

# Study Abroad for Business Minors

## Undergraduate Programs & Advising Office

### Isenberg School of Management



# What we will cover....

1. Study Abroad Basics
2. Quick Facts for Isenberg Business Minors
3. Our Roles in the Process: IPO / Student / Isenberg
4. Business Minor Requirements & Course Options Abroad
5. ICAFs
6. Quick Links for Students
7. Current programs offering multiple 301s
8. Administration Odds & Ends



In recent years, Isenberg students have traveled to 30+ countries around the world for study abroad experiences!

Argentina

Australia

Belgium

Brazil

China

Colombia

Costa Rica

Croatia

Cuba

Cyprus

Czech Republic

Denmark

Fiji

France

Germany

Greece

Hungary

Ireland

Italy

Israel

Japan

Portugal

Netherlands

Russia

Singapore

South Africa

South Korea

Spain

Switzerland

Thailand

United Kingdom

Uruguay

# Eligibility and Preparation

Start the process with the UMass Amherst IPO's [Education Abroad](#) office.

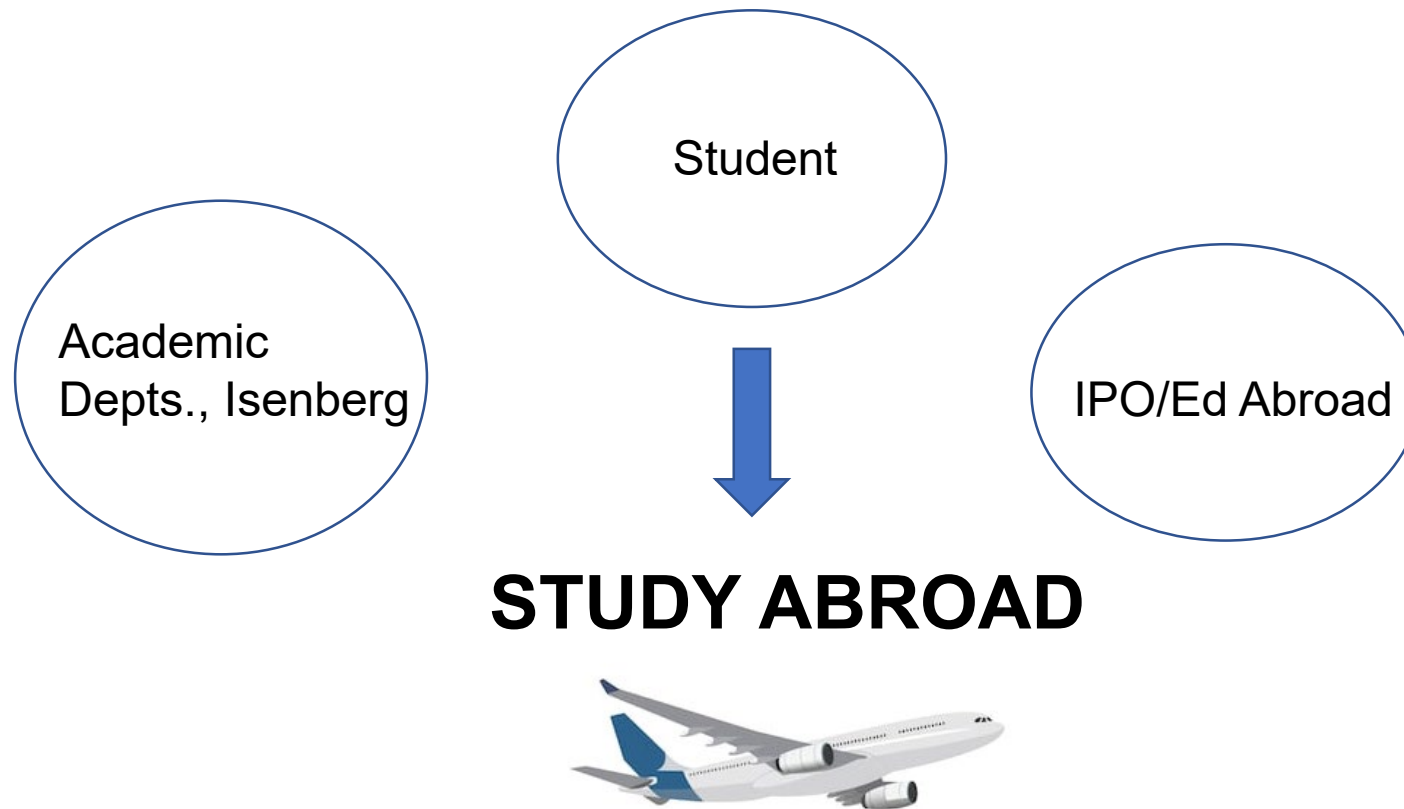
Plan at least a semester in advance: earlier planning = more flexibility in program, destination AND applying to scholarships!

