association (AMA), the Global Business Club, the Society for the Advancement of Management (S.A.M.), the Society for Human Resource Management (SHRM), the Finance Club, and the FSU Entrepreneurship Club (CEO). Organization members typically participate in activities like the Career/Alumni Expo, seminars, field trips and social events.

Job Opportunities
Approximately 82% of working people are employed by business. Excellent working opportunities for employment are available to business graduates. Many of our graduates have been employed by organizations such as AT&T, Enterprise Rent-A-Car, Cintas, NRV, Proctor and Gamble, Potomac Edison, National Electric Pitney-Bowes, Burroughs, Contractors Association, U.S. Department of Defense, the Social Security Administration, Kids Foot Locker, Abbott, Merrill Lynch, Marriott Corporation, Hilton, Citicorp, BGSG, Real Estate and Insurance Companies.

For Additional Information:
Dr. Carol Gaumer, Chair
Department of Marketing & Finance
Framptom Hall 320
301.687.4052 or by email
cgaumer@frostburg.edu

For more detailed information on the Business Administration major and/or concentration course descriptions, please see the university catalog.
Department of Management  
Concentration in General Management  
Program Goals and Objectives – Revised

Program Goals: The General Management is a professional field that focuses on the application of quantitative, management, and marketing principles to global business environment.

**Note:** The following objectives are in addition to the College of Business overall objectives that apply to all students majoring in Business Administration.

<table>
<thead>
<tr>
<th>Program Objectives: Upon completion of the program, students should be able to:</th>
<th>College of Business Learning goals</th>
<th>Institutional Learning goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Comprehend, critically interpret, and communicate information and ideas in commonly accepted APA or MLA style and format.</td>
<td>1. Communication &amp; information technology skills (Reading, Writing, Speaking, Listening, &amp; Technological fluency)</td>
<td>1. Liberal knowledge &amp; skills of inquiry, critical thinking, &amp; synthesis, 2. Core Skills, 3. Acquisition and application of specialized knowledge, 4. Values &amp; Social Responsibility, 5. Appreciation of cultural identities</td>
</tr>
</tbody>
</table>
| 2. Develop and apply various research methods to:  
  - gather and evaluate information critically  
  - analyze complex issues and construct logical conclusions | 2. Analytic and reflective thinking skills (critical thinking) | 1. Liberal knowledge & skills of inquiry, critical thinking, & synthesis, 2. Core Skills, 3. Acquisition and application of specialized knowledge, 4. Values & Social Responsibility, 5. Appreciation of cultural identities |
<p>| 3. Exhibit the ability to anticipate changes in one’s personal and professional environment, and manage the change process under conditions of ambiguity and risk | 3. Leadership, team work &amp; collaboration | 2. Core Skills, 3. Acquisition and application of specialized knowledge, 4. Values &amp; Social Responsibility, 5. Appreciation of cultural identities |
| 4. Exhibit the ability to create and communicate a vision for the organization | | |
| 5. Develop and exhibit professional and personal judgments based on ethical consideration and societal values in decision Making | 4. Personal responsibility: Ethics, values, multicultural and diversity understanding | 2. Core Skills, 3. Acquisition and application of specialized knowledge, 4. Values &amp; Social Responsibility, 5. Appreciation of cultural identities |</p>
<table>
<thead>
<tr>
<th>6. Develop and exhibit a commitment to the community, personally and professionally (civic responsibility, community service, natural environment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. Demonstrate cultural competency</td>
</tr>
<tr>
<td>8. Gain appreciation of global issues, the influence of political, social, legal, and regulatory, environmental and technological issues</td>
</tr>
<tr>
<td>9. Develop a greater sense of professional community, as through student clubs, memberships in professional organizations, and subscriptions to professional journals.</td>
</tr>
<tr>
<td>10. Be familiar with the current business vernacular and be aware of current and future business activities and trends. Be able to integrate ongoing environmental scanning, and ongoing and proactive decision making</td>
</tr>
<tr>
<td>5. Working knowledge of College of Business Common Body of Knowledge (CBK)</td>
</tr>
<tr>
<td>6. Practice and Application to real world settings</td>
</tr>
<tr>
<td>1. Liberal knowledge &amp; skills of inquiry, critical thinking, &amp; synthesis, 2. Core Skills, 3. Acquisition and application of specialized knowledge, 4. Values &amp; Social Responsibility, 5. Appreciation of cultural identities</td>
</tr>
<tr>
<td>1. Liberal knowledge &amp; skills of inquiry, critical thinking, &amp; synthesis, 2. Core Skills, 3. Acquisition and application of specialized knowledge, 4. Values &amp; Social Responsibility, 5. Appreciation of cultural identities</td>
</tr>
</tbody>
</table>
Department of Management  
Concentration in Human Resource Management  
Program Goals and Objectives – Revised

*Program Goals:* HRM is a professional field that focuses on the applications of management principles to the human resources. It gives students specialized knowledge necessary for careers in human resources management in general, and compensation management, staffing & development, and labor relations in particular.

**Note:** The following objectives are in addition to the College of Business overall objectives that apply to all students majoring in Business Administration.

<table>
<thead>
<tr>
<th>Objectives objectives: Upon completion of the program, students should be able to:</th>
<th>College of Business Learning Goals</th>
<th>Institutional Learning goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify, define, and understand the major functional areas of Human Resources Management.</td>
<td>5B, 5C</td>
<td>3. Acquisition and application of specialized knowledge</td>
</tr>
<tr>
<td>2. Identify and examine the linkage between Human Resources policies and practices with the strategic goals of the firm.</td>
<td>2B</td>
<td>2. Core Skills</td>
</tr>
<tr>
<td>3. Communicate and apply the role of Human Resources Management to firm strategy formulation and implementation.</td>
<td>5C</td>
<td>3. Acquisition and application of specialized knowledge</td>
</tr>
<tr>
<td>4. Evaluate Human Resources Management practices and/or systems and the contribution of those systems to organizational performance objectives.</td>
<td>2A, 2B, 2C, 5B</td>
<td>3. Acquisition and application of specialized knowledge</td>
</tr>
<tr>
<td>5. Demonstrate understanding of the ethical, legal, and social responsibilities that surround the design, implementation, and monitoring of Human Resources systems.</td>
<td>4A, 4B</td>
<td>4. Values &amp; Social Responsibility/5. Appreciation of cultural identities</td>
</tr>
<tr>
<td>6. Demonstrate a working knowledge of the relationship between technology and the design and implementation of key Human Resources systems.</td>
<td>1C</td>
<td>2. Core Skills</td>
</tr>
<tr>
<td>7. Demonstrate knowledge of how global competition influences the design and deployment of Human Resources systems.</td>
<td>5D</td>
<td>3. Acquisition and application of specialized knowledge</td>
</tr>
<tr>
<td>8. Demonstrate knowledge of social and political trends that influence Human Resources Management.</td>
<td>4a</td>
<td>3. Acquisition and application of specialized knowledge</td>
</tr>
</tbody>
</table>
Department of Management
Concentration in Small Business/Entrepreneurship
Program Goals and Objectives – Revised

Program Goals: Small Business/Entrepreneurship is a professional field that focuses on the subjects and matters related to starting and managing small to medium size enterprises. This concentration gives the students specialized knowledge necessary to start the process of self-employment as well as providing job opportunities to others.

Note: The following objectives are in addition to the College of Business overall objectives that apply to all students majoring in Business Administration.

<table>
<thead>
<tr>
<th>Program Objectives: Upon completion of the program, students should be able to:</th>
<th>College of Business Learning Goals</th>
<th>Institutional Learning Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate the ability to integrate the advanced knowledge of Entrepreneurship/Small Business and the knowledge and skills of other areas of business necessary to function in the business world.</td>
<td>5: D, 6: C</td>
<td>3. Acquisition and application of specialized knowledge</td>
</tr>
<tr>
<td>2. Demonstrate the ability to effectively and efficiently utilize Human, Information, Financial, Natural, and Technological resources in entrepreneurship and small business.</td>
<td></td>
<td>3. Acquisition and application of specialized knowledge</td>
</tr>
</tbody>
</table>
## Marketing Program Learning Goals

### Concentration in Marketing

**Overall Program Goal:** The undergraduate marketing concentration is designed to foster marketing students' understanding of marketing processes, systems, and practices in a global post-industrial economy. Further marketing is a professional concentration that focuses on specialized marketing knowledge necessary for a variety of employment opportunities within marketing, i.e., retailing, advertising, services marketing, and marketing research.

<table>
<thead>
<tr>
<th>Program-level Student Learning Goals: upon graduation student should be able to:</th>
<th>Outcomes Assessment</th>
<th>Cross-Reference to CoB Learning Goals</th>
</tr>
</thead>
</table>
| 1. Understand fundamental marketing theories & concepts and be able to apply them in terms of defining target markets, identifying & evaluating market segments and in demonstrating knowledge about marketing mix elements; | ➢ Major exam  
➢ Case studies  
➢ Group projects  
➢ Report writing  
➢ Oral Presentations | ✓ 5 C, D |
| 2. Understand the role of marketing and its linkages to other functional areas within an organization, the marketplace, and society. Recognize the importance of the consumer in marketing and demonstrate various methods of obtaining, using and interpreting | ➢ Major exam  
➢ Case studies  
➢ Group projects  
➢ Report writing  
➢ Oral presentations | ✓ 5 D |
<table>
<thead>
<tr>
<th>consumer information;</th>
<th>3. Explain the impact of global competition, market forces and other external factors on the success and failure of specific marketing programs;</th>
<th>Major exam</th>
<th>Case studies</th>
<th>Group projects</th>
<th>Report writing</th>
<th>Oral presentations</th>
<th>✓ 4 A</th>
<th>✓ 5 A, C</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4. Use market research tools, procedures, and current technologies to conduct exploratory and descriptive research, forecast demand and communicate research findings effectively, both orally and in written form; and</td>
<td>Major exam</td>
<td>Group research projects</td>
<td>Case studies</td>
<td>Report writing</td>
<td>Oral presentations</td>
<td>✓ 1 A, B, C</td>
<td>✓ 2 A, B, C</td>
</tr>
<tr>
<td></td>
<td>5. Develop customer-oriented marketing strategies that address marketing problems in order to develop and defend a marketing plan that will support an organization’s objectives.</td>
<td>Major exam</td>
<td>Written marketing plan</td>
<td>Oral presentation of plan</td>
<td></td>
<td></td>
<td>✓ 1 A, B, C</td>
<td>✓ 2 A, B, C</td>
</tr>
</tbody>
</table>
## Finance Program Learning Goals

**Overall Program Purpose:** The undergraduate finance concentration is designed to advance students' understanding of the areas of study in corporate finance, financial markets and institutions, and investments in an increasingly integrated global financial economy. Finance is a quantitative and analytically rigorous professional concentration that provides specialized knowledge necessary for a wide array of employment and post-baccalaureate educational opportunities in the field, such as corporate finance, commercial banking, brokerage, financial advising, financial planning, and investment research.

