ABOUT THIS GUIDE

When new students arrive at IBS, they are given a Program Guide specific to their degree program. This Comprehensive Program Guide is a compilation of the separate versions into a single volume for easier reference. Sections 1, 2, 4, and 5 are common to all of the Guides (with some sections removed or modified for the MSF-P/T Guide). Section 3 is the program-specific section.

Brandeis International Business School provides cutting-edge preparation for the global leaders of the future. Global interconnectedness is transforming business and policy decisions around the world. We prepare students to excel in the demanding new environment created by this transformation of the world economy into a single dynamic marketplace.
PLEASE NOTE

The information and policies provided in this Program Guide are accurate as of the time of printing.

The incoming class for this Guide’s academic year should view the degree program requirements stated herein as authoritative for the duration of their studies in this program. Changes to degree requirements for subsequent classes will not apply unless specifically stated by IBS.

IBS degree programs have different requirements, and some requirements for a given degree may change over time. Students should not assume that requirements for another student’s degree program, or changes that have been made to another program apply to her/his own degree.
Welcome to Brandeis International Business School.

We are delighted that you chose to pursue your graduate education with us. You are joined by outstanding peers from around the world - our entering class includes students from more than 45 countries. You will work closely together with your fellow students in teams, challenge each other in debates, exchange ideas from your cultures, and you will develop friendships which will last well beyond your years here.

To ensure an engaging classroom experience, we have assembled a world-class faculty team coupled with a challenging curriculum. Our professors will help prepare you to thrive in the rapidly changing global economy. Take advantage of our intimate size and tap into their expertise. Many have trained or worked abroad and bring a valuable international perspective to your studies and future career plans. They are eager to work closely with you.

The teaching of each of the school’s core disciplines—business, economics, and finance—embody the academic excellence that has come to be expected of Brandeis University. At every point in the learning process, connections are made with real-world issues in the global economy. Through our vibrant Centers and Institutes, executives from across the globe visit to share their perspectives on innovation, entrepreneurship, global finance, and leadership. We have established partnerships with prestigious universities overseas that allow you to engage with the cultures, practices, and networks of other countries.

Finally, our University’s namesake, U.S. Supreme Court Justice Louis D. Brandeis, continues to inspire us today. The school is well attuned to the important role that he felt business should play in society. Our objective is to provide students with a social context for their business studies and a framework for making principled decisions in the face of the full range of issues confronting modern corporations, institutions and governments.

As you prepare to start your studies at the school, I encourage you to review this Student Academic Guide thoroughly. It contains information to guide you in your academic life here, as well as the requirements you will need to complete your degree.

I look forward to meeting and interacting with you often during the exciting years ahead. We wish you success in all facets of your education here at Brandeis.

Bruce R. Magid, PhD
Dean, Brandeis International Business School
Martin and Ahuva Gross Chair in
Financial Markets and Institutions
It is a pleasure and honor to welcome you, on behalf of the International Business School Student Association and the student body, to the diverse and unique community of IBS. I congratulate you on taking a first step that will foster your academic, professional and personal.

The staff and faculty work very hard to help IBS students exceed all expectations and enhance our experience during our time here. The result is a community that not only prides itself on academic excellence and diversity but also unity. IBS provides us the tools, but it is up to us to make use of them. Whether you are here for one, two or more years, I encourage you to take advantage of every minute to fully utilizing the incredible resources available to you.

As you start your IBS experience, I offer you five pieces of advice I wish I knew before I got here.

1. **Know Your Student Council** – The IBSSA is here to help you and act as liaison between the students and the administration. We work very hard to not only make IBS more enjoyable for the student community, but also to advocate, represent, and stand for it. As a student run organization we also participate in, and sponsor, a variety of events. I encourage you to even join us so together we make IBS the best possible experience for everyone. The IBSSA board meets weekly and would benefit greatly from your support and participation.

2. **Get Involved** - IBS is proud to offer a number of different clubs and organizations that satisfy a variety of diverse interests. Whether it is photography, sports, investments, or consulting that sparks your passion, there is a club for you. I urge you join a club – one that represents a long-standing interest or try something new that you are curious about.

3. **Come Out, Meet People, Network** – One of the biggest advantages of graduate school is the opportunity to network. IBS provides several platforms for you to meet and interact with new people, but it will be up to you to step out of your comfort zone and join in.

4. **Take Advantage of Your Professors** – Learning should not be limited to the classroom. The IBS faculty is extremely qualified and approachable. Some of the most meaningful lessons I’ve learned have been through conversations with professors outside the classroom. Take advantage of your professors interest in you. Get to know them. This will pay off in the future.

5. **Be Yourself** – Be genuine, be honest, be responsible, be respectful, and you will succeed in this community. The success of IBS depends on each individual’s passion and intellect.

We are very excited to welcome you into our family. Please do not hesitate to contact me for any questions you might have prior to your arrival. See you in August!
## TABLE OF CONTENTS

**WELCOME**
Letter from Dean Bruce Magid
Letter from IBS Student Association President Marcos Sandler

**INTRODUCTION** ................................................................. 1

**SECTION 1 – Life at IBS**
Life at IBS .............................................................................. 3
Office of Administration and Student Services ......................... 4
   IBS Student Association .................................................. 4
   Leadership Fellows ........................................................................ 5
   Getting Involved ........................................................................ 6
   Clubs and Organizations ...................................................... 6
   Brandeis Clubs & Organizations .......................................... 9
Career Development Center ..................................................... 10
Technology Services .............................................................. 12
   IBS Help Desk ........................................................................ 12
   Access to Computer .................................................................. 12
   The Network ........................................................................... 14
   User Accounts and Passwords .............................................. 14
   Logging In ............................................................................... 14
   Brandeis Mailing Lists Sign-Up ........................................... 14
   Wireless .................................................................................. 15
   Printing .................................................................................. 15
   Supported Software .................................................................. 15
   UNet Network ......................................................................... 16
   Access to E-Mail from Off-Campus ........................................ 16
   Research Assistance & Academic Technology ......................... 16

**SECTION 2 - Academics**
Some Basics You Should Know .................................................. 17
Understanding Course Numbers ................................................. 20
Internships .................................................................................. 21
Master’s Project ........................................................................... 21
Registering for Courses ............................................................. 21
Cross-Registration ....................................................................... 22
Taking Non-IBS Brandeis Courses .............................................. 23
Advising ...................................................................................... 23
International Experience Requirement & Study Abroad ................. 24
Academic Policies & Procedures .................................................. 26
   Residency ............................................................................... 26
   Adding & Dropping Courses ............................................... 26
   Deadlines ............................................................................... 26
   Holds ..................................................................................... 27
   Exemptions ............................................................................. 27
   Grading .................................................................................. 27
   GPA ..................................................................................... 28
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Honors</td>
<td>28</td>
</tr>
<tr>
<td>Computer Use During Class</td>
<td>28</td>
</tr>
<tr>
<td>Absence from Class</td>
<td>28</td>
</tr>
<tr>
<td>Class Participation</td>
<td>28</td>
</tr>
<tr>
<td>Name Cards</td>
<td>29</td>
</tr>
<tr>
<td>Final Exam Schedule and Booking Personal Travel</td>
<td>29</td>
</tr>
<tr>
<td>Incompletes</td>
<td>29</td>
</tr>
<tr>
<td>Declaring an Area of Concentration</td>
<td>30</td>
</tr>
<tr>
<td>Declaring a Specialization</td>
<td>30</td>
</tr>
<tr>
<td>Academic Review Committee</td>
<td>32</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>33</td>
</tr>
</tbody>
</table>

**SECTION 3-A: MAief Degree Program**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>41</td>
</tr>
<tr>
<td>Degree Requirements At-a-Glance</td>
<td>42</td>
</tr>
<tr>
<td>Residency Requirements</td>
<td>43</td>
</tr>
<tr>
<td>Academic Requirements</td>
<td>43</td>
</tr>
<tr>
<td>Non-Academic Requirements</td>
<td>44</td>
</tr>
<tr>
<td>Electives</td>
<td>45</td>
</tr>
<tr>
<td>BA/MAief</td>
<td>46</td>
</tr>
<tr>
<td>Wellesley BA/MAief</td>
<td>51</td>
</tr>
<tr>
<td>Course Selection Guide</td>
<td>54</td>
</tr>
<tr>
<td>Standard MAief Program of Study</td>
<td>54</td>
</tr>
<tr>
<td>Concentrations &amp; Specializations</td>
<td>56</td>
</tr>
<tr>
<td>Business Electives</td>
<td>57</td>
</tr>
<tr>
<td>Economics Electives</td>
<td>58</td>
</tr>
<tr>
<td>Finance Electives</td>
<td>59</td>
</tr>
<tr>
<td>Professional Skills for MAief Degree Programs</td>
<td>60</td>
</tr>
</tbody>
</table>

**SECTION 3-B: MBA Degree Program**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>65</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>66</td>
</tr>
<tr>
<td>Electives</td>
<td>67</td>
</tr>
<tr>
<td>Guide to MBA Concentrations</td>
<td>68</td>
</tr>
<tr>
<td>Subfield of International Business</td>
<td>68</td>
</tr>
<tr>
<td>Subfield of International Finance</td>
<td>69</td>
</tr>
<tr>
<td>Subfield of International Economic Policy</td>
<td>70</td>
</tr>
<tr>
<td>Subfield of Socially Responsible Business (&quot;Green&quot;)</td>
<td>70</td>
</tr>
<tr>
<td>Course Planning</td>
<td>72</td>
</tr>
<tr>
<td>Exemption from Requirements</td>
<td>72</td>
</tr>
<tr>
<td>Background in Accounting</td>
<td>72</td>
</tr>
<tr>
<td>Levels of Finance Courses</td>
<td>73</td>
</tr>
<tr>
<td>Economics and Statistical Foundational Courses</td>
<td>73</td>
</tr>
<tr>
<td>Language Proficiency</td>
<td>73</td>
</tr>
<tr>
<td>International Experience</td>
<td>74</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>74</td>
</tr>
<tr>
<td>Cross-Registration</td>
<td>74</td>
</tr>
<tr>
<td>Master’s Project</td>
<td>74</td>
</tr>
</tbody>
</table>
**SECTION 3-C: MSF Degree Program (Full-Time)**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Requirements</td>
<td>75</td>
</tr>
<tr>
<td>Planning Your Courses</td>
<td>75</td>
</tr>
<tr>
<td>Core Courses</td>
<td>75</td>
</tr>
<tr>
<td>Electives</td>
<td>76</td>
</tr>
<tr>
<td>Illustrative MSF Course Schedule</td>
<td>76</td>
</tr>
<tr>
<td>Concentrations</td>
<td>77</td>
</tr>
<tr>
<td>General Course Offerings</td>
<td>78</td>
</tr>
<tr>
<td>Specializations</td>
<td>79</td>
</tr>
<tr>
<td>Exemptions from Requirements</td>
<td>81</td>
</tr>
<tr>
<td>Tuition</td>
<td>81</td>
</tr>
<tr>
<td>Registration &amp; Sage</td>
<td>81</td>
</tr>
<tr>
<td>Cross-Registration Option</td>
<td>82</td>
</tr>
<tr>
<td>Staying in Touch</td>
<td>82</td>
</tr>
<tr>
<td>Assurance of Learning Goals</td>
<td>82</td>
</tr>
<tr>
<td>Program Goals</td>
<td>82</td>
</tr>
</tbody>
</table>

**SECTION 3-D: MSF Degree Program (Part-Time)**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree Requirements</td>
<td>83</td>
</tr>
<tr>
<td>Planning Your Courses</td>
<td>83</td>
</tr>
<tr>
<td>Core Courses</td>
<td>84</td>
</tr>
<tr>
<td>Electives</td>
<td>84</td>
</tr>
<tr>
<td>Concentrations</td>
<td>84</td>
</tr>
<tr>
<td>General Course Offerings</td>
<td>86</td>
</tr>
<tr>
<td>Tuition</td>
<td>87</td>
</tr>
<tr>
<td>Registration &amp; Sage</td>
<td>87</td>
</tr>
<tr>
<td>Dropping Courses &amp; Refund Policy</td>
<td>87</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>87</td>
</tr>
<tr>
<td>Exemptions from Requirements</td>
<td>87</td>
</tr>
<tr>
<td>Staying in Touch</td>
<td>88</td>
</tr>
<tr>
<td>Assurance of Learning Goals</td>
<td>88</td>
</tr>
<tr>
<td>Program Goals</td>
<td>88</td>
</tr>
</tbody>
</table>

**SECTION 3-E: PHD Degree Program**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction: Residency &amp; Degree Requirements</td>
<td>88</td>
</tr>
<tr>
<td>Core Requirements</td>
<td>89</td>
</tr>
<tr>
<td>Electives</td>
<td>89</td>
</tr>
<tr>
<td>Language</td>
<td>90</td>
</tr>
<tr>
<td>Core and Field Examinations</td>
<td>90</td>
</tr>
<tr>
<td>Dissertation</td>
<td>90</td>
</tr>
<tr>
<td>Taking Courses Outside IBS and Economics at Brandeis</td>
<td>90</td>
</tr>
<tr>
<td>Taking Courses Outside Brandeis</td>
<td>90</td>
</tr>
<tr>
<td>Satisfactory Progress</td>
<td>91</td>
</tr>
<tr>
<td>MS in International Economics and Finance</td>
<td>91</td>
</tr>
</tbody>
</table>
Appendix I: Specializations .............................................................. 93
  Asset Management ...................................................................... 94
  Corporate Finance ..................................................................... 95
  Marketing ................................................................................ 96
  Real Estate .............................................................................. 97
  Risk Management ..................................................................... 98

Appendix II: Campus Resources .................................................... 99

Appendix III: Internships – Detailed Information .........................107

Appendix IV: IBS Staff & Faculty Directory ....................................111

Appendix V: Graduate Student Academic Calendar ......................117
INTRODUCTION

Welcome! It’s a new and exciting beginning for you at Brandeis IBS – and there’s so much you will need to know to make the most out of your experience here.

During your first days here you will hear about: course options, career services, exemptions, English language support, clubs, technology, degree audits, identification cards, degree requirements, internships, library services, study abroad, areas of concentration, health services, academic integrity, visa requirements, cross-registration, cultural diversity – and the list goes on.

It can all be very confusing – and it certainly can be easy to forget.

You don’t have to remember it all, though, because this Program Guide puts all that information in one place for you. If you have a question, there’s a very good chance your answer can be found in these pages.

The Guide is divided into five sections to help you quickly find what you need:

- Section 1: Life at IBS
- Section 2: Academics
- Section 3: Information about your specific degree program
- Appendix I: Specializations
- Appendix II: Campus Resources
- Appendix III: Internships – Detailed Information
- Appendix IV: IBS Staff and Faculty Directories
- Appendix V: Graduate Student Academic Calendar

We strongly encourage you to spend some time looking through this Guide and keep it where you can refer to it often.

Of course, if you don’t find your answer here, then you should contact your staff Program Advisor or any member of the Student Services staff.

We look forward to welcoming the unique qualities that you will bring to our community, and to helping you meet your educational and career goals.

Please read this Guide and keep it available for future reference!

We’ve tried hard to anticipate all your questions.

You will most likely find the answer to your questions in these pages.

Keep this Program Guide handy throughout your time at IBS, it is your “answer book”.

Brandeis International Business School | Comprehensive Program Guide 2012-2013
SECTION 1
LIFE AT IBS

The study of the global economy is at the heart of the educational experience at Brandeis International Business School (IBS). Our mission is to enable students from around the world to become outstanding professional managers, community leaders, and global citizens.

IBS provides a thorough exploration of international business, economics, and finance. The content of our curriculum, the research interests of our faculty, and the composition of our student body all contribute to making us a truly global school. “Cross-cultural fluency” – the ability to operate effectively across borders and in diverse business environments – is one of our key objectives. This is reflected in the fact that our alumni occupy key positions in companies and institutions across the globe.

The School offers four degree programs. Each addresses the same broad fields, but differs in specific courses of study and ultimate career paths:

- The Lemberg MAief prepares students for analytical careers in finance and economics.
- The MBA focuses on analysis and management of business operations and corporate finance.
- The MSF offers expertise in finance, with options to specialize in international investments or business finance. The program is mainly part-time, and targeted at working mid-career finance professionals, but also enrolls full-time students.
- The PhD prepares students for research, teaching and analysis-based careers.

IBS offers more than 30 core courses and 65 electives each year. Core courses are designed for relatively homogeneous audiences (e.g. one program or similar programs). Electives attract students with different interests, core training, experiences, goals, nationalities, and ages.

Core courses and analytical electives are typically taught by full-time faculty, while applied electives are often taught by Adjunct Professors (teacher-practitioners), with exceptional accomplishments in business or finance and a talent for teaching. In addition to great practical experience, many of our adjunct professors also have doctoral degrees.

The interaction of students with varied backgrounds but closely related interests is an integral part of the IBS learning experience. Working in diverse teams – aimed at preparing the student for the global work environment – is an important element of many of the courses here at IBS.

In this section of your Program Guide you will find important and useful information about the three IBS departments that you will have the most contact with during your time here. The Office of Administration and Student Services will be your resource for academic guidance, as well as social and cultural activities. The Career Center will work with you throughout your time at IBS, helping you find internships and preparing you for your career when you transition from your studies to work. Technology Services is on hand to help you make the most of the information systems and computer hardware.

Because more than 70% of our students come from outside the United States, we understand well that many of you may experience some difficulties in adjusting to your new environment. When you find you transition challenging, know that you can turn to the Student Services staff for help.

You will get to know the staff in each of the IBS departments quite well. They are here to help you according to each of their specialized fields. Please don’t ever hesitate to approach a member of the IBS staff with a question or concern.
Office of Administration & Student Services
The OASS is your resource for academic information and advice, community events, and general support during your time at IBS.

Kate Goldfield, Associate Dean
Christopher Johnson, Associate Director  Viola Morse, Associate Director
Karen Muise, Sr. Program Administrator  Matt Rocker, Program Coordinator
Pam Frontino, Program Coordinator  Echo Bergquist, Program Coordinator for Faculty
Meredith Robitaille, Sr. Academic Administrator (Dept. of Economics)

It doesn’t take the new IBS student long to discover the Office of Administration and Student Services (OASS) and learn how much we can help ease the transition to your new university, city, and, for those who come from outside the United States, a new country. From being among the first people the new student meets at Brandeis, to helping students navigate the steps along the way to achieving advanced degrees, the staff of OASS is a valuable resource to every student. We will help you adjust to the expectations and culture of IBS and Brandeis University. For those of you who are joining us from another country, you’ll find our staff ready to help you become adjusted to your new home.

The Office is located at the heart of IBS’s daily activities, making it convenient for students to ask questions about registration, calendar events, clubs, social programs, and a wide variety of student centered IBS community life as well. Whatever your question or need, OASS is ready to provide answers, information, or support. OASS is your reliable resource – whether for a day-to-day matter, or a more complex issue.

OASS is the communication and service center for IBS students. In addition to this service role, the Office is very much involved in guiding each student’s academic decisions. It plays a key role in ensuring that students make the most of their educational and cultural opportunities – while also holding students to the highest of standards.

From orientation to course selection to commencement, OASS staff will figure centrally in your Brandeis IBS experience. We hope your experience at IBS will be truly rewarding – and we’ll do all we can to help it be a positive one. Stop by with your questions – or just to say “hello”.

IBS Student Association (IBSSA)

The IBS Student Association is established as a means of representing the interests of the student body. The IBSSA role is to:

- Provide a platform for the discussion of issues of student concern and act as the instrument by which student interests may be voiced to the administration and faculty of the academic programs at IBS.
- Enrich the graduate experience by providing organized student-centered programs, activities, services, which celebrate diversity, promote awareness, and foster leadership, civic engagement and student development.
- Support as an umbrella organization other student-run organizations and clubs within IBS.

You are at a new school, and many of you are living in a new country speaking a different language. You’ll have lots of questions. We are here to help you settle in, adjust, and have a great experience.

While we may not have the answer to every question, we usually can direct you to someone who can help. If you don’t know who to go to for help, start with Student Services. We’ll point you in the right direction.
### IBSSA 2012-12

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Home Country</th>
<th>Program</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Marcos Sandler</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Vice Presidents</td>
<td>Naiya Khushalani and Chenfei Guo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Aamir Malkani</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communications</td>
<td>Agata Amorim</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advisors</td>
<td>Karen Muise &amp; Matthew Rocker</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mission Statement:** to be the guiding student government within IBS and therefore represent its population to the administration, be the main facilitator in discussing students’ ideas and organize a variety of social events

### Leadership Fellows

Leadership Fellows are second-year students who have been specially selected to work with the OASS for their leadership potential and dedication to the IBS student body. They provide leadership to new students and are always happy to share their academic, social and transitional experiences. Trained to understand the needs of first-year students, they are a resource for information about courses (both core and elective) and professors, and can offer informed answers to most questions about IBS programs.

Each Leadership Fellow works with a specific group of first-year students. If you haven’t been contacted by your Leadership Fellow, please send a note to or stop by to see Viola Morse (vmorse@brandeis.edu). New Fellows are selected in the spring semester of the first year, so keep the opportunity in mind!

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Country</th>
<th>Program</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ana Aquino</td>
<td>Dominican Republic</td>
<td>MA</td>
<td><a href="mailto:aaquinor@brandeis.edu">aaquinor@brandeis.edu</a></td>
</tr>
<tr>
<td>Ebenezer Amoh</td>
<td>Ghana</td>
<td>MA</td>
<td><a href="mailto:eamoh@brandeis.edu">eamoh@brandeis.edu</a></td>
</tr>
<tr>
<td>Michael Bertini</td>
<td>USA</td>
<td>PhD</td>
<td><a href="mailto:mbertini@brandeis.edu">mbertini@brandeis.edu</a></td>
</tr>
<tr>
<td>Chenfei Guo</td>
<td>China</td>
<td>MA</td>
<td><a href="mailto:candy17@brandeis.edu">candy17@brandeis.edu</a></td>
</tr>
<tr>
<td>Naiya Khushalani</td>
<td>India</td>
<td>MA</td>
<td><a href="mailto:naiyakk@brandeis.edu">naiyakk@brandeis.edu</a></td>
</tr>
<tr>
<td>Mitt Koroteyew</td>
<td>Belarus</td>
<td>MBA</td>
<td><a href="mailto:mitt@brandeis.edu">mitt@brandeis.edu</a></td>
</tr>
<tr>
<td>Aamir Malkani</td>
<td>India</td>
<td>MBA</td>
<td><a href="mailto:aamir@brandeis.edu">aamir@brandeis.edu</a></td>
</tr>
<tr>
<td>Raya Milkovska</td>
<td>Bulgaria</td>
<td>MA</td>
<td><a href="mailto:rmilk@brandeis.edu">rmilk@brandeis.edu</a></td>
</tr>
<tr>
<td>Kimberly Myers</td>
<td>USA</td>
<td>MA</td>
<td><a href="mailto:kimmyers@brandeis.edu">kimmyers@brandeis.edu</a></td>
</tr>
<tr>
<td>Abhay Mirza</td>
<td>India</td>
<td>MA</td>
<td><a href="mailto:abhay86@brandeis.edu">abhay86@brandeis.edu</a></td>
</tr>
<tr>
<td>Anna O’Leary</td>
<td>USA</td>
<td>MBA</td>
<td><a href="mailto:aoleary@brandeis.edu">aoleary@brandeis.edu</a></td>
</tr>
<tr>
<td>Bright Owusu-Konadu</td>
<td>Ghana</td>
<td>MBA</td>
<td><a href="mailto:bkonadu@brandeis.edu">bkonadu@brandeis.edu</a></td>
</tr>
<tr>
<td>Menglan Qiu</td>
<td>China</td>
<td>MA</td>
<td><a href="mailto:ellenhk@brandeis.edu">ellenhk@brandeis.edu</a></td>
</tr>
<tr>
<td>Marcos Sandler</td>
<td>Mexico</td>
<td>BA/MA</td>
<td><a href="mailto:msandler@brandeis.edu">msandler@brandeis.edu</a></td>
</tr>
<tr>
<td>Jaime Saleta</td>
<td>Venezuela</td>
<td>MBA</td>
<td><a href="mailto:jaimesaleta@gmail.edu">jaimesaleta@gmail.edu</a></td>
</tr>
<tr>
<td>Natalia Sycheva</td>
<td>Russia</td>
<td>MA</td>
<td><a href="mailto:nsycheva@brandeis.edu">nsycheva@brandeis.edu</a></td>
</tr>
</tbody>
</table>
GETTING INVOLVED

IBS is a diverse, interesting and active community. In the course of the year, IBS offers special cultural events, high profile guest speakers, group day trips, luncheons, job fairs, competitions, and many other events and activities that will surely interest you.

There are three primary ways for you to learn what’s going on and to get involved.

**Count Me In!**

- We often have guests or special events that are designed to have very limited participation or would be of interest to a specific group. For example, a notable entrepreneur in a specific area of business, or government official of a particular country may be visiting with the Dean for a luncheon, and the Dean would like to invite students that would have a connection with the guest to join them for lunch.
- In order to identify what students are interested in being considered for these types of opportunities, we ask you to fill out a *Count Me In!* form. We use these forms as the main resource for inviting individuals to participate.
- Fill out your *Count Me In!* form and turn it in to Student Services early in the year.

**Clubs & Organizations**

- IBS offers a large number of student-run clubs. Many of these clubs are related to your fields of study – and others are more recreational.
- There are even more clubs offered by the University that invite graduate student participation.
- A comprehensive list of clubs follows below.

**IBS Clubs & Organizations**

IBS students have established clubs and organizations designed to bring the community together through shared interests, hobbies, and goals. Students interested in forming a club should consult with the OASS. For more information about clubs at IBS, please go to:


**The current IBS student clubs**

1. **African Business Club**
   
   **President:** Agata Amorim  
   **Club Advisor:** Benjamin Gomes-Casseres  
   **Mission Statement:** To raise awareness and understanding of the economic and political climate on the African continent, and promote interest in the emerging markets developing in the region.

2. **Analysis Tools Club**
   
   **President:** Xinyi Zhang  
   **Club Advisor:** Robert Carver  
   **Mission Statement:** Works with a variety of analysis tools, such as Access, Matlab, Stata, SPSS, etc. Also provides regular advanced Excel Skills workshops based on the needs of IBS students.
3. **Asian Business Club**  
   President: Arti Toshniwal  
   Co-Vice Presidents: Vishu Sunderam  
   Secretary: Die Lu  
   Club Advisor: Peter Petri  
   Mission Statement: To enhance learning about the emerging economy of Asia.

4. **Association for Latino Professionals in Finance and Accounting (ALPFA)**  
   President: Jaime Saleta  
   Club Advisor: Alessandra Rober Christensen  
   Mission Statement: Promotes cultural awareness of the Latin culture, while offering a network for Latin students regarding professional and academic opportunities.

5. **Biomedic Business Club**  
   President: Svetlana Kats  
   Advisor: Elana Givens  
   Mission: Bring the International Business School closer to the Medical Biotech field.

6. **Brandeis Consulting Club**  
   President: Archana KC and Natalia Sycheva  
   Club Advisor: Katherine Prum  
   Mission Statement: Dedicated to supporting the professional development of Brandeis IBS students interested in consulting careers.

7. **Chinese Student and Scholars Association**  
   President: Shangchao Yuan  
   Club Advisor: Gary Jefferson  
   Mission Statement: To organize, promote and conduct traditional cultural activities. Create a network for students interested in careers and opportunities in China.

8. **Global Markets Investment Club**  
   Co-Presidents: Miles Barnett and Kimberly Myers  
   Advisor: Daniel Bergstresser  
   Mission Statement: Develops members' investment knowledge and skill. For first year members, GMIC provides the chance to gain first-hand investment and market knowledge. For students with more experience, participation in GMIC activities offers a hands-on opportunity to apply the information and concepts covered in IBS classes.