You will work with IPO and your academic departments to plan your abroad experience.

Short- and long-term program options available.



# Our Roles: It's a Collaborative Process!



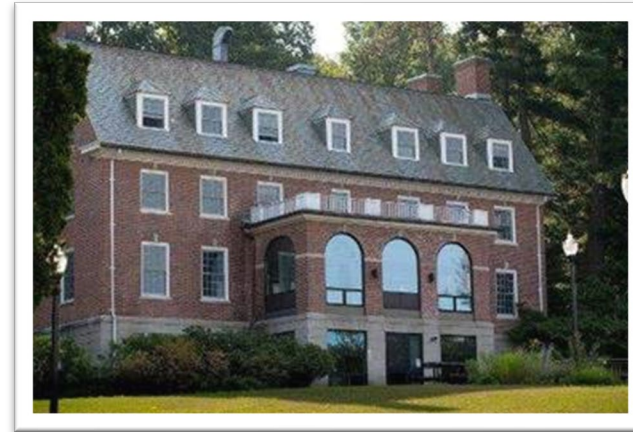
# IPO's Role in the Process

## IPO's Education Abroad and Peer Advisors:

Guide students through the process of going abroad:

- program selection
- university policies
- health and safety resources
- financial resources
- identity/access/inclusion resources, etc.
- provide support and make referrals to both university and outside resources
- any other questions students have and don't know who to ask

Location: 70 Butterfield Terrace (satellite locations available across campus)



# Student Role in the Process

- Inform yourself! Know your options (programs, locations, timing, courses, scholarships, etc.)
- Be aware of admissions deadlines, criteria, and materials
- Complete all steps to go abroad utilizing the support of IPO, academic advisors, and other recommended resources
- In terms of course approvals (*this comes later in the process*):
  - Gather course descriptions and/or syllabi to be reviewed
  - Always have a few extra courses to choose from
  - Submit the International Course Approval Form (ICAF) per instructions provided.

If you need help finding course descriptions, contact the Education Abroad Advising Center.

# Isenberg's Role in the Process

- Review courses you plan to take abroad to help you stay on track with minor requirements.
- Determine which requirements must be taken at UMass.
- Submit the online **International Course Approval Form (ICAF)** with course equivalencies\* (\*after you have selected a program and created an online account with IPO). This is available in your UMass Ed Abroad Portal.

**Note: your major's Academic Advisor will sign off on any non-business coursework you pursue abroad. This will be a separate ICAF.**



# Quick Glance: International Course Approval Form (ICAF)

## INTERNATIONAL COURSE APPROVAL FORM (ICAF)

The ICAF is used by UMass IPO to process transcripts. It does not guarantee course eligibility or availability.

### BEFORE COMPLETING THIS FORM, READ THE INSTRUCTIONS ABOVE.

You will not be accepted to study abroad until this form has been received by IPO.

Name: \_\_\_\_\_ SPIRE ID #: \_\_\_\_\_ Term & Year Abroad: \_\_\_\_\_

Program Name & Location: \_\_\_\_\_

I am requesting that these courses fulfill (check one):  Primary Major  Secondary Major  Minor  Certificate  
 I am not taking any courses abroad that will major requirements.

Exact Abroad Course Title with Department and Course Number (if given)	To be completed by your Academic Advisor: What requirement/equivalent/category will this course fulfill? List UMass subject and number if it is an exact equivalent.

To be completed by your Academic Advisor:

Academic Advisor's Name: \_\_\_\_\_ Advisor's Academic Department: \_\_\_\_\_

Check here if this student must meet with you upon return to evaluate final course approvals.

Advisor Instructions for how to upload the form can be found here. If you are having technical issues, please email [abroad@umass.edu](mailto:abroad@umass.edu).

For Office Use Only



# Quick Facts for Isenberg Business Minors

Start the process with the [UMass Ed Abroad Office](#)

Become familiar with **Isenberg Study Abroad Policies for the Business Minor:**

- At least three of the five required courses must be completed through the Isenberg (either on-campus or through the University Without Walls/UWW). With prior approval, up to two (2) of the required courses may be transferred in from another institution.
- Abroad courses must transfer back as the equivalent of at least 3 US credits to satisfy any Isenberg minor requirement.
- All courses must be completed with a letter grade. Abroad courses are **not** taken as Pass/Fail and will appear on your UMass transcript with **letter grades**.
- Accounting courses may not be completed abroad.



## Quick Facts (continued)

While abroad, you can take courses to satisfy:

- Major requirements
- Minor or certificate requirements
- Free electives towards the 120 credits needed to graduate.

You can also use the abroad experience to build your knowledge, experience, and to enhance particular skill sets! (Ex: taking upper-level business electives while abroad).



