Welcome from Associate Dean Brown

Primary Points of Contact

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- New Student Checklist

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- Double Majors within the Isenberg School of Management
- BBA/PR-SOM Requirement Check Sheet
- About Each BBA Major

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- All Other Course Overrides

Notes
Welcome to Isenberg! You’ve made a terrific choice in joining this vibrant, driven community of future business leaders. I know you’ll find your time here both rewarding and challenging. My hope is that you’ll take this incredible opportunity to engage with both your colleagues and the world-class faculty here in pursuing your professional goals and to begin building your network. Your membership in the Isenberg Family may be just beginning—but it lasts a lifetime.

As you will soon find out, there is a world of opportunity both here at Isenberg and the broader University. Don’t wait to get involved! I encourage you to join a club, participate in one of the many service opportunities available and engage with the faculty. Most importantly, get to know the other students in Isenberg. The connections you make here will prove invaluable to your future success.

Our goal during New Students Orientation is twofold: to introduce the many resources available to you in Isenberg and to help you begin the process of designing a course of study that will meet your individual goals. This resource touches upon just a few of the key topics that will help you prepare for your studies here. I urge you to review it carefully – it is designed to stimulate your thoughts and questions about how to make the most of your time at Isenberg and UMass.

As a member and representative of the Isenberg Community, it is your responsibility to interact with others in a respectful, ethical, and inclusive manner. The Isenberg Family hails from all over the globe and members come with many different experiences, views, and perceptions. The success of Isenberg and its members rests on a foundation of integrity, mutual respect, and a commitment to inclusiveness. Please carefully review the statement on Respect & Trust on the next page of this booklet and join me in adhering to these principles. Together we can build a community where every member feels valued and respected, including you.

Working with our outstanding students is the best part of my job, and I’m looking forward to the many interactions we will have over the next few years. You have my best wishes for success as you take the first steps of the journey ahead.

Sincerely,

William D. Brown, Jr., Ph.D. Associate Dean Undergraduate Programs
Respect & Trust

You are joining a community that is built on the principles of respect and trust. Your personal and academic growth, as well as that of the community, is entirely dependent on interactions with others. Thus, you should cultivate and encourage interaction by respecting all members of the community, regardless of how they might be different from you. We expect you to always respect others, just as others are expected to respect you.

We also trust that you will not misuse the freedom and privileges that accompany being a member of this community. Trust implies that you will accept responsibility for your own actions and for your own personal growth. As a member of the community, you are expected to earn the trust of others by demonstrating a commitment to honesty and integrity in all of your pursuits.
PRIMARY POINTS OF CONTACT

There are all kinds of resources on campus to help you with just about any challenge you might encounter during your college years. In fact, there are so many support services that it is often difficult to know where to turn. The good news is that as an Isenberg student you have a support network available within the School to help you with your questions and concerns.

Visit the Isenberg Undergraduate Programs Office for all advising and Academic Dean’s actions.

Staff:
William D. Brown Jr., Associate Dean
Melvin Rodriguez, Assistant Dean
Christina Monte, Director of Enrollment Management & Student Success
Meghan Smith, Director of Operations

Advisors:
John Aube, Academic Advisor
Susan Carey, Academic Advisor
Heather Costello, Academic Advisor
Kevina King, Academic Advisor
Joshua Odam, Academic Advisor
Shelby Prizio, Academic Advisor
Kym Whitehead, Academic Advisor

Location: Isenberg N230
Phone: 413-545-5610
Email: undergrad@isenberg.umass.edu
Website: https://www.isenberg.umass.edu/programs/undergraduate/on-campus/advising
Frequently Asked Questions: https://www.isenberg.umass.edu/programs/undergraduate/on-campus/faqs
Office Hours: Monday – Friday 8:30am-5:00pm
Advising Hours: We offer walk-in advising every day. Please see our website for the most up-to-date schedule.

Advisors are a primary resource for you to utilize throughout your academic career. They will assist in the following: undergraduate course selection, course approvals for study abroad, holds on your academic record, graduation checks, and other academic issues to ensure your timely progress.

After declaring your major, you will be assigned a faculty mentor. Your faculty mentor can assist with networking, discuss major concentrations or tracks and answer industry related questions.
ISENBERG’S SOCIAL MEDIA

Keep track of what’s going on at Isenberg and connect with fellow students through our online community. Facebook and Twitter are great places for you to get answers to questions about Isenberg or learn about upcoming events, read Isenberg news, and see profiles of your peers. LinkedIn is where you can start connecting with our network of successful grads, and check out YouTube for videos about our programs and clubs. Welcome to Isenberg and see you online!