**Program-level Student Learning Goals:** Upon graduation a student should be able to:

1. Understand fundamental financial theories and concepts in financial management, banking, insurance, personal finance, international finance, and real estate;

2. Apply these principles to financial decision-making, valuation, and investments in an ambiguous, imperfect-information setting;

3. Conduct descriptive research pertaining to financial and business issues and problems;
Recommended Course Sequence for Business Administration Majors

**FIRST SEMESTER**

ENGL 101 Freshmen Composition  
CMST 102 Intro. To Human Communication  
Or COSC 100 Intro. To Computer Science  
BUAD 105 Professional Development I  
Or General Education course  
General Education course(s)  

14-15

**SECOND SEMESTER**

MATH 106 Algebra with Calculus  
Or MATH 209 Probability & Statistics  
COSC 100 Intro. to Computer Science  
Or CMST 102 Intro. to Human Communication  
General Education course  
Or BUAD 105 Professional Development I  
General Education course(s)  

14-15

**THIRD SEMESTER**

ACCT 211 Financial Accounting  
ECON 201 Principles Econ (Macro)  
MATH 209 Probability & Statistics  
Or MATH 106 Algebra with Calculus  
General Education course(s)  

15-16

**FOURTH SEMESTER**

ACCT 212 Managerial Accounting  
ECON 202 Principles Econ (Micro)  
BLAW 291 Legal Environment of Business  
MGMT 351 Management of Organizations  
Or MKTG 361 Principles of Marketing  
General Education course  

15-16
## Department of Management

### Frequency of Course Offerings

<table>
<thead>
<tr>
<th>FALL SEMESTERS</th>
<th>SPRING SEMESTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number &amp; Title</strong></td>
<td><strong>Course Number &amp; Title</strong></td>
</tr>
<tr>
<td>BUAD 100 Intro to Business</td>
<td>BUAD 100 Intro to Business</td>
</tr>
<tr>
<td>BUAD 105 PD I</td>
<td>BUAD 105 PD I</td>
</tr>
<tr>
<td>BUAD 400 PD II</td>
<td>BUAD 400 PD II</td>
</tr>
<tr>
<td>BMIS 320 Advanced Computer Applications</td>
<td>BMIS 320 Advanced Computer Applications</td>
</tr>
<tr>
<td>BMIS 455 Management Information Systems</td>
<td></td>
</tr>
<tr>
<td>INTR 330 International Business</td>
<td>INTR 330 International Business</td>
</tr>
<tr>
<td>MGMT 315 New Business Ventures</td>
<td>MGMT 315 New Business Ventures</td>
</tr>
<tr>
<td>MGMT 351 Management of Organizations</td>
<td>MGMT 351 Management of Organizations</td>
</tr>
<tr>
<td>MGMT 355 Operations Management</td>
<td>MGMT 355 Operations Management</td>
</tr>
<tr>
<td>MGMT 356 Leadership &amp; Human Behavior</td>
<td>MGMT 356 Leadership &amp; Human Behavior</td>
</tr>
<tr>
<td>MGMT 357 Human Resources Management</td>
<td>MGMT 357 Human Resources Management</td>
</tr>
<tr>
<td>MGMT 359 Quality Management</td>
<td>MGMT 359 Quality Management</td>
</tr>
<tr>
<td>MGMT 405 Bus. Ethics &amp; Social Responsibility</td>
<td>MGMT 405 Bus. Ethics &amp; Social Responsibility</td>
</tr>
<tr>
<td>MGMT 425 Entrepreneurial Business Plan</td>
<td>MGMT 450 International Management</td>
</tr>
<tr>
<td>MGMT 452 Staffing &amp; Development</td>
<td></td>
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<tr>
<td>MGMT 456 Compensation Management</td>
<td></td>
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<tr>
<td>MGMT 457 Labor Relations</td>
<td>MGMT 457 Labor Relations</td>
</tr>
<tr>
<td>MGMT 485 Business Policy and Strategy</td>
<td>MGMT 485 Business Policy &amp; Strategy</td>
</tr>
<tr>
<td>MGMT 494 Internship in Management</td>
<td>MGMT 494 Internship in Management</td>
</tr>
<tr>
<td>BUAD 499 Independent Study/Business Admin.</td>
<td>BUAD 499 Independent Study/Business Admin.</td>
</tr>
</tbody>
</table>

### SUMMERS

<table>
<thead>
<tr>
<th><strong>Course Number &amp; Title</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 315 New Business Ventures</td>
</tr>
<tr>
<td>MGMT 351 Management of Organizations</td>
</tr>
<tr>
<td>MGMT 356 Leadership &amp; Human Behavior</td>
</tr>
<tr>
<td>MGMT 405 Bus. Ethics &amp; Social Responsibility</td>
</tr>
<tr>
<td>MGMT 485 Business Policy and Strategy</td>
</tr>
<tr>
<td>MGMT 494 Internship in Management</td>
</tr>
</tbody>
</table>

This is a tentative schedule, which is subject to change. It is not a guarantee. Courses may be cancelled at the end of registration or prior to the start of the semester due to low enrollment.
Department of Marketing & Finance
Frequency of Course Offerings

<table>
<thead>
<tr>
<th>FALL SEMESTERS</th>
<th>SPRING SEMESTERS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Numbers &amp; Title</strong></td>
<td><strong>Course Number &amp; Title</strong></td>
</tr>
<tr>
<td>BLAW 291 Legal Environment of Business</td>
<td>BLAW 291 Legal Environment of Business</td>
</tr>
<tr>
<td>FINA 301 Intro Personal Financial Planning</td>
<td>FINA 303 Principles of Finance</td>
</tr>
<tr>
<td>FINA 370 Corporate Finance</td>
<td>FINA 370 Corporate Finance</td>
</tr>
<tr>
<td>FINA 375 Financial Institutions Management</td>
<td>FINA 371 Insurance Planning &amp; Risk Management</td>
</tr>
<tr>
<td>FINA 377 Retirement Income Planning</td>
<td>FINA 381 Principles of Real Estate</td>
</tr>
<tr>
<td>FINA 405 Short-Term Financial Management*</td>
<td>FINA 420 Entrepreneurial Finance</td>
</tr>
<tr>
<td>FINA 476 Financial Management</td>
<td>FINA 451 Estate Planning and Adv Topics*</td>
</tr>
<tr>
<td>FINA 477 International Financial Management</td>
<td>FINA 475 Securities Investment</td>
</tr>
<tr>
<td>FINA 490 Independent Study in Finance</td>
<td>FINA 476 Financial Management</td>
</tr>
<tr>
<td>FINA 494 Internship in Finance</td>
<td>FINA 494 Internship in Finance</td>
</tr>
<tr>
<td>FINA 610 Financial Management</td>
<td>FINA 610 Financial Management</td>
</tr>
<tr>
<td>INTR 330 International Business</td>
<td>INTR 330 International Business</td>
</tr>
<tr>
<td>MKTG 361 Principles of Marketing</td>
<td>MKTG 361 Principles of Marketing</td>
</tr>
<tr>
<td>MKTG 363 Advertising (fall of odd years)</td>
<td>MKTG 363 Advertising</td>
</tr>
<tr>
<td>MKTG 364 Merchandising</td>
<td>MKTG 366 Consumer Behavior</td>
</tr>
<tr>
<td>MKTG 365 Professional Selling &amp; Sales Management</td>
<td>MKTG 366 Consumer Behavior</td>
</tr>
<tr>
<td>MKTG 366 Consumer Behavior</td>
<td>MKTG 460 International Marketing</td>
</tr>
<tr>
<td>MKTG 462 Marketing Research</td>
<td>MKTG 462 Marketing Research</td>
</tr>
<tr>
<td>MKTG 465 Marketing Strategies</td>
<td>MKTG 465 Marketing Strategies</td>
</tr>
<tr>
<td>MKTG 466 Services Marketing</td>
<td>MKTG 467 Internet Marketing</td>
</tr>
<tr>
<td>MKTG 469 Marketing Plans Development</td>
<td>MKTG 469 Marketing Plans Development</td>
</tr>
<tr>
<td>MKTG 490 Special Topics - Marketing</td>
<td>MKTG 490 Special Topics - Marketing</td>
</tr>
<tr>
<td>MKTG 494 Internship in Marketing</td>
<td>MKTG 494 Internship in Marketing</td>
</tr>
<tr>
<td>MKTG 499 Independent Study - Marketing</td>
<td>MKTG 499 Independent Study - Marketing</td>
</tr>
<tr>
<td>MKTG 640 Marketing Management</td>
<td>MKTG 640 Marketing Management</td>
</tr>
</tbody>
</table>

*Variable (not offered every spring or every fall)

This is a tentative schedule, which is subject to change. It is not a guarantee. Courses may be cancelled at the end of registration or prior to the start of the semester due to low enrollment.
FINANCE

INTERNATIONAL BUSINESS

MARKETING

MANAGEMENT:
  GENERAL MGMT
  HUMAN RESOURCE MGMT
  SMALL BUSINESS/ENTREPRENEURSHIP
Why Study Finance?

Money is ubiquitous; it touches everything you do. Finance is the art and science of managing money. In the modern world, virtually every organization, public or private, runs on money. That includes individuals, families, businesses, governments, and nonprofit enterprises. Because most business decisions are measured in financial terms, people in all areas of responsibility within a firm, accounting, information systems, management, marketing, and operations, need a basic understanding of finance and must be able to work with financial personnel. Personnel in the finance function play a key role in organizational decision-making.

What CAREER opportunities exist in finance?

Career opportunities for finance majors parallel the study and practice of finance. Virtually all businesses, whether large or small, need “in house” help analyzing their financial needs and opportunities. The finance concentration prepares students for entry into a wide range of exciting and challenging careers in a variety of employment settings.

Banks, savings institutions, credit unions, and finance companies make up a very large group of employers of finance graduates. Insurance, risk management, and financial services are all evolving areas of career opportunity. Insurance agents market life, property, and casualty insurance. Risk managers help businesses evaluate the need for various kinds of insurance coverage, as well as finding ways for companies to manage and reduce exposure to a wide variety of physical, personal, and financial risks. Personal financial advisers help individuals and families to evaluate their financial situations and plan their insurance, investments, and retirement programs.

Job opportunities in the money management profession often require training programs that lead to formal designations such as Certified Financial Analyst (CFA) or Certified Financial Planner (CFP). However the great majority of jobs for finance majors require only the undergraduate degree.

According to The Wall Street Journal, in 2008 accounting majors earned a starting median salary of $46,000; and finance majors earned a starting salary of $47,900.

HOT Jobs in Finance (Source: US Jobs):

Financial Analysts: Medium Pay: $43,600- 76,600
Financial Analysts study and evaluate the financial performance of businesses for the benefit of managers and investors. They seek to estimate values of stocks, bonds, mutual funds, options, and future contracts. They are concerned with providing a comprehensive understanding of the financial status of an investment opportunity. They also provide guidance and make financial recommendations to their clients.