# Business Minor Requirements

For detailed requirements, please visit our [website](#). Required courses:

- ACCOUNTNG 233: Financial and Managerial Accounting Principles
- FINANCE 301\*: Corporate Finance (Must have completed ACCOUNTNG 233 or take it concurrently)
- MANAGMNT 301\*\*: Principles of Management
- MARKETNG 301\*\*: Fundamentals of Marketing
- OIM 301\*\*: Introduction to Operations Management (required prerequisite is Statistics)

*\*Course requires special permission.*

*\*\*Course often available abroad.*



# Course Options Abroad

- Many programs offer the equivalents of MGMT 301, MKTG 301, and/or OIM 301. You can apply two courses from outside of UMass towards the business minor.
- While abroad, you can also satisfy requirements for your major or any other credential (minor or certificate) with proper approvals.
- Free electives: For example, many programs offer a variety of upper-level business electives. While they cannot be applied towards the business minor, you can use these courses to build your knowledge, experience, and enhance particular skill sets while abroad! These would satisfy elective credits towards the 120 needed to graduate.
- It's always good to have back- up options!

# Sample Business Electives Abroad\*

*\*Although the upper-level business electives cannot be applied towards the business minor, you can use these courses to build your knowledge, experience, and enhance particular skill sets while abroad!*

International Marketing

Strategic Fashion Marketing

Cross-Cultural Management

International Sport Management

E-Commerce & Online Business

Consumer Behavior

Economics of Soccer

Global Business Management

Business Negotiation

Wine Business & Marketing

Sport Promotion & Social Media

Luxury Brand Management

Organizational Behavior

Human Resource Management

# Sample International Course Approval Form (ICAF)

## INTERNATIONAL COURSE APPROVAL FORM (ICAF)

The ICAF is used by UMass IPO to process transcripts. It does not guarantee course eligibility or availability.

### BEFORE COMPLETING THIS FORM, READ THE INSTRUCTIONS ABOVE.

You will not be accepted to study abroad until this form has been received by IPO.

Name: Jane Smith SPIRE ID #: 33333333 Term & Year Abroad: Spring 2023

Program Name & Location: University of Nicosia- Cyprus

I am requesting that these courses fulfill (check one):  Primary Major  Secondary Major  Minor  Certificate  
 I am not taking any courses abroad that will major requirements.

Exact Abroad Course Title with Department and Course Number (if given)	To be completed by your Academic Advisor: What requirement/equivalent/category will this course fulfill? List UMass subject and number if it is an exact equivalent.
MKTG 291 - Marketing	MKTG 301 (1 of 2 courses allowed for business minor)
MGMT 281 - Introduction to Management	MGMT 301 (1 of 2 courses allowed for business minor)
IMGT 488- Operations Management	OIM 301 (1 of 2 courses allowed for business minor)

To be completed by your Academic Advisor:

Academic Advisor's Name: BZ Catalano Advisor's Academic Department: Isenberg UGrad

Check here if this student must meet with you upon return to evaluate final course approvals.

Advisor Instructions for how to upload the form can be found here. If you are having technical issues, please email [abroad@umass.edu](mailto:abroad@umass.edu).

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## Pro Tips:

- Have extra courses to choose from. Most students take 4 classes abroad– find at least 6 that interest you.
- Many programs provide 301s, upper-level business electives, and courses that could be applied towards your major or elective credits needed to graduate. You can take any combination!

# Submitting Your ICAF

Please submit a completed **International Course Approval Form (ICAF)** for review. You must include:

- An ICAF with the top section completed (Name, ID, Term, Program Name and Location, etc.) The ICAF is in your Academic Policies and Course Approval form on your [UMass Abroad portal](#).
- Save your ICAF using the below format as the document name:
  - Name (first/last)
  - ICAF
  - Abroad Term
  - **EX: John Smith ICAF SP23**
- A list of courses that you hope to enroll in while abroad (include a few extra courses as backup options)
- Course descriptions or syllabi
- If you are having difficulty finding courses and syllabi, [meet with a UMass Abroad Peer Advisor](#) before scheduling your meeting.

Send your ICAF and course descriptions to: [bcatalano@isenberg.umass.edu](mailto:bcatalano@isenberg.umass.edu)

Your ICAF will be uploaded to Navigate for the Ed Abroad Office.





# Quick Links for Students

[Steps to Study Abroad](#) (IPO)

[UMass Abroad Portal](#) (IPO)

IPO's program search [database](#)

Visit the Ed Abroad [Drop-In Advising Center](#)

Study Abroad [events](#), offered by the Ed Abroad Office.

[Isenberg Study Abroad Policies](#)

[Isenberg's Sample Abroad Programs and Equivalencies](#)



## Further Discussion (for Administrators)

- Current programs offering multiple 301s (i.e. good options for business minors)
- Determining equivalent courses
  - Online google doc vs. new courses
- Uploading the ICAF to Navigate