https://www.facebook.com/isenbergumass/

www.twitter.com/IsenbergUMass
www.twitter.com/insideisenberg

www.youtube.com/user/IsenbergUMass

http://bit.ly/IsenbergLinkedIn

https://www.instagram.com/IsenbergUMass/
### SPRING 2019 ACADEMIC CALENDAR

<table>
<thead>
<tr>
<th>Event</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First day of classes</td>
<td>Tuesday</td>
<td>January 22</td>
</tr>
<tr>
<td>Last day to add/drop with “No Record” (Add/Drop)</td>
<td>Monday</td>
<td>February 4</td>
</tr>
<tr>
<td>Holiday - Presidents’ Day</td>
<td>Monday</td>
<td>February 18</td>
</tr>
<tr>
<td>Monday class schedule will be followed</td>
<td>Tuesday</td>
<td>February 19</td>
</tr>
<tr>
<td>Spring recess begins</td>
<td>Sunday</td>
<td>March 10</td>
</tr>
<tr>
<td>Classes resume</td>
<td>Monday</td>
<td>March 18</td>
</tr>
<tr>
<td>Last day to Drop with ‘W’ and select ‘P/F’</td>
<td>Tuesday</td>
<td>March 19</td>
</tr>
<tr>
<td>Registration begins for Fall 2019</td>
<td>Monday</td>
<td>April 1</td>
</tr>
<tr>
<td>Holiday - Patriot’s Day</td>
<td>Monday</td>
<td>April 15</td>
</tr>
<tr>
<td>Monday class schedule will be followed</td>
<td>Wednesday</td>
<td>April 17</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>Wednesday</td>
<td>May 1</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Thursday</td>
<td>May 2</td>
</tr>
<tr>
<td>Final examinations begin</td>
<td>Friday</td>
<td>May 3</td>
</tr>
<tr>
<td>Reading Day</td>
<td>Saturday</td>
<td>May 4</td>
</tr>
<tr>
<td>Last day of final examinations, semester ends</td>
<td>Thursday</td>
<td>May 9</td>
</tr>
<tr>
<td>Graduate and Undergraduate Commencements</td>
<td>Friday</td>
<td>May 10</td>
</tr>
<tr>
<td>Final grades due by Midnight</td>
<td>Tuesday</td>
<td>May 14</td>
</tr>
</tbody>
</table>
Top Tips from the Chase Career Center

Find Us
We are located in Isenberg N207 near the Atrium entrance, or online at www.isenberg.umass.edu/centers/chase-career-center.

Meet With a Chase Career Coach
Schedule an appointment online with a Career Coach to review your resume, prepare for an interview, or discuss your job or internship search.

Activate Your IsenbergWorks Account
IsenbergWorks is your online career system where you will find and apply to internships and jobs posted specifically for Isenberg students, and gain exclusive access to career development resources. Enter your UMass NetID and password to log in.

Explore Big Interview
Big Interview is your online interview practice platform that will prepare you to answer industry and competency-specific questions. Accessible via the Chase website, Big Interview provides valuable tips and insight to impress your recruiter and ensure interview success.

Utilize Chase Career Guides
The For Students section of the Chase website provides career tools and templates to assist you to write effective resumes, cover letters, and LinkedIn profiles, as well as prepare you for successful interviewing, networking, and internship and job searches.
New Student Checklist – Before & When the Semester Begins

☐ Become familiar with the Isenberg community. Review this resource and check out the Isenberg Undergraduate website https://www.isenberg.umass.edu/programs/undergraduate/on-campus/advising.

☐ Request that your test scores and college transcripts are sent to UMass Amherst. If you have AP or SAT2 scores that will yield credit at the University, request that the College Board send your scores to the Undergraduate Admissions Office.

☐ Explore SPIRE by reviewing the tutorial www.umass.edu/newstudent/student-checklist. Update your contact information (including cell phone) in SPIRE. Sign up to receive emergency text messages and learn more about emergency preparedness. Add an emergency contact to the “My Personal Information” section of your SPIRE account to identify the individual(s) who should be contacted in case of an emergency.

☐ Visit the University Health Services Patient Portal and enter your immunizations and upload proof from your physician. If information is not received by the end of Add/Drop, a registration hold will be placed on your SPIRE account. www.umass.edu/uhs/immunizations/

☐ Become familiar with University resources such as the Learning Resource Center, Center for Counseling and Psychological Health, Disability Services and the Learning Commons.

☐ Get involved! Consider all the possibilities. Learn about the different Registered Student Organizations (RSOs) in Isenberg and at UMass Amherst. Explore Campus Recreation options and consider joining an intramural team.

☐ A list of required course materials can be found on your SPIRE account. Amazon @ UMass Amherst offers the opportunity to rent, buy used or buy new textbooks.

☐ Check your schedule on SPIRE before the end of add/drop. Make sure it accurately reflects your first semester coursework.

☐ Get your computer ready and ensure that it will meet the minimum standards and be able to connect to the UMass wireless network. Review the new students computing “To Dos” at http://www.umass.edu/it/general/new-student-computing-dos

☐ Attend Welcome Events:
  • Students Entering in the Fall http://www.umass.edu/newstudent/fall-nso
  • Students Entering in the Spring http://www.umass.edu/newstudent/winter-welcome

☐ Prepare for your second semester. Make sure you meet with an academic advisor to review your academic progress and future semester planning.
INFORMATION FOR BACHELOR OF BUSINESS ADMINISTRATION MAJORS

All students admitted to the BBA track are considered PR-SOM majors. Students are eligible to declare their major their first semester. BBA/PR-SOM students may declare one of the following majors: Accounting, Finance, Management, Marketing, or Operations & Information Management.

The Isenberg Undergraduate Programs Office will contact PR-SOM students via their UMass email once every semester to inform them of the process to declare a major. Students who do not declare their major during the declaration period outlined in that email will not be able to until the following declaration period. Keep in mind that many upper level classes are open to majors only. After the initial declaration, students may choose a different major at any time.

There are no minors offered in Isenberg.

Learn more at www.isenberg.umass.edu/programs/undergraduate/on-campus/advising

Double Majors Within the Isenberg School of Management

There are three programs within Isenberg:
- Bachelor of Business Administration (BBA), which includes Accounting, Finance, Management, Marketing, and Operations & Information Management
- Bachelor of Science (BS) in Hospitality & Tourism Management
- Bachelor of Science (BS) in Sport Management

In order to double major within Isenberg a student must apply to the additional major. BBA students may double major with a BS degree in an Isenberg program but may not double major within the BBA degree program.