Portfolio/ Money Manager: Medium Pay: $56,000- 85,400
Portfolio Managers supervise the investments of major institutions such as pension funds, mutual funds, insurance companies, banks, and nonprofit foundations. They advise clients on financial plans utilizing knowledge of tax and investment strategy, securities, insurance, pension plans, and real estate.

Investment Bankers: Medium Pay: $60,000- 70,000
Investment bankers help companies raise funds from individual and institutional investors by selling new issues of stocks and bonds in the financial markets. They are also instrumental in trading securities on organized exchanges and over-the-counter markets.
What courses do I have to take?

Given the demands of the profession, students seeking the finance concentration should focus on developing strong mathematical, analytical, and communication skills. A strong facility in the use of computers is also greatly beneficial. Students aspiring to excel in finance must acquire a strong portfolio of economic, statistical, and accounting concepts.

A finance student would take courses, like: Financial Institutions Management, Securities Investment, Financial Management, and Financial Policy. Please refer to your FSU catalog for a full listing of courses in the program.

Are there any finance related extracurricular activities outside of the classroom?

Yes. There is an active Finance Club on campus. In recognition of the importance of building professional connections and to develop organizational and leadership skills, students are encouraged to join the Finance Club, which promotes extracurricular activities in the field of finance. Students have the chance to interact with faculty and finance practitioners in informal settings through campus invitations to local financial executives, Frostburg finance alumni, and through field trips to agencies such as the Securities and Exchange Commission (SEC), and to the New York Stock Exchange (NYSE).

Who can I approach for more information about possible career options in finance?

Faculty in Finance take an active role in mentoring students and guiding them toward rewarding, long-term career opportunities in Finance. Even if you are undecided in your choice of finance as an area of concentration, feel free to call or stop by their office for a discussion of your career aspirations. The finance professors are:

- Dr. Rahim Ashkeboussi  phone x4278 – Room 232 Guild Center
- Dr. Tae-Nyun Kim  phone x4089 – Room 230-B Guild Center
- Dr. Hung-Sik “Allen” Shin  phone x4259 – Room 344 Framptom

You may also obtain information at the Advising Center Office in Framptom Hall Room 319 (x4008).

What other sources of information are available to me?

If you are interested in pursuing a career in finance, you may first want to speak to one of the professors named above. Additionally, there is a wealth of information available in the Office of Career Services (x4403 – Sand Spring Hall). Print publications such as the Wall Street Journal, Investors’ Business Daily, and Barrons are popular sources of information on career trends in finance.
International Business Concentration Fact Sheet

Why Study International Business?

The world has become a global marketplace, and all types of businesses are seeking to expand their operations across national borders and into the world. Multinational corporations, joint ventures, financial institutions, law firms, consulting firms and manufacturers of both goods and services cater to an international clientele.

Most internationally-oriented jobs in the business world involve marketing, sales, finance, operations and strategic planning and are found in the United States; although some positions might involve working abroad.

What CAREER opportunities exist in international business?

Entry-level jobs in the field of international business are as varied as the field itself. Most positions in marketing, finance, and consulting work begin with in-house training programs of a managerial, development and/or technical nature. Companies with international markets usually prefer that employees become fully trained in the domestic operations of the business before being given an opportunity to represent the firm abroad. Salaries often start in the mid-$30,000 range, with entry-level compensation increasing proportionally to the size of the firm, geographic location, and employee qualifications. Salary rates rise rapidly in business as training and experience accrue.

Having completed specialized training programs and/or on-the-job training, individuals hired by firms functioning internationally are often assigned to the U.S. headquarters of the company, working within the marketing, sales, planning, or accounting/finance department. Foreign travel for negotiation or consultation is possible. Those working for multinational corporations, joint ventures, financial institutions, or consulting firms will generally be given the opportunity for foreign assignments such as managing a foreign subsidiary or directing the firm's overseas operations after years of domestic service.

International Careers: (Source: MyMajors.com)

- International Manager for a multinational corporation working abroad
- Independent Exporter and/or importer
- International trading agent of a corporation in a foreign country
- International marketer of home and foreign products
- International purchasing agent for a firm that sources from abroad
- Agent in an international trading company
- International freight forwarder in an international airport or harbor
- International Banker
- Investment banker at an institution engaged in world markets
- International business analyst
- Import agent
- International business consultant
- Custom broker
- Human Resource Specialist handling policies for operations overseas
HOT Jobs in International Business

Sample Group of Employers (Source: MyMajors.com)

- American Express [http://www.americanexpress.com]
- Cargill [http://www.cargill.com]
- Chubb & Sons [http://www.chubb.com]
- CIGNA Corporation [http://www.cigna.com]
- Diageo [http://www.diageo.com]
- Dole Fruit Company [http://www.dole.com]
- Eli Lilly International Corporation [http://www.lilly.com]
- Hitachi, Ltd. [http://www.hitachi.com]
- Honeywell, Inc. [http://www.honeywell.com]
- Johnson & Johnson [http://www.jnj.com/home.htm]
- Mattel, Inc. [http://www.mattel.com]
- Otis Elevator Company [http://www.otis.com]
- Pepsi-Cola International [http://www.pepsico.com]
- Philip Morris Companies Inc. [http://www.philipmorrisusa.com/home.asp.com]
- Procter & Gamble [http://www.pg.com]
- Reebok International [http://www.reebok.com]
- Thomas & Betts [http://www.tnb.com]
- Unisys Corporation [http://www.unisys.com]
- US Chamber of Commerce [http://www.uschamber.com]

What courses do I have to take?

The concentration in international business is designed to provide students the right mix of courses for an international career. The program core courses provide the global outline and an understanding of how national differences influence businesses today. The concentration core courses, International Management, International Marketing, and International Finance stress realistic application of knowledge towards the challenges of conducting business in another nation. Six credits of a foreign language in grammar or conversation is required. Students will specialize in one discipline group in marketing, finance, or management. Please refer to the FSU catalog for a full listing of courses in the program.

Are there any international business related extracurricular activities outside of the classroom?

Yes. Dr. Mark Lennon, international business faculty member in the Department of Marketing & Finance is recruiting members to join the Global Business Club. For more information check them out on the web at [www.fsuib.com](http://www.fsuib.com).

Who can I approach for more information about possible career options in international business?

- Dr. Mark Lennon  phone x4198, Room 343 Framptom Hall

You may also obtain information at the Advising Center Office in Framptom Hall Room 319 (x4008), or the Office of Career Services in Sand Spring Hall (x4403)

What other sources of information are available to me?

If you are interested in developing a career in international business, there are a number of places you can go for more information. There is a wealth of information in the Office of Career Services in Sand Spring Hall. For those of you who surf the web, visit [www.careers-in-business.com](http://www.careers-in-business.com/).
Marketing Concentration Fact Sheet

Why Study Marketing?

More jobs in marketing, advertising, and PR are forecast-more than in all other business fields through 2014 (Occupational Outlook Handbook, published by US Department of Labor). Positions as a Marketing manager are highly coveted within firms and are often a route to top management. College graduates with related experience, a high level of creativity, strong communication skills, and computer skills should have the best job opportunities. One of the attractions of marketing is that positions within this functional area deal with people. Marketing is the interface between the organization and its customers.

What career opportunities are there in marketing?

Options include advertising account executive, media buyer, purchasing agent (imagine, shopping for a living!), retail store manager, market researcher, consumer or industrial brand manager and developer, special events marketer (work for your favorite team), transportation manager, and the list goes on.

Another major career path would include sales and customer service, where the sky is the limit in terms of compensation. This is a good area in which to start your career as it provides you with a solid base in your company's products and customers.

There are numerous other career paths one might take in marketing. Careers in marketing involve determining what customers desire in a product, as well as satisfying their needs through proper product design, distribution, communication, and pricing.

If you are someone who is interested in researching, meeting new people, being creative or crunching numbers, then Marketing has a job for you! The estimated average starting salary for those with a bachelor’s degree in marketing and sales is approximately $42,000 in 2008 (U.S. Jobs).

Hot Jobs in Marketing: (Source: U.S. Jobs)

**Product/Brand Manager** - Medium Pay: $70,000- 90,100
Manages, develops, and implements product marketing activities to maximize sales of an assigned product line. Familiar with a variety of the field’s concepts, practices, and procedures.

**Marketing Specialist** - Medium Pay: $35,000- 52,400
Responsible for designing, creating, and delivering marketing programs to support the growth and expansion of company products and services. Develops sales presentations and provides reports based on information collected such as marketing trends, competition, new products, and pricing.

**Sales Representative** - Medium Pay: $50,000- 86,600
Develops new prospects and interacts with existing customers to increase sales of an organization’s products and/or services. Familiar with standard concepts, practices, and procedures within a particular field.

**Event Coordinator** - Medium Pay: $36,305- 46,000
Plans and organizes meetings, seminars, conventions, exhibits, and trade shows. Responsible for handling finances, mailings and promotional material. Ensure that audio-visual equipment, transportation, and displays are available as needed.
What do I have to take?

Courses in the marketing concentration deal with the social and managerial processes of marketing products designed to fulfill the needs and wants of consumers and businesses. The concentration consists of twenty-seven credits. The courses you will take include: Consumer Behavior, Advertising, Marketing Research, Marketing Strategies, Marketing Plans Development, as well as four from the following: International Marketing, Merchandising, Internet Marketing, Services Marketing, Professional Selling and Sales Management, Internship in Marketing, Locational Analysis, Statistics for Social Science, and Econometrics, and choice of Quality Management, New Business Ventures, Cost Accounting or Presentational Analysis. Some amount of specialization in Market Research and/or Advertising is possible.

Are there any activities outside of the classroom?

Yes. There is an active marketing club. This club is a member of the American Marketing Association (AMA) as a student chapter. The AMA is the premier professional marketing organization in the world. The marketing club provides opportunities to explore career paths, visit the marketing departments of businesses, attend marketing conferences, acquire leadership skills, and just have fun.

Who can I talk to for more information?

Call any of the marketing professors:
- Dr. Carol Gaumer, Chair phone x4052, Room 320 Frampton Hall
- Ms. Carol Arnone phone x4470, Room 234 Guild Center
- Dr. Cathy Ashley-Cotleur phone x3086, Room 235 Guild Center
- Dr. Dwane Dean phone x4485, Room 342 Frampton Hall
- Dr. Lilly Ye phone x4258, Room 331 Frampton Hall

For other assistance, you may contact the department’s administrative assistant, Karin Tedesco (x4417, Room 312 Framptom Hall). Anyone in the department will be more than happy to discuss your options and what would be best for you. You may also obtain information at the Advising Center Office in Framptom Hall Room 319 (x4008), or the Office of Career Services in Sand Spring Hall (x 4403).

Where can I go for more information about marketing?