9. **Golf Club**  
   President: TBD  
   Club Advisor: Matthew Rocker  
   Mission Statement: To let all skill level players learn/practice the game of golf.

10. **IBS Football (Soccer)**  
    President: Carlo Franke  
    Club Advisor: Matthew Rocker  
    Mission Statement: The purpose of the club is to give the possibility to students that are interested in football (soccer) to play it easily.

11. **IBS Squash Club**  
    President: Abhay Mirza  
    Club Advisor: Matthew Rocker  
    Mission Statement: To help create unity and relieve study pressures by playing squash.

12. **International Business Women Club**  
    President: Yuelou Jiang and Suzanne Schwartz  
    Club Advisor: Katherine Prum  
    Mission Statement: Focus on professional development, assessing career opportunities, and providing a platform to foster lasting relationships among women at IBS.
13. **International Marketing Club**  
Co-Presidents: Anna O’Leary, Erica Eckman  
Club Advisor: Grace Zimmerman  
Mission Statement: This club seeks to become a platform for professional growth to students with passion for marketing.

14. **Jewish Business Student Association**  
President: Svetlana Kats  
Advisor: Grace Zimmerman

15. **Latin Club**  
President: Jaime Saleta  
Advisor: Alfonso Canella  
Mission Statement: A network for students from Latin countries, and those interested in learning more about the Latin culture, promoting cultural understanding throughout the student body.

16. **National Association for Business Economics (NABE)**  
President: Anna Kovalenko and Wendy Xu  
Advisor: Catherine Mann  
Mission Statement: To provide leadership in the use and understanding of economics.

17. **National Society for Hispanic MBA (NSHMBA)**  
President: Tarae Griffin  
Club Advisor: Viola Morse  
Mission Statement: Fostering Hispanic leadership through graduate management education and professional development in order to improve society.

18. **Net Impact**  
President: Natalia Sycheva and Mitt Koroteyew  
Club Advisor: Warren Leon  
Mission Statement: To use business skills to work for good throughout every sector, showing the world that it’s possible to make a net impact that benefits not just the bottom line, but people and planet too.

19. **Photography Club**  
President: Wentao Zhu  
Club Advisor: Christopher Johnson  
Mission Statement: Provides opportunity for all levels: for students interested in learning the basics of photography, or for those who would like to fine-tune their skills.

20. **Real Estate Club**  
President: Menglan Qiu  
Advisor: Edward Chazen  
Mission Statement: For students interested in direct exposure to the Real Estate field and career opportunities.

21. **Taiwanese Student Association**  
President: Raymond Sun  
Advisor: Pam Frontino  
Mission Statement: To raise awareness of business possibilities and cultural traditions of Taiwan.

22. **Technology and Innovation Management Club (TIMC)**  
President: Raja Roy  
Advisor: Preeta Banerjee  
Mission Statement: To explore opportunities for business students in the technology industry.
University Clubs & Organizations

In addition to the above IBS clubs, the University has numerous student-run organizations. Undergraduate and graduate students join together to bring global Brandeis to life through the promotion of cultures, work for social justice, and political engagement.

Here is a partial list of the campus-wide student organizations. All of those listed below are open to both undergraduate and graduate students. For links to more information on individual organizations: [www.people.brandeis.edu/cgi-bin/clubs](http://www.people.brandeis.edu/cgi-bin/clubs)

Please note: since these clubs are student initiated, a club will be more or less active depending on the students involved.

<table>
<thead>
<tr>
<th>Arts &amp; Culture</th>
<th>Social, Political &amp; Activism</th>
</tr>
</thead>
<tbody>
<tr>
<td>• African Club</td>
<td>• Amnesty International</td>
</tr>
<tr>
<td>• African Dance Company</td>
<td>• Arab Jewish Dialogue Group</td>
</tr>
<tr>
<td>• AHORA! <em>(Hispanic/Latino Awareness Group)</em></td>
<td>• Brandeis International Relations Council</td>
</tr>
<tr>
<td>• Arab Culture Club</td>
<td>• Brandeis Israel Public Affairs Committee</td>
</tr>
<tr>
<td>• Argentine Tango Society</td>
<td>• China Care <em>(helps orphaned children in China)</em></td>
</tr>
<tr>
<td>• Asian American Student Association</td>
<td>• Chinese Student &amp; Scholars Association</td>
</tr>
<tr>
<td>• B’yachad <em>(Israeli folk dancing)</em></td>
<td>• Click Drive <em>(charitable support of Oxfam)</em></td>
</tr>
<tr>
<td>• Capoeira Brandeis <em>(Brazilian art)</em></td>
<td>• Foundation for International Medical Relief of Children</td>
</tr>
<tr>
<td>• Caribbean Connexion</td>
<td>• Middle East Forum at Brandeis</td>
</tr>
<tr>
<td>• Chinese Cultural Connection</td>
<td>• Middle East Review Club</td>
</tr>
<tr>
<td>• Diverse City <em>(explores world cultures)</em></td>
<td>• Positive Foundations <em>(advocacy for the impoverished)</em></td>
</tr>
<tr>
<td>• Hellenic Society</td>
<td>• STAND: A Student Anti-Genocide Coalition</td>
</tr>
<tr>
<td>• International Club</td>
<td>• Student Global AIDS Campaign</td>
</tr>
<tr>
<td>• Japanese Student Association</td>
<td>• Student Peace Alliance</td>
</tr>
<tr>
<td>• Korean Student Association</td>
<td>• Students for Environmental Action</td>
</tr>
<tr>
<td>• Russian Club</td>
<td>• Students for a Free Tibet</td>
</tr>
<tr>
<td>• Salseros <em>(latin salsa dancing)</em></td>
<td>• Triskelion <em>(Brandeis gay, lesbian, bisexual and transgendered students and staff)</em></td>
</tr>
<tr>
<td>• South Asian Students Association</td>
<td></td>
</tr>
<tr>
<td>• Southeast Asia Club</td>
<td></td>
</tr>
<tr>
<td>• Turkish Student Association</td>
<td></td>
</tr>
</tbody>
</table>
The Brandeis IBS Career Development Center (CDC) is dedicated to helping students find the careers that best suit their abilities and their aspirations. The CDC currently has seven full-time staff members, seven Executives-in-Residence, as well as six faculty members who dedicate a portion of their time to counseling students about their careers. Students that come in early in their Brandeis IBS experience, visit the CDC routinely, and take advantage of workshops benefit the most from the CDC’s staffs’ help in accessing job opportunities, career fairs, networking events and referrals.

The CDC staff has many management tools and resources for job seekers, including, but not limited to:

- Assessment of Job Skills and Aptitude
- Career Education Course
- Career and Company Research Tools
- Career Counseling
- Company Presentations
- Off-campus company visits
- Alumni Career Network
- Mock Interview workshops
- Career Fair
- Job Postings for Brandeis IBS students via the IBS CareerLINK system and our subscriptions

**CRITICAL CAREER ACTIVITIES**

1. During the first two months of your time at Brandeis IBS, you will have an introductory meeting with a member of the Career Development Center. During this one-on-one meeting you will begin to discuss your career goals and develop your plan for pursuing that career. These interviews are mandatory for all first-year students.

2. Upload your updated and approved resume on CareerLINK.


4. Attend a LinkedIn Workshop and develop a LinkedIn profile.

Every year, we see that the students who become engaged in their career search preparation early in their time at IBS are typically the most successful in obtaining good internships and job offers after completing their degree.

To help you be successful, we want you to do the four items listed above as soon as possible in your first semester at IBS.

The deadline for completing these is: October 31, 2012.
BENEFITS OF COMPLETING CRITICAL CAREER ACTIVITIES

- Eligible for $200 subsidy per student per academic year to attend approved off-campus career fairs (subject to availability)
- Eligible for off-campus company visits
- Eligible to attend lunches for guest speakers on campus

CAREER ADVICE THAT EARNS ACADEMIC CREDIT

The Career Development Center offers a course on Career Education at Brandeis IBS. The course, Launching Your Global Career (BUS 224f), is offered during the first module of each semester and yields half-course credit on a credit/no credit basis. The goal of this course is to equip students with the career management skills essential to surviving and excelling in today’s global labor market. To supplement this course, the CDC offers small workshops designed to aid students with various aspects of their career search such as specialized mock interviews (e.g., telephone interviews, team dynamics interviews, case interviews), networking, industry and company research, alumni communications and salary negotiation.

Watch for Career Center communications with the scheduled dates of these workshops which will be presented in the career education course, “Launching Your Global Career” and/or in Friday workshops.

ONE-ON-ONE COUNSELING

One of the most effective ways to make the most of your career pursuit is to take the initiative and meet with the CDC staff. One-on-one counseling and career coaching is available throughout the year. Full-time staff can help you define your path and identify opportunities specifically suited to your goals. You can schedule an appointment with Elana, Marcia, Geri, Katherine, Mignon or Alessandra by email.

OTHER RESOURCES

Faculty Career Advisors and Executives-in-Residence are available by appointment and may be contacted directly via email. Please see Career Services for background information on these advisors.

Faculty Career Advisors are available for counseling, but have more limited availability.

<table>
<thead>
<tr>
<th>Brenda Anderson</th>
<th><a href="mailto:banders@brandeis.edu">banders@brandeis.edu</a></th>
<th>Detlev Suderow</th>
<th><a href="mailto:suderow@brandeis.edu">suderow@brandeis.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfonso Canella</td>
<td><a href="mailto:canella@brandeis.edu">canella@brandeis.edu</a></td>
<td>Xin Wang</td>
<td><a href="mailto:xinwang@brandeis.edu">xinwang@brandeis.edu</a></td>
</tr>
<tr>
<td>Robert Carver</td>
<td><a href="mailto:rcarver@brandeis.edu">rcarver@brandeis.edu</a></td>
<td>Grace Zimmerman</td>
<td><a href="mailto:gzimmerm@brandeis.edu">gzimmerm@brandeis.edu</a></td>
</tr>
</tbody>
</table>

Executives-in-Residence, experienced business executives who volunteer their time, are also available for advising. They generally meet students in the Sachar Building, Room 130C. Their office hours will be posted at the beginning of each semester.

<table>
<thead>
<tr>
<th>Roz Garber</th>
<th><a href="mailto:roz85@aol.com">roz85@aol.com</a></th>
<th>Charles Housen</th>
<th><a href="mailto:cbpaper@aol.com">cbpaper@aol.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jill Garrity</td>
<td><a href="mailto:jillmgarrity@comcast.net">jillmgarrity@comcast.net</a></td>
<td>Liz Levin</td>
<td><a href="mailto:liz@lizlevin.com">liz@lizlevin.com</a></td>
</tr>
<tr>
<td>Alan Glou</td>
<td><a href="mailto:alan@glou.com">alan@glou.com</a></td>
<td>Daniel Pfau</td>
<td><a href="mailto:drpfau@gmail.com">drpfau@gmail.com</a></td>
</tr>
<tr>
<td>Winn Hackett</td>
<td><a href="mailto:winnhackett@comcast.net">winnhackett@comcast.net</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Despite the benefits the Career Center offers, they won’t be of any help to you until you take the personal initiative to take advantage of all that is offered – and it’s impossible for you to do this too early! Year after year, one thing is clear: those students who start early to make the most of the Career Development Center are the same students who have the greatest success in their job search.

To learn how to sign up for internships, please refer to the Appendix of this Guide.
TECHNOLOGY SERVICES

IBS' Technology Services offers top support in anything technology (hardware, software, academic, equipment rental, and some repairs) research assistance, and facilities related inquiries.

Jim La Creta  
*Director for Technology & Capital Projects*

Jason Bernard  
*Assistant Director of Academic Technology*

Steve Knowles  
*Assistant Director of Systems & Integrated Technology*

Rob Trombino  
*Media Services Specialist*

Jose Rosa  
*Coordinator of Technology & Facilities*

---

**IBS is provided with technical support, teaching & learning tools, and research assistance by its own Technology Services Department and the University’s Library & Technical Services.**

Each of these departments has specific areas of expertise and responsibility.

In addition to providing general technology information, the following pages outline where you can find assistance for your specific needs.

---

**IBS HELP DESK**

During the academic year, the IBS Help Desk is available to assist Monday – Thursday, 8am–8pm and Friday 8am–5pm. The Technology Department is located in the Sachar International Center, room 102. The main telephone line is 781-736-4853 and email is: **ibstechnology@brandeis.edu**.

For a complete list of our services and for more information, please visit:  
[www.brandeis.edu/global/technology](http://www.brandeis.edu/global/technology/)

---

**ACCESS TO COMPUTERS**

- IBS has a computer cluster with 36 PC’s in the 2nd level of the Sachar Lounge for the use of IBS and affiliated students, faculty and staff. These Quad Core systems are outfitted with 4 gigs of ram, solid state hard drives and are connected to the Brandeis network, complete with software such as Windows 7 x64, Microsoft Office 2010, Acrobat Pro, Stata, Matlab, SPSS, Mathematica, Photoshop Elements and various web based research software. From these computers, one can gain access to personal UNET space, a copier, scanner and cluster printer.

- For PhD students, there are 6 PCs in the PhD Lounge that contain the same software packages as the main IBS Computer Cluster. These systems are for use of PhD students only and contain extra data storage.

- A Bloomberg Lab is located on the ground floor of the Lemberg building with 11 Bloomberg Terminals (10 Student, 1 Instructor). These terminals contain Bloomberg, Microsoft Office, Matlab, Stata, and Acrobat Software, amongst other research software resources. This room is be used for Bloomberg Only, not for general cluster computer use. Due to the cost of Bloomberg equipment, food and drink is...
strictly forbidden in this room. Any classes that may be scheduled in a Bloomberg Lab location have priority over individual access.

All non-PhD room computers may be used at any time of the day or night when students are normally granted access to the building. If you will be away from a workstation for an extended period of time (5 minutes or more), please save any unsaved work, log out of the system, and take your belongings with you. Unattended or "locked" workstations will be rebooted for the use of other students.

Due to the high demand for these computers, we ask students not to conduct unnecessary personal business such as recreational web surfing, video watching, game playing, and phone/Skype calls. Copyright Laws and Internet Service Provider (ISP) Regulations, coupled with Brandeis Security Group Mandates state that downloading/streaming of music, videos or any copyright infringement-related downloads may result in sanctions imposed by the Brandeis Security Group. Use of “torrent” or “peer to peer” file sharing software is strictly prohibited. All students must follow rules and regulations in accordance with Brandeis computer and network usage policies. Failure to do so may result in removal of computers from the Brandeis network and other sanctions.

Approximately every 5 weeks during each semester, the IBS Technology Department performs routine maintenance on all of the computers in the cluster and Ph.D. room. This procedure takes approximately 4 hours in which the computers will be unavailable for use and will be conducted on schedules as to not interfere with times of heavy study, projects or finals.

Please do not save anything on the computers that you wish to keep. All files are erased during routine maintenance. IBS Technology is not responsible for lost or damaged files.

Each student at Brandeis (and IBS) is given personal UNET space for saving their files. The IBS Technology Department also has Flash Drives for sale to accommodate each student’s file saving needs.

Any university student may also use the computer workstations in the Goldfarb, Feldberg, or Shapiro computer clusters. These clusters are open 7 days a week during the fall and spring semesters and with limited hours in between semesters and on summer break.

The Goldfarb cluster is open during normal library hours. The Shapiro Student Center doors are open until 6:00 pm with 24 hr ID card access. The Feldberg cluster is open:

- Monday-Thursday: 9:00 am – 11:45 pm (09:00-23:45)
- Friday: 9:00 am – 7:45 pm (09:00-19:45)
- Saturday: 10:00 am – 5:45 pm (10:00-17:45)
- Sunday: 12:00 noon –11:45 pm (12:00-23:45)

The clusters are also open during semester breaks and between semesters although for reduced hours. There are also a number of computer classrooms that are available to students only when there are no classes in session. These classrooms are located in Shiffman, Goldfarb buildings.

There are also clusters of Macintosh computers available to the general university population (including IBS) in the Goldfarb Library and within the Farber Computer Classroom (when class is not in session). The University computer clusters do not have the same software as the IBS cluster, although they do have Microsoft Office, Acrobat and many other programs in common. In addition, these clusters may be very crowded, so it is recommended that IBS students use the IBS cluster whenever possible.

For more information about the campus clusters:

[www.lts.brandeis.edu/teachlearn/spaces/cchardware.html](http://www.lts.brandeis.edu/teachlearn/spaces/cchardware.html)
THE NETWORK

IBS is part of the Brandeis network and has access to all campus and Internet resources. All applicable rules and regulations set forth by the Brandeis Security, Networking, and IT Departments must be followed. Please see the applicable handbooks/webpages for more information. Failure to follow these regulations may result in loss of network access and/or disciplinary action.

USER ACCOUNTS AND PASSWORDS

In order to open an account, each student must go to www.unet.brandeis.edu and “Open a UNet Account.” Once this has been done, the Brandeis email address and login information for LATTE will be complete, and your personal UNET space will have been created. Any information regarding accounts or passwords at Brandeis must be handled via the LTS helpdesk. To access your UNET space, please follow the instructions located at the LTS website:

http://lts.brandeis.edu/techhelp/connecting/unethome/index.html

The IBS Technology Department is not responsible for supporting email, UNET, or password issues.

Neither Brandeis LTS nor IBS Technology will ever ask you for your username or password via email.
Never give out your login or password to anyone.

LOGGING IN

Computers in the cluster and cubicles are currently running Windows 7. To log in, press the Ctrl, Alt, and Delete keys simultaneously (if needed). Then click “Switch Users” and type in your user name and password and hit “Enter”.

Students will keep their username for their entire stay at IBS. They may change their own password at any time by going to:

https://identity.brandeis.edu/identity/index

BRANDEIS MAILING LIST SIGN-UP

Since most critical information is conveyed via email, every student must every student is subscribe s to email distribution lists for your specific program and the student body as a whole. You may add yourself to additional mailing lists as you wish (for clubs, for example).

After opening a UNET username and password, sign in to the Brandeis Mailing List page:

www.lists.brandeis.edu

1. Type in “ibs” (without the quotes) into the search box on the upper left hand corner of the page.
2. Scroll through the search results until you find your degree and graduation year (e.g., ibsma11 or ibsmba11).
3. Click on the proper list, then click “Subscribe.”
4. You will be prompted to enter your email address (only Brandeis email address will be accepted).
5. You are now signed up to receive all important emails from IBS.
**WIRELESS (WIFI)**

Each student with a laptop or other mobile device will need to register their system on the wireless network to gain internet access. In order to connect to the wireless network, from your wireless connection tool; follow these steps:

- Select "brandeis_open" wireless network
- Open "internet explorer" (for PCs) or "Safari" (for Macs)
  - The web browser will take you to the registration page. If it does not, type into your browser bar "UNET" and hit enter to get to the page.
  - Follow the instructions to register
- Restart your computer
  - If you are still not given network access, please come to the IBS Technology Department
- For more information about Wireless go to:

  www.lts.brandeis.edu/techhelp/connecting/on-campus/wireless/index.html

**PRINTING**

Printing and copying are located on the middle level of the IBS computer cluster. Printing is also available in Shapiro and Goldfarb. The cost at all locations is $0.10 per page.

How to print:

1. When you send a print job you will be prompted to type in your Unet username and then name the Print Job. You can call it anything you’d like. This is simply to identify which one is yours.
2. You then walk to the print station, located next to the printer. Type in your Job name and click log in.
3. Find your print Job and click on it. At the bottom of the page you will see the cost and a prompt for you to insert your card into the reader next to the PC. If you decide you do not want the print out, click the “Logoff” button on the bottom left of the screen. All print jobs that are not printed within 20 minutes are automatically deleted to avoid print queue back-ups.
4. Once you send a print job, it is available at both the upper and lower printers.

**SUPPORTED SOFTWARE (University Technology Department)**

Since it is not possible to be familiar with all the software programs on the market, Brandeis University LTS has selected a limited number of programs, often the most popular programs in each software category, for support. These are listed on the LTS website at:

www.lts.brandeis.edu/techhelp/software
UNet Network

UNet is the name for the Brandeis University Network. This high-speed (10 Mb/s) network allows access to both on-campus and off-campus resources, including e-mail and the Internet. IBS is part of UNet and has access to all campus and Internet resources.

Every student, whether they live in the dorms or off campus, should have a UNet account. New students should sign up for UNet accounts now. You will keep your UNet account as long as you are a Brandeis University student. When you sign up for UNet, you will receive an e-mail account, space for a personal webpage and storage space on a university server. You can use a computer cluster anywhere on campus and save your work to your folder on the University server. To open a UNet account, visit the site:

https://identity.brandeis.edu/identity/index (follow the on-screen instructions)

Access to E-mail from Off-Campus

You can get your mail from by visiting the UNet site at the following:

https://identity.brandeis.edu/identity/index

https://login.brandeis.edu/services.html

Research Assistance & Academic Technology

The IBS Technology Office offers research assistance and the identification and development of tools to support teaching and learning. We offer research support and instruction via workshops, video tutorials and individual meetings. We can train you and help you with the various research databases available on campus (for example: Bloomberg, Global Insight, Capital IQ). For available on these and other research tools, please refer to the LTS Business and Economics guide, which can be found at:

www.brandeis.libguides.com/business

The IBS Technology Office also manages the Business & Economics Research Lab also known as the Bloomberg Lab.

Beyond traditional research support, we can point students towards research databases that facilitate club participation and career preparation.

Students, faculty and staff are encouraged to email Jason Bernard at jbernard@brandeis.edu for assistance.

More Information

For more information about the technology services that IBS provides, please visit:

www.brandeis.edu/global/technology/

For information about the technology services provided by the University, visit:

www.lts.brandeis.edu
This section of your Guide will provide you with the information you need to make the most of your academic pursuit and to achieve your final goal.

### Some Basics You Should Know

| Academic Calendar | The University's Academic Calendar is available on the Registrar’s website ([www.brandeis.edu/registrar](http://www.brandeis.edu/registrar)). This calendar contains all the dates/deadlines you need to know to plan your semester. Each student is responsible for knowing these dates. |
| Academic Integrity | The community's practices and expectations regarding honesty and integrity in your academic work. Brandeis has explicit standards on these matters, with concrete penalties and judicial procedures in cases where these standards are violated. Having had different standards in your previous education or in your home country does not excuse violating the Brandeis standards. You are responsible for understanding and following these rules. Please refer to the "Academic Integrity" section of this Guide. If you have any questions, ask! |
| Add/Drop Period | The first couple weeks of each semester is referred to as the "Add/Drop Period" because you can change the courses you are enrolled in directly on Sage (see below). After that time, the approval of the instructor and your Program Advisor are required in order to add or drop a course. There is an additional Add/Drop Period mid-way through each semester when the second modules start. (See the next section for more information on modules.) |
| Auditing a Class | To “audit” a class means that you sit in on the class and may participate but do not take exams or receive a grade. No credit is given for auditing a course. The instructor’s permission is required. Some courses do not lend themselves to auditing and the instructor may refuse. |
| Brandeis Days | In order to make up some holidays, Brandeis adds certain “Brandeis Days” to the Academic Calendar. These are make-up days that are held during the week, but with a different day’s class schedule. For example, an actual Wednesday that is labeled as a “Brandeis Monday” on the calendar, will hold a Monday class schedule. |
| Early Enrollment | Current students have the opportunity to enroll in classes at the end of the previous semester. This is usually a one-week period in April (for the fall semester) and in November (for the spring semester). No changes to enrollments can be made in the period between Early Enrollment and Open Enrollment. |
| Class Participation | In an IBS classroom, your participation is not only welcomed, but it is required. In most courses, you will be graded on participation and it will be part of your final grade. |
| **Consent Code** | Enrollment in a class is sometimes restricted for a variety of reasons, meaning that permission is required in order to get into the class. This permission is given in the form of a "consent code", which is used when enrolling through Sage. Most times, the distribution of consent codes is done by the Program Advisors. |
| **Concentration** | MA, MBA, and MSF students may declare a Concentration in an area appropriate to each degree.  
- Concentrations do not appear on your diploma, but do appear on your transcript.  
- Concentrations are to be declared at the end of the first year of study.  
- Only one Concentration may be declared. |
| **Course** | When we refer to a "course", we are specifically meaning a class that is full-semester in length and earns 4 credits (as opposed to a "module"). |
| **Credits** | **REQUIRED:** MAief or MBA degree = 64 credits  
- MSF = 40 credits  
- MS (en route to PhD) = 52 credits  
**MINIMUM:** To be a full-time student you must be enrolled in at least 12 credits.  
**MAXIMUM:** The maximum number you may take in any semester is 20 credits.  
**AVERAGE:** The average number of credits per semester that you need to take in order to earn an MA, MBA or MSF (full-time program) degree is 16. |
| **Cross-Registration** | Brandeis belongs to a consortium of universities in greater Boston which permit each other’s students to take courses at their school. In order to cross-register, you must go to the Brandeis Registrar’s Office in person. |
| **Deadlines** | Academic deadlines are not arbitrary. Missing a deadline can have very unfortunate results – including not being able to graduate on time. Knowing and meeting deadlines is every student’s responsibility. |
| **Disabilities** | If you have a physical or learning disability that requires special accommodation in the classroom or examinations, please contact Kate Goldfield in Student Services to make appropriate arrangements. |
| **Enrollment Appointment** | During Early Enrollment, so that all students have an equally fair opportunity to get into the classes they want, each student is assigned a set of enrollment appointments by the Registrar's Office. These appointments are a window of time in which the student can add and drop classes freely, but within a certain number of credits. |
| **Examinations** | Final exams are scheduled by the University Registrar and the schedule is published well in advance of the end of the semester. Students may not take exams early. Speak to the instructor for rescheduling if you miss the exam.  
Rescheduling of exams is not done lightly. The student must have a serious and compelling reason to get permission to reschedule the taking of an exam, and must contact the instructor as soon as possible to discuss it. |
<table>
<thead>
<tr>
<th><strong>Exemptions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If you believe you have already satisfied one or more of your degree requirements, you can submit an Exemption Petition to your Program Advisor with the necessary documentation. Until you have received official notice that you have been exempted from the requirement, you should assume that you still need to fulfill it. All exemption petitions are to be submitted to your Program Advisor by the end of the enrollment period for the spring semester of your first year. After that date, students should not expect exemption requests to be accepted.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Flying Home</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>If you want to buy an air ticket home before you know your final exam schedule, do not book your travel before the last day of exams. You should not assume that the instructor or your advisor will approve your request to take the exam at a later date.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Hold</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>A hold can be placed on your account by (1) Student Financial Services due to an overdue bill, (2) ISSO for not fulfilling visa requirements or (3) Health Services for not fulfilling University health requirements. Having any hold on your account will prevent you from registering, adding or dropping courses until the hold is removed. Holds can only be removed by the department responsible for placing it.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Latte</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Latte is the network communications program used for course related communications. Instructor, students and teaching assistant use this for questions and to post assignments.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Module</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>When we refer to a &quot;module&quot;, we are referring to a class that is half-semester in length and earns 2 credits (as opposed to a &quot;course&quot;).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Open Enrollment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>At the start of each semester there is an Open Enrollment Period during which students can add and drop classes as they wish, as long as space is available, and (if needed) they have the necessary consent code. This enrollment period normally begins approximately two weeks before the start of the semester, and end two weeks after the start of the semester.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Program Director</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Each Degree Program has a professor who serves as the Program Director. You are always welcome to speak to the Program Director about any of your questions about your degree.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Program Advisor</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Each of the degree programs has a staff Program Advisor who can help you with most of your questions and needs regarding your degree.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Registrar</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The University Registrar is responsible for the course registrations, academic policies and records of the University. There will be times when you may have to visit the Registrar’s Office in Kutz Hall for signatures or documentation.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Sage</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sage is the network database that students and staff use for official academic records. You will do most of your course registering in your Sage account. You can also view your transcript at any time on Sage. Whatever is shown in Sage is considered official.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Specialization</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>In addition to Concentrations (see above), students may further focus their studies in a particular area of interest and receive a Specialization in one of the following: Asset Management, Corporate Finance, Marketing, Real Estate, or Risk Management. Specializations do not appear on your diploma or transcript. You will be presented a letter from the Dean, which will document your Specialization. Specializations may be declared at any time prior to the end of your IBS studies. Only one Specialization may be declared.</td>
</tr>
</tbody>
</table>
UNDERSTANDING COURSE NUMBERS

Types of Courses

IBS offers two types of classes: full-semester (referred to as a “course”) and half-semester (referred to as a “module”).