More information on dual degrees and double majors can be found in the “Planning for Your Time at Isenberg” section located at the end of this booklet.
**NAME:** ____________________________  **ID:** ____________________________  **DATE:** ____________________________

### REQUIREMENTS CHECK SHEET

**Bachelor of Business Administration (BBA)**

*Applicable for students entering UMass Amherst Fall 2013 or later*

#### BBA Core Requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MATH 127 Calculus for Life and Social Sciences I (R2) or higher level math</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Fulfills Analytical Reasoning (R2) Gen. Ed. req.</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON 103 Introduction To Microeconomics (SB) or RES-ECON 102 Introduction To Resource Economics (SB)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><em>Fulfills the Social &amp; Behavioral Sciences (SB) Gen. Ed. req.</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON 104 Introduction To Macroeconomics (SB)</td>
<td>4</td>
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<tr>
<td></td>
<td><em>Fulfills the Social World (SW) Gen. Ed. req.</em></td>
<td></td>
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<tr>
<td></td>
<td>ACCOUNTG 221 Principles of Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Must have at least sophomore standing</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACCOUNTG 222 Principles of Managerial Accounting ACCOUNTG 331 Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>(Accounting majors who declared Fall 2014 or later must take ACCOUNTG 331 instead of ACCOUNTG 222)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prereq. ACCOUNTG 221</td>
<td></td>
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<tr>
<td></td>
<td><em>Must have at least sophomore standing</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OIM 240 Business Data Analysis or RES-ECON 212 Introduction to Statistics for Social Sciences (R2) or STATISTC 240 Introduction to Statistics (R2)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>OIM 210 Introduction to Business Information Systems</td>
<td>3</td>
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<tr>
<td></td>
<td><em>Must have at least sophomore standing</em></td>
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<tr>
<td></td>
<td>MANAGMNT 260 Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Must have at least sophomore standing</em></td>
<td></td>
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<tr>
<td></td>
<td>SCH-MGMT 200 Career &amp; Professional Development</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><em>Must have at least sophomore standing</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FINANCE 301 Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prereq. ACCOUNTG 221</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MANAGMNT 301 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>MARKETING 301 Fundamentals of Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Must have at least junior standing</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OIM 301 Intro to Operations Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prereq. OIM 240 or RES-ECON 212 or STATISTC 240</td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Must have at least sophomore standing</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SCH-MGMT 310 Management Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Must have at least junior standing</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td>MANAGMNT 494B1 Business Policy and Strategy or MANAGMNT 488 Strategic Management for a Sustainable World</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><em>Pre-req: MANAGMNT 366</em></td>
<td></td>
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<tr>
<td></td>
<td><em>Must have senior standing</em></td>
<td></td>
</tr>
<tr>
<td></td>
<td><em>Both courses fulfill Integrative Experience Gen. Ed. req.</em></td>
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</table>

#### University General Education Requirements

**Students are expected to take a DU or DG in their first year**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ENGWRIT 112 College Writing (CW)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Basic Math (R1)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Biological Science (BS)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Physical Science (PS)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Literature (AL) or Arts (AT)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Historical Studies (HS)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Diversity: United States (DU)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Diversity: Global (DG)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><em>Transfer Student (See below)</em></td>
<td>2 courses</td>
</tr>
</tbody>
</table>

**Breadth Requirement: Non-business electives (21 credits)**

*One breadth requirement per semester may be taken with pass/fail grading

*Only one Economics or one Resource Economics course may be used to satisfy credits for this requirement*

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
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<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
</table>

**Major Core Requirements**

Major requirements vary from 6 to 10 courses depending on the major; please see individual major requirement check sheets

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**BBA/PR-SOM***

*Transfer students are required to take two additional General Education courses under transfer General Education Requirements. These courses can be 3 or 4 credits each in any General Education category.**

**Mass Transfer Block (MTB) transfer students are excluded from this requirement.**

**Graduation Requirement:**

- Complete at least 120 credits; 45 credits must be completed at UMass Amherst
- Maintain a grade point average of at least 2.0 in major and overall
- All required courses must be taken for a letter grade

**Student Responsibilities:**

- Review Academic Requirements Report on SPIRE
- Meet with an advisor regularly to review progress toward completing graduation requirements
- Keep track of requirements for any additional majors or minors
- Make sure all graduation requirements are fulfilled
ABOUT EACH BBA MAJOR

Accounting

Learn to understand the language of business
Accountants help individuals and businesses make the most critical business decisions with the utmost confidence. These highly sought-after advisors monitor the health of a business, guarding it against pitfalls and opening doors to new growth opportunities. Given the importance of this work, Isenberg carefully prepares accounting students with the skills needed to record and interpret data. You’ll learn to perform a broad range of accounting, auditing, tax, and consulting tasks, and develop the expertise to help steer employers and clients in a sound financial direction.

About the field: Accounting is truly the language of business. The information gathered and analyzed by accountants informs all key business decisions, from financial reporting and strategic planning to tax reporting and regulatory compliance. Not surprisingly, accounting graduates have among the highest employment rates and some of the highest starting salaries of any major. And for those students considering graduate study in law, business, or public policy, an undergraduate major in accounting provides a solid foundation.

Accounting Department Contact Information
Location: Isenberg 232
Phone: 413-545-5645
Website: https://www.isenberg.umass.edu/programs/depts/accounting

Information for Transfer Students
Many new and transfer students do not understand the wonderful opportunities a BBA in Accounting can lead to. Please check out the websites below for more information. Students also may not know or understand the importance of obtaining a CPA designation (certified public accountant). Check out this site (NASBA) on why you should go for the CPA https://nasba.org/blog/2017/04/26/5-reasons-to-be-a-cpa/.

If you decide to pursue the CPA, you will need 150 credit hours and not 120 credit hours. Normally you achieve this over a 5 year period in college. You have the choice of obtaining a master’s degree or earning an additional 30 credits as an undergraduate. You can obtain the 150 credits in less than 5 years (many do) with proper planning.

Below are some tips to help you succeed and get the information you need:

1. Check out the Accounting Department’s website for resources like the Accounting New Majors Handbook (under resources for current accounting majors).

2. Learn more about being a CPA in Massachusetts at http://www.cpatrack.com/ (become a student member, learn about scholarships and career fairs, etc.).

3. If applicable, learn more about being a CPA in other states (outside of Massachusetts): https://thiswaytocpa.com/

4. Get prepared - Plan out your schedule. If you are going for the CPA you need 150 credit hours (for the state of Massachusetts, 30 of those credits need to be in accounting). If you plan to work for a larger public firm, they require you to complete your 150 before you start working. Smaller firms/employers may only require 120 credits and may help you with your master’s in order to get the additional 30 credits.