If you are interested in developing a career in marketing, there are a number of places you can go for more information. A marketing professor will be a good place to start. There is also a wealth of information in the Office of Career Services in Sand Spring Hall.

For those of you who surf the web, you may obtain more detailed info from numerous sites. The American Marketing Association (AMA) has a web site at www.marketingpower.com. For information on careers in retailing, check out the National Retailing Federation’s home page at www.nrf.com. If you think sales might be your thing, go to the Sales and Marketing Executives, International page at www.smei.org. Another possibility is logistics. The Council of Logistics Management has a web page with career information at www.clm1.org. Other pages which provide career planning information include: www.jobtrak.com, www.espan.com, www.bgsu.edu/offices/careers, and www.studentcenter.com. Browsing through these sites can give you a better idea as to the world of opportunities which await you as marketing major.
Management Concentrations Fact Sheet

General Management, Human Resource Management, Small Business/Entrepreneurship

Why study Management?

Once you graduate from college and begin your career, you will either manage or be managed. Assuming that you will almost certainly work in an organization, you will be a manager and/or work for a manager. By studying management you will gain valuable insight into the way your boss behaves as well as enabling yourself to become more effective in your own job.

What Career Opportunities are there in Management?

Designing organizations and managing people have long been challenging tasks. They have become even more challenging in recent years as the business environment has become more complex. The formation of new organizations, global competition, and changing workforce demographics has made the manager's job exciting and critically important.

There are managers in virtually every organization- large, small, public, private, government, and not-for-profit organizations. There are careers available in general management in manufacturing, retail and service firms; in the fields of human resources; in the government as a contract administrator or project manager; and many other areas. Some of our graduates have successfully begun their own businesses. The U.S. government has predicted that managerial positions will be a “hot growth” area for the future, particularly in service industries such as transportation, communications, finance, insurance, health care, and hospitality. According to the U.S. Bureau of Labor Statistics approximately 827,000 jobs will be available in managerial positions in 2016.

Newly hired graduates in the field of management typically start their career as a management trainee where they will be exposed to a wide range of activities within the organization.

What do I have to take?

You can select one of three concentrations within Management: Human Resource Management, General Management, or Small Business/Entrepreneurship. Through these management areas, a student can develop the knowledge, skills, and perspectives that managers need to lead and manage organizations effectively. These concentrations allow you to explore subjects and issues of interest in greater depth, and will prepare you for career opportunities in positions that utilize the special knowledge you’ve gained.

CONCENTRATIONS:

- **General Management**: This concentration provides the student with a broad understanding of managerial concepts, practices and techniques and stresses the mastery of key managerial skills students need when working in today’s global environment.

- **Human Resource Management**: This concentration provides the student with a solid understanding of the field of human resources management, and emphasizes the practical skills needed for success in that field. Students are prepared to begin their careers in the human resource departments of corporations or government agencies by taking courses in compensation, staffing and development, and labor relations, among others.
**Small Business/Entrepreneurship** - This concentration is designed to prepare the student who wishes to start and manage his/her own business. Students will learn how to develop a plan for starting a business, manage human resources, and respond to consumers’ needs. Elective courses also allow students to direct their study into the field of business where they may be actively considering starting their own operations.

**Are there any activities outside the classroom?**

Yes, students have the opportunity to join one or more of the following organizations:

- The Society for the Advancement of Management (SAM). SAM is an international professional management organization with many active student and senior chapters throughout the U.S. as well as some overseas locations. Student members are able to hear speakers discuss the field of management, visit business organizations to see first hand how they conduct operations, attend the annual SAM conference, and engage both professionally and socially with others who are interested in the field of management.

- The FSU Chapter of Society for Human Resource Management (SHRM) allows students to become more involved in the field of Human Resources and obtain first hand knowledge about academic and professional opportunities in this dynamic area.

- The FSU Entrepreneurship Club (CEO) brings together students from any discipline as well as any member of the University community interested in entrepreneurship. Students may interact with experienced alumni and local entrepreneurs at meetings and social functions.

**Who do I talk to for more information?**

You can call any of the management professors, or stop by their offices. They will be more than happy to discuss any aspect of our program with you. The management faculty:

Dr. Mark Anderson (x4188, Room 342 Framptom),
Dr. Gloria Harrell-Cook (x 4392, Room 325 Framptom),
Dr. Jeff McClellan (x4372, Room 233 Guild),
Dr. Jacquelynne McLellan (x4394, Room 007 Guild),
Dr. Michael Monahan, Chair, Department of Management (x3090, Room 315 Framptom),
Dr. Evan Offstein (x4017, Room 238 Guild),
Dr. Keramat Poorsoltan (x4291, Room 010 Guild)
Dr. Shakil Rahman (x4198, Room 310 Framptom),
Dr. Amit Shah (x4408, Room 322 Framptom),
Dr. Tom Sigerstad (x4419, Room 326 Framptom).

You may also obtain information at the Advising Center Office in Framptom Hall Room 319 (x4008).

**Where can I go for more information?**

If you think a career in management may be for you, the Department of Management and one of the professors named above would be a good place to start. There is a wealth of information in your school’s Career Services Office as well as numerous web sites for you “surfers.” Just stop by and we will be happy to help you in any way we can!
Minors offered in the College of Business:
- Accounting
- Business Administration
- Economics
- Entrepreneurship
- Finance
- Financial Services
- Management
- Marketing

Other minors offered at FSU:

- African American Studies
- Animal Behavior
- Art History
- Biology
- Chemistry
- Coaching
- Communication Studies
- Computer Information Systems
- Computer Science
- Cultural Anthropology
- Dance
- English
- Ethnobotany
- Film Studies
- Fine Arts
- Foreign Languages & Literature
- Forestry
- Geography
- Graphic Design
- History
- Information Technology
- International Studies
- Mass Communication
- Mathematics
- Music
- Philosophy
- Physics
- Political Science
- Psychology
- Public Relations
- Recreation & Parks Management
- Sustainability Studies
- Sociology
- Theatre
- Women’s Studies

To qualify for a specific minor, you must achieve, at a minimum, a 2.00 GPA in that field of study. Requirements for specific minors appear under the Courses of Study section in your Undergraduate Catalog. A minor must be declared at least one semester prior to graduation. You are responsible for following departmental requirements, course sequences, and prerequisites.
MBA Program

Office of Graduate Services
Frostburg State University
101 Braddock Road
Frostburg, Maryland 21532-2303

Phone: 301-687-7053
Fax: 301-687-4597
E-mail: gradservices@frostburg.edu
Why Should I Choose the FSU MBA?

The MBA Program
Our objective is to assist you in developing the knowledge, skills and abilities that will serve you well in an organizational setting (profit or nonprofit). Having personally experienced the managerial environment, our faculty is acutely aware of the challenges and opportunities that confront you in middle and upper management. We emphasize the importance of a broad integrative perspective, with increasing emphasis on the international and technological aspects of such a perspective.

The FSU MBA will help you to...

- problem-solve creatively
- see change as an opportunity
- accept the risk of leadership
- effectively manage yourself and others
- apply team concepts in diverse groups
- communicate effectively & influentially

The FSU MBA program...

- is taught by faculty experienced in management
- is responsive to the changing business environment
- merges functional, analytical, and people skills
- capitalizes on the varied background of its students
- is designed primarily for the working adult, with convenient evening class schedules
- focuses on a real-life perspective
- is a cost-effective solution to personal career development.

The FSU MBA Students
Since the Spring of 1971, approximately 2,000 students have completed the Frostburg MBA program at the Hagerstown location. Most of those individuals have worked full-time, while attending classes in the evening. The diversity of professional and academic backgrounds that our students bring to the program contributes to the creation of a dynamic, stimulating environment.

Average Age: 29.5
Work full-time: 95%
Work in Private Sector: 66%
Work in Public Sector: 4%
Women in Program: 45%
Undergraduate degree in Natural/Social Sciences: 40%
Business/Accounting: 40%
Arts/Humanities: 20%

For More Information, Call or Write…
Ron Ross, Graduate Coordinator
FSUBusiness
Frostburg State University
Guild Center, Room 325
Frostburg, MD 21532-1099

rross@frostburg.edu

Frostburg Campus:
Tel: (301) 687-3086
Fax (301) 687-4380
MBA COURSES

The following courses are required to complete the MBA degree at Frostburg State University.

2010-2012 CATALOG

<table>
<thead>
<tr>
<th>MBA Essentials</th>
<th>not required of all students—determined when admitted</th>
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<tbody>
<tr>
<td>BUAD 507</td>
<td>Accounting and Finance</td>
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<tr>
<td>BUAD 508</td>
<td>Management and Marketing</td>
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<td>BUAD 509</td>
<td>Quantitative Analysis</td>
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<tr>
<th>MBA Core (36 credit hours) – required of all students</th>
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<tr>
<td>MGMT 510</td>
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<td>FINA 610</td>
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*MGMT 690 and/or MGMT 680 must be taken in last semester of study

If you have any questions, please send an e-mail to: rross@frostburg.edu

NOTE: For MBA course descriptions, please see a university graduate catalog and for program updates/changes, please refer to the graduate catalog for your year of admission.
FSU Business: other info
AACSB ACCREDITATION

Frostburg State University is regionally accredited by Middle States. Our business programs (undergraduate and MBA) have been reviewed and are accredited by AACSB International, the premier accrediting body for business programs in four-year postsecondary institutions. This accreditation is optional and recognizes excellence in business programs.

AACSB International is one of the most prestigious and rigorous accrediting bodies in higher education. Less than one-third of the nation's approximately 1,600 business programs have earned AACSB accreditation. FSUBusiness is now among this exclusive group of colleges and universities.

Periodic Reviews

AACSB business schools are required to engage in annual self evaluation and to aim for continuous improvement in achieving their missions. External reviewers (typically other business school deans) conduct periodic on-site reviews to assess the quality of the programs described during the self-evaluation reports.

AACSB business schools must meet specific standards related to the following areas:
- Mission and objectives
- Stakeholder involvement
- Student quality
- Curriculum content
- Assurance of learning
- Instructional resources
- Faculty composition and development

Benefits to Students

Some of the most competitive companies prefer to work with business schools which hold AACSB accreditation. Some companies only recruit prospective employees at AACSB-accredited schools and may generate greater internship and permanent job opportunities, team projects, and networking opportunities. AACSB provides a network for the latest information on employer needs, program innovations, academic and workforce issues, and environmental scanning mechanisms that enable FSUBusiness to provide graduate and undergraduate educational opportunities that are relevant and timely.

AACSB: Why it matters to you

AACSB accreditation keeps a business school honest. It forces the school to keep reviewing and improving itself, meeting the needs of its stakeholders (especially students); upgrading its facilities, technology and equipment; and assuring a current and relevant education. It engages the faculty, staff, and students in a process of life-long learning so that your education remains at the cutting edge.