When making your class selections each semester, it’s important to keep in mind that although a module earns half the credit of a full course, while it is in session it meets just as frequently and is just as demanding as a full course.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Frequency &amp; Class Length</strong></td>
<td>Meets either once each week for 3 hours or twice a week for 1½ hours.</td>
</tr>
<tr>
<td><strong>Course Length</strong></td>
<td>Meets for the entire semester.</td>
</tr>
<tr>
<td><strong>Credit</strong></td>
<td>4 credits</td>
</tr>
</tbody>
</table>

*Note: see below for credits related to internships

How to Read a Brandeis Course Number

By way of example, a course number for Transnational Negotiations looks like this: BUS 275f (2) S2

This will serve as our sample for how to read a Brandeis course number. It indicates that it is (1) a business subject, (2) a graduate level class, (3) a module, (4) which meets in the second half of the semester, and (5) there are more than one section of this class, and this is section two. Here’s how to get that information out of that course number:

1. The 3 or 4 letter abbreviation refers to the subject area:
   - BUS = Business
   - ECON = Economics
   - FIN = Finance

2. The 3-digit number refers to the course level:
   - 100 = electives open to both graduate and undergrad students
   - 200 = master’s level
   - 300 = PhD level

3. The small letter refers to whether the class is a course or module:
   - a = course (4 credits)
   - b = course (4 credits)
   - f = module (2 credits)
   - g = 2nd/3rd internship (1 credit)

4. All modules (course numbers that end in “f”) meet either the first half or the second half of the semester. This is indicated by the “1” or “2” that is in parenthesis at the end of the course number. Don’t confuse this with “S1” and “S2”.

5. Some course numbers end with a “S1”, “S2” and so on. This means that there is more than one section of this course. Each section is the full course offered at the specific time indicated. The different sections may be taught by different instructors.

Class # and Course #

The Class # is not the same as the Course #. Many courses have multiple sections but have the same course number. The way the specific sections are identified is through a 4 or 5-digit Class #. Whenever registering for a course/module, you should always provide both of these numbers.
**Internship Course Numbers**

There is an exception to the relationship between course numbering and credits described above. You can earn up to 4 credits in total for an internship. When using internships for credit, the following applies:

<table>
<thead>
<tr>
<th>INTERNSHIPS</th>
<th>COURSE NUMBER</th>
<th>CREDITS</th>
</tr>
</thead>
</table>
| First Internship | BUS 297a  
ECON 297a  
FIN 297a | 2 |
| Second Internship | BUS 297g  
ECON 297g  
FIN 297g | 1 |
| Third Internship | BUS 297g  
ECON 297g  
FIN 297g | 1 |

**IMPORTANT!**
In order to earn credit for an internship, you must enroll before you start working.

**Internships**

Students may undertake internships during the summer and during the school year. Academic credit can be earned for these internships as long as the work is related to your degree, and you sign up for credit prior to starting the internship. No tuition is charged for summer internships for full-time students.

There are specific limits as to when and how many hours international students may work. Please refer to the Appendix at the end of this Guide for details. International students should contact ISSO with any questions about work eligibility.

Students interested in doing an internship should refer to the Appendix for detailed information.

**Master’s Project**

A student may complete a Master’s Project under the direction of a faculty advisor and the Program Director. The Master’s Project is normally taken during the student’s last semester in the program. The student must submit the completed project no later than April 15 of the year in which the degree is to be conferred. Students interested in this option should contact their Program Director.

**Registering for Courses**

Registration at IBS takes place according to the schedule and process set by the University Registrar. The dates for enrolling in classes can always be found in the Academic Calendar, which is available on the Registrar’s website (www.brandeis.edu/registrar).

**Open Enrollment** – At the start of each semester there is an "open enrollment” period. For the Fall Semester, this usually starts in mid-August and ends in mid-September. During this time, you can freely add or drop courses through Sage. Keep in mind that your ability to add or drop a course may be limited by:

- **class size** – You might not be able to enroll in a course because it has reached its maximum size.
- **consent** – A course may require the consent of the instructor; this can be for a variety of reasons.
- **restricted enrollment** – A course may be listed as "MBA only", for example.
- **non-IBS course** – Signing up for courses at other Brandeis schools usually requires a paper form.
• **pre-requisites** – Even though Sage may permit you to enroll in a given course, if the course has a pre-requisite that you have not taken, you will be asked to drop the course.

• **holds** – Having any hold on your account will prevent you from registering, adding or dropping courses until the hold is removed. Holds can only be removed by the department responsible for placing it (Student Financial Services, Health Services, or ISSO).

After the close of open enrollment, you will not be able to add or drop a course without the approval of the instructor and your Program Advisor.

**Early Enrollment** – For current students, there is the opportunity to enroll in classes before the open enrollment period. Near the end of each semester, there is an “early enrollment” period. This is organized in such a way that is fair to all students. The way this process works is:

• the Registrar’s Office sends each student an email with a set of appointment times

• these appointments are the times that the student can go on Sage to enroll in courses

• the appointment is a window of time (e.g.: Monday, April 12, 1:00pm-8:00pm)

• each appointment has limitations as to how many courses the student may enroll in, for example:
  - **first appointment**: may enroll in a total of 4 credits
  - **second appointment**: may enroll in 4 more credits, for a total of 8 credits
  - **third appointment**: may enroll in 12 more credits, for a total of 20 credits

Once the early enrollment period is closed, it is not possible to make any enrollment changes, additions, or drops until the open enrollment period starts.

---

**CROSS-REGISTRATION**

Full-time students may, with permission, cross-register for one course each semester at one of the partner schools listed below. These courses can count as electives. Cross-registration is purely a student initiative - that is students must complete all the necessary paperwork and make all arrangements. (This includes transportation.) If a student decides to withdraw from a cross-registered course, s/he is responsible for completing the necessary paperwork at both the host school and Brandeis. Students should discuss course plans with their Program Advisor.

Brandeis University is a member of a consortium of universities in greater Boston that permit their students to take courses at each other’s schools. The schools that pertain to IBS are:

1. Boston University
2. Boston College
3. Bentley University
4. Babson College
5. Tufts University*

What you need to know about taking a cross-registered course:

• Cross-registration is managed by the University Registrar. The forms for cross-registration are only available from the Registrar’s Office in Kutz Hall. They are not available at IBS or online.

• Students must go in person to obtain the form.

• The form clearly explains the process. The signatures of the Brandeis Registrar, IBS Program Advisor, host university professor, host university Registrar are required. The form is then returned to the Brandeis Registrar.

• No more than one cross-registration course may be taken in a semester.

• Courses taken at other Boston-area universities are not eligible for credit at Brandeis University.

• Cross-registration is only available during the fall and spring semesters. It is not possible to take a cross-registered course during the summer.

* **PLEASE NOTE**: While Tufts University is also a member of the consortium, only Arts & Sciences courses may be taken. Courses at the Fletcher School of Law and Diplomacy are not available for cross-registration.
Taking Non-IBS Courses at Brandeis

IBS is just one of several graduate schools at Brandeis University. It is possible for IBS students to take some non-IBS courses on campus. Since most of these courses would not be applicable to your IBS degree, you are expected to consult with your Program Advisor before enrolling in any of these courses.

- Any non-IBS courses taken must be compatible with the IBS degree program in order for it to count for credit.
- Only one non-IBS course may be taken per semester.
- A course that is offered by IBS cannot be taken at another school.
- Auditing a non-IBS course has no different requirements than auditing an IBS course. The approval of the instructor and the Program Advisor is required.

Advising

IBS offers several levels of advising to help you through the academic requirements and course selection process. First, you are likely to find answers to many of your questions here in this Guide. When you have questions that are not answered in these pages, or if you would like to discuss any aspect of your studies, you have several resources.

Program Advisor – Each degree program has a member of the OASS staff who functions as the Program Advisor. This advisor is normally your best first choice for most of your academic or program-related questions. While you are always welcomed to approach anyone in OASS with your questions, the following people will be the most knowledgeable about your specific program:

- MIAief – Christopher Johnson
- BA/MA – Christopher Johnson, Meredith Robitalle
- MBA; PhD – Viola Morse
- MSF – Karen Muise
- Exchange students – Matt Rocker, Christopher Johnson

Program Director – Each degree program is directed by a member of the faculty who has special expertise in the field. Not only can your Program Director answer your questions about the program you are enrolled in, but s/he can also help you make course selections that will be best suited for your specific career goals.

- MIAief; BA/MA – Prof. Carol Osler
- MBA – Prof. Ben Gomes-Casseres
- MSF – Prof. John Ballantine
- PhD – Prof. Blake LeBaron

Faculty Advising – Sometimes a student needs assistance of a more customized sort. In this case, your Program Advisor or Program Director will identify a member of the IBS faculty to help you. Whether your interests relate to International Real Estate, Private Equity, Asian markets, or any other aspect of your academic and career goals, there is a member of the faculty who can help you.

Leadership Fellows – There are times when the advice of a peer can be the most helpful. Asking a second year IBS student about a course or instructor can be very helpful in your planning. One of your best peer resources is your Leadership Fellow.

Career Advising – In addition to the staff of the Career Center, there are Faculty Advisors and Executives in Residence available to assist you. Please refer to the Career Services section of this Guide for details.
The MAief and MBA degrees include “international experience” as a requirement. Please note that it is not a requirement to study abroad. This requirement may be satisfied by a number of options, including having lived or worked abroad (certain conditions apply). It is possible that a prior study abroad experience could satisfy the requirement. You may also choose to do a summer internship abroad in order to satisfy this requirement. If you have any question about whether or not a previous life experience would fulfill the international experience requirement, speak to your Program Advisor.

When IBS students study abroad, they may receive credit for up to 4 courses toward a Brandeis degree (a total of 16 credits). To receive the full 4-course credit students must complete pre-approved courses with satisfactory grades by IBS standards. Students usually study abroad in the fall of their second year, but may choose to study abroad during the spring semester. Students considering this option should consult with their Program Advisor to discuss the possible impact on graduation.

The courses students take abroad normally fulfill the elective part of the Brandeis degree requirements. In unusual cases, students may complete a core course requirement or receive credit for additional coursework. Students must get approval for this in advance from their Program Advisor. To make certain that all program requirements are met, new students should consider their study abroad decisions as they plan their four semesters of study.

### Study Abroad Program Time Line

<table>
<thead>
<tr>
<th></th>
<th>Study Abroad Fair</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1</td>
<td>student applications due</td>
</tr>
<tr>
<td>During February</td>
<td>interviews of applicants</td>
</tr>
<tr>
<td>End of February</td>
<td>assignments announced</td>
</tr>
<tr>
<td>March–July</td>
<td>apply for student visa; make travel arrangements</td>
</tr>
<tr>
<td>July</td>
<td>travel reimbursement grants available</td>
</tr>
</tbody>
</table>

**International Students**

If you are an international student, you have automatically satisfied this requirement. Your presence at IBS, in fact, is your international experience. You may choose to study abroad for a semester, but it is not required. If you choose to study abroad, for visa purposes you should go abroad in the Fall Semester of your second year. *Going in the Spring Semester will most likely cause difficulties with your student visa if you intend to apply for OPT.* Any international student wanting to study abroad in the spring must first consult with ISSO and with his/her Program Advisor.

**Travel Reimbursement Grants**

Students are responsible for making their own travel arrangements for their semester abroad. IBS contributes to the cost of this travel with partial reimbursement grants that pay a portion of the expense.

- To receive reimbursement, submits a copy of ticket/receipt to Pam Frontino (frontino@brandeis.edu)
- The receipts must show: destination, dates of travel, and proof of payment
- Travel does not need to be completed in order to submit reimbursement request
- Reimbursement grants are available only after the start of the fiscal year (July 1) in which you’ll be travelling, and before the end of that fiscal year (June 30)
- The amount of the reimbursement is based on region to which you’ll be travelling. This amount may be changed at any point by IBS.
**IBS Partner Universities**

1. **Bahçeşehir University** - *Istanbul, Turkey*
2. **Copenhagen Business School (CBS)** - *Copenhagen, Denmark*
3. **EADA** - *Barcelona, Spain*
4. **École Supérieure des Sciences Economiques et Commerciales (ESSEC)** - *Cergy-Pontoise Cedex, France*
5. **EDHEC Business School** - *Lille and Nice, France*
6. **European Business School (EBS)** - *Oestrich-Winkel, Germany*
7. **Fundação Getúlio Vargas (FGV)** - *São Paolo, Brazil*
8. **Instituto Tecnológico Autónomo de México (ITAM)** - *Mexico City, Mexico*
9. **Luigi Bocconi University** - *Milan, Italy*
10. **National Chengchi University (NCCU)** - *Taipei, Taiwan*
11. **Rotterdam School of Management, Erasmus University (RSM)** - *Rotterdam, Netherlands*
12. **Rouen Business School (RBS)** - *Mont Saint Aignan, France*
13. **Tel Aviv University (TAU)** - *Tel Aviv, Israel*
14. **Universidad de Chile** - *Santiago, Chile*
15. **Universiteit Maastricht** - *Maastricht, Netherlands*
16. **University of Cape Town (UCT)** - *Cape Town, South Africa*
17. **University of International Business and Economics (UIBE)** - *Beijing, China*
18. **Waseda University** - *Tokyo, Japan*
19. **WHU – Otto Beisheim School of Management** - *Vallendar, Germany*
20. **Yonsei University** - *Seoul, South Korea*
IBS has high standards for all of its students. The faculty expects students to attend classes, participate in discussions, and submit quality assignments. Students are expected to abide by the University’s regulations regarding academic honesty and plagiarism (see www.brandeis.edu/studentlife/sdc/rr/). The following policies help ensure that these high standards are met, and that every student is treated equitably.

Residency

Each degree program has a residency requirement. This is the minimum number of semesters the student must be in the program. While MA, MBA and BA/MA students may take courses during the summer and have the credits earn count towards their degree, summer semesters do not count towards their four semester residency requirements. The residency requirement cannot be reduced.

Adding and Dropping Courses

Students may add and drop courses freely (space and restrictions permitting) during the Open Enrollment Period at the beginning of each semester.

Once Open Enrollment is closed, the adding and dropping of courses is accomplished by completing an Add/Drop Form (available outside OASS) prior to the add/drop deadline (see the Academic Calendar at the end of this Guide).

- MA and BA/MA students must obtain the signature of Christopher Johnson.
- BA/MA students must obtain the signature of Christopher Johnson or Meredith Robitaille.
- MBA students must obtain the signature of Viola Morse.
- MSF students must obtain the signature of Karen Muise.
- Part-Time MSF students – Adding and Dropping Courses can have a serious impact on your tuition costs.
- Exchange Students must obtain the signature of Christopher Johnson or Matthew Rocker.
- For more information about this, please refer to Section 3 of this Guide. All students seeking to drop a course after the close of open enrollment will be required to obtain the signature of the instructor in addition to their Program Advisor.
- Once the student has the necessary signatures, s/he must personally deliver the Add/Drop Form to the University Registrar’s Office in Kutz Hall. No changes are final until the student completes this final step.

There is a date each semester after which a student may no longer add or drop a course. This date, as well as all University deadlines, is published on the Academic Calendar, which is at the end of this Guide and can also be seen at: www.brandeis.edu/registrar

Part-Time MSF Students

Adding and Dropping Courses can have a serious impact on your tuition costs. For more information about this, please refer to Section 3 of this Guide.

Deadlines

- Deadlines for the payment of bills, enrollment in courses, submission of various forms and applications are set by the University and are applicable to all students.
- The student is responsible for knowing and meeting all deadlines.
- Failure to meet deadlines can have unfortunate consequences.
- All deadlines are published in the academic calendar which is available at the end of this section of the Program Guide, and online at the Registrar’s website: www.brandeis.edu/registrar
Holds

Certain offices of the University have the authority to place a “hold” on a student’s account, which, among other things, will block the student’s ability to add or drop courses. The hold status is indicated on the student’s Sage account. The office responsible for the hold will be identified. The student must see the office responsible for the hold in order to have it lifted. The following holds are possible:

- **Student Financial Services** – outstanding bill or lack of payment agreement
- **Health Center** – medical documentation; proof of insurance; inoculations
- **ISSO** – international students required to check in with ISSO

Only the office responsible for placing a Hold on your account can remove it. Staff at IBS cannot place or remove Holds.

Exemptions

If you believe you qualify for an exemption from a degree requirement based on prior academic or life experience, you may petition to be excused from the requirement because you have satisfied it prior to coming to Brandeis.

- Petitions to be exempted from a degree requirement are to be submitted to the Program Advisor by the end of the registration period for the spring semester of your first year.
- Petitions submitted after this time may not be considered.
- Petitions that do not include all requested information will be returned to the student.
- The student will be notified in writing if the exemption has been granted.
- Students **should not presume** that requests will be approved.

All students are to submit exemption petitions to their Program Advisors by the end of the registration period for the spring semester of your first year.

Grading

The lowest grade that will earn credit at IBS is a B-. The exception to this is that each student is permitted a total of two courses with C+ (total of 8 credits) over the course of the program of study. Any C+ grade or lower beyond this exception will not earn credit.

<table>
<thead>
<tr>
<th>CREDIT-BEARING GRADES</th>
<th>NON-CREDIT-BEARING GRADES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>C+</td>
</tr>
<tr>
<td>A</td>
<td>C, C-, D+, D-</td>
</tr>
<tr>
<td>A-</td>
<td>E</td>
</tr>
<tr>
<td>B+</td>
<td>EI</td>
</tr>
<tr>
<td>B</td>
<td>EA</td>
</tr>
<tr>
<td>B-</td>
<td>NG</td>
</tr>
<tr>
<td>C+ (up to 8 credits)</td>
<td>NC</td>
</tr>
<tr>
<td>This C+ allowance does not apply to PhD students.</td>
<td>I</td>
</tr>
<tr>
<td>CR (credit)</td>
<td></td>
</tr>
</tbody>
</table>
**GPA**

Brandeis University does not track the grade point average (GPA) for its graduate students, nor will it appear on your transcript. This is not uncommon at American universities.

**Academic Honors**

Brandeis does not have a system of Latin Honors (cum laude, etc) for graduate degrees. However, IBS awards the designation "First Year Distinction" and "Graduating with Distinction" to a select group of top-performing students, respectively, at the end of their First Year and at Graduation. These distinctions are granted by degree program and do not appear on transcript or diploma. They are communicated to awardees by official letter from IBS and may be reported on the recipient's CV.

**Computer Use During Classes**

Different instructors have different policies regarding the use of computers and mobile devices in the classroom during class.

As in all business meetings, you are expected to shut off your phone ringers and not to attend to calls unless in cases of emergency. In all situations, you are expected to pay attention to class proceedings and not engage in personal communication or work for other classes.

In some classes, open laptops and notepads are allowed; in other classes, you will be expected to close your laptop and take written notes. In all cases, it is taken as disrespectful to do computer work while your classmates are presenting or, even more so, when attending a talk by an external speaker.

In some classes, instructors may want you to use your computers (for example, doing calculations in class). In these instances, they will inform the class explicitly.

**Absence from Classes**

- Students are expected to attend all classes unless they have valid excuses, such as illness or family emergency.
- You are responsible for contacting your instructors to inform them of extended absences. Even if it means a quick email or voice mail before catching a flight, you should inform your instructors.
- Students anticipating an extended absence or who have to leave the country unexpectedly should also contact their Program Advisor.
- An initial notification to your instructor does not imply that you will be allowed extensions or make-ups for quizzes or tests. This is a separate matter from notification of absence, and such requests need to be discussed with the professors in detail. Instructors will work with students on completing missed work however they deem appropriate.
- Unexcused absences may be taken into account in grading.

**Class Participation**

Many classes require your active participation during class time, such as by asking questions, debating issues, or playing various roles. Instructors will lay out these expectations in the first classes and will explain how class participation figures in your grade for the course. They will also tell you how best to prepare for class, how to ask for the floor, and so on. For many students, this emphasis on class participation will require some getting used to. Ask for advice when needed and don’t be shy!
**Name Cards**

At Orientation, you will be given a card with your name on it. Many instructors expect that you will display this card in front of you during class, so that they can get to know you by name and they can better recall your class comments for grading purposes. You are responsible for this card – if you lose it, make a new one yourself or ask Student Services for a replacement. If you neglect to put up the card in class, your comments may not be recorded properly. Instructors juggle class participation of sometimes 40 to 60 students, and often teach more than one class. So, don't be upset if they don't remember your name on the spot – help them by placing the name card in front of you.

**Final Exam Schedule and Booking Personal Travel**

Students are not to book any travel prior to the end of the exam period. While instructors make every effort to accommodate unavoidable schedule conflicts, they are under no obligation to reschedule an exam for a student who disregards the scheduled exam period. Instructors are not permitted to give a final exam prior to the scheduled exam date. The Registrar publishes the actual exam schedule as the end of the semester nears.

---

**DO NOT book any travel before knowing your final exam schedule.**

- The final exam period for Fall 2012 ends on December 21.

- *Instructors are under no obligation to accommodate your schedule if you have booked travel that conflicts with a final exam.*

---

**Incompletes**

Students are expected to complete all coursework, final exams, and papers by the deadlines professors assign. If a student is unable to fulfill this expectation, a request for an Excused Absence (EA) or an Excused Incomplete (EI) may be appropriate.

An Excused Absence ("EA") indicates that the student has completed the required coursework, but was not able to take the final exam on the scheduled date. Through a written agreement with the professor, the student may take the exam during the exam conflict day, during a university break through a proctor, or during one of the makeup exam days at the start of the following semester.

An Excused Incomplete ("EI") is a written agreement between the student and the instructor granting an extension beyond the end of the semester to complete written work or projects. The due date should be mutually agreed upon by the student and instructor, but should not extend the published deadline in the academic calendar.

To arrange an EA or EI, a student should contact the instructor and request an incomplete, outlining the reasons for an absence from the final exam or explaining why coursework cannot be completed. *It is at the instructor’s discretion whether or not to grant a request for an incomplete.*
Declaring an “Area of Concentration”

- Declaring a Concentration is optional.
- Students may select one, and only one, Area of Concentration in which to focus their studies.
- The student must formally declare a Concentration at the end of the first year of study.
- The Concentration will appear on the transcript, but is not printed on the diploma.
- Students may select a Specialization in addition to a Concentration.
- Specifics about concentrations can be found in the Program Section of this Guide.

The following Concentrations are currently offered:

<table>
<thead>
<tr>
<th>DEGREE PROGRAM</th>
<th>AVAILABLE CONCENTRATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAief</td>
<td>International Business&lt;br&gt;International Finance&lt;br&gt;International Economic Policy</td>
</tr>
<tr>
<td>MBA</td>
<td>International Business&lt;br&gt;International Finance&lt;br&gt;International Economic Policy&lt;br&gt;Socially Responsible Business (“Green”)</td>
</tr>
<tr>
<td>MSF</td>
<td>International Investment&lt;br&gt;Business Finance</td>
</tr>
</tbody>
</table>

Declaring a “Specialization”

- Declaring a Specialization is optional.
- Students may select one, and only one, Specialization.
- The student may declare a Specialization at any time before the end of their final semester of study.
- The Specialization will appear on neither the transcript nor the diploma. Instead, students are presented a letter from the Dean documenting the successful completion of the Specialization.
- Students may select a Concentration in addition to a Specialization.
- The number of credits needed for a Specialization does not increase the number of credits you need to take for your degree.
- Students should not focus on a Specialization instead of core required courses, but make a plan that successfully incorporates the Specialization into their degree program.

Detailed Information about Specializations can be found in the Appendix of this Guide.
The following Specializations are currently offered:

**Real Estate**
In recent years, many of our students have found jobs in real estate, both in the US and abroad. As the largest asset class in the world, real estate offers a wide range of opportunities in marketing, development, finance, and management. To give you a competitive edge in this job market, we offer a Specialization in Real Estate, which you can complete with 4 semester-equivalent courses (16 credits).

**Marketing**
The interest in marketing courses has risen at IBS and more students are now pursuing marketing jobs. A Specialization in marketing can equip you with valuable knowledge and skills for a marketing career or can strengthen your broader business understanding. Marketing comprises a set of strategies that help a business or organization understand and address the needs of its target market. When used properly, these strategies will help create, grow and sustain value, improve customer satisfaction and loyalty, fend off competition, and maximize long-term profitability. Regardless of the products or services they offer, or the industry they are in, all businesses or organizations can benefit from effective marketing. A Specialization in Marketing would give you a competitive edge in this demanding job market. You can complete the Specialization with 4 semester-equivalent courses (16 credits).

**Asset Management**
Asset management is concerned with evaluating the investment opportunities and risks of any financial asset or asset class in relation to stated investment objectives, and in implementing both strategic and tactical approaches to portfolio management. Professionals operating in the asset management field are expected to have a detailed understanding of the security universes in which they operate, and to be able to blend quantitative tools and sound qualitative judgment to make investment decisions in both selecting and managing global investment portfolios.

**Corporate Finance**
Corporate finance gives one the tools for making company investment and financing decisions in an uncertain environment. This includes the fundamentals of accounting, financial analysis, capital budgeting, and international financial management. Specifically, these issues hold relevance for students who want to understand the broad financial issues and choices facing firms and how these choices influence performance, valuation and risk. A corporate finance Specialization is useful for students who will work in corporate financial operations and in other finance assignments, such as fundamental company analysis, private equity, mergers and acquisitions, etc. Professionals working in corporate finance also need to understand the workings of financial markets, new product innovations and the rapidly changing world of financial economics.

**Risk Management**
Risk Management encompasses both the development and application of “quantitative” models for operational risks and a host of market risks: commodity, interest rate, credit, currency and equity; as well as the more “qualitative” risk management approaches relating to the managerial and organizational response to operational risks, corporate governance, fraud detection, strategic risk, reputational risk, etc. The requirements of this Specialization are structured to give students some flexibility in tailoring their coursework between these two risk management frameworks.

Specializations and Concentrations are not the same thing.
A student may pursue either one or both, but not more than one of each.
The Academic Review Committee ("ARC") convenes at the end of each semester (and on an as-needed basis during the semester) to review students’ academic progress. A group of faculty and staff, the Committee’s purpose is to ensure high academic standards for all IBS students and to address academic policies. Accordingly, the academic records of students with “unsatisfactory grades” or an “unsatisfactory rate of work” (both defined below) are discussed. Depending on a student’s record, the ARC may recommend academic counseling, require a leave of absence, or in extreme cases require administrative withdrawal.

**Academic Progress Issues:** Two-year MAief and MBA Students: an academic performance below a B-average, at least one “unsatisfactory grade”, or an unsatisfactory rate of work, may trigger an ARC review.