5. Understand your opportunities for job placement - sophomore leadership programs (recruiting in the spring), winter/SIPP and summer internships for junior status (recruiting in the fall). Read the internship handbook under “resources” on the Accounting Department’s webpage. Everything happens in the fall, except leadership (which happens in the spring).

   a. All internships are done as a junior. Students go through Leadership Interviews in the spring of their sophomore year. We STRONGLY encourage accounting students to get involved and network with the firms whenever possible. Prepare to visit them in the Isenberg atrium, at ‘20 minutes with’ events (through Chase), at BAP events and career fairs.

Contact the Accounting Department in Isenberg 232 for information on MSA information sessions and the Chase Career Center in Isenberg N207 for internship information sessions.
Finance

Protect your clients’ assets and help them grow in a competitive climate
As a finance major at Isenberg, you’ll learn how to raise debt and equity capital, evaluate the profitability and riskiness of projects, value small businesses and large corporations, and make traditional and alternative investments in global financial markets. You’ll be immersed in current issues and practices through the case teaching method, learning hands-on problem solving and teamwork as you try real-time data analysis using Bloomberg terminals, participate in a student-managed fund, or take an internship with a premier financial firm. The expansive and rigorous curriculum (which can include an honors capstone sequence) provides many choices and opportunities for students to specialize in one or more of five concentrations: Corporate Finance, Financial Analyst, Risk Management, Alternative Investments, and Insurance.

About the field: Finance students do not just study money; they study how money interacts with risk and time. Understanding this relationship is key. It allows you to help individuals, companies, and governments make wise decisions about managing capital, investing or borrowing funds, optimizing returns, and staying financially sound. A well-trained and confident finance graduate is extremely valuable to businesses.

Finance Department Contact Information
Location: Isenberg 226
Phone: 413-577-2231
Website: https://www.isenberg.umass.edu/programs/depts/finance
    Nelson Lacey, Department Chair
    Nikolaos Artavanis, Honors Program Director
    Jennifer Nikonczyk, Office Manager

Management

Gain the skills to deftly maneuver through any business scenario
Are you a people person? Do you gravitate toward leadership roles? Management students are entrepreneurs, strategic planners, holistic thinkers, and cross-departmental connectors. They want to learn how to confidently make assessments, turn challenges into opportunities, and initiate and manage change in the modern business environment. Students who graduate from the program are versed in the principles of organization, analysis, and dynamic leadership for strategically building and running effective, evolving businesses. Many start their own businesses, or go on to graduate studies in business, law, or professional management programs offered by major corporations.

About the field: Solving today’s complex problems, in both business and society at large, often requires the coordination of individuals, organizations, and even governments. In short, solutions require management, which is the coordination of people to achieve a goal. However, great management isn’t about control; it’s about adaptability and change. It’s about understanding the problem being faced, and how the organization should change to address it. An effective leader inspires strong, collaborative teams to action, and plans strategically for both short- and long-term success.

Management Department Contact Information
Location: Isenberg 227 Phone: 413-545-5675
Website: https://www.isenberg.umass.edu/programs/depts/management
    Bruce Skaggs, Department Chair
    Jennifer Merton, Associate Chair
    Anurag Sharma, Honors Program Director
    Michael Korza, Office Manager
Marketing

Learn to sell everything from products to points-of-view
Are you interested in learning what makes people tick and uncovering new ways to persuade and delight? Are you on top of market trends, and want to be charged with launching ideas into action? Isenberg marketing students learn how to match wit, insight, and creativity with brand-building strategies and well-executed tactics. They understand how to sell a product or point-of-view by tapping into compelling narratives. They’re also practical analyzers who rely on data to tell them what’s trending. This major delves into both traditional and cutting-edge marketing and communications techniques, and spans a variety of industries, from small local businesses to global corporations.

About the field: Companies turn to marketing professionals to help solve their biggest challenge: how to retain customers. Marketing is everything and everywhere. Key central elements of the field—products, consumers, and exchange—form the foundation of business, as well as everyday life. Marketers use their expertise to better understand what products customers need and want, how best to communicate with an audience, where to sell products, how to price products, and why and when consumers buy.

Marketing Department Contact Information
Location: Isenberg 235
Phone: 413-545-5663
Website: https://www.isenberg.umass.edu/programs/depts/marketing
Bruce Weinberg, Department Chair
William Diamond, Honors Program Director
Cheryl Brissette, Office Manager

Operations & Information Management

Become a tech-savvy problem solver for the 21st century
Operations & Information Management (OIM) students receive a state-of-the-art education and experiential training that positions them for highly successful careers in two areas of corporate specialization: supply chain management and information systems, as well as powerful combinations of these two fields. The OIM curriculum equips you with skills that meet the emerging needs of the business world. The subject matter encompasses what is now being referred to in the marketplace as business intelligence, business analytics, and business process optimization.

About the field: Operations & Information Management covers the broad spectrum of careers that make use of technology-driven, process-oriented thinking to manage and improve business operations and thereby make gains in efficiency and productivity. Operations and information managers are skilled in using data analytics to solve business problems, and are thus central to any team. As a result, OIM graduates secure high-paying jobs that offer both creativity and stability.

Operations & Information Management Department Contact Information
Location: Isenberg 220
Phone: 413-545-5647
Website: https://www.isenberg.umass.edu/programs/depts/oim
Robert Nakosteen, Department Chair
Senay Solak, Honors Program Director
Audrey Kieras, Office Manager
Welcome to UMass, Isenberg School of Management, Department of Hospitality and Tourism Management (HTM). We are looking forward to your arrival on campus and helping you settle in for the start of your new academic career.