For more information on AACSB, visit http://www.aacsb.edu
FSU Business Computer Lab

For your convenience, a computer lab is located in Framptom 208 and student monitors host open hours each semester. Since this lab is primarily a teaching lab, these hours will vary each semester depending on the classes that are using the lab. Typically, the lab is open in the afternoon and evening hours.

The lab contains 20 PCs with CD RW drives, and 2 front USB ports for flash drives and other USB peripherals. The lab also provides a networked laser printer and scanner. All machines have Microsoft Office software.

The lab hours will be posted in Framptom Hall and on the college web site. Please do not ask faculty members or staff members who have offices near the lab to let you into the lab at other times.

Other computer labs available to students:

Pullen Hall Labs
- Student assistants are available if problems occur with the operation of the computer equipment.
- Macs and PCs are available and all host the same basic software, including Microsoft Office
- Open hours of the Pullen facility during the regular fall and spring semesters are: Monday-Thursday 8 a.m. to midnight, Friday 8 a.m. to 7 p.m., Saturday, noon – 5 p.m, and Sunday 12 p.m. to midnight.
- The phone number is 301-687-4138.

24/7 lab in Library 210.
- Students must use their FSU ID to enter the Library 210 lab.
- Access is permitted twenty-four hours a day, seven days a week.
FSU Business Web Information

http://www.frostburg.edu/colleges/cob

This site provides information and links to resources available to promote student success, including the following:

- Student information (e.g., Advising Center, Student Organizations, Scholarships)
- Faculty/staff information
- College news and events
- Links to academic department websites
- Links to University resources
Thanks to the generosity of many donors, FSU Business and its departments have many scholarships available to qualified College of Business students. Awards range from $200 to $1,000 per academic year. Scholarship notices about specific scholarships and application forms are posted by **February 1st** on the Scholarship Bulletin Board in Frampton Hall 3rd floor, Guild Center 2nd floor, and at the USM Center @ Hagerstown.

Students should follow the instructions on the scholarship notices and observe the deadlines for submission of application materials. Most applications are due **March 1**.

**IMPORTANT NOTE:** Applying for FSU Business scholarships is a separate process from applying for University Financial Aid. You must apply with the Financial Aid Office to be eligible for University scholarships and federal financial aid.

Access Scholarship information online: [http://www.frostburg.edu/ungrad/faid/scholarship.htm](http://www.frostburg.edu/ungrad/faid/scholarship.htm)

**PROCEDURAL NOTES:**

- FSU Business Scholarship applications are screened by the college's Student Scholarship Selection Committee which makes recommendations for awards to the Provost’s Office.

- Departmental Scholarship applications are screened by the respective Departmental Scholarship Selection Committees which make recommendations for awards to the Provost’s Office.

- The Provost’s Office must approve all award recommendations before they become final. Typically, the Office of the Provost notifies recipients of awards in April.

The Office of Financial Aid publishes a Financial Aid & Scholarship booklet containing application procedures and information related to FSU institutional scholarships, as well as detailed information on other aid programs available to students. The booklet is usually available to students in January, and students may obtain a booklet by visiting the Financial Aid Office in Pullen Hall or by viewing it online.
Important Announcement

The scholarship application process is going online. It is important to read your FSU email for important information from the Office of Financial Aid. The first announcement is expected in October, 2011.

Stay turned!
FREQUENTLY ASKED QUESTIONS

What are the qualifications for joining the Honors Program?
We look for students with a 3.5 high school GPA or an 1180 SAT combined. If a student is qualifying on the basis of grades, we want them to have a 580 Verbal SAT. Applications can be completed on-line.

Can you join the Honors Program after your first-semester?
Yes. After their first semester, students are accepted into program on the basis of their college GPA.

Can transfer students join the Honors Program?
Yes! And if the student has been participating in an Honors Program at a community college or other four-year institution, the Honors credits taken there can transfer as well. The only Honors courses needed then might be FSU’s upper level Honors requirements: (ENGL 312) Honors Advanced Composition; and the two (IDIS 491) Honors Seminars.

Is it harder to get “A” grades in Honors classes?
No! In fact, most of our Honors students get higher grades in their Honors classes.

Do you take all of your classes as Honors classes?
No. Of the 120 credits required for graduation, only 24 need to be Honors credits. Since ours is a program of Honors in General Education, most of the Honors credits are taken during your first two years. An “ideal” program would be to take 4 Honors classes your first year, two your second year, and one each your junior and senior year.

Admission
Incoming first semester students are invited to join FSU’s Honors Program on the basis of their high school GPA and SAT scores (3.5 high school GPA or 1180 combined SAT score). A minimum verbal SAT I score of 580 is desired. Transfer students and others joining the program after their first semester are expected to have a 3.5 college GPA.

You must apply via an Information Form before you register for Honors classes. Dr. Steven Hartlaub will be Acting University Honors Program Director for the Spring 2007 semester while Dr. Maureen Connelly is on sabbatical. His office is in the Guild Center, room 139 and his extension is 4387. His office hours are from 8:30 AM - 10:00 AM daily and most afternoons from 2:00-4:00 PM. You can also e-mail Steve at shartlaub@frostburg.edu

Graduation Requirements
Most of the students in the Honors Program are pursuing the distinction of "Graduating with Honors in General Education." This requires the completion of 24 credits of Honors course work: English 111 or 312; 15 credits of Honors variants of GEP courses; and 6 credits of Honors seminars or 3 credits of Honors seminar and 3 credits of Honors thesis. Students must have a 3.0 GPA overall in their honors course work.
University System of Maryland at Hagerstown

(USMH)
About the University System of Maryland at Hagerstown

USMH

Frostburg opened its own Hagerstown Center building in August 1988 with 114 students and grew steadily. USMH opened in January 2005, and FSU now offers its Hagerstown programs in the beautiful new USMH Center with other USM programs. The USMH Center is located at 32 W. Washington St., Hagerstown, MD.

Frostburg State University’s Hagerstown Campus offers third and fourth year Undergraduate as well as Master’s level programs at the University System of Maryland located at 32 West Washington Street in downtown Hagerstown. The Hagerstown Campus is continually growing and changing. New programs of study are being added based on community interests and needs. See what FSU’s Hagerstown Campus can offer you!

FSU programs of study currently being offered are:

Undergraduate:

- B.S. Sociology
- B.S. Business Administration
- B.S. Early Childhood/Elementary Education
- B.S. Liberal Studies
- B.S. Psychology

The Hagerstown Center accepts up to 70 credits from a two-year college. Please contact Marty Mattare for information about the business program at mmattare@frostburg.edu.

USM at Hagerstown
Tel: (240) 527-2747
Fax: (240) 527-2715
ACCOUNTING ASSOCIATION

The mission of the FSU Accounting Association is to promote interest in the field of accounting, educate the student population, appreciate the discipline of accounting, demand high ideals in accounting, recruit students into accounting and related fields and encourage contact with FSU alumni.

Activities of the Accounting Association include:

- Field trips
- Guest speakers
- Social functions
- Fundraisers in support of our scholarship program

If you need additional information on the Accounting Association, please contact:

Mr. Randy Bandura, Advisor
Guild Center, Room #239
Office: 301.687.4182
rbandura@frostburg.edu
Founded in 1913, the first national honor society in business was a merger of three separate societies established to honor academic achievement in business at the University of Wisconsin, University of Illinois and the University of California.

Today, Beta Gamma Sigma is an international honor society that provides the highest recognition a business student anywhere in the world can receive in a baccalaureate or post-baccalaureate (graduate) program at a school accredited by AACSB International.

The mission of the International Honor Society Beta Gamma Sigma is to encourage and honor academic achievement in the study of business, to foster personal and professional excellence, to advance the values of the Society, and to serve its lifelong members.

**Beta Gamma Sigma's objectives include:**

1. to encourage and honor high academic achievement by students of business and management through chapters in AACSB accredited business programs;
2. to foster in members an enduring commitment to the founding principles and values of the Society: honor and integrity, pursuit of wisdom, and earnestness;
3. support the advancement of business thought and practice, to encourage lifelong learning;
4. enhance the value of Beta Gamma Sigma for students and alumni members in their professional lives; and
5. advance the visibility and reputation of Beta Gamma Sigma.

[www.betagammasigma.org](http://www.betagammasigma.org)

For more information on specific criteria for membership contact:

Dr. Thomas Sigerstad, VP Frostburg Chapter & Advisor
Frampton Hall, Room #326
Office: 301.687.4419
[tsigerstad@frostburg.edu](mailto:tsigerstad@frostburg.edu)
FSU's Omicron Chi (OX) chapter of the international professional business fraternity, Delta Sigma Pi, was installed on April 21, 2007. Brothers in the chapter meet weekly and sponsor professional, community service, and social events every semester. The fraternity is coed and all members are called brothers. The chapter also attends regional and national Deltasig events to meet other Deltasigs across the nation.

All FSU Business students (undergraduate and MBA) and with at least 12 credits and a 2.3 GPA are eligible to participate in recruiting periods each semester. Initiation is by invitation only. Watch for recruiting notices and announcements in Frampton Hall and Guild Center or talk to a brother. During Fall 2009, the chapter will induct its Epsilon pledge class.

**President: Brehanna Edwards bsedwards0@frostburg.edu**

From the Delta Sigma Pi website [http://www.dspnet.org](http://www.dspnet.org):

Delta Sigma Pi is a professional fraternity organized to foster the study of business in universities; to encourage scholarship, social activity and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce, and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.

Delta Sigma Pi was founded in 1907 at New York University: School of Commerce, Accounts and Finance by Harold Valentine Jacobs, Alexander Frank Makay, Alfred Moysello and Henry Albert Tienken. Today, coast to coast, more than 250 chapters and over 200,000 members support the goals and ideals of the Fraternity.

Connie Groer, Advisor
Frampton Hall, Room #332
Office: 301.687.4486
cgroer@frostburg.edu
FSU Entrepreneurship Club
(CEO)

Entrepreneurship involves the establishment of one's own enterprise through the development of leadership skills, creativity, and problem-solving.

For any student who has ever thought about starting his or her own business, the entrepreneurship club could open the doors to financial freedom and independence!

Mission Statement
The FSU Entrepreneurship Club shall bring together all members of the University community interested in entrepreneurship, promote and facilitate the study and practice of entrepreneurship, connect student members with experienced alumni and local entrepreneurs, encourage interest in innovation and enterprise creation and develop aspiring entrepreneurs into motivated, ethical, and dynamic business leaders.

If you are interested in becoming a member or just want to attend a meeting to find out more, please email us at ce_org@frostburg.edu.

FSU Entrepreneurship Club

Dr. Marty Mattare, Advisor
Guild Center #230-B
Phone: 301.687.7498
Fax: 301.687.3100
Email: CE_ORG@FROSTBURG.EDU
FINANCE CLUB

The mission of the FSU Finance Club is to assist in the professional, educational, and social development of college students interested in finance, banking, and investment. The Finance Club encourages interaction between business executives, faculty, and students of business and finance.