**Unsatisfactory Grades:** IBS two-year masters students are permitted up to two (2) semester-equivalent grades of C+ as part of their 16 course grade record, as long as the overall performance is at least a B-average. That is, up to two C+ grades (8 credits) will be considered “satisfactory”. Any grades below C+ as well as any C+ grades beyond those permitted are considered "unsatisfactory grades". Courses in which the student receives an "unsatisfactory grade" will not be counted toward graduate credit.

**Unsatisfactory Rate of Work:** A full-time student must also maintain a satisfactory rate of work, defined as at least three courses (12 credits) each semester. If a student completes fewer than three semester-equivalent courses during any semester, the student’s record will be reviewed by the ARC. A work plan may be designed to direct the student in subsequent semesters.

Taking less than a “normal” load of four courses (16 credits) per semester can have a cumulative effect, so that a student may need to take courses during a summer session or remain at IBS for an additional semester. Associated costs are the responsibility of the student. Scholarships are only offered for the typical 4-semester residency at IBS.

**Administrative Withdrawal:** While Administrative Withdrawal is an extreme action rarely taken, please keep in mind that a failure to make satisfactory progress towards your degree can result in being withdrawn from IBS as a student. Normally the ARC will work to ensure that the student can remain, but under certain circumstances, students may be asked to leave for academic performance at any point.

**First Semester** – If a student has an academic performance below a B-average, or an unsatisfactory rate of work after the first semester at IBS, s/he may be administratively withdrawn. The student may be re-admitted after spending at least one semester away from IBS and after the student demonstrates why re-admission is appropriate. A formal admission application will not be required; instead the student will need to submit an essay explaining the reasons for poor academic performance and a resume of activities while not enrolled at IBS.

**Second & Third Semester** – Students in their second or third semester at IBS may also face Administrative Withdrawal for an unsatisfactory rate of work or unsatisfactory grades, and the ARC will review students’ work at the end of the first year of study and the end of the first three semesters.

**Written Warning** – A student who fails to achieve satisfactory grades or a satisfactory rate of work in any semester will be given a written warning. If the situation is not rectified as described in the warning and according to the time specified, the student may be administratively withdrawn.

**Appeal** – In the event that the ARC has determined that a student is to be Administratively Withdrawn, the student may petition to remain at IBS if s/he believes that there are compelling extenuating circumstances which resulted in the unsatisfactory performance. The petition will be reviewed by the ARC.

**Personal Issues:** IBS staff and faculty are sensitive to the fact that students can have personal, family, or health issues. In such circumstances, staff and faculty strive to be respectful and supportive. Students should make their Program Advisor aware of any personal issues that may impact their attendance and/or performance. Academic performance that has been impacted by personal life issues may be reviewed by the ARC. Unfortunately, life issues do occasionally cause an interruption of a student’s ability to continue or complete her/his degree as planned. Throughout this process, the ARC may be involved to review the academic impact of the circumstances, and to identify options to help the student continue/complete.
## Academic Integrity

Educational systems and academic expectations differ from country to country. Please do not assume that the academic rules you are familiar with are acceptable here. You will be held accountable to the academic standards of the United States and Brandeis University. It is extremely important that you familiarize yourself with the following pages regarding Academic Integrity. Not doing so can have very negative results for you and for your fellow students you may be collaborating with. Please do not jeopardize your education or that of your classmates.

### 學術誠信

各個國家的教育系統和學術準則都有所不同。不要認為你所熟知的學術規則在這裡也同樣適用。每位學生都應遵守美國大學的學術標準和 Brandeis University 的相關規則。請務必熟悉以下有關學術誠信的規則，否則可能會給你帶來非常嚴重的後果，甚至會波及到你的同學。所以請避免這種損害你和同學學業的行為。

### शैक्षिक वफादारी

हर देश की शैक्षिक प्रणाली और अकादमिक अपेक्षाएँ अलग होती हैं। कृपया आप यह नहीं मानें कि आप के परिचित शैक्षिक नियम अमेरिका में स्वीकारे जाएं। आप संयुक्त राज्य अमेरिका और ब्रांडेज के शैक्षिक नियमों का पालन करने के लिए जवाबदہी होंगे। यह बहुत जरूरी है कि आप अपने आप को नियमबद्धता नियमों के साथ परिचित करें। ऐसा नहीं करने पर, आप के और आपके सहयोगी छात्रों के लिए बहुत नकारात्मक परिणाम हो सकते हैं। कृपया आप अपनी या अपने सहयोगियों की शिक्षा खतरे में नहीं डालें।

### Akademik Dürüstlük


### Integridad Académica

Los sistemas educativos y las expectativas académicas difieren de país a país. Por favor no piense que las normas académicas con las cuales están familiarizados son aceptables aquí. Usted será responsable de cumplir con los estándares académicos de los Estados Unidos y de la Universidad de Brandeis. Es extremadamente importante que usted se familiarice con las normas de integridad académica descritas en las siguientes páginas. No hacerlo podría tener resultados muy negativos para su persona y para los compañeros con los cuales esté colaborando. Por favor, no ponga en peligro su educación o la de sus compañeros de clase.

### Intégrité Académique

Les systèmes éducatifs et les attentes scolaires diffèrent de pays à pays. Ne pensez donc pas que les règles académiques auxquelles vous êtes familières sont valables ici. Vous devrez respecter les normes académiques américaines et celles de l’Université de Brandeis. Il est extrêmement important que vous vous familiarisiez avec les pages suivantes concernant l’intégrité académique. Ne pas le faire peut avoir des résultats très négatifs pour vous et pour les camarades avec lesquels vous serez amené à collaborer. S’il vous plaît, ne compromettez pas votre éducation ou celle de vos camarades de classe.

### Академическая этика

Системы образования и академические стандарты различны в каждой стране мира. Не делайте вывода, что академические правила, которые практикуются в Вашей стране и с которыми Вы знакомы, будут приемлемыми здесь. Вы будете нести ответственность в соответствии с академическими стандартами США и Университета Брандайс. Это чрезвычайно важно, чтобы Вы ознакомились со страницами академической этики, предоставленные на следующих страницах. Невыполнение этих требований может привести к очень негативным результатам для Вас и для Ваших однокурсников, с которыми Вы будете сотрудничать. Пожалуйста, не ставьте под угрозу качество Вашего образования или образования Ваших однокурсников.
Standards of Academic Integrity at Brandeis

Earning a degree demands a lot of hard work. Our system of education in the United States makes expectations of both the institution and the student. These standards exist to provide equity in the educational system, so that there is an equal opportunity for every student. The final reward of an education, a degree, is intended to be the result of genuine effort on the part of the student, and of the diligence of the University to ensure that fairness has been maintained.

Brandeis University prides itself on its reputation for the highest of standards for academic integrity. Like the University as a whole, the International Business School values every student – and seeks to ensure that every student is treated with dignity and respect. We expect the same from our students in how they treat one another, and how they enter into their educational experience at IBS.

During the past year or two there have been a few violations at IBS of our standards of academic integrity; some of these have led to judicial review and formal action by the University.

Some of these violations have been unintentional, perhaps due to insufficient understanding of our standards. But, even if the infraction is unintentional, the student is still responsible.

Because our students come from widely different educational cultures, it is important that each of you review these standards.

• • •

**Instructors, staff and the University will assume that you have read, understand, and will follow these standards.**

• • •

**How things are done in your home country is irrelevant.**

• • •

**You are responsible for understanding these standards.**

• • •

*If these expectations are unclear to you, it is YOUR RESPONSIBILITY to speak to your Program Advisor, Program Director, or Professor so that you can understand and follow these academic standards.*

• • •

Resource references and useful links can be found at the end of this section.
The Most Basic Expectation

As described in the University’s handbook Rights and Responsibilities, (which each student receives at Orientation and is available online*) the basic expectation is:

“a student shall not submit work that is falsified or is not the result of the student’s own effort”

[Rights & Responsibilities, Section 4.0]

* The full text of Rights and Responsibilities is available at: www.brandeis.edu/studentlife/sdc/rr/.

What Does This Mean in Practice?

... in assignments, papers, and presentations:

When you put your name on an examination, a report, a thesis, or any printed or electronic work that you turn in as course work, you are stating that what you submit is the result of your own effort.

This means that you researched, compiled, and wrote the document on your own and in your own words – and that any exceptions to this are noted completed and clearly in the standard accepted methods (through the use of quotation marks, references, and footnotes.

The internet makes a huge volume of research available to students. It also makes innumerable documents and articles available that students sometimes submit as their own. This is never acceptable under any circumstances.

If you do this, the chances of getting caught are very high – and the consequences could be quite severe, even to the point of being expelled from the University.

... in exams:

During an exam, a student is completely on her/his own and is permitted to have only the specific items that the instructor indicates – often a calculator, and sometimes a specific handout provided by the instructor. Beyond this, you are not allowed an printed, electronic or hand-written resources during an exam.

Doing any of the following during an exam could result in serious consequences such as failing the exam, failing the course, being placed on academic probation, or worse.

- Seeking information from another student or trying to view another student’s work with or without her/his knowledge
- Sharing information with another student or knowingly letting another student see your paper/answers
- Communicating for any reason with another student by any means, including:
  - Texting
  - Talking
  - Non-verbal signals
  - Hand-written, printed or electronic messages
- Making use of any electronic device to:
  - Connect to the internet
  - Access electronic files or notes
  - Communicate with another person
- Using any materials or devices other than those specified by the instructor
- Attempting to obtain a copy of the exam prior to the test
... in group work:

Very often at IBS, you will be working in small groups on a specific assignment, resulting in either a joint paper or class presentation. Pay close attention to the instructor, who will define what you may and may not work on together.

Don’t assume that working with another student on an assignment is acceptable, unless the instructor has specifically said so. If you’re not clear, ask the instructor or T/A.

Be aware that if you submit work that is not your own on a group project, you risk not only your own grade and reputation, but your classmates’ as well. All team members are held responsible for final products. If there is plagiarized material in the submission, then all members of the team will be in jeopardy of failing the assignment, the course, or worse.

How to Avoid Plagiarism – and Knowing When to Give Credit

The central point to avoiding plagiarism is to give credit to the work that has been done by others that is used in research, writings and presentations. This can sometimes be trickier than it sounds – even professional writers, journalists and scholars have failed to follow this basic rule. Plagiarism is a serious matter. For a professional author, journalist or consultant, it can mean losing your job – as well as serious damage to your career. For a student, it can mean failure of a course, or even expulsion. Using someone else’s work and presenting it as one’s own is not only dangerous, but it is dishonest. It is absolutely essential that the student who does not already know how to properly document sources learn to do so.

Since teachers and administrators may not distinguish between deliberate and accidental plagiarism, the heart of avoiding plagiarism is to make sure credit is given where it is due. But when is it required?

<table>
<thead>
<tr>
<th>Yes</th>
<th>You <strong>DO</strong> need to document sources when you…</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>... are using or referring to <strong>somebody else’s</strong> words, ideas, or graphics from any printed or electronic source</td>
</tr>
<tr>
<td></td>
<td>... use information gained through interviewing another person</td>
</tr>
<tr>
<td></td>
<td>... copy the exact words or a &quot;unique phrase&quot;</td>
</tr>
<tr>
<td></td>
<td>... use any diagrams, illustrations, charts, and pictures created by someone else</td>
</tr>
<tr>
<td></td>
<td>... use ideas that others have given you</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No</th>
<th>You <strong>DO NOT</strong> need to document sources when you…</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>... are writing your own experiences, observations, insights, thoughts, or conclusions about a subject or based on your research</td>
</tr>
<tr>
<td></td>
<td>... are using &quot;common knowledge&quot; — folklore, common sense observations, shared information within your field of study or cultural group</td>
</tr>
<tr>
<td></td>
<td>... are compiling generally accepted facts</td>
</tr>
<tr>
<td></td>
<td>... are writing up the results of your own research or experiments</td>
</tr>
</tbody>
</table>

Questions?

*Staff at the main campus library can help you if you need to learn how to properly cite a source or when it is necessary to cite.*
ACADEMIC INTEGRITY CHECK LIST

✔ DON’T copy, buy, or borrow papers or presentations
  from others or from the internet and hand them in as if they were your own – not whole papers, and not parts of papers.

✔ DO give credit to the work of others
  in your papers if the research, data, graphs, or words are not your own

✔ During exams
  don’t copy the work of others during exams or allow yours to be copied. It’s a violation to do either. And do not use any resources that have not been explicitly approved by the instructor.

✔ Get approval
  from each involved instructor if you are doing a project that you would like to use to fulfill requirements in more than one course.

✔ Ask your instructor or Program Advisor
  if you have any questions about academic integrity or plagiarism.

✔ Submitting work for a group project
  that violates any of these standards could jeopardize both your academic standing and that of every member of your group.

✔ Always write what you’ve learned in your own words,
  avoiding too many direct quotes. The professor is interested in the student’s thoughts, not an author’s.
  • Quote sparingly
  • When you quote, use citations
  • Present what you learned in your own words, not in those of others
The basic principle is
if you quote, or paraphrase, or use key ideas from someone else, you must report this in your paper or presentation.

This applies to words, major arguments, unique concepts, as well as (importantly) to tables, graphs, maps, and figures. For direct, word-for-word quotes, you must put the copied words between quotations marks; if you used your own words to express the idea or information in a source, then no quotes are needed, but you must still cite the source. The one exception is when the information is common knowledge.

Material that is considered “common knowledge”

Doesn’t need to be referenced. Information is considered “common knowledge” if it fits into one or more of the following categories:

- You believe it is information that your readers will already know
- You think the information could be found with general reference sources
- You find the same information undocumented in at least five other sources

Learn the proper use of

Footnotes, Endnotes, or Parenthetical References in the body of the text in order to give proper credit. These are the standard methods in the U.S. academic system.

If you have any questions about how to do this properly, it is your responsibility to learn the correct methods. At the end of this section of this Guide you will find a list of references for this purpose. A good discussion on the topic can be found in the article “Avoiding Plagiarism” from Purdue University. Read it and discuss it among yourselves and, if you wish, with instructors.

Bottom line: when in doubt, cite the reference.

- No trouble will ever result from providing a reference when it’s not required
- Trouble certainly can (and most likely will) come your way if you neglect to provide a reference when it is needed

Remember

It is your responsibility to make sure that all work you submit meets these standards of academic integrity.

This includes any contribution you make to group work/projects.
Recommended Resources for the Student
and Sources Used in Creating this Section on Academic Integrity

- Purdue University: http://owl.english.purdue.edu/handouts/print/research/r_plagiar.html and “Online Writing Lab: ‘Avoiding Plagiarism’” Copyright ©1995-2003 by OWL at Purdue University and Purdue University. All rights reserved.

Use of this site, including printing and distributing our handouts, constitutes acceptance of our terms and conditions of fair use, available at http://owl.english.purdue.edu/lab/fairuse.html.

To contact OWL, please visit our contact information page at: http://owl.english.purdue.edu/lab/contact.html to find the right person to call or email.

Still have questions?
The people with the answers are:

INSTRUCTOR/PROFESSOR
TEACHING ASSISTANT
PROGRAM DIRECTOR
PROGRAM ADVISOR
LIBRARY STAFF

DON’T LET YOUR QUESTIONS GO UNANSWERED!
SECTION 3-A
MAIEF DEGREE PROGRAM
Master of Arts, International Economics & Finance

Introduction
The Lemberg Master of Arts in International Economics and Finance (MAief) is a two-year, full-time program. Students must satisfy requirements for residency, coursework, language, and international experience. Students are to keep in mind that MAief requirements differ from requirements for other IBS degrees and should not presume that requirements apply universally.

The requirements for the MAief degree are the same regardless of the specific program in which you are enrolled. Students enrolled in the BA/MA, Wellesley BA/MA programs should refer to the sections specific to their programs for details about how it is tailored to meet degree requirements.

Some Basics to Know

1. First-year students are pre-registered in IBS core courses for their first (fall) semester.
   - Two course requirements (Investments and Accounting) offer two levels to better meet students' abilities. Your placement is determined by prior coursework and experience.
   - Students are not pre-enrolled in the second semester with the exception of Launching Your Global Career (BUS 224f).
   - Half of the incoming class is enrolled in Launching Your Global Career (BUS 224f) in the Fall Semester, and half in the Spring Semester.

2. Students are expected to fulfill their core requirements during their first year.
   - Required courses should not be looked at something on a list to check-off as complete. These courses provide the essential context for understanding all of your degree work at IBS. The program is purposely designed with a specific course sequence.
   - Students are to take the required courses at their first opportunity. Any exceptions to this should be discussed with the Program Advisor.
   - If you wish to defer a required course to your second year, you must speak with your Program Advisor.

3. Required courses must be taken at IBS, unless some extraordinary circumstances warrant an exception, which must be approved by the Program Advisor.
### Degree Requirements At-a-Glance
(see the following pages for more details)

| **Number of Credits:** | **64 credits** (equivalent to 16 full semester courses) including:  
| | • 60 of these credits must be in BUS, ECON or FIN  
| | • 4 credits may be in a different field, but applicable to the intent of the degree  
| | • 7.5 required courses (30 credits)  
| | • at least 8.5 electives (34 credits) |

| **Residency:** | **4 semesters as a full-time student**  
| | • Courses taken during the summer may count towards the MAief, but do not contribute to the 4 semester residency requirement.  
| | • The degree may not be completed in fewer than 4 semesters. |

| **Time to Completion:** | **2 years / 4 semesters** |

| **Pre-Program Preparation:** | **Microeconomics** *(ECON 207f – Applied Microeconomics I)*  
| | **Statistics** *(ECON 210f – Foundations of Statistics & Econometrics I)*  

| **Required Courses:** | **BUS 224f** – Launching Your Global Career  
| | **ECON 201a** – Global Economic Environment  
| | **ECON 202a** – Applied International Macroeconomics  
| | **ECON 260a** – International Trade Policy  
| | **FIN 201a** – Investments  
| | (or) **FIN 205a** – Investments (Advanced)  
| | **FIN 202a** – International Corporate Finance  
| | **FIN 212a** – Accounting & Financial Analysis  
| | (or) **FIN 213a** – Intermediate Financial Accounting  
| | **Quantitative Methods** – 4 credits of the following:  
| | • **BUS 253a** – Marketing Research  
| | • **ECON 184b** – Econometrics  
| | • **ECON 185a** – Econometrics with Linear Algebra  
| | • **ECON 211f** – Foundations of Statistics & Econometrics II  
| | • **ECON 212F** – Survey of Advanced Econometric Techniques  
| | • **ECON 261a** – Empirical Analysis of Trade Policy  
| | • **FIN 217f** – Financial Modeling I  
| | • **FIN 218f** – Financial Modeling II  
| | • **FIN 271a** – Options & Derivatives II  
| | • **FIN 285a** – Computer Simulations & Risk Assessment |

| **Non-Course Requirements:** | **International Experience** |
| | **Proficiency in Second Language** |

| **Other Degree Expectations** | **PowerPoint Presentation Skills** |
| | **Professional Skills** |
**Residency Requirements**

Lemberg Program students are required to be “in residence” for two years (four full-time semesters). This residency requirement begins when students enter the program (typically during the fall semester). During these two years students must take a course load of 16 full-semester, four-credit courses (64 credits). Students may NOT accelerate their degree by taking heavier course loads or taking courses over the summer. Students on an approved study-abroad program are considered to be in residence. “Full-time student” is defined as taking a minimum of three courses (12 credits) during a given semester.

**Academic Requirements**

All students must take 7.5 semester-equivalent courses (30 credits) and at least 8.5 elective courses (34 credits). If you are granted an exemption for one of the required courses, this does not reduce the total number of credits needed for your degree. You must substitute additional electives in order to reach the 64 needed credits.

> Students are strongly advised to plan their four semesters of study in advance to make sure that all requirements will be met.

**Foundational:** Students are expected to enter the program with knowledge of *Microeconomics* and *Statistics*. If a student has not taken intermediate microeconomics and college-level statistics in the last five years, that student will also be pre-registered in the appropriate module. Any MAief student who has not taken these two courses is expected to do so in her/his first semester at IBS. (These classes are ECON 207f and ECON 210f respectively.)

**Career Skills:** One module, *Launching Your Global Career* (BUS 224f), is required as a means to provide students the tools needed to pursue a career in a global market. Students who have already had work experience may be exempted from taking this module. This class is not to be deferred until second year.

**International Economics:** Three courses (12 credits) are required in the field of International Economics.

- **Global Economic Environment** (ECON 201a), offered in the first (fall) semester, is taken by all MAief and MBA students.

- **Applied International Macroeconomics** (ECON 202a) is taught in a manner unique to IBS. Since it is unlikely you have learned Macro in this way (applied as opposed to theoretical), the only way to exempt from this course is by passing an exemption exam offered at the start of your first semester. This exam may only be taken once, and it must be in your first semester. The course is offered in the second (spring) semester.

- **International Trade Policy** (ECON 260a) is the third required course in the field, and is offered in the spring.

**International Finance:** Two courses (8 credits) are required in the field of International Finance.

- **Investments** (FIN 201a) or **Accelerated Investments** (FIN 205a) for those with extensive higher math skills, is taken in the first (fall) semester, and is a pre-requisite for many subsequent courses. Students may not take both Investments and Accelerated Investments for credit.

- **International Corporate Finance** (FIN 202a) is the second finance course. It is offered in the spring.

**Accounting:** One course (8 credits) is required in the field of Accounting. **Accounting and Financial Analysis** (FIN 212a) is offered in the first semester. **Intermediate Financial Accounting** (FIN 213a) is available for those students who already have taken some Accounting.
Students may take both courses provided that FIN 212a is taken before FIN 213a. (Note: Shifting from accounting concepts in other countries to US GAAP is usually easy.)

**Quantitative Methods:** One course or two modules (4 credits) is required in Quantitative Methods.

Modules which satisfy this requirement are: *Financial Modeling* (FIN 217f), *Financial Modeling II* (FIN 218f), *Foundation of Stats & Econometrics II* (ECON 211f), and *Survey of Advanced Econometric Techniques* (ECON 212f).

Courses which satisfy the Quantitative requirement are: *Marketing Research* (BUS 253a), *Econometrics* (ECON 184b), *Econometrics with Linear Algebra* (ECON 185a), *Options & Derivatives II* (FIN 271a) *Computer Simulation and Risk* (FIN 285a), and *Empirical Analysis of Trade Policy* (ECON 261a). Once the requirement of 4 credits has been met, any of the above courses taken by the student would count as electives.

**Non-Academic Requirements: Language and International Experience**

Students must demonstrate language proficiency and international experience to graduate. If a student has already met these requirements the student should submit paperwork during the first semester at IBS. See the Office of Administrative and Student Services (OASS) for all forms. Forms can also be found on the OASS website ([www.brandeis.edu/ibs/current_students](http://www.brandeis.edu/ibs/current_students)).

**Language Proficiency:** To graduate, students must have working knowledge of a language in addition to English. Practically speaking, “working knowledge” means reading and writing skills (such as a simple email) plus the ability to carry on a basic conversation with a colleague. Completion of this requirement is to be documented by the student using the *Language Proficiency Requirement Completion* form. Proficiency can be demonstrated in the following ways:

- Native language is not English
- Two semesters of a language at Brandeis (Note that only one of these classes may count for MAief credit.)
- Two to four courses in the host language while studying abroad
- One intensive language course during a study abroad semester
- Demonstrated competency (see the OASS to inquire about this option)
- An intensive language course such as Berlitz
- International students whose native language is not English have completed the language requirement will automatically be exempted from it.

---

**Business English and Business Writing**

In order to help students identify areas in which they need to improve their language skills so they be successful in the classroom and in business, and be able to make the most of their education at IBS, all non-native English speaking students will take brief oral and written assessments during Orientation.

Based on these assessments, MAief students may be assigned to take Business English and/or Business Writing modules during their first year.

If enrolled in these classes, the student may not drop them without the permission of her/his Program Advisor.

These classes may not be put off to second year.
**International Experience:** Students must have international experience to graduate. Completion of this requirement is to be documented by the student by using the *International Experience Requirement Completion* form. This can be demonstrated in the following ways:

- Studying abroad for a semester at one of our partner universities
- Living outside of the United States for three or more years (but having lived outside of the US only as a young child does not suffice; see OASS)
- Working in a professional position for at least three months outside the US
- Undertaking a rigorous internship outside the USA for three or more months
- International students are automatically exempted from this requirement.

**International Students:** Students who *come from countries where English is not the sole native/official language* have satisfied both their Language and International Experience requirements, and will automatically have this recorded on their transcript. There is no need for the student to submit any paperwork.

Students who come from *countries other than the USA, but who are native English language speakers* will automatically be shown as having satisfied the International Experience Requirement, but will need to submit a Language *Proficiency Requirement* form.

Students from the USA must submit both the Language *Proficiency Requirement* and International Experience Requirement forms.

**Electives**

IBS offers more than 50 electives and the list grows yearly. The IBS web site lists course content, the prerequisites associated with each course, and class schedule: [www.brandeis.edu/global/current](http://www.brandeis.edu/global/current).

One (1) of a student’s 16 courses may be a non-IBS course (i.e., not BUS/ECON/FIN), but applicable to the degree (e.g. a language course or a course from another discipline with direct applications). Students should not assume that courses that are outside BUS/ECON/FIN will count towards the MAief degree. You should always confirm with your Program Advisor.

One cross-registration elective and one non-IBS Brandeis elective may be taken each semester.

At least 50% of the courses taken by a student in any semester must be taken at IBS.
BA/MAief Program
For Brandeis Undergraduate Students

Introduction

The BA/MAief program is a 5-year combined undergraduate/graduate program. Highly competent undergraduate students can enter the Master’s program at the beginning of their senior year. Typically, the BA/MA student receives her/his BA degree at the end of the first year in the program, and the MAief is earned at the end of the second year. Students enrolled in the BA/MA program face the unique challenge of being both undergraduate and graduate student at the same time. For this reason, IBS has established an extensive support system for you.

Each BA/MA student’s circumstances tend to be unique. You should not assume, therefore, that what applied to another student will also apply to your situation. We are very interested in helping you understand your program, make good decisions, and make the most of your IBS experience. We encourage you to make good use of the support we have in place for you.

Student Support

Staff and Faculty Support: The BA/MA students are fortunate enough to have multiple staff and faculty resources. Students can direct questions to Carol Osler, MA Program Director; Christopher Johnson, MA Program Advisor; and Meredith Robitaille, BA/MA program support.

Leadership Fellows: Each student is assigned a Leadership Fellow to assist in your transition to the International Business School. See page 5 for more information.

BA/MA Graduate Program Representatives (GPRs): Completing your undergraduate degree while beginning your graduate studies can present a unique set of challenges. GPRs are here to offer guidance in navigating this task and to answer questions about the 5-year program. The GPRs for the 2012-13 academic year are:

Samantha Gajewski  gajewski@brandeis.edu
Ashraf Hussein  ashraf@brandeis.edu

Residency Requirement

The BA/MAief residency requirement begins when entering the program (typically the student’s first semester of her/his senior year). During these two years (4 full-time semesters) a student must take a full course load of 16 full-semester four-credit courses (64 credits). Acceleration of the degree to fewer than four semesters by taking heavier course loads or taking courses over the summer is not permitted.

Although Brandeis BUS/ECON/FIN courses that were taken prior to entering the BA/MA program may be counted towards the 64 credits needed for the MAief degree, these courses do not reduce the level of effort required for residency. Students in the BA/MA program must take 64 credits during the four semesters in the program regardless of how many credits are accepted from previous Brandeis course work.
Course Requirements and Substitution Rules

The course requirements of the BA/MAief are the same as the MAief requirements, but with some substitutions being possible. One or more of the requirements may have been satisfied by Brandeis courses taken before entering the program, e.g. a 100-level ECON course.