Soon you will be registering for your classes. One of your first required courses is a class I teach called “Introduction to Hospitality & Tourism” (commonly called HTM 100), This class offers an overview of the industry and prepares you for your future HTM coursework. (1)

Therefore, you are required to register for this class for the spring 2019 semester. You should plan to build in the rest of your schedule around this class. The registration information in Spire is as follows:

Course name: Introduction to Hospitality & Tourism
Course number: HT-MGT 100 - 01 (this is section 1)
Class # in Spire: 15938
Meeting times: Tuesday and Thursday 2:30pm-3:45pm
Classroom: Isenberg 137

There are many advantages of taking this class now.
• We will be sharing HTM-related announcements, meetings, information, guests, and networking opportunities with you throughout the semester.
• This class will have its own dedicated Moodle site (you will learn more about that soon).
• It is a great way to get started and get an overview of this industry you hope to enter.
• It is a required course for many of the other HTM courses.

If you have any questions please feel free to contact Professor Laurie Salame (profsalame@isenberg.umass.edu) or the Isenberg Undergraduate Programs Office (undergrad@isenberg.umass.edu).

HTM Department Contact Information
Location: Isenberg 221
Phone: 413-545-2535
Email: htm@isenberg.umass.edu
Website: https://www.isenberg.umass.edu/programs/depts/htm-home

Muzzo Uysal, Department Chair
Atul Steel, Associate Department Chair
Linda Lowry, Honors Program Director
Rebecca Chmura, Office Manager

Double Majors Within the Isenberg School of Management

There are three programs within Isenberg:
• The BBA track which includes Accounting, Finance, Management, Marketing, and Operations & Information Management
• Bachelor of Science (BS) in Hospitality & Tourism Management
• Bachelor of Science (BS) in Sport Management

Each program has its own admission and enrollment process. In many cases a student must be admitted to a specific program in order to enroll in courses within that program. Therefore, in order to double major within Isenberg a student must be admitted to the programs that he or she would like to major in. BBA students may double major with a BS degree in an Isenberg program but may not double major within the BBA degree program. There are no minors offered in Isenberg.

The Hospitality & Tourism Management and Sport Management majors each lead to a BS degree. Students in an Isenberg BS degree program may double major with another BS degree or with the BBA degree program.

More information on dual degrees and double majors can be found in the “Planning for Your Time at Isenberg” section located at the end of this booklet.

1 If you are an external or UMass transfer student who has already taken this class, either here or elsewhere, and it appears on your UMass records, you do not have to take it again. If you have not taken it here or elsewhere, read on as this information will apply to you.
**REQUIREMENTS CHECK SHEET**

**Bachelor of Science**

*Applicable to students who began HTM program Summer 2017 or later*

## BS Core Requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MATH 121 Linear Methods and Probability for Business (R2) or higher</td>
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<tr>
<td></td>
<td>ECON 103 Introduction To Microeconomics (SB) or RES-ECON 102 Introduction To Resource Economics (SB)</td>
</tr>
<tr>
<td></td>
<td>ECON 104 Introduction to Macroeconomics (SB)</td>
</tr>
<tr>
<td></td>
<td>OIM 210 Introduction to Business Information Systems or COMPSCI 105 Computer Literacy</td>
</tr>
<tr>
<td></td>
<td>RES-ECON 212 Introduction to Statistics/Social Sciences (R2) or STATISTC 111 Elementary Statistics (R2) or STATISTC 240 Introduction to Statistics (R2)</td>
</tr>
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<td></td>
<td>ACCOUNTG 221 Introduction to Financial Accounting</td>
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<tr>
<td></td>
<td>ACCOUNTG 222 Introduction to Managerial Accounting</td>
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<tr>
<td></td>
<td>MARKETING 301 Fundamentals of Marketing</td>
</tr>
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<td></td>
<td>FINANCE 301 Corporate Finance</td>
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<td>SCH-MGMT 310 Management Communications</td>
</tr>
</tbody>
</table>

## HT-MGT Core Requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>HT-MGT 100 Introduction to Hospitality &amp; Tourism</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 240 Lodging Operations Management</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 250 Food Service Management</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 260 Human Resource Management in the Hospitality Industry</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 298W Work Experience (1 cr.)</td>
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<tr>
<td></td>
<td>HT-MGT 320 Hospitality &amp; Tourism Law</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 355 Restaurant Operations Management</td>
</tr>
<tr>
<td></td>
<td>HT-MGT 397M Service Experience Management</td>
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<tr>
<td></td>
<td>HT-MGT 444 Strategic Planning in the Hotel Industry</td>
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<td></td>
<td>HT-MGT 471 Financial Decision Making in Hospitality Business</td>
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</table>

## HT-MGT/Business Electives (15 credits)

<table>
<thead>
<tr>
<th>Semester</th>
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<tbody>
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</tbody>
</table>

**Options for satisfying HT-MGT/Business Electives**

- Complete 9 credits of foreign language coursework at UMASS Amherst or another accredited college or school (all in the same language); test credits are not permitted to apply to this requirement. Students selecting this option must also complete 6 credits from items 2 and/or 3 below.
- HT-MGT junior or senior level required courses not already taken
- Any of the following courses:
  - SCH-MGMT 350 Professional Ethics in Contemporary Society
  - SCH-MGMT 333 Principles of Real Estate
  - SCH-MGMT 433 Real Estate Finance, Analysis & Investment
  - SCH-MGMT 434 Advanced Real Estate Investing

**University General Education Requirements**

Students are expected to take a DU or DG in their first year

<table>
<thead>
<tr>
<th>Semester</th>
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<td></td>
<td>Diversity: United States (DU)</td>
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</tr>
<tr>
<td></td>
<td>Diversity: Global (DG)</td>
<td>4</td>
</tr>
</tbody>
</table>

*Transfer students: under General Education Transfer Requirements, transfer students are required to take 2 additional General Education courses; these courses can be 3 or 4 credits each in any General Education Requirements category.