If you need additional information on the Finance Club, please contact:

Dr. Allen Shin
Framptom Hall, Room #344
Office: 301.687.4259
ashin@frostburg.edu
We are Frostburg State University's College of Business, International Business Club. Our aim is to promote international business and cultural understanding amongst the students, faculty, and staff of our university.

The International Business Club President is Greg Lynn, Membership Secretary is Louis Mozzano, and our Faculty Advisor is the new College of Business, Department of Marketing and Finance, International Business faculty member, Assistant Professor Dr. Mark M. Lennon

For additional information contact
Dr. Mark Lennon
343 Framptom Hall
301-687-4198
mmlennon@frostburg.edu
INTERNATIONAL ECONOMICS HONOR SOCIETY
OMICRON DELTA EPSILON (OΔΕ)

Objective
The Objectives of Omicron Delta Epsilon are:

- The recognition of scholastic attainment and the honoring of outstanding achievements in economics
- The establishment of closer ties between students and faculty in economics within colleges and universities,
- The publication of its official journal, *The American Economist*
- The sponsoring of panels at professional meetings as well as the Irving Fisher and Frank W. Taussig competitions.

History
- Omicron Delta Epsilon, one of the world's largest academic honor societies, was created through the merger of two honor societies, Omicron Delta Gamma and Omicron Chi Epsilon.
- Omicron Delta Gamma (the Order of Artus) was founded in 1915 by John R. Commons, University of Wisconsin and Frank Taussig, Harvard University
- Omicron Chi Epsilon was founded in 1955 by Alan A. Brown while he was a student at the City College of New York
- Omicron Delta Epsilon has over 560 chapters located in the United States, Canada, Australia, The United Kingdom, Mexico, Puerto Rico, South Africa, Egypt, and France.

Activities
Chapter activities vary widely, ranging from invited speakers, group discussions, dinners, meetings, and field trips to special projects such as review sessions and tutoring for students in economics.

Awards
- **THE IRVING FISHER GRADUATE ARTICLE AWARD** pays $500 and provides an opportunity to present the paper at the next annual meeting of the American Economic Association and publication of the article in *The American Economist*.
- **THE FRANK W. TAUSSIG UNDERGRADUATE ARTICLE AWARD** pays $250 to the winner and $100 to the winner’s ODE chapter and provides for publication in *The American Economist*.
- Biennially, Omicron Delta Epsilon grants the **JOHN R. COMMONS AWARD** to an outstanding economist in recognition of his or her achievements and service both to the economics profession and to Omicron Delta Epsilon.

Admission Requirements
**The minimum requirements for admission to OΔΕ are:**
- Completion of 12 semester hours of economics courses
- Attainment of at least a “B” average in economics courses and an overall “B” average
- Students do not have to be economics majors, but must have a genuine interest in economics in addition to meeting the above requirements
- The minimum requirements may be raised by local chapters
Graduate students in Economics are judged solely on their graduate work. They must have:

- Completed one semester of full time work, with attainment of a “B” or better average

No one shall be denied membership because of sex, race, color, creed, or national origin.

- Each prospective member of Omicron Delta Epsilon upon election pays a lifetime membership fee to the Society. In return, the member receives a membership card, scroll, and a year’s subscription (two issues) to *The American Economist*.

Information is online at [http://www.cba.ua.edu/~ode](http://www.cba.ua.edu/~ode)

If you need additional information, please contact:

Dr. Daniel Mizak, Advisor
Guild Center #147
Office: 301.687.4096
dmizak@frostburg.edu
Marketing Association

(FSU Collegiate Chapter of the American Marketing Association, AMA)

Members of the FSU Marketing Association become collegiate members of AMA’s Collegiate Organization. As AMA Collegiate Chapter members, students must foster chapter professionalism and cohesiveness. AMA Collegiate membership is available to any/all full-time or part-time student(s) attending a regionally or nationally accredited academic institution of higher learning. The student must be working toward a degree and not be concurrently employed in a full-time or part-time professional position.

Through AMA membership, your chapter will bring together a group of dynamic, committed students who are interested in the areas of marketing. Your chapter will be strengthened as each member gains experience, information, and exposure to the marketing community at large by taking advantage of the membership benefits. In addition to these benefits, individual students will benefit from their personal involvement in the marketing profession’s premiere association.

**COLLEGIATE DUES**

AMA Collegiate dues are $35.00 annually (12 months). Membership introduces students to the leading association of marketing professionals at a significantly reduced rate. The $35.00 Collegiate membership fee includes a one-year subscription (one issue per month from September to April) to *Marketing News*. Other career development benefits are included such as a complimentary copy of “The Employment Kit—Your Career Advantage” booklet, and electronic issues of the *Collegiate Connection* newsletter. Collegiate membership benefits are described in detail below.

**COLLEGIATE MEMBER BENEFITS**

Each year, over 15,000 college students increase their understanding of the marketing profession, begin career development, and gain valuable opportunities by joining the American Marketing Association.

Students’ big question about AMA membership is, “How do my membership dues work for me?” This section describes the benefits students receive by paying $35.00 annual membership dues. The investment pays off quickly because the students receive a full range of benefits from several sources.
BENEFITS PROVIDED BY AMA INTERNATIONAL HEADQUARTERS

Marketing News
Collegiate Members receive *Marketing News*, a publication for the marketing industry that keeps the reader abreast of new ideas and developments in marketing, i.e., marketing communications, direct marketing, etc.

AMA-Sponsored Chapter Programs
Through your school’s Collegiate Chapter, each member has the opportunity to obtain leadership skills and gain valuable experiences, information, and exposure to the various fields of marketing. Through local meetings, seminars, workshops, and committee participation, students who partake in these activities will be able to gain hands-on experience.

AMA International Headquarters encourages all Collegiate Chapter members to participate in the following:

- **International Collegiate Conference.** Provides leadership training and career development opportunities. This annual conference is held in the spring.

- **Awards program** provides experience in strategic planning and recognizes Collegiate Chapters for their outstanding achievements.

- **Case/Sales Competitions** provide students the opportunity to work on real-world marketing challenges.

- **Leadership Session** presents officer training strategies to fellow AMA Chapter leaders.

- **AMA’s Website** where you can link your Chapter’s homepage to AMA’s Collegiate Web Page

- **Professional Development.** The AMA is committed to furthering the professional development of our Collegiate members and continually strives to improve existing programs and develop new ones to meet the needs of our members. In turn, the AMA hopes that Collegiate members are committed enough to the marketing profession to become actively involved in the leading professional organization-the American Marketing Association.

If you need additional information about the Marketing Association, please contact:
Lilly Ye, Advisor
Framptom #331
Office: 301.687.4258
lye@frostburg.edu
Start your management training today! Your SAM Chapter is a working model of a real business organization. And you will get hands-on experience making it work! Your regular chapter activities will help you develop a wide array of managerial skills including planning, organizing, controlling, project management, advertising, marketing, public relations, selling, fund raising, and running productive meetings.

**SAM CAMPUS MEMBERSHIP BENEFITS**
- Opportunity to belong to the oldest professional management association in the world dedicated to the general manager. SAM was established in 1912.
- Subscription to the SAM Advanced Management Journal
- Subscription to the newsletter
- Subscription to Management in Practice
- Discount on the annual SAM International Management Conference registration fee
- Opportunity to compete with other SAM Campus Chapters in the Case Competition at the annual SAM International Conference
- Opportunity to present a paper at the annual International Management Conference
- Membership ID card and membership certificate
- Opportunity to serve as a student member of SAM International Board of Directors
- Opportunity to participate in chapter activities and practice leadership at the local chapter
- Opportunity to meet with others on the college campus with an interest in business and management
- Opportunity to meet and talk with business professionals and executives in your geographic area to discuss career choices and opportunities
- Opportunity to compete in the SAM Outstanding Student Award program-a positive resume item
- Opportunity to compete with other SAM Chapters in the SAM Campus Chapter Performance Program
- “No Risk” opportunity to learn and perfect the latest management theory and practice, and organizational communication skills.
- Enhance your resume

If you need additional information about the S.A.M. Club, please contact:

Dr. Amit Shah, SAM Advisor  
Frampton Hall #322-A  
Office: 301. 687.4408  
ashah@frostburg.edu

SAM web address: http://www.enterprise.tamucc.edu/sam
Society For Human Resource Management (SHRM)

SHRM is a national and international association dedicated to human resource management.

The association's missions are to "serve the needs of human resource professionals by providing the most essential and comprehensive resources available" and "to advance the human resource professional to ensure that HR is recognized as an essential partner in developing and executing organizational strategy."

Students involved in the chapter will be eligible for scholarships, internships, networking, training, jobs, and possibly mentoring. FSU Business will benefit from the chapter because the students involved will receive additional training and information that will help them in their college courses and assist them in developing a richer understanding of the dynamic and rewarding HR profession. Since the association is national and international, students may attend conferences and meet with professionals outside the university.

For additional information about our SHRM chapter at FSU contact:

Dr. Gloria Harrell-Cook
Framptom Hall #325
301.687.4392
gharrell-cook@frostburg.edu
VITA PROGRAM

Volunteer Income Tax Assistance Program

VITA – a chance for students to help people in the community who need assistance with their tax returns. You’ll get free IRS training and on-the-spot satisfaction from becoming a VITA volunteer. It’s a chance to get “real-world” experience on your resume from an IRS-sponsored organization that is nationally recognized by accounting professionals.

WHO needs my help?
Those who:
- have a limited income
- have a disability
- are non-English speaking persons
- are elderly
- other students

HOW do I qualify to participate?
You qualify if you:
- can meet and deal with a variety of people
- have experience or are willing to learn about preparing tax returns
- have good organizational and time management skills
- take pride in complete and accurate work
- are willing to complete the IRS training program
- can spend several hours a week on VITA from February 1 through April 15.

For more information, please contact:

Dr. Joyce Middleton
Accounting Department
Framptom Hall #340
Office: 301.687.4154
jmiddleton@frostburg.edu
University
Regulations & Procedures:

Located throughout FSU’s
- Catalog
- Registration Guidelines Booklet
- Pathfinder
- Website
**FSU Technology Fluency Requirement**

**FSUBusiness** students meet this requirement by taking COSC 100 as part of the CBK.

**Frostburg State University** students must acquire and/or demonstrate proficiency in the information technology skills listed below in order to earn a bachelor's degree.