Not all courses required for the BA/MA program have undergraduate substitutions. The substitutions chart below only includes those courses that have substitutions. Please refer to Degree Requirements At-a-Glance at the beginning of Section 3 for the complete list of courses required for the MAief degree. Please remember that once you have entered the program, you must take the graduate level (200-level) course equivalents.

The following rules govern what undergraduate courses may substitute for IBS required courses.

Accounting:
- BUS 6a is a substitute for FIN 212a but it does not count for master’s degree credit.
- Students who took BUS 6a before starting the BA/MA Program cannot take FIN 212a, but may choose to take FIN 213a (a more advanced course) if they want more accounting.
- BUS 4a does not satisfy the MAief accounting requirement.

Investments:
- ECON 171a is a substitute for FIN 201a and it also counts for credit if it was taken prior to being accepted to the BA/MA program. It may not be taken once the student has started in the program, FIN 201a must then be taken.
- ECON 71a is a substitute for 260a, but it does not count for credit.
- Students who took ECON 171a cannot take FIN 201a.
- You may take FIN 205a (an accelerated version of FIN 201a), but it is not recommended.

Global Economic Environment:
- ECON 201a is a required course for all IBS programs.
- No class may be used to substitute for this requirement.

Applied International Macroeconomics:
- ECON 161a is a substitute for ECON 202a and it counts for credit if it was taken prior to being accepted to the BA/MA program. It may not be taken once the student has started in the program, ECON 202a must then be taken.
- ECON 82a is not a substitute for ECON 202a, and ECON 202a does not satisfy the undergraduate Macroeconomics requirement.

International Trade:
- ECON 160a is a substitute for ECON 260a and it counts for credit if it was taken prior to being accepted to the BA/MA program. It may not be taken once the student has started in the program, ECON 260a must then be taken.
- ECON 60a is a substitute for 260a, but it does not count for credit.
- Students who took either ECON 60a or ECON 160a cannot take ECON 260a.

Corporate Finance:
- ECON 174a is a substitute for FIN 202a and it counts for credit if it was taken prior to being accepted to the BA/MA program. It may not be taken once the student has started in the program, FIN 202a must then be taken.
- Students who took ECON 174a before starting the BA/MA program cannot take FIN 202a.

Quantitative Requirement:
- Students may count ECON 184b or ECON 185a towards the quantitative requirement. It may be taken either before entering or while enrolled in the BA/MA program.
The following table indicates those IBS MAief course requirements for which there are undergraduate equivalents. Please be sure to read the “Note” column in the chart for important information.

<table>
<thead>
<tr>
<th>IBS Graduate Course</th>
<th>Undergraduate Equivalent</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 207f</td>
<td>ECON 80a Microeconomic Theory</td>
<td>ECON 80a satisfies the Micro requirement but does not count for IBS credit.</td>
</tr>
<tr>
<td>ECON 210f</td>
<td>ECON 83a Statistics and Economic Analysis</td>
<td>ECON 83a satisfies the Statistics requirement but does not count for IBS credit.</td>
</tr>
<tr>
<td>ECON 202a</td>
<td>ECON 161a International Finance</td>
<td>ECON 161a counts for the requirement and earns credit as long as it was taken before entering the BA/MA program.</td>
</tr>
<tr>
<td>ECON 260a</td>
<td>ECON 160a International Trade Theory</td>
<td>ECON 160a counts for the requirement and earns credit as long as it was taken before entering the BA/MA program.</td>
</tr>
<tr>
<td>FIN 201a</td>
<td>ECON 171a Financial Economics</td>
<td>ECON 171a counts for the requirement and earns credit as long as it was taken before entering the BA/MA program.</td>
</tr>
<tr>
<td>FIN 202a</td>
<td>ECON 174a Corporate Finance</td>
<td>ECON 174a counts for the requirement and earns credit as long as it was taken before entering the BA/MA program.</td>
</tr>
<tr>
<td>FIN 212a</td>
<td>BUS 6a Financial Accounting</td>
<td>BUS 6a satisfies the Accounting requirement but does not count for IBS credit.</td>
</tr>
<tr>
<td>ECON 211f</td>
<td>ECON 184b Econometrics (or) Econometrics w/ Linear Algebra</td>
<td>ECON 184b and ECON 185a count for the Quantitative Methods requirement and earn credit. They may be taken after starting the BA/MA program.</td>
</tr>
</tbody>
</table>

**Undergraduate Economics Major**

Since all IBS ECON courses (200-level) have the same fundamental pre-requisites as an undergraduate “upper level elective”, many 200-level ECON course can be considered an upper level undergraduate course. Students must get the approval of the Economics Undergraduate Advising Head to have a graduate-level course count toward their undergraduate economics major.

If a BA/MA student wants to take an undergraduate ECON course that has a 200-level equivalent, the student must take the 200-level course. The 200-level will count towards your master’s degree and will be an acceptable substitution for the undergraduate major.

ECON 202a, *Applied International Macro* is the equivalent to ECON 161a, *International Finance* NOT ECON 82b, *Intermediate Macroeconomic Theory*. Students who are undergraduate ECON majors must still complete ECON 82b to complete their major. ECON 202a does not substitute for this course.

If you have questions about your Economics Major, please consult the undergraduate ECON advisor.

**Undergraduate Business Major**

BA/MA students who wish to finish a Business Major should, where possible, complete requirements by taking 200-level IBS BUS courses.

- FIN 212a (Accounting & Financial Analysis) substitutes for BUS 6a.
- BUS 220a (Organizational Behavior) substitutes for BUS 20a.
- BUS 252a (Marketing Management) substitutes for BUS 52a.
The 200-level courses will count towards your master's degree and will be an acceptable substitution for the undergraduate major. Students must get the approval of the Business Undergraduate Advising Head to have a graduate-level course count toward their undergraduate Business major.

If you have any questions about your Business Major, please consult the undergraduate BUS advisor.

**Business Electives**

Students who have taken undergraduate courses in Business may have already completed course content similar to some of the graduate Business courses. For this reason, students who have taken the undergraduate equivalent course are ineligible to take the IBS course for credit. The undergraduate courses do not count for IBS credit, but will satisfy prerequisite requirements. Once enrolled in the program, Business Major BA/MAs should try to take the graduate level course.

<table>
<thead>
<tr>
<th>Undergraduate Course</th>
<th>IBS Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 6a  <em>Financial Accounting</em></td>
<td>FIN 212a  <em>Accounting and Financial Analysis</em></td>
</tr>
<tr>
<td>BUS 14a <em>Managerial Accounting</em></td>
<td>FIN 214a <em>Managerial Accounting</em></td>
</tr>
<tr>
<td>BUS 20a <em>Organizational Behavior in Business</em></td>
<td>BUS 220a <em>Organizational Behavior</em></td>
</tr>
<tr>
<td>BUS 30a <em>Entrepreneurship</em></td>
<td>BUS 230a <em>Entrepreneurship</em></td>
</tr>
<tr>
<td>BUS 35a <em>Real Estate &amp; Society</em></td>
<td>BUS 235f <em>Real Estate Fundamentals</em></td>
</tr>
<tr>
<td>BUS 52a <em>Marketing Management</em> (formerly Bus 60a)</td>
<td>BUS 252a <em>Marketing Management</em></td>
</tr>
<tr>
<td>BUS 71a <em>Introduction to Finance</em></td>
<td>FIN 202a* <em>International Corporate Finance</em></td>
</tr>
</tbody>
</table>

* If the student takes BUS 71a first, s/he may then take FIN 202a for credit. If FIN 202a is taken first, the student should not take Bus 71a. These students will exempt out of this requirement in the Business major.

**Course Enrollment Guidelines**

1. Upon entering the Program, but while still an undergraduate (typically the senior year), a BA/MA is required to take at least 2 graduate Lemberg masters courses (IBS 200-level) per semester. Once entering the program, BA/MAs must take graduate IBS courses, not their undergraduate substitutes (e.g. take FIN 201a not ECON 171a).
2. 100-level ECON courses count for the MAief (for electives or for required courses as noted above).
3. A non-IBS ECON course taken in the senior year, after starting the program (e.g., taken to fulfill an undergraduate requirement), counts toward the 16 course residency requirement.
4. A senior thesis (e.g., ECON 99a/b) may count as an elective course if the topic is appropriate to the IBS MAief degree and approved by the Program Advisor.
5. BA/MA students may select electives from 200-level IBS courses or ECON 100-level courses.

**Sage will not permit undergraduates to enroll directly in graduate level (200-level) courses. Submit your course requests to the BA/MA Program Advisor, who will provide you with the necessary consent codes, which will allow you to enroll through Sage.**

**Transfer of Credits to Graduate Transcript**

First year BA/MA students are still officially undergraduate students according to the registrar records. Students will not have a graduate transcript until the second year of the program. At that time, the
courses taken during your first year of the program and some of the courses you have taken during your undergraduate degree prior to that time will be transferred to that transcript.
  - The maximum number of credits transferred will be equal to the number of credits (undergraduate and graduate) you took in your senior undergraduate year.
  - Credit is transferred only for graduate-level, degree-related courses.
  - Transferring credits beyond that number will require the student to submit a special petition to the program advisor.
  - Credit is not transferred for courses taken Pass/Fail.

### Examples of Credit Transfer Scenarios

<table>
<thead>
<tr>
<th>Example</th>
<th>Details</th>
<th>Number of Credits Transferred</th>
<th>Why?</th>
</tr>
</thead>
</table>
| 1       | • took a work load of 32 credits in her senior year  
  • of that, 16 credits were from IBS courses  
  • in her junior year, she had taken 12 credits of 100-level ECON courses | 28 credits | Although she took 32 credits as a work load, she only had 28 credits in the field of study that could be transferred. |
| 2       | • took a work load of 36 credits in his senior year  
  • of that, 28 credits were from IBS courses  
  • in his junior year, he had taken 16 credits of 100-ECON courses | 36 credits | Although he had 42 credits in the field of study, he took a total of 36 credits in his senior year. |
| 3       | • took a work load of 24 credits in his senior year  
  • of that, 20 were from IBS courses  
  • in his junior year, he had taken 12 credits of 100-level ECON courses | 24 Credits | Although he had 36 credits in the field of study, he took a total of 24 credits in his senior year. |
| 4       | • took a work load of 32 credits in her senior year  
  • of that, 16 were from IBS courses  
  • she had no earlier applicable credits | 16 Credits | Although she had a 32 credit work load, she only had 16 credits in the field of study. |

### About Grading

As a Brandeis student, you will be aware of the grading structure used by the University. There are, however, a few things that you need to know about grading at IBS.
  - B- is the lowest credit-worthy grade, with the following exception,
  - Students are permitted up to 8 credits in C+ grades
  - Classes may not be taken Pass/Fail

**Students are strongly advised to plan their courses in advance.**

Information/advice is available in this Program Guide, but students are encouraged to meet with the BA/MA Program Advisor to make a four semester plan.

BA/MA students are given additional support by their Leadership Fellows and BA/MA Graduate Program Representatives (GPRs).

You are encouraged to contact your Leadership Fellows with questions about IBS programs and activities.

You are encouraged to contact your BA/MA GPRs with questions specific to the BA/MA program or BA/MA experience.
WELLESLEY BA/MA PROGRAM
FOR WELLESLEY COLLEGE UNDERGRADUATE STUDENTS

Wellesley BA/MAief students must satisfy the same degree requirements as the 2-year MAief students and receive the same degree at the end of their studies.

This Wellesley BA/MA Program section outlines how students can fulfill these requirements within their specific academic program.

It is important that you familiarize yourself with both the Wellesley BA/MA and MAief sections of this Guide since this section only addresses the areas unique to the Wellesley BA/MA program.

Introduction

The BA/MAief program is a 5-year combined undergraduate/graduate program. Highly competent undergraduate students can enter the Master's program at the beginning of their senior year. Typically, the BA/MA student receives her/his BA degree at the end of the first year in the program, and the MAief is earned at the end of the second year. Students enrolled in the BA/MA program face the unique challenge of being both undergraduate and graduate student at the same time. For this reason, IBS has established an extensive support system for you.

Each BA/MA student’s circumstances tend to be unique. You should not assume, therefore, that what applied to another student will also apply to your situation. We are very interested in helping you understand your program, make good decisions, and make the most of your IBS experience. We encourage you to make good use of the support we have in place for you.

Student Support

Staff and Faculty Support: The BA/MA students are fortunate enough to have multiple staff and faculty resources. Students can direct questions to Carol Osler, MA Program Director; Christopher Johnson, MA Program Advisor; and Meredith Robitaille, BA/MA program support.

Leadership Fellows: Each student is assigned a Leadership Fellow to assist in your transition to the International Business School. See page 5 for more information.

BA/MA Graduate Program Representatives (GPRs): Completing your undergraduate degree while beginning your graduate studies can present a unique set of challenges. GPRs are here to offer guidance in navigating this task and to answer questions about the 5-year program. The GPRs for the 2012-13 academic year are:

Samantha Gajewski  gajewski@brandeis.edu
Ashraf Hussein  ashraf@brandeis.edu

Residency

The Master of Arts in International Economics and Finance is a 2-year, full-time program. The Lemberg Program 2-year residency requirement begins when students enter the program. During these two years (4 full-time semesters), students take a full course load by completing the equivalent of 16 full-semester 4-credit courses (64 credits). Half-semester courses, called modules, are 2 credit courses. Students are not allowed to accelerate their degree by taking heavier course loads or taking courses over the summer.

Although Wellesley or Brandeis BUS/ECON/FIN courses that were taken prior to entering the BA/MA program may be counted towards the 64 credits needed for the MAief degree, these courses do not reduce the level of effort required for residency. Students in the BA/MA program must take 64 credits during the four semesters in the program regardless of how many credits are accepted from previous course work.
Course Requirements & Substitution Rules

The course requirements of the BA/MAief are the same as the MAief requirements, but with some substitutions being possible. One or more of the requirements may have been satisfied by Wellesley College courses taken before entering the program.

Not all courses required for the BA/MA program have Wellesley substitutions. The substitutions chart below only includes those courses that have substitutions. Please refer to Degree Requirements At-a-Glance at the beginning of Section 3 for the complete list of courses required for the MAief degree. Refer also to the substitutions chart for the Brandeis BA/MA undergraduate courses above. The rules outlined there will also apply for Wellesley College students who may have taken those courses.

Accounting:
- If students took an accounting course at Babson or MIT before starting the BA/MA Program, students cannot take FIN 212a. The Babson/MIT course will fulfill the accounting requirement, but those credits do not count toward the IBS master's degree.
- If students are interested in taking additional accounting, students may take FIN 213a, a more advanced course.

Investments:
- If students took ECON 323 (Wellesley College) they cannot take FIN 201a.
- ECON 323 will fulfill the Investments requirement and count for credits.
- If students are interested in more Investments (Advanced), they may take FIN 205a.

Global Economic Environment:
- ECON 201a is a required course for all IBS programs.
- No class may be used to substitute for this requirement.

Applied International Macroeconomics:
- If students took ECON 313 (Wellesley College) they do not have to take ECON 202a.
- ECON 313 will fulfill the International Macroeconomics requirement and count for credit.
- However, if students are interested in International Macroeconomics, students may take ECON 202a after ECON 313 as it will provide more advanced and in depth instruction.

International Trade:
- If students took ECON 314 (Wellesley College) they do not have to take ECON 260a.
- ECON 314 will fulfill the International Trade requirement and count for credit.
- However, if students are interested in applications of International Trade theory in a variety of policy and institutional settings, they may take ECON 260a after ECON 314.

Corporate Finance:
- No Wellesley College class is a substitute for this requirement.

Quantitative Methods:
- ECON 203 (Wellesley College) will fulfill the Quantitative Methods requirement and count for credit.

The following table indicates those IBS MAief course requirements for which there are Wellesley College substitutions.
Substitutions for IBS Required Courses for Wellesley BA/MA Students

<table>
<thead>
<tr>
<th>IBS Graduate Course</th>
<th>Wellesley College Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 207f Applied Microeconomics I</td>
<td>ECON 101 Principles of Microeconomics (does not count for credit)</td>
</tr>
<tr>
<td></td>
<td>ECON 201 Intermediate Micro Analysis</td>
</tr>
<tr>
<td>ECON 210f Foundations of Stats &amp; Econometrics I</td>
<td>ECON 103 Intro to Probability &amp; Statistical Methods (does not count for credit)</td>
</tr>
<tr>
<td>ECON 202a Applied International Macroeconomics</td>
<td>ECON 313 International Macroeconomics</td>
</tr>
<tr>
<td>ECON 260a International Trade Policy</td>
<td>ECON 314 International Trade Theory</td>
</tr>
<tr>
<td>FIN 201a Investments</td>
<td>ECON 323 Finance Theory &amp; Applications</td>
</tr>
<tr>
<td>FIN 212a Accounting and Financial Analysis</td>
<td>Since Wellesley College does not offer Accounting courses, Accounting taken at MIT or Babson will satisfy the Accounting requirement but not count for credit.</td>
</tr>
<tr>
<td>ECON 211f Foundation of Stats &amp; Econometrics II</td>
<td></td>
</tr>
<tr>
<td>ECON 212f Survey of Advanced Econometric Techniques</td>
<td>ECON 203 Econometrics</td>
</tr>
</tbody>
</table>

Course Enrollment Guidelines

1. Upon entering the Program, but while students are still an undergraduate (typically the senior year), students are required to take at least 2 graduate Lemberg courses (200-level) per semester. Once entering the program, students should only be taking graduate IBS courses, not their undergraduate substitutes (e.g. take FIN 201a not ECON 171a).

2. A Wellesley “unit” is equivalent to one Brandeis 4-credit course.

3. Since some undergraduate courses cover material that is similar to content of graduate courses, students need to be aware of the specific rules regarding the following subject areas:

4. BA/MA students may select electives from 200-level IBS courses, ECON 100-level Brandeis courses, and Wellesley 300-level ECON courses.

<table>
<thead>
<tr>
<th>Wellesley College students are not able to enroll directly in Brandeis courses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your course enrollments are treated as Cross-Registrations.</td>
</tr>
<tr>
<td>Please follow the Wellesley College Cross-Registration process and communicate your course selections to the BA/MA Program Advisor.</td>
</tr>
<tr>
<td>You may enroll in two Brandeis courses for each of your two undergraduate semesters in the BA/MA program.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Students are strongly advised to plan their courses in advance.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information/advice is available in this Program Guide, but students are encouraged to meet with the BA/MA Program Advisor to make a four semester plan.</td>
</tr>
<tr>
<td>BA/MA students are given additional support by their Leadership Fellows and BA/MA Graduate Program Representatives (GPRs).</td>
</tr>
<tr>
<td>You are encouraged to contact your Leadership Fellows with questions about IBS programs and activities.</td>
</tr>
<tr>
<td>You are encouraged to contact your BA/MA GPRs with questions specific to the BA/MA program or BA/MA experience.</td>
</tr>
</tbody>
</table>
In this section, students in each of the MA programs will find comprehensive help in planning their course of study. The resources you’ll find on the following pages are:

1) Typical MAief Program of Study  
2) Concentrations & Specializations  
3) Course Selection Planning Guide  
4) Course Sequencing Guide

### PREPARE YOURSELF WELL

**Students are to take each required course at the first opportunity it is available to you. You must speak with your Program Advisor if you wish to defer a course to your second year.**

### PLAN AHEAD

**Make a plan** for course selection for all semesters in their first semester; keep in mind that not all courses are offered every semester, or even every year, so without planning it is possible to miss a key course.

### Standard MAief Program of Study

Although an individual student’s program of study may differ somewhat from the usual plan (perhaps due to being exempt from a particular requirement), the standard plan is shown in the chart below. Students are strongly advised that it is unwise to put off taking the required courses.

**FIRST YEAR**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Economic Environment <em>(requirement)</em></td>
<td>Applied International Macro <em>(requirement)</em></td>
</tr>
<tr>
<td>Accounting &amp; Financial Analysis <em>(requirement)</em></td>
<td>Corporate Finance <em>(requirement)</em></td>
</tr>
<tr>
<td>Investments <em>(requirement)</em></td>
<td>International Trade Policy <em>(requirement)</em></td>
</tr>
<tr>
<td>Quantitative Course <em>(requirement)</em></td>
<td>Quantitative Course <em>(requirement)</em></td>
</tr>
<tr>
<td>- or - Elective</td>
<td>- or - Elective</td>
</tr>
</tbody>
</table>

*Semester credits: 16*  
*Total credits: 32*

**SECOND YEAR**

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives <em>(either at IBS or on exchange)</em></td>
<td>Electives <em>(either at IBS or on exchange)</em></td>
</tr>
</tbody>
</table>

*Semester credits: 16*  
*Total credits: 48*  

*Semester credits: 16*  
*Total credits: 64*
**Required & Foundational Courses**

Most of the required courses are offered in just one semester. Some are offered in a second semester (usually in the evening) or during the summer (taking courses during the summer results in additional tuition charges). The following chart shows when required courses are offered. Using this chart and the *Standard MAief Program of Study* chart on the previous page, along with the subsequent electives charts will help you map your four semesters of study.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER</th>
<th>CREDITS</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 224f Launching Your Global Career</td>
<td>X X Summer 2 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 207f Applied Microeconomics I</td>
<td>X Spring 2 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 201a Global Economic Environment</td>
<td>X Summer 4 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 202a Applied International Macroeconomics</td>
<td>X Summer 4 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 210f Foundations of Statistics &amp; Econometrics I</td>
<td>X X Summer 2 X X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 211f Foundations of Statistics &amp; Econometrics II</td>
<td>X Spring 2 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 260a International Trade Policy</td>
<td>X Summer 4 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN 201a Investments</td>
<td>X X Summer 4 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN 202a International Corporate Finance</td>
<td>X X X Summer 4 X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIN 212a Accounting &amp; Financial Analysis</td>
<td>X X Summer 4 X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Course Offerings and Planning**

In addition to the courses that are requirements for your degree, you will find a great number of elective course offerings. The following charts list all the course offerings and indicate when they are normally available. We do this so that you can identify a specific area of interest that you might want to focus on, and so you can make a plan to fit in all the courses you would like to take.

The order in which courses are taken can make a very big difference on many levels. Below you will find suggested course selections by semester for two of the most common areas of interest. If you would like to discuss course selection and sequencing for your particular interest, ask your program advisor for assistance.

Listing a course on the following pages is not an indicator of availability. Not all courses are offered each semester or each year.

While the lists that follow are accurate at the time of printing, some courses may be removed from the schedule for any given year.

For the most current list of courses being offered, please refer to the IBS website.
Concentrations

Although students are not required to declare a concentration, you are encouraged to develop a specific area of interest while studying at IBS, since it can provide greater depth to your education. A student taking four or more courses in a specific area and formally declaring it when applying for graduation will receive a "concentration" which appears on the transcript. The concentrations you may choose from are:

- International Finance  16 credits of FIN electives
- International Business  16 credits of BUS electives
- International Economic Policy  16 credits of ECON electives

Only one concentration may be declared.

Concentrations are to be declared at the end of your first year.

The "Declaration of Concentration" form can be found outside of the OASS office or online at: www.brandeis.edu/global/current.

Please refer to the Course Selection Guide later in this chapter for more details about Concentrations.

Specializations

IBS is now offering Specializations in Finance.

- Asset Management
- Corporate Finance
- Risk Management
- Real Estate
- Marketing

A Specialization will not show on either your diploma or transcript. You will receive a letter from the Dean documenting that you have successfully completed the requirements for the Specialization.

Only one Specialization may be selected.

Refer to the Appendix of this Guide for details on each Specialization.

Specializations and Concentrations are not the same thing. A student may pursue either one or both, but not more than one of each.
**Business Electives**

Any of the courses below may be used to complete the Concentration in International Business.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER</th>
<th>CREDITS</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 211f Information Management</td>
<td>Fall X</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>BUS 220a Organizational Behavior</td>
<td>Spring X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 223a Global Business Leadership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 226f Managing Global Human Capital</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 228f Management Communications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 230a Entrepreneurship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 231a Entrepreneurial Finance &amp; Business Plans</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 233a The Family Enterprise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 235f Real Estate Fundamentals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 236f The Family Enterprise</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 249f Conducting Business in Emerging Markets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 250a Global Marketing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 252a Marketing Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 253a Marketing Research: Design &amp; Analysis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 254a Marketing Strategy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 257f Marketing Communications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 258f Sales &amp; Sales Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 260a Competition and Strategy (MBA students only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 262a Competition and Strategy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 263a Managing Technology and Innovation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 264a Alliance Strategy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 265a Knowledge Flows in Global Competition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 266f Nonmarket Strategy: Relationships w/ Governments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 268f Nonmarket Strategy: Relationships w/ Activists, Media &amp; NGOs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 271f Conducting Business in Economies in Transition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 272a Operations Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 275f Transnational Negotiations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 276a Business Dynamics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 277f Managing the Triple Bottom Line</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 278f Corporate Governance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 279f Corporate Fraud: Detection and Prevention</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 280f Operational Risk Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 286a Applications of System Dynamics</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 295a Field Projects in Consulting (w/ Field Project)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(No Business courses are offered at IBS during the Summer Semester.)
**Economics Electives**

Any of the courses below may be used to complete the Concentration in International Economic Policy as long as the course/module was not used to satisfy a requirement.

---

**ECONOMICS**

*(No Economics courses are offered at IBS during the Summer Semester.)*

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER</th>
<th>CREDITS</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 122b</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 135a</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 141a</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 155a</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 172b</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 175a</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 184b</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 194b</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 203f</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 212f</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 235a</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
</tbody>
</table>

---

The following 300-level courses are PhD level. Although open to master’s level students, the permission of the instructor is required in order to enroll.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER</th>
<th>CREDITS</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 307f</td>
<td>Fall</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>ECON 312a</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 330a</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 332f</td>
<td>Fall</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>ECON 340f</td>
<td>Fall</td>
<td>X</td>
<td>2</td>
</tr>
<tr>
<td>ECON 360a</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 370a</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
<tr>
<td>ECON 399a</td>
<td>Fall</td>
<td>X</td>
<td>4</td>
</tr>
</tbody>
</table>
Finance Electives

Any of the courses below may be used to complete the Concentration in International Finance as long as the course/module was not used to satisfy a requirement. Also, BUS 235f, BUS 236f, BUS 278f and BUS 280f can count towards the International Finance Concentration.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEMESTER</th>
<th>CREDITS</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 203f</td>
<td>International Financial Management</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 205a</td>
<td>Accelerated Investments (counts as elective if not used for Investments req)</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 213a</td>
<td>Intermediate Financial Accounting (counts as elective if not used for Accounting req)</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 214a</td>
<td>Managerial Accounting</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 216f</td>
<td>Financial Statement Analysis</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 217f</td>
<td>Financial Modeling I (counts as elective if not used for Quant Methods req)</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 218f</td>
<td>Financial Modeling II (counts as elective if not used for Quant Methods req)</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 223f</td>
<td>Project Finance</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 225f</td>
<td>Real Estate Finance</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 230a</td>
<td>Trading &amp; Exchanges: Focus on Foreign Exchange</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 231f</td>
<td>Private Equity</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 232a</td>
<td>Mergers &amp; Acquisitions</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 233f</td>
<td>Relative Value of Securities</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 234f</td>
<td>Corporate Financial Decision Making</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 235a</td>
<td>Investing in Energy: Fossil Fuels to Cleaner Energy</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 236f</td>
<td>Technical Analysis</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 237f</td>
<td>Security Analysis</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 241f</td>
<td>Financial Planning &amp; Control</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 242f</td>
<td>Credit Risk Analysis I</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 244f</td>
<td>Credit Risk Analysis II</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 246a</td>
<td>Applied Corporate Finance</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 247f</td>
<td>Commercial Bankruptcy: Debt/Creditor Relations in US</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>ECON/FIN 250a</td>
<td>Forecasting in Finance and Economics</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 254f</td>
<td>Financial Manias &amp; Crisis</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 255a</td>
<td>World Financial Centers</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>ECON/FIN 256a</td>
<td>Fin Mkt Reg: Designing a Comp. Global Framework</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 261a</td>
<td>Fixed Income Securities</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 263a</td>
<td>International Portfolio Management</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 270a</td>
<td>Options &amp; Derivatives</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 279a</td>
<td>Applied Risk Management</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 280a</td>
<td>Financial Risk Management</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 285a</td>
<td>Computer Simulation &amp; Risk (counts as elective if not used for Quant Methods req)</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
<tr>
<td>FIN 305f</td>
<td>Asset Pricing (PhD level; requires instructor permission)</td>
<td>Fall X</td>
<td>Spring X</td>
</tr>
</tbody>
</table>
About Professional Skills

Being a professional in the field of finance and economics requires much more than academic knowledge. In an IBS classroom, you will have opportunities to learn more than the content of a book or lecture. This section will outline how you can obtain and improve a vital set of professional skills.