**Graduation Requirements**

- Complete at least 120 credits
- Maintain an overall GPA of at least 2.0 and cumulative grade point average of at least 2.0 in HTM major
- All required courses must be taken for a letter grade

**Student Responsibilities**

- Review Academic Requirements Report (ARR) regularly on SPIRE
- Meet with an academic advisor regularly to review progress toward completing graduation requirements
- Keep track of requirements for any additional majors or minor
- Make sure all graduation requirements are fulfilled

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*It is not recommended to take the following courses in the same semester:
- MATH 121 with STATISTC 111, STATISTC 240 or RES-ECON 212
- FINANCE 301 with ACCOUNTG 222

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**HOSPITALITY AND TOURISM MANAGEMENT**

**Student Responsibilities**

- Review Academic Requirements Report (ARR) regularly on SPIRE
- Meet with an academic advisor regularly to review progress toward completing graduation requirements
- Keep track of requirements for any additional majors or minor
- Make sure all graduation requirements are fulfilled

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For more information, please visit the UMass Amherst website.
HT-MGT 298W (1 CREDIT)
WORK EXPERIENCE PACKET
DEPARTMENT OF HOSPITALITY & TOURISM MANAGEMENT

HT-MGT 298W Work Experience consists of 400 hours of industry experience plus the submission of a Work Experience Report. The 400-hour requirement may be met by working for a single employer or by working for multiple employers with hours totaling at least 400 hours. The Work Experience Report is submitted via BLACKBOARD LEARN.

Instructions for enrolling in and satisfying this requirement are as follows:
1. Complete at least 400 hours of work experience in the industry and complete the Work Experience Form(s) which appears on page 10 of this packet.
   a. If you complete the 400 hours with one employer, complete and turn in one form.
   b. If you complete the 400 hours by adding together hours from multiple employers, complete and turn in one form from each employer. Turn in all the forms at the same time for the semester you wish to be enrolled in the course.
   c. Qualifying work experience
      i. Work experience in the hospitality/tourism industry including work in hotels, food service, travel, tour operations, club management etc.
      ii. Swiss program work experience, e.g. Learn 6/Work 6.
      iii. Corporate internship administered by university internship office, e.g. Disney Internship.
   d. Make sure each form is signed by your employer and the “Total Hours Worked” is filled out. You cannot be enrolled in HT-MGT 298W if anything is incomplete.

2. Turn in the completed (and signed) Work Experience Form(s) by dropping them off in Flint 107 (Main Office), faxing them to 413-545-1235, or mailing them to:
   Work Experience Requirement
   Dept. of Hospitality & Tourism Management
   Flint Lab 107
   90 Campus Center Way
   University of Massachusetts
   Amherst, MA 01003

3. Signed form(s) are due on the last day of Add/Drop in the semester in which you wish to be enrolled in HT-MGT 298W. If the forms are signed and document at least 400 hours of work experience, you will be enrolled in HT-MGT 298W for that semester. If there is a problem with your forms, you will receive notification at your student email address.

4. Work Experience Report: The Work Experience Report is submitted via BLACKBOARD LEARN. A general description of the Work Experience Report can be found below. Other details such as the due date can be found in BLACKBOARD LEARN under the Assignments link. You will be able to access BLACKBOARD LEARN after you are added to the course. Work Experience Report instructions can be found on the next page.

NOTE:
Historically, the most common problems with the Work Experience Forms are that the Total Hours Worked section is not filled in and/or the employer’s signature is not obtained. Incomplete forms create delays and extra work. If the forms are not properly completed when submitted, your enrollment in HT-MGT 298W may be delayed to a subsequent semester.
WORK EXPERIENCE REPORT
HT-MGT 298W (1 credit)

After you are added to HT-MGT 298W, you will be able to access the class in BLACKBOARD LEARN. Under the Assignments link in BLACKBOARD LEARN, you will find more details concerning your Work Experience Report. The following gives you a general description of the report’s requirements.

Prepare a brief report (3-page max, single spaced, 12 pt. font, 1” margin on all sides) discussing your experience working in the industry. If you worked for more than one employer, select one employer and prepare your report in reference to that experience, or integrate your experience with all employers with regard to what you learned.

Part I: Describe the organization(s) in which you worked and the position(s) you held (1/2 page).

Part II: Select one of the following and discuss your learning experiences relative to it (1 – 1 ½ pages).

A. Service quality to customers/guests: Does the organization have an explicit service philosophy and if so, what is it? How well is it implemented? What, if any improvements can you suggest to this organization in the area of customer service/satisfaction?

B. Organizational culture for employees: Critique the organizational culture relative to employee treatment. What improvements, if any, can you suggest to this organization in the area of employee treatment/relations?

C. Professional ethics: Does the organization have an explicit code of ethics or values statement? If yes, how well is it disseminated and implemented? Give an example of an ethical issue you encountered or observed. How was it handled? What did you learn from this?

D. Leadership: Describe the leadership style of the organization’s management. Was it effective? What improvements, if any, can you suggest to this organization relative to the leadership style of its managers?

Part III: How did this experience impact your future career goals? Did it reinforce your existing plans? Did it motivate you to re-think your career aspirations? (1 – 1 ½ pages)
HT-MGT 298W (1 Credit)
WORK EXPERIENCE FORM
Submission instructions can be found on the next page.

Student Name__________________________________________ Spire #__________________

Last   First

UMass Email address ____________________________________________

Company Information:
Employing Firm_________________________________________________________
Company Street Address__________________________________________________
Company City, State, Zip Code______________________________________________
Company Telephone Number______________________________________________
Immediate Supervisor______________________________________________________

Title of Position Held by Student___________________________________________________
Work Start Date______________________ Work End Date_____________________
Total Hours Worked______________

Student’s Verification:
I certify the above information to be correct to the best of my knowledge.
Student’s Signature________________________________Date______________________

Employer’s Verification:
I certify the above information to be correct to the best of my knowledge.
Employer’s Signature________________________________Date______________________

Office Verification:
Review/approval signature __________________________ Date ________________
MARK H. MCCORMACK DEPARTMENT OF SPORT MANAGEMENT

Become a leader in the spectator sport industry
The McCormack Department of Sport Management is among only a handful of sport management programs based in a professional business school. We call ourselves “The Business School for Sport Business.” Our faculty members are internationally recognized for their cutting-edge research and industry experience and represent every sector and stratum of the sport management industry. They offer their fellow graduates and current McCormack students unparalleled career networking, industry intelligence, and internship/job placements.