<table>
<thead>
<tr>
<th>10 Components</th>
<th>Information Technology Learning Goals - FSU Students …</th>
</tr>
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| Using appropriate terminology to discuss basic concepts | • Can demonstrate an understanding of basic computing terms and acronyms.  
• Can explain an advertisement for a computer and common peripheral equipment. |
| Using basic operating system features               | • Can demonstrate a basic understanding of and use the features and utilities of an operating system.  
• Can install new software, delete unwanted software, invoke applications, and understand the reasons for different file formats.  
• Can demonstrate the ability to save files to a personal folder or disk, copy files from one location to another, and print files.  
• Can demonstrate an awareness of the variety of operating system and hardware platforms. |
| Using e-mail                                        | • Can use e-mail effectively and appropriately to receive and send messages and documents (e.g., managing a personal mailbox, creating an address book, adding attachments, observing e-mail etiquette). |
| Using the Internet to find information and resources | • Can efficiently use browsers, search engines, and online scholarly databases to locate information from a variety of Web-based resources.  
• Can evaluate this information and document its sources, and can participate in "chat rooms" and other "real-time" electronic communication. |
| Using word processing to create a text document     | • Can manipulate text to create a variety of document formats, create tables and charts to show a comparison of data, use a spelling and grammar checker, and insert images and other items into a text document. |
| Using information appropriately                     | • Can understand and discuss the social, ethical, legal, and political consequences of information technology. |
| Using instructional materials                       | • Can use online help files and understand printed instructional materials.  
• Can use a tutorial to understand essential models and ideas underlying new hardware and software. |
| Using a spreadsheet to model simple processes or financial tables | • Can acquire the necessary skills to modify cells in a spreadsheet file, use formulas appropriately, create various graphs from a spreadsheet program to represent data, and design appropriate print formats for a spreadsheet. |
| Using a database system to set up and access useful information | • Can construct and manipulate a database, search the database for specific information using keyword search patterns, upload and download files from the database, and format the data for printing. |
| Using presentation software                         | • Can use general-purpose presentation software and can incorporate multimedia into presentations (e.g., audio and video clips). |

Source: Policy on Student Information Technology Fluency (March 7, 2003). *Basic student information technology skills.*
What You Can Find and Where……

FSU Catalog:
http://www.frostburg.edu/ungrad/catalog/

- Academic Programs
- Campus Life
- Residence Life
- Class Standings
- Requirements for Graduation
- Transfer Credits from Another Institution
- The Procedures for Course Changes (i.e. drop/add, withdraw)
- Graduation procedures
- Academic Probation and Dismissal policies for all students, including an additional section for athletes

The Pathfinder:
http://www.frostburg.edu/admin/ses/pathfinder/

- Emergency Numbers
  - Brady Health Center (301) 687-4309
- Campus Listings
- Faculty Administrative Assistants
  - Accounting (301) 687-4297
  - Economics (301) 687-4386
  - Management (301) 687-4375
  - Marketing & Finance (301) 687-4417
- Community Services
  - Banks, Barbers, etc.
- Frequently Asked Questions & Answers
- Where to go for…
  - Communication with Faculty, Mailing a package or letter, Personal problems, Tickets to Campus Events, etc.
Registration Guidelines Booklet:
http://www.frostburg.edu/admin/regoff/reginfo.htm

- School Calendar
- Drop/Add Information
- Registration Procedures & Course Listings
- Academic Policies and Procedures
  - Change of Major
  - Leave of Absence
- Administrative Offices and Telephone numbers
- Billing Information
  - Refunds
  - Scholarship
  - Vehicle Registration
- Campus Map
- Advising Contacts
- General Education Program Checklist
- Graduation Information
- Schedule Worksheet

FSU WEBSITE:  http://www.frostburg.edu
INCLEMENT WEATHER CLOSINGS & DELAYS

Information will be available at the MAIN UNIVERSITY NUMBER (301-687-4000, option 2). You can access the system after 6 a.m. for the most reliable, up-to-date information regarding delayed openings and cancellations. Instructions are attached. Notification of delays or closures will also be made on the main page of the FSU Web site (www.frostburg.edu), through campus e-mail, via www.schoolsout.com and through local radio stations.

You may also register for text message or e-mail notification through the new e2Campus text messaging notification system. If you haven’t signed up yet, go to the “Technology” link on the FSU home page (www.frostburg.edu), choose “Text Messaging Alerts” and follow the instructions. You must use your FSU user name and password to access the site. Don't forget to do the final verification portion of the signup, or you won’t receive the messages. These text messages will also be used to alert the campus in an emergency, so even if you don't want weather closing alerts, you should still sign up with e2Campus.

Unless FSU closure is announced on voice-mail or the radio -- WE ARE OPEN. On most cancellation days, the University will be closed until 5 p.m. A decision on evening classes and events will be made by 3 p.m. that day. Likewise, the message under option 2 at the main University number will either announce the closure, or announce, “There are no delays or cancellations at this time.”

VOICE-MAIL INSTRUCTIONS:

Frostburg State University main campus number (301-687-4000, option 2) will be used to relay information concerning school closings, class cancellations and delayed openings due to unforeseen circumstances. The following procedure should be followed anytime after 6 a.m. on the day in question.

- Dial 301-687-4000 (or 4000 from an on-campus phone).
- When the "automated attendant" answers, press 2. (Option 1 is for emergency calls only.)
- It is possible you will get a busy signal. If so, hang up and try again.
- If the school is closed, classes cancelled, openings delayed, etc., you will begin to hear the details, otherwise you will be told, “There are no delays or cancellations at this time.”
Campus Resources
CAREER SERVICES

TO DO LIST:

- Call 301-687-4403, or visit the Career Services Office in Sand Spring Hall, Room 124 and explore the many opportunities available.
- When you register on CCN, we can look up your interests and send you information regarding opportunities that you have indicated as preferences.
- Speak with a counselor in the Career Services Office about your resume and cover letter for applications.
- Sign up for a mock interview session with a career services counselor if concerned about interviewing skills.
- Interview for the experience of your choice with various on-campus recruiters.

Career Development:
What to do and when to do it

Freshman Year
- Explore possible academic majors by taking a wide variety of courses.
- Take PD I class (BUAD 105, 2 cr.)
- Get to know faculty, career services staff, advisors, and administrators.
- Get involved in college activities.
- Seek a summer or part-time job that will help you learn more about an occupation.
- Register at http://www.collegecentral.com/frostburg. Here you can view summer jobs/internships.
- Join a professionally-related student organization.
- Sign up for and get to know a business or alumni mentor via College Central.

 Sophomore Year
- Investigate internship or other field experiences.
- Identify your interests, strengths, skills, abilities, and values.
- Narrow down choices for a major.
- Develop short-term and long range educational goals.
- Continue self-assessment and declare a major.
- Be an active member of a student organization.

Junior Year
- Obtain internship or field experience.
- Talk with professionals in a field of interest to you, i.e., network!
- Consider graduate education; research admission criteria for programs of interest.
- Start asking professors, employers, and advisors to serve as references.
- Continue to be an active member of a student organization.
Senior Year

- Take PD II class (BUAD 400, 1 cr.)
- Decide on your employment objective.
- Develop your job search strategy.
- Visit the Office of Career Services for resume review and to develop a credential file.
- Attend career fairs and interview with employers visiting campus.
- Take appropriate graduate exams – be sure to complete all graduation requirements.
- Upload your resume and job search on College Central.com’s Frostburg site at: http://www.collegecentral.com/frostburg

Office of Career Services
124 Sand Spring Hall
Frostburg, MD 21432
301-687-4403
careerservices@frostburg.edu
Office Hours: M – F: 8 a.m. – 4:30 p.m.
http://www.frostburg.edu/clife/career/

The Office of Career Services is dedicated to providing services that will enable you to create PATHWAYS TO SUCCESS as you embark upon your own career journey.

The PATHWAY TO SUCCESS begins with:
- Self Assessment.
- Choosing a major.
- Accessing internships and real world work experience.
- Learning effective job searching strategies.

This provides a glimpse of the many services and resources available in the Office of Career Services. Let our staff be your guide on the career path that leads you to your career goals.

It is never too early to start planning your future. Frostburg State University’s Office of Career Services assists students throughout their college years to establish life-long career development skills.

The office offers a variety of services including online career search tools through College Central. The DISCOVER program, a computerized guidance system, is available as well as a career resource library, individual and group counseling sessions, job vacancy listings, on-campus interviews, career fairs, mock interviews, credential files and much more. **User IDs for the DISCOVER program will be provided to Freshman Orientation students by the instructors. Other students interested in using DISCOVER may contact the Office of Career Services to receive a User ID.**

Wherever you are in your career development process, the Office of Career Services offers a wide variety of services to assist you in finding the right career for you.
Starting Down the Path

Through the use of DISCOVER, a computerized guidance program, and other interest inventories, students can match their skills, values, and interests with various career options.

**Individual counseling sessions and workshops** offered through various classes enable students to discuss career issues and assist in selecting a major. Resume writing, interview skills, correspondence and networking skills workshops and counseling are also offered through the Office of Career Services.

Career Development

**Job Vacancy Listings/On-Campus Interviews/Career Fairs**: Register with [http://www.collegecentral.com/frostburg](http://www.collegecentral.com/frostburg) and full time, part time, summer, and internship opportunities may be accessed online. Employers place their listings online and students can access these through the site noted above. Employers wishing to host information tables or sessions and to interview on campus also advise this office through the College Central site. Students may then sign up for interview times. These activities, including career fairs and networking events are noted in the **Special Announcements** link also.

**Alumni Mentors**

At [http://www.collegecentral.com/frostburg](http://www.collegecentral.com/frostburg), students can search profiles of Frostburg alumni for career advice. Simply click on the **Network with Alumni** link and follow the directions. The password is **Frostburg**.

**Career and Job Fairs**

A Career and Internship Fair is hosted every October by the Office of Career Services. As many as fifty employers attend this fair. Information about this fair can be seen at [http://www.frostburg.edu/clife/career/events.html](http://www.frostburg.edu/clife/career/events.html).

Frostburg State University is a member of the **Cumberland Valley Consortium** with fourteen area colleges and universities. The consortium hosts the CVC Job Fair each February attended by as many as 120 employers. Information regarding this fair may be found at [http://www.collegecentral.com/cumberland/](http://www.collegecentral.com/cumberland/). A **Virtual Job Fair** is also hosted at this site in June of each year for students and alumni. Dates are announced through the Office of Career Services and at the above site.
**Credential Files**

Credential files contain resumes, letters of recommendation, transcripts, and other notable accomplishments. Credential files are used for internships, graduate school applications, and job searches. The Office of Career Services will manage your file and mail it to your prospective employers and graduate schools upon request.

**GET A CREDENTIAL FILE PACKET:** It is never too early in your academic career to open a credential file at FSU by picking up a Credential File Packet from the Office of Career Services, 124 Sand Spring Hall. You can also download the forms from the Career Services web site. Students will pay a one-time fee of $20.00 to activate a credential file. This fee will be paid to the University and Student Billing Office. The $20.00 fee covers up to 20 mail requests per month for the 7-year period that the credential file is activated. Requests for credential files to be sent to employers may be made in-person, via the phone, FAX, e-mail, or in writing.

**What is Experiential Education?**

Experiential Education is an umbrella term which describes many different opportunities from which students may accumulate on-the-job skills through hands-on experience. Following are descriptions of the types of experiential education.