Earning a degree based on academic performance is only part of what we wish to impart to you during your course of study at IBS. To be an effective and successful professional, you will need a set of skills that will enable you to communicate your specialize knowledge and experience.

In this section, you will learn about the opportunities at IBS for you to learn and improve your professional skills, such as:

1) Presentation Skills
2) Teamwork Skills
3) Writing Skills
4) Spreadsheet Skills

It is an expectation that every MAief student will have made the most of these opportunities so that, upon graduation, you will have added these four skills to your academic knowledge.

Presentation Skills

Making PowerPoint (PPT) presentations is often an essential component of a finance or economics professional’s job. Consultants, investment bankers, and marketers frequently use their presentation skills to convey their message to an audience. Whether the audience is a prospective client or the firm’s board of directors, you will be judged by your effectiveness as a presenter. Such presentations can be critical to your success – and can sometimes make or break your career.

At IBS, we want to help you develop effective presentation skills, we have built into our core curriculum instruction on making presentations and the opportunity to practice. In your first-semester Global Economic Environment course (ECON 201a), you will be given instruction on effective presentation techniques, and you will have two opportunities to practice. In your second semester, in International Corporate Finance (FIN 202a), you will present again, this time with feedback from an IBS-wide team. Based on your performance, that team will make one of two recommendations for your final year:

**TRACK 1**
- **Option A:** you should make at least three more PPT presentations
- **Option B:** undertake one of the intensive skill development opportunities listed below

**TRACK 2**
- **Part 1:** you should make at least three more PPT presentations
- **AND**
- **Part 2:** take BUS 228f Strategic Business Communication

Students that meet the minimum presentation standards, including those that take Strategic Business Communication (BUS 228f) or the Dale Carnegie workshop, will be given preference in being recommended for job and internship positions that require presentation skills.

Use the chart below to track your progress towards completing the Presentations Skills Curriculum.
## Professional Presentation Skills

<table>
<thead>
<tr>
<th>PRESENTATIONS</th>
<th>DONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Economic Environment (ECON 201a)</td>
<td>Presentation 1</td>
</tr>
<tr>
<td></td>
<td>Presentation 2</td>
</tr>
<tr>
<td>Corporate Finance (FIN 202a) – 1 presentation</td>
<td></td>
</tr>
</tbody>
</table>

For those in TRACK 1:
- **Option A:**
  1. 
  2. 
  3. 
- **Option B:** 

For those in TRACK 2:
- **Part 1:**
  1. 
  2. 
  3. 
- **Part 2:** BUS 228f – Strategic Business Communication

### Courses which are Required for the PPT Curriculum
- ECON 201a Global Economic Environment (at least 2 Presentations)
- FIN 202a Corporate Finance (at least 1 Presentation)

### Courses Offering PPT Skill Development
- BUS 220a Organizational Behavior
- BUS 221f Managing Across Cultures
- BUS 236f Int’l Real Estate: Emerging Markets
- BUS 237f Int’l Real Estate: Mature Markets
- BUS 250a Global Marketing
- BUS 252a Marketing Management
- BUS 253a Marketing Research
- BUS 254a Marketing Strategy
- BUS 262f Alliance Strategy
- BUS 286a Applications of System Dynamics
- BUS 297a Internships
- BUS 298a Independent Study
- ECON 210f Foundation of Stats & Econometrics I
- ECON 253a Asia: Center of the World Economy
- ECON 265f Off-Shoring and Out-Sourcing
- ECON 270a Economic Development Strategies
- FIN 205a Accelerated Investments
- FIN 217f Financial Modeling I
- FIN 218f Financial Modeling II
- FIN 285a Computer Simulation and Risk

### Intensive PPT Presentation Skill Development
- BUS 228f Strategic Business Communication
- Black MBA Case Competition
- Boston Security Analyst Society Case Competition
- Consulting Club Case Competition
- Dale Carnegie Workshop
- National Association of Women MBA case competition
- Operations Case Competition
Teamwork Skills

These days, much (possibly most) professional work is done in teams. But working with other people can be very challenging, as you will discover here at IBS. How should one resolve conflicts in project design? How can one courteously but effectively encourage teammates to do their fair share of the work?

Most courses require some team project work, but some courses make teamwork a special focus. Those are listed below.

**Required Courses which Include Teamwork Practice**
- ECON 201a  Global Economic Environment
- ECON 202a  Applied International Macroeconomics
- FIN 201a  Investments
- FIN 202a  International Corporate Finance
- FIN 212a  Financial Accounting and Analysis

**Other Courses which Include Teamwork Practice**
- BUS 211f  Information Management
- BUS 220a  Organizational Behavior
- BUS 221a  Managing Across Cultures
- BUS 250a  Global Marketing
- BUS 252a  Marketing Management
- BUS 253a  Marketing Research
- BUS 254a  Marketing Strategy
- BUS 261a  Managing Tech Businesses
- BUS 265a  Consulting Perspectives
- BUS 267a  Business Dynamics
- BUS 274f  Business and the Environment
- BUS 275f  Transnational Negotiations
- BUS 286a  Applications of System Dynamics
- ECON 210f  Foundation of Stats & Econometrics I
- ECON 253a  Asia: Center of the World Economy
- ECON 265f  Off-Shoring and Out-Sourcing
- ECON 270a  Economic Development Strategies
Writing Skills

You cannot succeed professionally if you can’t organize your thoughts and communicate them clearly in a document. It doesn’t matter how good your idea is if you can’t get others to understand it! Besides, “good writing is good thinking.”

Courses that provide special opportunities to practice writing short documents are listed below.

**Required Courses which Include Writing Short Documents**

- ECON 201a  Global Economic Environment
- ECON 202a  Applied International Macroeconomics

**Other Courses which Include Writing Short Documents**

- BUS 211f  Information Management  ECON 265f  Off-Shoring and Out-Sourcing
- BUS 220a  Organizational Behavior  ECON 210f  Foundation of Stats & Econometrics I
- BUS 221a  Managing Across Cultures  ECON 253a  Asia: Center of the World Economy
- BUS 228f  Strategic Business Communication  ECON 270a  Economic Development Strategies
- BUS 275f  Transnational Negotiations  FIN 217f  Financial Modeling I
- BUS 297a  Internships  FIN 218f  Financial Modeling II
- BUS 298a  Independent Study  FIN 223f  Project Finance
- BUS 250a  Global Marketing  FIN 241f  Fin Planning and Control
- BUS 252a  Marketing Management  FIN 261a  Fixed Income Securities
- BUS 253a  Marketing Research  FIN 279a  Applied Risk Management
- BUS 254a  Marketing Strategy  FIN 285a  Computer Simulations and Risk Assessment
- BUS 265a  Consulting Perspectives

Courses that provide special opportunities to practice writing LONG documents are:

**Required Courses which Include Writing Long Documents**

- ECON 202a  Applied International Macroeconomics
- FIN 212a  Financial Accounting and Analysis

**Other Courses which Include Writing Long Documents**

- BUS 211f  Information Management
- BUS 220a  Organizational Behavior
- BUS 221a  Managing Across Cultures
- BUS 250a  Global Marketing
- BUS 260a  Competition and Strategy
- BUS 298a  Independent Study
- BUS 253a  Marketing Research
- BUS 261a  Managing Tech Businesses
- BUS 297a  Internships
- ECON 210f  Foundation of Stats & Econometrics I
- ECON 270a  Economic Development Strategies
**Spreadsheet Skills**

Spreadsheet skills are required in virtually every economics or finance job (to say nothing of managing your household!). You will certainly need to master the basics and for some jobs you may need to go well beyond that.

Here are opportunities within the IBS curriculum to develop BASIC spreadsheet skills:

**Required Courses which Include Practice in Basic Spreadsheet Skills**

- FIN 201a Investments
- FIN 202a International Corporate Finance
- ECON 202a Applied International Macroeconomics
- FIN 212a Financial Accounting and Analysis

**Other Courses which Include Practice in Basic Spreadsheet Skills**

- BUS 250a Global Marketing
- BUS 252a Marketing Management
- BUS 254a Marketing Strategy
- ECON 265f Off-Shoring and Outsourcing
- ECON 210f Foundation of Stats & Econometrics I
- ECON 253a Asia: Center of the World Economy
- FIN 261a Fixed Income Securities
- FIN 217f Financial Modeling I
- FIN 218f Financial Modeling II
- FIN 223f Project Finance
- FIN 241f Financial Planning & Control
- FIN 279a Applied Risk Management

Courses within the IBS curriculum which offer opportunities to learn ADVANCED spreadsheet skills are listed below. “Advanced Skills” would include regression analysis, solving non-linear equations, creating amortization tables, linear programming, and optimization.

**Required Courses which Include Practice in Advanced Spreadsheet Skills**

- FIN 201a Investments
- FIN 202a International Corporate Finance

**Other Courses which Include Practice in Advanced Spreadsheet Skills**

- FIN 217f Financial Modeling I
- FIN 218f Financial Modeling II
- FIN 223f Project Finance
- FIN 241f Financial Planning & Control
- ECON 210f Foundation of Stats & Econometrics I
- ECON 265f Offshoring and Outsourcing
- ECON 253a Asia: Center of the World Economy
- FIN 261a Fixed Income Securities
SECTION 3-B
MBA DEGREE PROGRAM
Master of Business Administration

Introduction

The Master of Business Administration at IBS is a 2-year, full-time program. Students may select one of four Concentrations: International Business, International Finance, Socially Responsible Business, or International Economic Policy. (International Business is the "default" Concentration that will apply if a student does not select one of the others.) In addition, students may also declare a Specialization in one of a number of fields. Both Concentrations and Specializations are fully explained later in this section of the Guide.

During the two years of the program (4 semesters), students will take a full course load by completing the equivalent of 16 full-semester, 4-credit courses, for a total of 64 credits. (Half-semester courses, called modules, are 2-credit courses; two of these are equivalent to one full-semester course.)

Students are allowed to take more than 16 credits per semester, but because of the 2-year residency requirement, this would not reduce time to graduation. Summer courses do not count toward the residency requirement and normally no summer BUS courses are offered in the program. Often, students will take 18 or 20 credits per semester to get the most out of their time at IBS.

For most students, degree requirements include nine and a half (9.5) semester-equivalent courses in eight subject areas and at least six and a half (6.5) elective courses; students may take more electives, if they wish. (If a student has not taken a microeconomics course previous to arriving at Brandeis or needs a foundation in statistics, then he or she needs to take a module on that topic.) A core course may also be taken as an elective if the requirement has already been met. In some areas, a specific course is mandated to fill the requirement; in other areas, students have a choice among a few courses. Some advice on selecting among these choices is in this handbook; in addition, students will receive advice at orientation and from Leadership Fellows, faculty advisors, and informally from other students.

Be aware that the requirements for the MAief are different from those for the MBA, so program advice you get from MAief students may or may not apply to you. Students should not presume that requirements apply universally.
### Degree Requirements

#### (A) Required Credits

64 credits (equivalent to 16 full semester courses)

60 of these credits must be in BUS, ECON or FIN

4 credits may be in a different field, but applicable to the intent of the degree

#### (B) Foundational

Normally taken before starting the MBA. If not, then the indicated course is to be taken in the first semester.

- Microeconomics *(ECON 207f – Applied Microeconomics I)*
- Statistics *(ECON 210f – Foundations of Statistics & Econometrics I)*

#### (C) Course Requirements

<table>
<thead>
<tr>
<th>BUSINESS ANALYTICS</th>
<th>BUS 211f</th>
<th>Information Management</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BUS 253a</td>
<td>Marketing Research: Design &amp; Analysis</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>ECON 210f</td>
<td>Foundations of Statistics &amp; Econometrics I</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td></td>
<td>ECON 211f</td>
<td>Foundations of Statistics &amp; Econometrics II</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td>FIN 217f</td>
<td>Financial Modeling I</td>
<td>Fall, Spring</td>
</tr>
<tr>
<td></td>
<td>FIN 218f</td>
<td>Financial Modeling II</td>
<td>Fall, Spring</td>
</tr>
</tbody>
</table>

| ACCOUNTING | FIN 212a | Accounting and Financial Analysis | Fall |
|            | FIN 213a | Advanced Financial Accounting | Fall |

| INTERNATIONAL ECONOMICS | ECON 201a | Global Economic Environment | Fall |

| FINANCE | FIN 201a (or) | Investments (or) | Fall |
|         | FIN 205a | Accelerated Investments |
|         | FIN 202a | International Corporate Finance | Spring |

| MARKETING | BUS 252a | Marketing Management | Fall |

| OPERATIONS | BUS 272a | Operations Management | Spring |

| ORG’L BEHAVIOR | BUS 220a | Organizational Behavior | Fall |

| BUSINESS POLICY | BUS 260a | Competition & Strategy | Fall, Spring |
|                | BUS 228f | Management Communications | Fall, Spring |

#### (D) Non-Course Requirements

- International Experience
- Proficiency in Second Language

#### (E) Residency

4 semesters as a full-time student *(summer studies do not count)*
Electives

IBS offers more than 60 electives and the list grows yearly. Also, as noted above, any course that fulfills requirements may also be taken as an elective, after students have fulfilled the relevant area requirement. Please consult the IBS web page for what will be offered, the prerequisites associated with each course and the schedule of classes.

All course information is available at:

www.brandeis.edu/global/current/academics/courses/index.html

In addition to core courses taken as electives, common electives taken by students in the MBA program include the following:

- BUS 226f Managing Global Human Capital
- BUS 227a Influence, Power & Identity
- BUS 228f Management Communications
- BUS 230a Entrepreneurship
- BUS 231a Entrepreneurial Finance and Business Plans
- BUS 235f Real Estate Fundamentals
- BUS 236f International Real Estate
- BUS 250a Global Marketing
- BUS 254a Marketing Strategy
- BUS 257f Marketing Communications
- BUS 258f Sales & Sales Management
- BUS 261a Managing Technology
- BUS 262f Alliance Strategy
- BUS 264f Business and the Environment
- BUS 266f Non-Market Strategy
- BUS 275f Transnational Negotiations
- BUS 276a Business Dynamics: Managing in a Complex World
- BUS 277a Global Business Leadership
- BUS 278a Corporate Governance
- BUS 279f Corporate Fraud: Detection and Prevention
- BUS 280f Operational Risk Management
- BUS 295a Field Projects in Consulting
- ECON 211f Foundations of Statistics & Econometrics II
- FIN 216f Financial Statement Analysis
- FIN 225f Real Estate Finance
- FIN 231a Creating and Managing Value
- FIN 231f Private Equity
- FIN 232a Mergers and Acquisitions
- FIN 233f Relative Value of Securities
- FIN 234f Corporate Financial Decision Making
- FIN 235f Investing in Energy
- FIN 237f Security Analysis
- FIN 241f Financial Planning and Control
- FIN 242f Credit Risk Analysis
- FIN 247f Commercial Bankruptcy
- FIN 248a Financial Strategies
- FIN 261a Fixed Income Securities
- FIN 263a International Portfolio Management

One of the 16 courses may be taken outside of our BUS/ECON/FIN course list (e.g. a language course or a course from another discipline with direct applications).
Guide to MBA Concentrations at IBS

Because of the strong international focus of the MBA at IBS your degree is designated by the Brandeis Registrar as an “MBA in International Business.” Beyond this designation, your transcript will also show one of these four concentrations:

- International Business (the default concentration)
- International Finance
- International Economic Policy
- Socially Responsible Business (Global Green MBA)

To complete a Concentration, the student must take at least 4 semester-equivalent electives (16 credits) in the specialty, beyond what is included in the core requirements (e.g., a concentration in International Finance requires 4 electives in Finance).

At least two of the four courses required for a concentration must be taken at IBS. Students may choose to take elective courses through study abroad or cross-registration (see below); however, these courses must be pre-approved by the Program Advisor or Director if they are to count toward the Concentration. Lastly, students must complete the Declaration of Concentration process by the end of the first year of studies.

Students can obtain a “Declaration of Concentration” form online at:

www.brandeis.edu/global/pdfs/current/declaration_of_concentrations

Focusing MBA Study in a Specific Areas

The following pages are intended to guide your selection of elective courses in the IBS MBA Program. They list courses that have proven useful to our MBA students wishing to focus in one subfield or another. This may be used to earn an official “concentration” in the degree; but you may also use these lists as a guide to subfields that are of interest to you, whether or not you pursue the official concentration.

Subfield of International Business

The MBA subfield of International Business covers all aspects of business and management. It is similar to what is called General Management in some schools, but with the international focus that is distinctive to IBS. Preparation in this subfield would be appropriate for careers such as the following:

- Management Consulting
- Marketing
- Entrepreneurial Ventures
- Strategic Planning
- General Management

Many courses can help you in this subfield, so you should evaluate carefully what aspects interest you most. The following courses have proven useful in the past to students interested in this subfield:

Accounting and Finance courses

(for more specialization in these fields, see MBA Subfield in International Finance)
FIN 214A MANAGERIAL ACCOUNTING
FIN 216F FINANCIAL STATEMENT ANALYSIS
FIN 232A MERGERS & ACQUISITIONS ANALYSIS
FIN 235A INVESTING IN ENERGY
FIN 246A APPLIED CORPORATE FINANCE
### Operations
- **BUS 211F** INFORMATION MANAGEMENT
- **BUS 276A** BUSINESS DYNAMICS
- **BUS 280F** OPERATIONAL RISK MANAGEMENT

### Marketing
- **BUS 256A** CONSUMER BEHAVIOR
- **BUS 250A** GLOBAL MARKETING
- **BUS 252A** MARKETING MANAGEMENT
- **BUS 253A** MARKET RESEARCH: DESIGN & ANALYSIS
- **BUS 254A** MARKETING STRATEGY
- **BUS 257F** MARKETING COMMUNICATIONS
- **BUS 258F** SALES AND SALES MANAGEMENT

### Strategy
- **BUS 262F** ALLIANCE STRATEGY
- **BUS 264F** BUSINESS & THE ENVIRONMENT
- **BUS 266F** NONMARKET STRATEGY
- **BUS 275F** TRANSNATIONAL NEGOTIATIONS
- **BUS 295A** FIELD PROJECTS IN CONSULTING

### Organization and Management
- **BUS 220A** ORGANIZATIONAL BEHAVIOR
- **BUS 221A** MANAGING ACROSS CULTURES
- **BUS 223A** GLOBAL BUSINESS LEADERSHIP
- **BUS 226F** MANAGING GLOBAL HUMAN CAPITAL
- **BUS 227A** INFLUENCE, POWER & IDENTITY
- **BUS 228F** MANAGEMENT COMMUNICATION
- **BUS 278F** CORPORATE GOVERNANCE

### Entrepreneurship and Innovation
- **FIN 225F** REAL ESTATE FINANCE
- **BUS 230A** ENTREPRENEURSHIP
- **BUS 231A** ENTREPREN.FINAN/BUS.PLAN
- **BUS 235F** REAL ESTATE
- **BUS 261A** MANAGING TECHNOLOGY BUSINESSES

### Subfield of International Finance
The MBA subfield of Finance covers the techniques and topics in finance that are most relevant to working in or with business institutions, including banks. IBS has many additional courses in Finance that focus on financial markets or financial institutions. Preparation in the MBA Finance subfield would be appropriate for careers such as the following:

- Financial Consulting
- Investment Banking
- Corporate Finance
- Accounting and Control

IBS has many courses that can help you in this subfield, so you should evaluate carefully what aspects interest you most. The following courses have proven useful to students interested in this subfield:

### Accounting and Control
- **FIN 214A** MANAGERIAL ACCOUNTING
- **FIN 216F** FINANC'L STATEMENT ANALY
- **FIN 218F** FINANCIAL MODELING II
- **FIN 241F** FINANCIAL PLANNING/CONTRL
Corporate Finance
FIN 223F   PROJECT FINANCE
FIN 231F   PRIVATE EQUITY
FIN 232A   MERGERS/ACQUISITIONS ANAL.
FIN 234F   CORPORATE FINANCIAL DECISIONS
FIN 235A   INVESTING IN ENERGY
FIN 246A   APPLIED CORPORATE FINANCE
FIN 247F   COMMERCIAL BANKRUPTCY
FIN 279A   APPLIED RISK MANAGEMENT
FIN 280A   FINANCIAL RISK MANAGEMENT

Financial Markets
FIN 231f   PRIVATE EQUITY
FIN 233f   RELATIVE VALUES OF SECURITIES
FIN 242F   CREDIT RISK ANALYSIS
FIN 247f   COMMERCIAL BANKRUPTCY
FIN 261A   FIXED INCOME SECURITIES
FIN 263A   INTERNATIONAL PORTFOLIO MANAGEMENT
FIN 270A   OPTIONS AND DERIVATIVES
FIN 279A   APPLIED RISK MANAGEMENT

Subfield of International Economic Policy
The MBA subfield of Economic Policy covers topics in economics that are most relevant to working in or with businesses or in policy-oriented international institutions. Brandeis has many additional courses in Economics that focus on theory or macro-economics. In fact, most careers in this field require that you have additional study in Economics or an additional degree in Economics beyond what is included in the MBA concentration. With such additional training, appropriate for careers in this subfield are the following:

- Economic Consulting
- Industry Economist
- International Development
- Economics and Law

The following courses have proven useful in the past to students interested in this subfield:

ECON 210F   FOUNDATIONS OF STATISTICS AND ECONOMETRICS I
ECON 211F   FOUNDATIONS OF STATISTICS AND ECONOMETRICS II
ECON 212F   SURVEY OF ADVANCED ECONOMETRIC TECHNIQUES
ECON 235A   CENTRAL BANKING SYSTEMS
ECON/FIN 235A TAMING THE FINANCIAL MARKETS
ECON 260A   INT’L TRADE POLICY/INST
ECON 261a   EMPIRICAL ANALYSIS OF TRADE POLICY
ECON 202A   APPLIED INT’L. MACROECONOMICS
ECON 270A   ECON.DEVELOP.STRATEGIES
ECON 262F   OUTSOURCING AND OFFSHORING
BUS 253A   MARKT RESEARCH:DESIGN&ANALYSIS
BUS 270A   INT’L MNGT & BUSINESS DEVELOPMN
BUS 275F   TRANSNATIONAL NEGOTIATIONS

Subfield of Socially Responsible Business (“Green MBA”)
The MBA subfield of Socially Responsible Business addresses how to evaluate and enhance the impact that business enterprises have on society and the environment. Because we address these issues in a global context at IBS, we refer to this concentration as the Global Green MBA.
Consumers, employees, governments, and nongovernmental organizations are increasingly insisting that businesses take actions that benefit society and ensure environmental sustainability.

The best introduction to sustainable business and to the concentration is BUS 269f—BUILDING SUSTAINABLE BUSINESSES. **Students in the concentration are strongly encouraged, but not required, to take this course during the second semester of their first year.**

The following additional courses can count towards this concentration:

- BUS 231 ENTREPRENEURIAL FINANCE AND BUSINESS PLANS
- BUS 261a MANAGING TECHNOLOGY AND INNOVATION
- BUS 264f BUSINESS & THE ENVIRONMENT
- BUS 266f NONMARKET STRATEGY: RELATIONSHIPS WITH GOVERNMENTS, ACTIVISTS, MEDIA, AND NGOs
- BUS 276a BUSINESS DYNAMICS: MANAGING IN A COMPLEX WORLD
- BUS 291g EUROPE, ENERGY, AND THE ENVIRONMENT
- BUS 278f CORPORATE GOVERNANCE
- BUS 279f CORPORATE FRAUD DETECTION AND PREVENTION
- ECON 270a ECONOMIC DEVELOPMENT STRATEGIES
- FIN 235a INVESTING IN ENERGY

Students in the Global Green MBA are encouraged to pursue field projects or internships that will give them hands-on exposure to the field. BUS 295f—FIELD PROJECT: SUSTAINABLE BUSINESS is specially designed for students in this concentration, but they can also or instead pursue a sustainability field project in a different course upon discussion with the instructors, including:

- BUS 286a APPLICATION OF SYSTEM DYNAMICS
- BUS 295a FIELD PROJECT: CONSULTING
- BUS 297a INTERNSHIP

Finally, students in the Global Green MBA may browse the course listings at the Heller School for Social Policy and Management for appropriate courses, or may find relevant courses in other area schools. Please discuss these with the IBS GREEN MBA COORDINATOR.
**Course Planning**

Students should take some time to plan in advance so that they are able to complete all requirements and take the electives that they want to take. The Program Director can help in the planning process, but students should also ask fellow MBA students for their advice. As a first-year MBA student, there is likely little room for electives, given the requirements above. However, if there is room, students should feel free to take any elective for which they have the proper foundation. In some cases, it will be better to take the requirements before the electives, but other electives are accessible without pre-requisites. A typical program of study might be as follows:

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>Global Economic Environment*</td>
</tr>
<tr>
<td>Accounting and Financial Analysis*</td>
</tr>
<tr>
<td>Investments*</td>
</tr>
<tr>
<td>Marketing Management</td>
</tr>
<tr>
<td>Management Communication*</td>
</tr>
<tr>
<td>A module toward Business Analytics requirement or Econ fundamentals (if needed)</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
</tr>
<tr>
<td>International Corporate Finance*</td>
</tr>
<tr>
<td>Organizational Behavior*</td>
</tr>
<tr>
<td>Operations Management*</td>
</tr>
<tr>
<td>Competition and Strategy*</td>
</tr>
<tr>
<td>Elective module</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>Study abroad or 16 credits at IBS</td>
</tr>
<tr>
<td>Fulfill any remaining requirements</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
</tr>
<tr>
<td>Study abroad or 16 credits at IBS</td>
</tr>
<tr>
<td>Fulfill any remaining requirements</td>
</tr>
</tbody>
</table>

* Courses used to fulfill core requirements of the MBA. If core requirements are met with other courses, these may be taken as electives.

**Exemption from Requirements**

If students’ preparation is strong in a particular area, they can petition to be exempt by submitting a “Petition for Exemption from Degree Requirement” form to the Program Advisor. Exemption forms are available outside the OASS office and online at:

www.brandeis.edu/global/pdfs/current/mba_exemption

Students must apply for exemptions by the end of the registration period for the spring semester of their first year at IBS. Supporting documentation must be included with the petition. Please note, being exempted from a requirement will not reduce overall workload, but it does provide more freedom to enroll in electives that may be of particular interest.

**Background in Accounting**

Most students have studied some accounting already. Depending on how much background a student has in accounting, he or she should take one or the other of these courses:
FIN 212a – Accounting and Financial Analysis – FIN 212a is designed to be an introductory graduate level course in the area of financial accounting and is a core requirement for the MBA, MAief and MSF programs. Students enrolling in this course should have little or no prior coursework in accounting (students who have an accounting background should enroll in FIN 213a to meet the core requirement of these programs). The course addresses issues related to corporate financial reporting and its primary objective is to insure that students are financially literate with respect to audited financial statements. Topics include accrual accounting, income measurement, revenue recognition and cash flow analysis. Coursework will address these issues from a management or user perspective rather than from a preparer perspective.