About the field: Sport management is for students interested in becoming collaborative leaders and well-rounded achievers in a broad spectrum of industries, including professional sports, amateur sports, marketing agencies, and event-management companies. It’s a field where students can take their passion for sports to the next level, if they’re willing to practice hard to succeed. Having a business background will help you deliver, and so our curriculum offers a foundation in marketing, law, and management as applied to the unique aspect of the sport industry.

One of the advantages of McCormack is that you begin taking sport management classes immediately. We suggest you take Introduction to Sport Management in the Fall semester and Sport Sociology in the Spring semester of your first year. The academic advisors will assist you in building your schedule around these two courses, your interests, general education requirements and Isenberg core requirements.

Mark H. McCormack Department Contact Information
Location: Isenberg 222
Phone: 413-545-0441
Website: https://www.isenberg.umass.edu/programs/depts/sport-mgmt
Janet Fink, Department Chair
Steve McKelvey, Associate Department Chair
Emily Must, Director of Internships
E. Nicole Melton, Undergraduate Program Director and Honors Program Director
Caden Bacon, Office Manager

Double Majors Within the Isenberg School of Management

There are three programs within Isenberg:
• Bachelor of Business Administration (BBA), which includes Accounting, Finance, Management, Marketing, and Operations & Information Management
• Bachelor of Science (BS) in Hospitality & Tourism Management
• Bachelor of Science (BS) in Sport Management

In order to double major within Isenberg a student must apply to the additional major. BBA students may double major with a BS degree in an Isenberg program but may not double major within the BBA degree program.

More information on dual degrees and double majors can be found in the “Planning for Your Time at Isenberg” section located at the end of this booklet.
**SPORT MANAGEMENT**

**Requirements Checksheet**

Bachelor of Science in Sport Management

*For students who began Sport Management Fall 2016 or later*

### BS Core Requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>ECON 103 Introduction to Microeconomics (SB)</strong> or <strong>RES-ECON 102 Introduction to Resource Economics (SB)</strong>    <em>Fulfills Social &amp; Behavioral Science gen. ed. requirement</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>ECON 104 Introduction to Macroeconomics (SB)</strong>    <em>Fulfills Social &amp; Behavioral Science gen. ed. requirement</em></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>OIM 210 Introduction to Business Information Systems</strong>    <em>Must have at least sophomore standing</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>RES-ECON 212 Introduction to Statistics/Social Science (R2)</strong> or <strong>STATISTIC 240 Introduction to Statistics (R2)</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>MATH 121 Linear Methods and Probability for Business (R2)</strong> or higher    <em>Fulfills Analytical Reasoning gen. ed. requirement</em></td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>ACCOUNTG 221 Introduction to Financial Accounting</strong>    <em>Must have at least sophomore standing</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>MANAGMNT 260 Introduction to Law</strong>    <em>Must have at least sophomore standing</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>MARKETING 301 Fundamentals of Marketing</strong>    <em>Must have at least junior standing</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>FINANCE 301 Corporate Finance</strong>    Prereq. <strong>ACCOUNTG 221</strong>    <em>Must have at least junior standing</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>MANAGMNT 301 Principles of Management</strong>    <em>Must have at least junior standing</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SCH-MGMT 310 Management Communications</strong></td>
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### Sport Management Core

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>SPORTMGT 200 Sociology of Sport and Physical Activity (DU, SB)</strong>    *Spring semester only or<strong>SPORTMGT 202 History of Sport and Physical Activity (HS)</strong>    <em>Fall semester only</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SPORTMGT 210 Introduction to Sport Management</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SPORTMGT 300 Sport Leadership</strong>    Prereq. <strong>MANAGMNT 301</strong>    <em>Must have at least junior standing</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SPORTMGT 321 Sport Marketing</strong>    Prereq. <strong>MARKETING 301</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SPORTMGT 335 Introduction to Sport Law</strong>    Prereq. <strong>MANAGMNT 260</strong>    <em>Must have at least sophomore standing</em></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SPORTMGT 424 Sport Finance and Business</strong>    Prereq. <strong>FINANCE 301</strong></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>SPORTMGT 494PI Sports Policy</strong>    *Prereq. <strong>SPORTMGT 321 and senior standing</strong>    <em>Fulfills Integrative Experience requirement</em></td>
<td>3</td>
</tr>
</tbody>
</table>

**Complete General Curriculum Track or Internship Track**

*All Sport Management majors are admitted to the General Curriculum Track upon entering the Sport Management major

*Students must apply and be accepted to the Internship Track

**General Curriculum Track (9 credits)**

*Choose three Sport Management electives 200-level or above

*Independent Study and practicum (internship) credits **may not** be used to fulfill Sport Management electives

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td></td>
<td><strong>Diversity: Global (DG)</strong></td>
<td>4</td>
</tr>
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</table>

**Internship Track** (15 credits)

*By application only

<table>
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<tr>
<th>Semester</th>
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<th>Credits</th>
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<tbody>
<tr>
<td></td>
<td>Sport Management Elective 200-level or above</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Sport Management Internship</td>
<td>12</td>
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</tbody>
</table>

**University General Education Requirements**

*Students are expected to take a DU or DG in their first year

<table>
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</tr>
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</table>

*Transfer students: under General Education Transfer Requirements, students are required to take **two** additional General Education courses. These courses can be 3 or 4 credits each in any General Education category.

*Mass Transfer Block (MTB) transfer students are excluded from this requirement.