**Co-op:** A cooperative education experience is generally completed by a student over more than one semester. It includes work assignments related to the participant’s academic and career interests. Co-op students are almost always paid, and their work is considered productive to the employer. Most co-op programs involve some sort of academic credit.

**Internships:** An internship is typically a one-time work or service experience done by a student who has attained at least some academic preparation in a professional field. The student who can be an advanced undergraduate or graduate student, works in a professional setting under the supervision of at least one practicing professional. Many internships offer pay, but quite a few do not. Most are done for academic credit.

**Practicums:** A practicum is generally a one-time work or service experience done by a student as part of an academic class. Some practicums offer pay, but many do not. Almost all are done for academic credit.

**Externships/Job Shadowing Experiences:** An externship or job shadowing experience allows a student to spend between a day and several weeks observing a professional on the job. Such experiences are unpaid and generally not done for academic credit.

*(definitions courtesy of CareerPlanit)*

Other experiences might include study abroad, community services, and leadership opportunities. Any or several of these opportunities will enhance your marketability in the workforce and your academic experiences.
Students: *Your job search starts here*

- Choose from a variety of job opportunities targeted to FSU students
- Post your résumé
- Excellent site for both internships and permanent employment opportunities.

Please visit the web site at: [www.collegecentral.com/frostburg](http://www.collegecentral.com/frostburg)
Counseling and Psychological Services

Sand Spring Hall Room 101

Web Site: http://www.frostburg.edu/counsel/

PHONE: 301.687.4234
FAX: 301.687.3065

Services Offered

Counseling and Psychological Services offers a variety of counseling and developmental services to students and the University community. The services are accredited by the International Association of Counseling Services and are provided by Licensed Psychologists, a Licensed Professional Counselor - Clinical, supervised graduate practicum students, and a consulting Psychiatrist. **There are no fees charged to FSU students.** Counseling sessions are usually fifty minutes in length, once a week, and are scheduled by contacting the secretary at 301.687.4234.

Benefits

Counseling is a process by which individuals learn to make better decisions, improve personal skills, develop increased confidence, and acquire a keener awareness or appreciation of their needs and those of others. A wide variety of concerns can be discussed in counseling such as choosing or changing a major, exploring career opportunities, improving communication with parents or friends, changing behavior patterns, learning effective time management, overcoming depression, or coping with anxiety. The social and emotional issues that occur in everyone's life can generate questions and conflicts. Concerns about adjusting to college, interpersonal relationships, anxiety, sexual issues, grades, loneliness, depression, and family conflicts are some of the many difficulties that students may encounter.

Confidentiality

Counseling and Psychological Services facilitates the academic, career, and personal development of students at Frostburg State University. Services are provided on a voluntary basis, by appointment, and **without charge** to students. **All conversations are kept strictly confidential.** This means that no record of counseling is made on an academic transcript or in a job placement file, and information about counseling is not released without the student's written permission or as required by law.
Frostburg State University (FSU) is committed to providing equal access to all university facilities, programs, and activities for students with disabilities. This commitment includes compliance with all disability-related legislation, such as the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. FSU has established the Office of Disability Support Services (DSS) in order to carry out this commitment.

The DSS mission is to facilitate equal academic opportunity and enhance functional learning for students with any type of disability. Approximately 260 students with disabilities are registered with DSS each semester including 240 students with learning disabilities and/or attention deficit disorders.

At [www.frostburg.edu/clife/dss/](http://www.frostburg.edu/clife/dss/), you will find the following links for additional information:

- Accommodations & Other Services
- Appeals Procedures
- Documentation Requirements
- Eligibility for Disability Services
- Requesting Disability Services
DIVERSITY CENTER

Our Mission... The purpose of the Diversity Center is to foster a sense of community among students of all races, genders and national origins. This office helps students develop the skills they need to work effectively within our diverse community. The center also assists diverse student populations in learning how to become familiar with the university environment, as well as monitoring the academic and social adjustment of students. We assist students in developing their skills in building strategies for success by providing information about campus resources, support personnel, coping strategies, and cultural heritages. These goals are accomplished through offering activities; workshops and programs which help students, develop an understanding of cultural differences and how to be respectful and receptive to individuals of backgrounds different from their own. In addition, the Diversity Center assesses the needs of students and works to ensure that the university environment is welcoming and inclusive.

Specific Diversity Center responsibilities include:

- Assist diverse populations in making the successful transition from high school to college life.
- Help students understand the cultures and heritage of minority populations.
- Work with all minority student organizations in cooperation with the Lane Center and Campus Activities Office staff.
- Assist with the leadership development of students.
- Monitor the retention and graduation rates of students.
- Assess student’s academic progress and assist them in developing the necessary skills to be academically successful.

If you have comments or suggestions, contact us at:
Diversity Center
122 Hitchins
Frostburg State University
Frostburg MD 21532
301.687.4050 or on-line at our http://www.fsu.umd.edu/clife/diversity
How to Apply

In seeking financial assistance, YOU are responsible for certain steps. By simply completing each part of the procedure in a timely fashion, you will be assured of maximum consideration. You apply for financial aid through the University by completing the Free Application for Federal Student Aid (online at http://www.fafsa.ed.gov/) and listing Frostburg State University (Title IV Code #002072) in Step 6 of the FAFSA.

Free Application for Federal Student Aid
The Free Application for Federal Student Aid (online at http://www.fafsa.ed.gov/) is the needs analysis document used by Frostburg State University to determine eligibility for aid from the following federal/institutional programs: Pell Grant, Perkins Loan, Supplemental Educational Opportunity Grant, College Work Study, Subsidized Stafford Loan, Unsubsidized Loan and FSU Grant monies.

The FAFSA form is available in December preceding the academic year for which you are seeking financial assistance. It should be submitted to the Department of Education in early February. This will allow the federal processor enough time to review your FAFSA form and forward the results to the schools you request to receive the information. You may complete a paper FAFSA and mail it to the federal processor or apply through the Internet by using the FAFSA on the web at http://www.fafsa.ed.gov/. To speed up the process, visit the website in October so that you will know how to apply for a PIN which will serve as your personal identifier. This will allow you and your family to electronically sign the FAFSA. Remember -- submission of the FAFSA cannot occur until after January 1.

Deadline Dates & Timeline For Priority Consideration
The deadline for applying for financial aid at FSU is March 1. The deadline date means that the FAFSA results must be received by the Financial Aid Office by that date.

- STUDENTS MUST REAPPLY FOR FINANCIAL AID EACH YEAR.
- IT IS EXTREMELY IMPORTANT THAT STUDENTS SEEKING FINANCIAL AID APPLY EARLY!

The Frostburg State University program of financial aid exists to help those students who have limited financial resources. The direct objective of aid is to provide opportunities for those who would not be able to complete their college education without financial assistance. The Financial Aid Office has an open door policy and attempts to answer your specific questions and concerns. If your circumstances change, notify the Financial Aid Office. If you do not understand your financial aid award or feel your application has not been evaluated fairly, contact the Financial Aid Office. You are entitled to a complete explanation of the process.

The Financial Aid Office will send all financial aid award notifications to current students via email. Beginning June 2005, all students should check their official FSU email address for their award notification and instructions for accepting the aid. Regular checking of your FSU email will keep you informed of any changes in regard to financial aid.

Business hours are 8:30 a.m. to 4:30 p.m., Monday through Friday, 114 Pullen Hall, phone 301/687-4301.
Mission Statement

Programs for Academic Support and Studies (PASS) strives to improve the persistence rate and academic opportunity for students who enter Frostburg State University by providing them with an assortment of programs and services. The Learning Assistance Programs (LAP) offered by PASS attempt to accomplish this by helping students develop pre-college skills and knowledge, college-level skills and knowledge, and metacognitive processes, including problem resolution and learning-to-learn skills.

LAP Services:*

- Peer and Group Tutoring
- Study Skills Assessment/Aid
- Time Management Assessment/Aid
- Academic Monitoring
- Developmental Courses
- Placement Testing

The Learning Assistance Center
150 Pullen Hall
Frostburg State University
Frostburg, MD 21532

Phone: (301) 687-4441
Fax: (301) 687-4671
TTY: (301) 687-7955
Email: lbennett@frostburg.edu

*All except Placement Testing are Free
Lewis J. Ort Library

http://www.frostburg.edu/dept/library/index.htm

Fall Semester 2011
Regular Hours

Monday – Thursday  7:30 AM – Midnight
Friday  7:30 AM – 6 PM
Saturday  11:00 AM – 6 PM
Sunday  1 PM – Midnight

About the Library

The Lewis J. Ort Library, named for its principal benefactor, was opened in 1975. The Library's primary mission is to support the academic programs of Frostburg State University.

The Library contains over half a million items including books, periodicals, audio-visual materials, maps, and art prints, US and Maryland government information resources. In addition, the library subscribes to 60 electronic databases providing access to 20,000 full-text electronic journals.

The library offers a program of instruction in which students learn effective research methods in a hands-on environment. The focus of instruction is to teach students how to find and utilize information and evaluate sources for relevance, reliability and objectivity.

Students must register with the Library to use online resources in an off-campus location. Your student ID is required for this access.

For an excellent guide to online business-related library resources see the Professional Development Course Materials. At the Library you can see Ms. Liz Keller, Room 315, or Jeff Maehre, Room 226, the librarians who specialize in business resources. They are always happy to help business students!
STUDENT SUPPORT SERVICES

http://www.frostburg.edu/clife/sss/

General Information

Student Support Services, one of the federal TRIO programs, is an educational opportunity project, which helps low-income, first-generation, and disabled students to achieve their academic and personal goals. The project acts as an advocate for qualified students, plans and coordinates their services, and provides programs which help them develop the academic, interpersonal, and social skills they need for success at the University.

Project services include:

- Professional Tutoring
- Academic Advising, Advocacy, Monitoring
- Career Guidance
- Study Skills and Time-Management
- Student Financial Aid Assistance
- Personal Counseling
- Assistant Instructor Mentor Program (A.I.M.)
- Educational and Cultural Enrichment Activities
- FSU Learning Community Participant

Office Contact Information
Tam Lowry, Director
133 Pullen Hall

Telephone: 301-687-4481
Fax: 301-687-4671
TTY: 301-687-7955

Student Support Services (SSS) is an academic support program entirely funded by the U.S. Department of Education with an annual budget of over $316,000 to serve 275 eligible Frostburg State University enrolled students.
SUMMARY MISSION STATEMENT

Approved by the Board of Regents of the University System of Maryland. Approval of the Maryland Higher Education Commission pending as of May 2011

Frostburg State University is a student-centered teaching and learning institution featuring experiential opportunities. The University offers students a distinctive and distinguished baccalaureate education along with a select set of applied master’s and doctoral programs. Frostburg serves regional and statewide economic and workforce development; promotes cultural enrichment, civic responsibility and sustainability; and prepares future leaders to meet the challenges of a complex and changing global society.
Professional Development Course Materials