FIN 213a – Intermediate Financial Accounting – This course serves as the accounting core requirement for the MBA, MAief and MBA programs for the student who has already taken at least one course in financial accounting (US GAAP) or two or more accounting courses in another country. Further, FIN 213a may be taken by students who have completed FIN 212a and are seeking advanced study in corporate financial reporting. This course is particularly useful for those students seeking careers in business finance and/or in accounting related careers. Students will spend approximately 6-9 class hours on US GAAP fundamentals and then move on to cover additional topics at an intermediate accounting level. The course will address financial reporting issues such as inventory, pensions and other post-retirement benefits, deferred taxes, share based compensation and capital leases.

Note: Students who have taken accounting coursework in their country of origin typically transition very easily into US GAAP.

In exceptional cases students may be exempted from the core accounting requirement, allowing them to take more advanced accounting or other electives.

Levels of Investments Courses

If students have had one or more college-level finance courses in the last five years and are comfortable with statistics, they may take FIN 205a Accelerated Investments, offered in the Fall semester, instead of FIN 201a. That course will move faster than FIN 201a and develop more rigorous foundations in finance. It is designed to address the needs of Master's students with extensive background and interest in finance.

Economics and Statistical Foundational Courses

Students who have not taken microeconomics or college-level statistics in the last five years may need additional preparation in economics and/or statistics. In that case, students should take one or both of these fundamentals courses: ECON 210f (Foundations of Statistics & Econometrics I) and ECON 207f (Applied Microeconomics I). Note that for the MBA, this statistics Fundamentals course would count toward the requirement, but the microeconomics course would count as an elective.

Language Proficiency

To graduate, students must have working knowledge of a language in addition to English. Practically speaking, “working knowledge” means reading and writing skills (such as a simple email) plus the ability to carry on a basic conversation with a colleague.

Proficiency can be demonstrated in the following ways:

- Native language is not English
- Two semesters of a language at Brandeis (Note that only one of these classes may count for credit. If a student takes two language classes, they will need to take MORE than the normally required 64 credits to graduate because only one non-IBS class can be counted as an elective.)
- Two to four courses in the host language while studying abroad
- One intensive language course during a study abroad semester
- Demonstrated competency (see the OASS to inquire about this option)
- An intensive language course such as Berlitz
Completion of this requirement is to be documented by the student by using the Language Proficiency Requirement Completion form.

International students whose native language is not English are considered to have completed the language requirement and will automatically be exempted.

**International Experience**

Students must have professional international experience to graduate. This can be demonstrated in the following ways:

- Studying abroad for a semester at one of our partner universities
- Living outside of the United States for three or more years (but having lived outside of the US only as a young child does not suffice; see OASS)
- Working in a professional position for at least three months outside the US
- Undertaking a rigorous internship outside the USA for three or more months

Completion of this requirement is to be documented by the student by using the International Experience Requirement Completion form.

International students are considered to have completed the international requirement and will automatically be exempted.

**Study Abroad**

All students may elect to study abroad at one of our partner universities for one semester. Students receive credit for up to 4 courses (16 credits) toward their Brandeis degree if they elect to study abroad. To receive the full 4-course credit students must take the normal course load at the partner university, have their course selections approved by IBS, and receive satisfactory grades. Students typically study abroad in the fall of the second year.

Courses taken abroad normally fulfill the elective part of the Brandeis degree requirements. In unusual cases, students may complete a core course requirement or receive credit for additional coursework. Students must get approval for this in advance; please consult the Program Director.

**Cross-Registration Option**

Students are permitted, with permission, to cross-register for one course each semester. These courses can count as electives. Schools with cross-registration include: Babson College, Boston University, Boston College, Bentley University, and Tufts University. Cross-registration is purely a student initiative - that is students must complete all the necessary paperwork and make all arrangements. (This includes transportation. Withdrawal from a cross-registered course requires paperwork with the partner university) Students should discuss course plans with the MBA advisor. It may also be useful to discuss them with the Program Director.

**Master’s Project**

A student may complete a Master’s Project under the direction of a faculty advisor and the Program Director. A thesis topic or focus may arise from the student’s chosen concentrations in International Economics, International Finance, or International Business. The student must submit the completed project no later than April 15 of the year in which the degree is to be conferred. Students interested in this option should contact their Program Director.
The Masters of Science in Finance is an advanced professional degree targeted for students who have significant work experience and real interest in developing their financial skills. The MSF program at Brandeis International Business School brings a mix of real world experience and academic theory to the class room. Students are expected to complete most of the foundation (core) course requirements before they pursue more advanced finance courses. The MSF program also has a special week long summer workshop in a world financial center, such as London, Tokyo, Turkey or Poland. Many MSF students, particularly those concentrating in International Investments will find that the World Financial Center workshop is an integral part of their program.

**Degree Requirements**

Full-time students will typically finish their program in one year, taking 4 courses in fall and spring and two courses to be taken during the summer semester.

During the MSF program, you will take an equivalent of 10 full-semester courses, (40 credits). Half-semester courses, called modules, are 2 credit courses. Minimum Finance degree requirements include:

- five (5) "core courses"
- two (2) required finance courses
- one (1) additional finance course
- two (2) in elective coursework

Students who wish to have a concentration in either International Investments or Business Finance should refer to the information below regarding concentrations. The core courses for the MSF should generally be completed before the more advanced finance courses.

**Planning Your Courses in the MSF Program**

It is **highly recommended** that you take all core courses before continuing with your elective courses. Since many core courses are prerequisites for the elective courses it is important that you plan your schedule carefully.

We suggest that you sit down with your program director or academic advisor and map out a plan for your MSF degree. You will be given an academic planning form to fill out at orientation. Please complete this form and turn into Karen Muise, the MSF Program Administrator, during your first semester of study.

**MSF Core Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 201a</td>
<td>Global Economic Environment</td>
</tr>
<tr>
<td>ECON 210f*</td>
<td>Foundations of Statistics &amp; Econometrics I</td>
</tr>
<tr>
<td>FIN 212a</td>
<td>Accounting &amp; Financial Analysis</td>
</tr>
<tr>
<td>FIN 201a</td>
<td>Investments</td>
</tr>
<tr>
<td>FIN 202a</td>
<td>International Corporate Finance</td>
</tr>
<tr>
<td>FIN 217f*</td>
<td>Financial Modeling I</td>
</tr>
</tbody>
</table>

* Module course – course numbers that end in “f” are half-semester courses that yield 2 credits.
**Electives**

MSF students can choose their elective coursework from many offerings in the International Finance and Business areas. For the prerequisites associated with each course, the schedule of classes, and course syllabus, please consult the IBS web page at:

[www.brandeis.edu/global/current_students.php](http://www.brandeis.edu/global/current_students.php)

Through elective course work, students will focus their studies into “concentrations.” A concentration can unify a student’s body of work. In the MSF program, the available concentrations are International Investments and Business Finance. An MSF student who does not choose to focus in a concentration will automatically receive a general concentration in Finance. Students who choose a general finance degree must take at least three Finance classes from the approved list.

After completing the requirements (core and concentration), students may then choose 1 or 2 additional electives in finance or courses from other areas at IBS.

Those who opt to focus on the International Investments concentration will receive the degree “MSF with a Concentration in International Investments”, and Business Finance concentrators will be “MSF with a Concentration in Business Finance.” A concentration is achieved by taking 4 four courses (16 credits) beyond those in the core requirements in a particular field. You must complete the declaration of concentration process before you apply for graduation. The form can be found at:


Below is a list of courses that will fulfill concentration requirements. Electives may not be offered every year and are subject to change.

**Illustrative MSF Course Schedule**

Students should begin their MSF program by completing as many of the 5 required core courses as possible.

Typical Program for a Full-Time MSF student beginning in the fall:

**Fall:**

- ECON 201a Global Economic Environment
- FIN 201a Investments
- FIN 212a Accounting and Financial Analysis
- FIN 202a International Corporate Finance (if student has background in Accounting)
- ECON 210f Foundations of Statistics & Econometrics I

**Spring:**

- FIN 202a International Corporate Finance (if not taken in fall)
- FIN 217f Financial Modeling I
- Choose 2 concentration/elective courses (10 credits)

**Summer:**

Choose 2 (8 credits) concentration/elective courses
Concentrations

International Investments Concentration
Students planning to pursue a concentration in International Investments must have a total of 16 credits.

The following course is required for this concentration:
- Fixed Income (FIN 261a)

At least one of the following must be taken:
- Options and Derivatives (FIN 270a)
- Trading and Exchanges (FIN 230a)
- International Portfolio Management (FIN 263a)

8 credits (two full-semester equivalent courses) of the following must be taken:
- Options and Derivatives (FIN 270a)
- Trading and Exchanges (FIN 230a)
- International Portfolio Management (FIN 263a)
- Country Risk Analysis (ECON 232f)
- Relative Value of Securities (FIN 233f)
- Private Equity (FIN 231f)
- Financial Risk Management (FIN 280a)
- Computer Simulation and Risk (FIN 285a)
- Technical Analysis (FIN 236f)
- Security Analysis (FIN 237f)
- Options and Derivatives II (FIN 271a)
- Applied Risk Management (FIN 279a)

Business Finance Concentration
Students planning to pursue a concentration in Business Finance must have a total of 16 credits.

8 credits (two full-semester equivalent courses) of the following must be taken:
- Managerial Accounting (FIN 214a)
- Financial Statement Analysis (FIN 216f)
- Intermediate Financial Accounting (FIN 213a)
- International Financial Management (FIN 203f)

8 credits (two full-semester equivalent courses) of the following must be taken:
- Managerial Accounting (FIN 214a)
- Financial Statement Analysis (FIN 216f)
- Intermediate Financial Accounting (FIN 213a)
- International Financial Management (FIN 203f)
- Applied Corporate Finance (FIN 246a)
- Credit Risk Analysis (FIN 242f)
- Financial Planning and Control (FIN 241f)
- Mergers and Acquisitions (FIN 232a)
- Project Finance (FIN 223f)
- Corporate Financial Decision Making (FIN 234f)
- Commercial Bankruptcy: Debtor/Creditor Relationships in the U.S. (FIN 247f)

General Concentration in Finance
Students who are not planning to focus on a concentration are required to take at least two of the following classes (8 credits) as part of their Finance degree program and at least one other finance elective course (12 credits total).

- Fixed Income (FIN 261a)
- Options & Derivatives (FIN 270a)
- Managerial Accounting (FIN 214a)
- Financial Statement Analysis (FIN 216f)
- Intermediate Financial Accounting (FIN 213a)
- Trading & Exchanges (FIN 230a)
- International Portfolio Management (FIN 263a)
- International Financial Management (FIN 203f)
### General Course Offerings

Below is a list of when core and Finance elective courses at IBS are typically offered by semester. Please remember that these lists are subject to change. Enrolled students should consult the current student’s page [www.brandeis.edu/global/current/index.html](http://www.brandeis.edu/global/current/index.html) for detailed information on current degree requirements, course schedules and the course syllabus. While we list only the Finance courses here, MSF students are welcome to take any course that IBS offers to fulfill their elective requirement (8 credits). Please see complete course listing for each semester to see complete schedule of all course offerings.

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Core</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>FIN 201a</td>
<td>Investments</td>
</tr>
<tr>
<td>Electives</td>
<td>FIN 233f</td>
<td>Relative Values of Securities</td>
</tr>
<tr>
<td></td>
<td>FIN 216f</td>
<td>Financial Statement Analysis</td>
</tr>
<tr>
<td></td>
<td>FIN 255a</td>
<td>World Financial Centers</td>
</tr>
<tr>
<td></td>
<td>FIN 261a</td>
<td>Fixed Income</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Core</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>FIN 201a Investments – OR – FIN 205a Investments (Accelerated)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 202a International Corporate Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON 201a Global Economic Environment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON 210f Foundations of Statistics &amp; Econometrics I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 212a Accounting and Financial Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 217f Financial Modeling I</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>FIN 206f Investment Analysis with Excel &amp; VBA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 213a Intermediate Financial Accounting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 216f Financial Statement Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 218f Financial Modeling II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 225f Real Estate Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 230a Trading &amp; Exchanges</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 231f Private Equity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 237f Security Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 242f Credit Risk Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 246a Applied Corporate Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 261a Fixed Income</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 263a International Portfolio Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 270a Options and Derivatives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 280a Financial Risk Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 285a Computer Simulation and Risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON/FIN 256a Taming The Financial Markets</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Core</th>
<th>Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>ECON 210f Foundations of Statistics &amp; Econometrics I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 202a International Corporate Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 212a Accounting and Financial Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 217f Financial Modeling I</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>FIN 203f International Financial Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 213a Intermediate Financial Accounting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 214a Managerial Accounting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 216f Financial Statement Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 218f Financial Modeling II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 226f Real Estate Capital Markets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 231f Private Equity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 232a Mergers and Acquisitions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 233f Relative Value of Securities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 235a Investing in Energy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 236f Technical Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 241f Financial Planning &amp; Control</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 242f Credit Risk Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 247f Commercial Bankruptcy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 261a Fixed Income Securities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 263a International Portfolio Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 270a Options and Derivatives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 288a Corporate Financial Engineering</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON/FIN 250a Forecasting in Finance and Economics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON 277f Public Policy: Business Leadership &amp; World Affairs</td>
<td></td>
</tr>
</tbody>
</table>
Specializations

IBS is now offering 3 specializations in Finance.
• Asset Management
• Corporate Finance
• Risk Management

A specialization will not show on either your diploma or transcript. You will receive a letter from the Dean stating that you have successfully completed the requirements for such specialization.

Below are the requirements for each specialization. Students are also expected to complete the core finance classes as well.

(1) Asset Management Specialization

To earn a Specialization in Asset Management, students need to take a minimum of 5 semester-equivalent courses (20 credits), as follows:

Required Courses (8 credits)
These courses form the foundation for asset management, and build on the knowledge and skills introduced in the required Investments course by both deepening and generalizing the portfolio management materials to an international context, and delving deeper into the specialized tools and conventions of the fixed income markets.

• Fixed Income Securities (C)
• International Portfolio Management (C)

8 credits from the following electives
The first level of electives builds on the core and required courses above by providing additional quantitative tools, economic insights and security valuation skills.

• Options and Derivatives (C)
• Trading and Exchanges (C)
• Security Analysis (M)
• Relative Values of Securities (M)

4 credits from the following electives
The second level of electives provides students with additional opportunities to shape the emphasis of their specialization into a more quantitative or qualitative asset management focus.

• Technical Analysis (M)
• Credit Risk Analysis I (M)
• Credit Risk Analysis II (M)
• Country Risk Analysis (M)
• Private Equity (M)
• Mergers and Acquisitions (C)
• Options and Derivatives II (C)
• Computer Simulations and Risk (C)
• Introduction to Quantitative Finance (C)
(2) **Corporate Finance Specialization**

To earn a Specialization in Corporate Finance, students need to take a minimum of 5 semester-equivalent courses (20 credits), as follows:

**Required (8 credits)**
These courses form the foundation of corporate finance. They build up from the core accounting and finance requirements and provide students with a deeper understanding of issues and quantitative tools that are essential for analyzing corporate decision making.

- Intermediate Financial Accounting (C), OR, Managerial Accounting (C)
- Advanced Corporate Finance (M) – proposed start: Spring 2013
- Financial Modeling I (M)

**8 credits from the following electives**
The first level of electives builds on the core and required courses above and provides students with a more specialized but fundamental knowledge and tools in particular areas of corporate finance.

- Mergers and Acquisitions (C)
- Venture Capital and Entrepreneurial Finance (C) -proposed start - Spring 2013
- Financial Modeling II (M)
- International Financial Management (M)
- Credit Risk Analysis I (M)
- Financial Statement Analysis (M)

**4 credits from the following electives**
The second level of electives provides students with insights into further topics and areas that are crucial in the overall package of the marketing of a corporate finance specialization. Understanding these concepts and tools will help shape students as successful corporate managers.

- Corporate Governance (M)
- Credit Risk Analysis II (M)
- Private Equity (M)
- Commercial Bankruptcy (M)
- Project Finance (M)
- Options and Derivatives (C)
- Corporate Financial Engineering (C)
- Financial Planning and Control (M)

(3) **Risk Management Specialization**

To earn a Specialization in Risk Management, students need to take a minimum of 5 semester-equivalent courses (20 credits), as follows. Note that only 16 of the required 20 credits are specified below to allow students the flexibility to allocate the final 4 credits of electives to either the more qualitative courses in group 2, or the more quantitative courses in group 3.

**Required (8 credits)**
These courses form the foundation for risk management, and build on the knowledge and skills introduced in the required Investments course by both deepening and generalizing the materials on financial derivatives and their applications, as well as introduce students to many of the core issues and approaches in risk management.

- Options and Derivatives (C, in year 1)
- Applied Risk Management (C, in year 2)

**4 credits from the following electives**
The first level of electives builds on the core and required courses above and provides students with experience in various areas of risk management which involve quantitative tools but where the emphasis is on qualitative considerations and managerial judgment.
- Credit Risk Analysis I (M)
- Credit Risk Analysis II (M)
- Country Risk Analysis (M)
- Operational Risk Management (M)
- Corporate Fraud: Detection & Prevention (M)
- Corporate Governance (M)

**4 credits from the following electives**
The second level of electives provides students with additional quantitative tools of risk management, many of which form the building blocks of financial risk management careers.

- Fixed Income Securities (C)
- Financial Risk Management (C)
- Corporate Financial Engineering (C)
- Computer Simulations and Risk (C)
- Options and Derivatives II (C)
- Introduction to Quantitative Finance (C)

**4 credits from either group of electives above**

**Exemption from Requirements**
If your preparation is strong in a particular area and you believe that you qualify for an exemption from a particular requirement you will need to submit a “Requirement Completion Form” to the Assistant Dean of Administration and Student Services. A "Requirement Completion Form" is available online at:

www.brandeis.edu/global/current_students.php.

You must apply for course exemptions during your first year at IBS. Be sure to include supporting documentation for your petition. Please note, being exempted from a requirement will not reduce your workload, however, it does give you more freedom to enroll in electives that may be of particular interest.

**Tuition**
Full-Time MSF students have a residency requirement of two academic year semesters (normally fall then spring) and will pay a total of two academic semesters of regular full-time tuition for the 10 courses the program requires (summer classes are included). Tuition for full-time MSF students is $42,094 per academic year ($22,047 paid in fall/spring) for 40 credits of coursework completed within a 15 month period provided that 32 credits of coursework is completed within one calendar year. Full-time MSF students who take more than 40 credits will be charged the current per-credit tuition rate. Students who start classes in the summer will be required to pay for their summer courses, in the fall they will pay half of their full-time tuition. In the spring they will pay the full-time tuition less the cost of the summer classes.

**Registration/SAGE**
Online registration is currently available on SAGE. Students must use the SAGE system to register, make changes, and pay for classes. SAGE can be accessed via the following website:

https://secureweb.brandeis.edu/sage/

Please refer to the Class Registration section of this handbook for more detailed instructions on course registration.
Cross-Registration Option

Full-time students are permitted, with signature permission, to cross-register for one course each semester (fall & spring only), and these courses can count as electives. Schools with cross-registration include: Babson College, Bentley College, Boston University, Boston College, and Tufts University.

Cross-registration is purely a student initiative; that is students must complete all the necessary paperwork and make all arrangements. It may be useful to discuss cross-registration plans with the Program Director who can provide useful advice.

Staying In Touch

We are happy to work with you to make the most of this program for you. If you need to change your enrollment plan or need to arrange extra time to complete your degree, please talk to us.

If you are nearing the completion of your degree, it is very important to inform Karen Muise, kmuise@brandeis.edu, at the beginning of the semester. This will expedite the processing of your degree audit. You will also be given a schedule of deadlines for degree applications, etc.

Please remember to activate and check your Brandeis e-mail on a regular basis while you are a current student as well as after graduation. We like to keep in touch with all our IBS Alumni.

Assurance of Learning Goals

The International Business School has recently put in place “assurance of learning goals” for its programs. The objective of the goals, required to meet accreditation standards set by AACSB International, is to ensure that every student in each of our programs leaves the School having gained certain fundamental knowledge and skills. You can find the goals for the MSF program at the end of this section.

Over the course of the year we will be testing whether students have attained the goals using a variety of measurements. The tests will be conducted mainly in the context of courses (for instance targeted questions in mid-term and final examinations), but also by other means, such as surveys, stand-alone tests, evidence of overseas and linguistic experience. Mostly you will have to do nothing over and above your normal studies to demonstrate attainment of the goals, as they are closely aligned with the School’s core curriculum.

While faculty will monitor individuals’ performance in relation to the goals, it will not be reflected in a student’s academic record, which will continue to be based on grades.

The School will use the results of the measurements of the learning goals to help improve its programs and ensure that they enable you to meet your own academic and career objectives.

Program Goals

1. **Financial Concepts**
   “Students will understand fundamental financial concepts and be able to apply them to issues in corporations and markets in a global context.”

2. **Global System**
   “Students will have a practical understanding of the economic/finance and social/political dimensions of global economic environments that can be applied to the analysis of real-world problems.”

3. **Quantitative Techniques**
   “Students will be able to apply critical analysis of statistical evidence to inform business decisions.”

4. **Professional Communications Skills**
   “Students will have the written, presentational, and collaborative skills to (a) work individually or with peers from around the world to articulate a case based on complex data, and (b) advocate that case before an international audience.”
SECTION 3-D

MSF DEGREE PROGRAM (PART-TIME)

Master of Science in Finance

The Masters of Science in Finance is an advanced professional degree targeted for students who have significant work experience and real interest in developing their financial skills. The MSF program at Brandeis International Business School brings a mix of real world experience and academic theory to the classroom. Graduate students from all IBS programs participate in night classes, so part-time MSF students can expect to experience the full international aspect of the student body. Students are expected to complete most of the foundation (core) course requirements before they pursue more advanced finance courses. The MSF program also has a special week long summer workshop in a world financial center, such as London, France, Turkey or Poland. Many MSF students, particularly those concentrating in International Investments will find that the World Financial Center workshop is an integral part of their program.

Degree Requirements

The Master of Science in Finance is typically an 18-24 month, part-time program in which students can complete work at their own pace. Please speak to your program director or a member of the Student Services staff if you feel you will need extra time to complete your degree.

During the MSF program, you will take an equivalent of 10 full-semester courses, (40 credits). Half-semester courses, called modules, are 2 credit courses. The residency requirement is a minimum of eight (8) courses taken at Brandeis. MSF students are given the option of transferring in a maximum of two (2) courses from another graduate program with the approval of the Program Director and Sr. Program Administrator. Please refer to the Transfer Credit section of this handbook for more detailed information about transfer credit.

During the MSF program, you will take an equivalent of 10 full-semester courses, (40 credits). Half-semester courses, called modules, are 2 credit courses. Minimum Finance degree requirements include:

- five (5) “core courses”
- two (2) required finance courses
- one (1) additional finance course
- two (2) in elective coursework.

Students who wish to have a concentration in either International Investments or Business Finance should refer to the information below regarding concentrations. The core courses for the MSF should generally be completed before the more advanced finance courses.

Planning Your Courses in the MSF Program

It is highly recommended that you take all core courses before continuing with your elective courses. Since many core courses are prerequisites for the elective courses it is important that you plan your schedule carefully.

We suggest that you sit down with your program director or academic advisor and map out a plan for your MSF degree. You will be given an academic planning form to fill out at orientation. Please complete this form and turn it in to Karen Muise, the MSF Program Administrator, during your first semester of study.
**MSF Core Courses**

- ECON 201a Global Economic Environment
- ECON 210f* Foundations of Statistics & Econometrics I
- FIN 212a Accounting & Financial Analysis
- FIN 201a Investments
- FIN 202a International Corporate Finance
- FIN 217f* Financial Modeling I

* Module course – course numbers that end in “f” are half-semester courses that yield 2 credits.

**Electives**

MSF students can choose their elective coursework from many offerings in the International Finance and Business areas. For the prerequisites associated with each course, the schedule of classes, and course syllabus, please consult the IBS web page at:

www.brandeis.edu/global/current_students.php

Through elective course work, students will focus their studies into “concentrations.” A concentration can unify a student’s body of work. In the MSF program, the available concentrations are International Investments and Business Finance. An MSF student who does not choose to focus in a concentration will automatically receive a general concentration in Finance. Students who choose a general finance degree must take at least three Finance classes.

After completing the requirements (core and concentration), students may then choose 2 additional electives in finance or courses from other areas at IBS.

Those who opt to focus on the International Investments concentration will receive the degree “MSF with a Concentration in International Investments”, and Business Finance concentrators will be “MSF with a Concentration in Business Finance.” A concentration is achieved by taking 4 four courses (16 credits) beyond those in the core requirements in a particular field. You must complete the declaration of concentration process before you apply for graduation. The form can be found at:

www.brandeis.edu/global/current_students.php

**Concentrations**

**International Investments Concentration**

Students planning to pursue a concentration in International Investments must take Fixed Income & Securities* (Fin 261a) and have a total of 16 credits:

The following course is required for this concentration:

- Fixed Income (FIN 261a)

At least one of the following must be taken:

- Options and Derivatives (FIN 270a)
- Trading and Exchanges (FIN 230a)
- International Portfolio Management (FIN 263a)

8 credits (two full-semester equivalent courses) of the following must be taken:

- Options and Derivatives (FIN 270a)
- Trading and Exchanges: Focus on Foreign Exchange (FIN 230a)
- International Portfolio Management (FIN 263a)
- Country Risk Analysis (ECON 232f)
- Relative Value of Securities (FIN 233f)
- Private Equity (FIN 231f)
• Financial Risk Management (FIN 280a)
• Computer Simulation and Risk (FIN 285a)
• Technical Analysis (FIN 236f)
• Security Analysis (FIN 237f)
• Options and Derivatives II (FIN 271a)
• Applied Risk Management (FIN 279a)

Business Finance Concentration

Students planning to pursue a concentration in Business Finance are required to have a total of 16 credits:

8 credits (two full-semester equivalent courses) of the following must be taken:
• Managerial Accounting (FIN 214a)
• Financial Statement Analysis (FIN 216f)
• Intermediate Financial Accounting (FIN 213a)
• International Financial Management (FIN 203f)

8 credits (two full-semester equivalent courses) of the following must be taken:
• Managerial Accounting (FIN 214a)
• Financial Statement Analysis (FIN 216f)
• Intermediate Financial Accounting (FIN 213a)
• International Financial Management (FIN 203f)
• Applied Corporate Finance (FIN 246a)
• Credit Risk Analysis (FIN 242f)
• Financial Planning and Control (FIN 242f)
• Mergers and Acquisitions (FIN 232a)
• Project Finance (FIN 223f)
• Corporate Financial Decision Making (FIN 234f)
• Commercial Bankruptcy: Debtor/Creditor Relationships in the U.S. (FIN 247f)

General Concentration in Finance

Students who are not planning to focus on a concentration are required to take at least two of the following classes (8 credits) as part of their Finance degree program and at least one other finance elective course (12 credits total):

• Fixed Income (FIN 261a)
• Options & Derivatives (FIN 270a)
• Managerial Accounting (FIN 214a)
• Financial Statement Analysis (FIN 216f)
• Intermediate Financial Accounting (FIN 213a)
• Trading & Exchanges (FIN 230a)
• International Portfolio Management (FIN 263a)
• International Financial Management (FIN 203f)
**General Course Offerings**

Below is a list of when core and Finance elective courses at IBS are typically offered by semester. Please remember that these lists are subject to change. Enrolled students should consult the current student’s page [www.brandeis.edu/global/current/index.html](http://www.brandeis.edu/global/current/index.html) for detailed information on current degree requirements, course schedules and the course syllabus. While we list only the Finance courses here, MSF students are welcome to take any course that IBS offers to fulfill their elective requirement (8 credits). Please see complete course listing for each semester to see complete schedule of all course offerings.