**Graduation Requirements**

- Complete at least 120 credits; 45 credits must be completed at UMass Amherst
- Maintain a grade point average of at least 2.0 in major and overall
- All required courses must be taken for a letter grade

**Student Responsibilities**

- Review Academic Requirements Report on SPIRE
- Meet with an advisor regularly to review progress toward completing graduation requirements
- Keep track of requirements for any additional majors or minors
- Make sure all graduation requirements are fulfilled
PLANNING FOR YOUR TIME AT ISENBERG

Isenberg Student Clubs
Involvement in clubs can have decided professional and educational benefits. Isenberg offers a club for just about every interest. For complete club descriptions and contact information, visit: https://www.isenberg.umass.edu/gallery/isenberg-student-clubs.

Accounting Association
American Hotel & Lodging Association
Association of Diversity in Sport
Association of Latin Professionals for America
Beta Alpha Psi
Club Managers Association of America
DECA
Delta Sigma Pi
Eta Sigma Delta
Finance Society
Investment Club
Isenberg Business & Law
Isenberg Honors Council
Isenberg Management Association
Isenberg Marketing Club
Isenberg Real Estate Association
Isenberg Sales Club
Isenberg Undergraduate Consulting Group
Isenberg Women in Business
Jewish Leaders in Business
McCormack Sport Management Leaders Club
The Meeting and Event Managers Association
Minutemen Equity Fund
Minutemen Fixed Income Fund
National Association of Black Accountants
Operations and Information Club
Protect Our Breasts
Social Entrepreneurship
The National Society of Minorities in Hospitality
UMass Entrepreneurship Club
Women in Sport Management
Credit Overloads

The Credit Overload Request Form is used by Isenberg undergraduate students to request an increase in their semester credit limit. Students must have at least one semester completed at UMass Amherst and have an established GPA to be considered. You should give careful consideration to your proposed workload.

You will need to apply for a credit overload request if you wish to enroll in:

- more than 19 credits in Fall/Spring Semester
- more than 4 credits in Winter Session
- more than 8 credits in Summer Session I and more than 8 credits in Summer Session II or more than a combined total of 16 credits between both Summer Sessions I and II

Once the form is completed and submitted online, it will be reviewed by the Isenberg Undergraduate Programs Office. Decisions about requests will be sent to your UMass Amherst student email. Credit limits are only increased once all students have had the opportunity to register for the upcoming semester.

The Credit Overload Request Form is located at:
https://www.isenberg.umass.edu/programs/undergraduate/on-campus/advising/credit-overload

Department Course Override Request Form

Accounting, Isenberg 232
Finance, Isenberg 226
Hospitality & Tourism Management, Isenberg 221
Management, Isenberg 227
Marketing, Isenberg 235
Operations & Information Management, OIM majors and Isenberg non-OIM majors should monitor SPIRE for availability, Isenberg 220
Sport Management Common Forms and Course Override Form, Isenberg 222

You may find the Course Override and other forms for OIM and Sport Management at:
https://www.isenberg.umass.edu/programs/undergraduate/on-campus/advising to read “Course Override and other important forms can be found at
https://www.isenberg.umass.edu/programs/undergraduate/on-campus/advising
Campus and Community Involvement
There are hundreds of fun and useful opportunities on campus. Start networking with other Isenberg students now by joining one of the many student clubs and organizations available. You will find more information at www.isenberg.umass.edu/programs/undergraduate/on-campus/student-experience.

Double Major, Dual Degree and Minor
One of the advantages of attending a large university is the wide variety of choices available to you. Although it may be difficult to double major if you are arriving at UMass as a junior, a minor is certainly not out of the question. If there is an area outside of business that interests you, look into pursuing a double major or a minor. The student who is well rounded and has a broad academic background is much more attractive to employers and will be better prepared for the challenges of a career.

Dual Degree: Students wishing to earn two degrees are responsible for completing all of the major and college requirements for both degrees, as well as, completing at least 150 credits.

Double Major: Students wishing to earn a second major must complete all major and college requirements for the primary degree and the major requirements for the secondary major. The student’s official transcript will reflect both majors.

If you are planning for a minor or a second major, see an advisor right away to discuss your academic goals. For more information on majors and minors at UMass Amherst, please visit: www.umass.edu/gateway/academics/undergraduate

Accelerated Graduation
A student interested in accelerating his or her curriculum and graduating early should speak with Kym Whitehead, academic advisor, as soon as possible. In most cases, a student may take additional courses each semester and during summer and winter breaks, in order to finish ahead of schedule. Kym can be reached at kwhitehead@isenberg.umass.edu and by phone at (413) 545-5054.

Internships/Practicum/Co-ops
Taking part in an internship, practicum or co-op is a great way to apply what you have learned in the classroom and gain valuable experience. Our students have often found that an internship leads directly to a career opportunity. While most internships occur in a student’s sophomore, junior or senior year, it is never too early to explore the possibilities. For help with planning, please visit the Chase Career Center (Isenberg 101). Our career coaches will assist you with resume writing, networking and interview strategies as well as job search and career fair preparation. These skills are all helpful in securing an internship or co-op experience. For more information, please visit: www.isenberg.umass.edu/centers/chase-career-center.

Study Abroad
Isenberg students have the opportunity to take advantage of a wide variety of international exchange programs. As a new student, you may choose to spend a semester abroad with appropriate planning. Lack of foreign language proficiency should not deter you. There are plenty of English-speaking options, even in non-English speaking countries. The UMass International Programs Office can help you find a program that is right for you. For more information, please visit: www.ipo.umass.edu.

If a semester abroad does not work for you, there are several short-term options available. Each of these programs combines class time at UMass with a study abroad experience led by teams of Isenberg faculty. These programs are by application only. For more information, please visit: www.isenberg.umass.edu/programs/undergraduate/on-campus/student-experience.
UMass Amherst
Isenberg School of Management
New Students Orientation

Bachelor of Business Administration (BBA)
www.isenberg.umass.edu/programs/undergraduate/on-campus
undergrad@isenberg.umass.edu