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Core</th>
<th>FIN 201a</th>
<th>Investments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives</td>
<td>FIN 233f</td>
<td>Relative Values of Securities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 216f</td>
<td>Financial Statement Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 255a</td>
<td>World Financial Centers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 261a</td>
<td>Fixed Income</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Core</th>
<th>FIN 201a</th>
<th>Investments – OR – FIN 205a Investments (Accelerated)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FIN 202a</td>
<td>International Corporate Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON 201a</td>
<td>Global Economic Environment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON 210f</td>
<td>Foundations of Statistics &amp; Econometrics I</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>FIN 212a</td>
<td>Accounting and Financial Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 217f</td>
<td>Financial Modeling I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 206f</td>
<td>Investment Analysis with Excel &amp; VBA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 213a</td>
<td>Intermediate Financial Accounting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 216f</td>
<td>Financial Statement Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 218f</td>
<td>Financial Modeling II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 225f</td>
<td>Real Estate Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 230a</td>
<td>Trading &amp; Exchanges</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 231f</td>
<td>Private Equity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 237f</td>
<td>Security Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 242f</td>
<td>Credit Risk Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 246a</td>
<td>Applied Corporate Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 261a</td>
<td>Fixed Income</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 263a</td>
<td>International Portfolio Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 270a</td>
<td>Options and Derivatives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 280a</td>
<td>Financial Risk Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 285a</td>
<td>Computer Simulation and Risk</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON/FIN256a</td>
<td>Taming The Financial Markets</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Core</th>
<th>ECON 210f</th>
<th>Foundations of Statistics &amp; Econometrics I</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FIN 202a</td>
<td>International Corporate Finance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 212a</td>
<td>Accounting and Financial Analysis</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>FIN 217f</td>
<td>Financial Modeling I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 203f</td>
<td>International Financial Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 213a</td>
<td>Intermediate Financial Accounting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 214a</td>
<td>Managerial Accounting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 216f</td>
<td>Financial Statement Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 218f</td>
<td>Financial Modeling II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 226f</td>
<td>Real Estate Capital Markets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 231f</td>
<td>Private Equity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 232a</td>
<td>Mergers and Acquisitions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 233f</td>
<td>Relative Value of Securities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 235a</td>
<td>Investing in Energy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 236f</td>
<td>Technical Analysis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 241f</td>
<td>Financial Planning &amp; Control</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 242f</td>
<td>Credit Risk Analysis I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 247f</td>
<td>Commercial Bankruptcy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 261a</td>
<td>Fixed Income Securities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 263a</td>
<td>International Portfolio Management</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 270a</td>
<td>Options and Derivatives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FIN 288a</td>
<td>Corporate Financial Engineering</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON/FIN 250a</td>
<td>Forecasting in Finance and Economics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON 277f</td>
<td>Public Policy: Business Leadership &amp; World Affairs</td>
<td></td>
</tr>
</tbody>
</table>
**Tuition**

Tuition is paid for on a course-by-course basis. Tuition for 2012-2013 is $4156 per 4 credits, $2078.00 per 2 credit module. Part-time MSF students also receive a $200 per course book allowance. On campus parking is free after 5:00 pm.

**Registration and SAGE**

Online registration is currently available on SAGE. Students must use the SAGE system to register, make changes, and pay for classes. SAGE can be accessed via the following website:

https://secureweb.brandeis.edu/sage/

Please refer to the Class Registration section of this handbook for more detailed instructions on course registration.

**Dropping Courses and Refund Policy**

It is important to note that there are several deadlines that apply to the withdrawal from a class. The only fee that may be refundable in part is the tuition fee. No refund will be made because of illness, absence or dismissal from class. Refer to the Academic Calendar for specific dates.

**Full semester-long courses:**
- Before the opening day of instruction through the last day of registration – 100% refund
- On or before the fifth Friday following the opening day of instruction – 50% refund
- After the fifth Friday of class, *no refund will be issued!*

**Module Courses:**
- On or before the second Friday of instruction – 100% refund
- After the second Friday of instruction – no refund

**Transfer Credit**

If you have taken a graduate-level course in accounting, statistics, investments, or international corporate finance at an academic institution within the past five years, and received a grade of B or higher, you may qualify for a transfer credit.

You will need to submit a copy of the course syllabus, and an official transcript showing your grade to the Program Director for approval. You may obtain transfer credits for up to two graduate courses (8 credits) taken outside of Brandeis, meaning that you would only have to take *eight courses* here to earn your degree.

**Exemption from Requirements**

If your preparation is strong in a particular area and you believe that you qualify for an exemption from a particular requirement you will need to submit a “Requirement Completion Form” to the MSF Program Director for approval. A "Requirement Completion Form" is available online at:

http://www.brandeis.edu/global/current_students.php

You must apply for course exemptions during your first year at IBS. Be sure to include supporting documentation for your petition. Please note, being exempted from a requirement will not reduce your workload, however, it does give you more freedom to enroll in electives that may be of particular interest.
**Staying In Touch**

We are happy to work with you to make the most of this program for you. If you need to change your enrollment plan or need to arrange extra time to complete your degree, please talk to us.

If you are nearing the completion of your degree, it is very important to inform Karen Muise, kmuise@brandeis.edu, at the beginning of the semester. This will expedite the processing of your degree audit. You will also be given a schedule of deadlines for degree applications, etc.

Please remember to activate and check your Brandeis e-mail on a regular basis while you are a current student as well as after graduation. We like to keep in touch with all our IBS Alumni.

**Assurance of Learning Goals**

The International Business School has recently put in place “assurance of learning goals” for its programs. The objective of the goals, required to meet accreditation standards set by AACSB International, is to ensure that every student in each of our programs leaves the School having gained certain fundamental knowledge and skills. You can find the goals for the MSF program at the end of this section.

Over the course of the year we will be testing whether students have attained the goals using a variety of measurements. The tests will be conducted mainly in the context of courses (for instance targeted questions in mid-term and final examinations), but also by other means, such as surveys, stand-alone tests, evidence of overseas and linguistic experience. Mostly you will have to do nothing over and above your normal studies to demonstrate attainment of the goals, as they are closely aligned with the School’s core curriculum.

While faculty will monitor individuals’ performance in relation to the goals, it will not be reflected in a student’s academic record, which will continue to be based on grades.

The School will use the results of the measurements of the learning goals to help improve its programs and ensure that they enable you to meet your own academic and career objectives.

**Program Goals**

1. **Financial Concepts**  
   "Students will understand fundamental financial concepts and be able to apply them to issues in corporations and markets in a global context.”

2. **Global System**  
   "Students will have a practical understanding of the economic/finance and social/political dimensions of global economic environments that can be applied to the analysis of real-world problems.”

3. **Quantitative Techniques**  
   "Students will be able to apply critical analysis of statistical evidence to inform business decisions.”

4. **Professional Communications Skills**  
   "Students will have the written, presentational, and collaborative skills to (a) work individually or with peers from around the world to articulate a case based on complex data, and (b) advocate that case before an international audience.”
SECTION 3-E

PhD DEGREE PROGRAM

Master of Science in International Economics & Finance
Doctor of Philosophy in International Economics & Finance

Introduction: Residency and Degree Requirements

The PhD Program normally requires at least four years of graduate study, including at least three years in residence and a fourth year devoted primarily to completion of a doctoral dissertation (begun by the third year). Students must complete the doctoral degree within eight years from the inception of their study at Brandeis. The International Business School (IBS) expects that most required coursework will be completed within the first two years of study. The median time to completion of the PhD is about 5 years.

The normal course load in the first two years is four courses per semester. In addition to the PhD research seminar (Econ 399a) for students in the second and later years, PhD students are required to take a total of 14 semester courses while in the program. Of the 14 courses, 7 are core requirements.

PhD students in years 3-5 are also required to be involved in one outside research/teaching experience per year. This is designed to give our PhD’s important experience with real world research problems outside the Brandeis environment, or teaching activities for students in other settings. This may involve other universities, consulting firms, financial service firms, or projects of the student’s own design. Students are expected to synthesize these experiences with their thesis research. Students are required to take 2 credits of independent research in each of years 3-5. This one term course can be completed in the fall, spring, or summer. For an outside research experience the course needs to correspond to the period in which the outside research is undertaken. It may be fulfilled with either an internship course, Econ 297a, or as an independent study (Econ 298a) with a Brandeis faculty member as advisor. Students cannot do more than one of these courses per academic year. Students completing the degree in less than 5 years, do not need to make up the extra courses, and students in the 6th year and beyond are exempt from this requirement.

PhD students may also enroll in the internship course (Econ 297a) that corresponds to outside research activities in their first two years of residence, but they are limited to taking this course three times during the first two years. Therefore, students could be involved in a maximum of 6 internship experiences off the Brandeis campus. Three of these could be in the first two years, and 3 more during years 3-5.

PhD students are also required to work as either a teaching or research assistant at IBS in years 1-5 in the program. This will involve 10 hours of work per week in each semester. Exceptions to this can be made for students who have outside funding that restricts their work hours.
Core Requirements (offered every other year)

1) Theory (4 courses)
   ECON 301a  Advanced Microeconomics I
   ECON 302a  Advanced Microeconomics II
   ECON 303a  Advanced Macroeconomics I
   ECON 304a  Advanced Macroeconomics II

2) Econometrics (2 courses)
   ECON 311a  Advanced Econometrics I
   ECON 312a  Advanced Econometrics II

3) Required Master’s Courses
   The following masters courses are required for students without sufficient background in any of the three core areas. These requirements will be determined by the PhD Program Director when students arrive in their first year of the program.
   FIN 205a  Advanced Financial Theory
   ECON 202a  Applied International Macroeconomics
   ECON 260a  International Trade Policy

4) Courses in two of the following fields are required (offered every other year).
   ECON 360a and ECON 330a are required for all students
   a. International Trade (2 courses)
      ECON 360a  International Trade Theory (required)
      ECON 340a  Industrial Organization
   b. Finance (3 courses)
      FIN 270a  Options and derivatives
      FIN 271a  Pricing Derivatives on Equities
      FIN 310f  Advanced Asset Pricing
   c. Advanced macroeconomics (2 courses)
      ECON 330a  International Macroeconomics (required)
      ECON 307f  Empirical Methods for Dynamic Economic Models
   d. International Business (2 courses)
      BUS 270a  Managing International Business
      ECON 340a  Industrial Organization
   e. International Development (2 courses)
      ECON 271a  Agents of Development
      ECON 370a  Development Economics

Electives (four courses, 16 credits)

To complete the 14-course requirement, students must take elective courses (four semester courses or the equivalent).

Students can choose their electives from fields outside their concentration and from other appropriate courses offered by Brandeis or consortium schools (see below).

Electives must be approved in advance by the student’s advisor. Students interested in a special course that is not offered at Brandeis may, with the advisor’s advance permission, cross-register at one of several Boston area universities, or create an independent study course (BUS/ECON/FIN 298a) with an appropriate faculty member. Graduate students may take one course per semester outside Brandeis (see below). Under special circumstances and with permission from IBS, a student may take up to two courses outside Brandeis in a particular semester. PhD students should not plan to cross-register during their first year. Please note that a student may not take more than two cross-registration courses in a year.
Language

There is no language requirement. Students are encouraged to consult with their advisor on whether knowledge of an additional language is appropriate. Students wishing to become more familiar with another language will be supported in their efforts. Language classes are available from the various language departments at Brandeis University. The Graduate School of Arts and Sciences also offers smaller reading courses in some of the major foreign languages.

Core and Field Examinations

Following the satisfactory completion of the core courses, students must pass written general qualifying exams in Microeconomics and Macroeconomics. These exams are given in May of the first year. A student who fails one or both parts of the general qualifying exam will have one automatic opportunity to retake the exam early in the fall of the second year.

Students must also pass exams covering their two fields of concentration following the completion of field coursework. These exams are usually taken in May of the student’s second year in the PhD Program. A student who fails one or both field exams may, with permission, retake the exam(s) early in the fall of the third year.

After the first year, all PhD students in residence enroll in Econ399a (Topics in International Economics and Finance). This workshop provides opportunities for advanced students to present papers and define thesis objectives.

Dissertation

PhD students begin the transition to research in the 2nd year when they are required to take part and present in the PhD seminar. Presentations in the second year often represent work at a very early stage, but can be an initial step toward a dissertation topic. By the third year, the PhD candidate should begin work on the dissertation. This process often begins with an informal agreement between the student and a faculty member who is prepared to supervise the work. The initial work on the thesis is then presented in the PhD thesis seminar during the third year.

In the 3rd year and beyond, the thesis takes shape and a formal committee consisting of the advisor plus two other IBS faculty members, plus one reader from outside IBS, is assembled. (This reader can come from another Brandeis department or outside Brandeis entirely.) Once the committee is satisfied that the thesis is complete, and the student is ready, a thesis defense date will be scheduled. At the defense the student presents the core of the thesis work. The committee will inform the student if the thesis passes, and whether it needs any corrections or modifications. Once completed, the thesis is submitted to the University, and the degree is awarded during the next degree period.

Taking Courses Outside IBS and Economics at Brandeis

Where appropriate, students may take courses in other Brandeis departments such as Politics, History, Sociology, African and Afro-American Studies, or Foreign Languages and also in the Heller School for Social Policy and Management. A student must receive permission in advance from his/her advisor and the Director before enrolling in the course. These courses are not normally used to satisfy the 14-course requirement.

Taking Courses Outside Brandeis

Brandeis has cross-registration arrangements with Babson College, Bentley College, Boston College, Boston University, and Tufts University. Course listings for these universities are available at the Registrar’s Office and the particular college’s website. Only one course per semester can be taken at a school other than Brandeis. Cross-registration forms are available in the Registrar’s Office.

The decision to cross-register should be carefully discussed in advance with the advisor. The student must submit a description of the course to the Program Director prior to enrolling in the course; cross-registration
forms will not be signed without approval of the course by the Program Director. Cross-registered courses are subject to the same restrictions as Brandeis courses and must meet the minimum standards of graduate study set by the International Business School (i.e., courses must be at graduate level for credit and the courses must complement the International Economics and Finance degree).

Enrollment in courses outside Brandeis is subject to availability of space at the host institution. Students should be aware that courses at other schools may not begin or end during the same week as at Brandeis. A student interested in cross-registering should meet with his/her advisor as quickly as possible to avoid missing any classes at the other school.

**Satisfactory Progress**

Permission to register and renewal of financial aid are contingent on satisfactory progress toward completion of degree requirements. The following standards are used to evaluate satisfactory progress:

**Grades:** A grade-point average of at least 3.0 in required courses (C+ grading policy does not apply to PhD students)

**Exams:**
- Theory prelim at end of first year
  (One automatic opportunity to retake a prelim in fall of 2\textsuperscript{nd} year)
- Both field exams by end of second year
  (Opportunity to retake a field exam with permission in fall of 3\textsuperscript{rd} year).

**Thesis:**
- Initial draft approved for defense by thesis committee.
- Theses defended, approved, and submitted to University

**TA/RA:**
- Satisfactory performance in assigned duties

**MS in International Economics and Finance**

The MS degree option:

1) Provides a terminal degree for students who do not continue in the PhD Program
2) Awards an intermediate academic credential for continuing PhD students

Requirements for the MS degree include completion of 13 semester courses, usually including the core courses plus approved electives, with grades of B- or above. However, the new C+ grading policy is applicable (students are permitted up to two C+ grades out of all courses taken). In addition, candidates must pass at least one part of the theory prelim or submit a substantial research paper.
APPENDIX I
SPECIALIZATIONS
for MAief, MBA, MSF

By declaring an Areas of Concentration, IBS students can demonstrate a proficiency in a field such as international business or economic policy. (For the specific Concentrations available to your degree program, please refer to Section 3 of this Guide.) In an increasingly tight job market, students can benefit from having a finer focus in a particular specialty. IBS now offers five distinct Specializations, which provides students this ability. Each Specialization represents a field of knowledge that builds off of several foundation courses, and then lets students select advanced elective courses in the various subject areas within the Specialization. The details about each of these offerings are outlined in the following pages.

The **ASSET MANAGEMENT** Specialization is focused on those students interested in the investment markets and investment portfolio management, and pursuing such careers in the mutual fund, insurance, commercial and investment banking, pension, private equity, or hedge fund sectors.

Students who choose the **CORPORATE FINANCE** track will train to become the next-generation financial analysts, managers, and executives for U.S. and global enterprises. Corporate finance is more oriented to students who wish to pursue careers in finance consulting, investment banking, or in the management of financial resources in non-financial companies.

A Specialization in **MARKETING** can equip you with valuable knowledge and skills for a marketing career or can strengthen your broader business understanding. Marketing comprises a set of strategies that help a business or organization understand and address the needs of its target market. This Specialization will prepare you for a variety of career tracks in marketing, including brand management, marketing consulting, marketing research, and Internet and marketing communications, both in-house and at an agency.

A Specialization in **REAL ESTATE** will provide you with an essential understanding of the largest asset class in the world. A career in real estate offers a wide range of opportunities in marketing, development, finance, and management.

**RISK MANAGEMENT** is a quickly evolving finance discipline for students interested in either the more quantitative modeling and assessment of risk, or the broader and more qualitative evaluation of corporate and enterprise risks. Career tracks in risk management span the financial sectors, but are also increasingly found in most non-financial sectors which are commonly engaged in managing currency and interest rate risks, as well as a host of business risks.

**The following applies to all Specializations:**

- Declaring a Specialization is **optional**.
- Students may select one, and **only one**, Specialization.
- The student may declare a Specialization at **any time before the end of their final semester** of study.
- The Specialization will appear on neither the transcript nor the diploma. Instead, students are presented a **letter from the Dean** documenting the successful completion of the Specialization.
- Specializations and Concentrations are not the same thing. A student may pursue either one or both, but not more than one of each.
- The number of credits needed for a Specialization does not increase the number of credits you need to take for your degree.
- Students should not focus on a Specialization instead of core required courses, but make a plan that successfully incorporates the Specialization into their degree program.
### ASSET MANAGEMENT SPECIALIZATION

**OVERVIEW**

Asset management is concerned with evaluating the investment opportunities and risks of any financial asset or asset class in relation to stated investment objectives, and in implementing both strategic and tactical approaches to portfolio management. Professionals operating in the asset management field are expected to have a detailed understanding of the security universes in which they operate, and to be able to blend quantitative tools and sound qualitative judgment to make investment decisions in both selecting and managing global investment portfolios.

FIN 261a and FIN 263a form the foundation for asset management, and build on the knowledge and skills introduced in the required Investments course by both deepening and generalizing the portfolio management materials to an international context, and delving deeper into the specialized tools and conventions of the fixed income markets.

The first set of electives listed below builds on the core and required courses above by providing additional quantitative tools, economic insights and security valuation skills.

The second set of electives provides students with additional opportunities to shape the emphasis of their Specialization into a more quantitative or qualitative asset management focus.

**REQUIREMENTS**

20 credits

*which must include:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 261a</td>
<td>Fixed Income Securities</td>
<td>4</td>
</tr>
<tr>
<td>FIN 263a</td>
<td>International Portfolio Management</td>
<td>4</td>
</tr>
</tbody>
</table>

*and 8 credits from the following electives:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 270a</td>
<td>Options and Derivatives</td>
<td>4</td>
</tr>
<tr>
<td>FIN 230a</td>
<td>Trading and Exchanges</td>
<td>4</td>
</tr>
<tr>
<td>FIN 237f</td>
<td>Security Analysis</td>
<td>2</td>
</tr>
<tr>
<td>FIN 233f</td>
<td>Relative Value of Securities</td>
<td>2</td>
</tr>
</tbody>
</table>

*and 4 credits from the following electives:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN 236f</td>
<td>Technical Analysis</td>
<td>2</td>
</tr>
<tr>
<td>FIN 242f</td>
<td>Credit Risk Analysis I</td>
<td>2</td>
</tr>
<tr>
<td>FIN 244f</td>
<td>Credit Risk Analysis II</td>
<td>2</td>
</tr>
<tr>
<td>ECON 232f</td>
<td>Country Risk Analysis</td>
<td>2</td>
</tr>
<tr>
<td>FIN 231f</td>
<td>Private Equity</td>
<td>2</td>
</tr>
<tr>
<td>FIN 232a</td>
<td>Mergers and Acquisitions</td>
<td>4</td>
</tr>
<tr>
<td>FIN 271a</td>
<td>Options and Derivatives II</td>
<td>4</td>
</tr>
<tr>
<td>FIN 285a</td>
<td>Computer Simulations &amp; Risk Assessment</td>
<td>4</td>
</tr>
<tr>
<td>FIN 258a</td>
<td>Introduction to Quantitative Finance</td>
<td>4</td>
</tr>
</tbody>
</table>
CORPORATE FINANCE SPECIALIZATION

OVERVIEW

Corporate finance gives one the tools for making company investment and financing decisions in an uncertain environment. This includes the fundamentals of accounting, financial analysis, capital budgeting, and international financial management. Specifically, these issues hold relevance for students who want to understand the broad financial issues and choices facing firms and how these choices influence performance, valuation and risk. A corporate finance Specialization is useful for students who will work in corporate financial operations and in other finance assignments, such as fundamental company analysis, private equity, mergers and acquisitions, etc. Professionals working in corporate finance need to understand the workings of financial markets, product innovations and the rapidly changing world of financial economics.

These required courses below ("must include") form the foundation of corporate finance. They build up from the core accounting and finance requirements and provide students with a deeper understanding of issues and quantitative tools that are essential for analyzing corporate decision making.

The first set of electives listed below builds on the core and required courses above and provides students with a more specialized but fundamental knowledge and tools in particular areas of corporate finance.

The second set of electives provides students with insights into further topics and areas that are crucial in the overall package of the marketing of a corporate finance Specialization. Understanding these concepts and tools will help shape students as successful corporate managers.

REQUIREMENTS

20 credits

which must include 8 credits of:

either: FIN 213a Intermediate Financial Accounting (4 credits)
or: FIN 214a Managerial Accounting (4 credits)
and: FIN 217f Financial Modeling I (2 credits)
      FIN 2__f Advanced Corporate Finance (2 credits)
      (proposed start - Spring 2013)

and 8 credits from the following electives:

FIN 232a Mergers and Acquisitions (4 credits)
FIN 218f Financial Modeling II (2 credits)
FIN 203f International Financial Management (2 credits)
FIN 242f Credit Risk Analysis I (2 credits)
FIN 216f Financial Statement Analysis (2 credits)
FIN 2__ Venture Capital and Entrepreneurial Finance (4 credits)
      (proposed start - Spring 2013)

and 4 credits from the following electives:

FIN 244f Credit Risk Analysis II (2 credits)
FIN 231f Private Equity (2 credits)
FIN 271a Options and Derivatives II (4 credits)
BUS 278f Corporate Governance (2 credits)
FIN 247f Commercial Bankruptcy (2 credits)
FIN 233f Project Finance (2 credits)
FIN 288a Corporate Financial Engineering (4 credits)
FIN 241f Financial Planning and Control (2 credits)
MARKETING SPECIALIZATION

OVERVIEW

Interest in marketing courses has risen at IBS and we have been able to expand our faculty and course offerings in response to that interest. More students are also pursuing marketing careers. A Specialization in marketing can equip you with valuable knowledge and skills for a marketing career or can strengthen your broader understanding of business.

Marketing comprises a set of strategies that help a business or organization understand and address the needs of its target market. When used properly, these strategies will help create, grow and sustain value, improve customer satisfaction and loyalty, fend off competition, and maximize long-term profitability. Regardless of the products or services they offer, or the industry they are in, all businesses or organizations can benefit from effective marketing.

This Specialization is intended to give you a competitive edge in the marketing job market. You can complete the Specialization with 16 credits (4 semester-equivalent courses).

BUS 252a Marketing Management is a required course for the Specialization. It provides an excellent introduction to marketing that covers important marketing principles and marketing mix strategies.

In addition, you will choose 12 credits out of the six electives to fulfill the requirement for the marketing Specialization. These elective courses will prepare you for a variety of career tracks in marketing, including brand management, marketing consulting, marketing research, and Internet and marketing communications, both in-house and at an agency.

REQUIREMENTS

16 credits

which must include:

BUS 252a Marketing Management (4 credits)

and 12 credits of the following:

BUS 250a Global Marketing (4 credits)
BUS 253a Marketing Research (4 credits)  
(unless used for towards the Quant Methods requirement)
BUS 254a Branding Strategy (4 credits)
BUS 255a* Consumer Behavior (4 credits)
BUS 257f Marketing Communications (2 credits)
BUS 258f Sales and Sales Management (2 credits)

* Please note that BUS 255a will not be offered in 2012-2013. You may cross-register for an equivalent course at a university in the Boston Consortium to fill this temporary gap in our curriculum or request admission to the undergraduate section of Consumer Behavior (BUS 55a) in Spring.
# Real Estate Specialization

**Overview**

Many IBS students have found jobs in real estate, both in the US and abroad. As the largest asset class in the world, real estate offers a wide range of opportunities in marketing, development, finance, and management.

To give you a competitive edge in this job market, we offer a Specialization in Real Estate. You can complete the Specialization with as few as 16 credits (4 semester-equivalent courses).

There are many ways to complete the course work during your two years at IBS. Given the pre-requisites and the sequencing of courses, it is harder to do so in only one year. So plan accordingly. Your advisors are ready to assist you, as you think through your scheduling.

BUS 235f (with FIN 212a as its prerequisite) is the entry point for the Specialization. At some point, you need to take Financial Statement Analysis (FIN 216f) and Credit Risk Analysis (FIN 242f), since we find that most entry-level jobs require strong credit analysis skills. In addition, you need to take 2.5 electives, at least one of which must be a course on international real estate.

## Requirements

16 credits

*which must include:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 235f</td>
<td>2</td>
</tr>
<tr>
<td>FIN 216f</td>
<td>2</td>
</tr>
<tr>
<td>FIN 242f</td>
<td>2</td>
</tr>
</tbody>
</table>

*and 12 credits of the following:*

*either:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 236f (International Real Estate in Emerging Markets)</td>
<td>2</td>
</tr>
<tr>
<td>BUS 237f (International Real Estate in Mature Markets)</td>
<td>2</td>
</tr>
<tr>
<td>BUS 238f (Real Estate Development) (may not be taken by students who took BUS 238a)</td>
<td>2</td>
</tr>
</tbody>
</table>

*or:*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 296a (Field Projects in Real Estate)</td>
<td>4</td>
</tr>
<tr>
<td>FIN 225f (Real Estate Finance)</td>
<td>2</td>
</tr>
<tr>
<td>FIN 226f (Real Estate Capital Markets)</td>
<td>2</td>
</tr>
</tbody>
</table>

This academic year, the above classes are offered as follows:

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 235f (1st module)</td>
<td>BUS 235f (1st module)</td>
</tr>
<tr>
<td>BUS 236f (2nd module)</td>
<td>BUS 237f (2nd module)</td>
</tr>
<tr>
<td>BUS 296a (full semester)</td>
<td>BUS 296a (full semester)</td>
</tr>
<tr>
<td>FIN 216f (1st module)</td>
<td>FIN 216f (1st module)</td>
</tr>
<tr>
<td>FIN 225f (2nd module)</td>
<td>FIN 226f (2nd module)</td>
</tr>
<tr>
<td>FIN 242f (2nd module)</td>
<td>FIN 242f (1st module)</td>
</tr>
</tbody>
</table>
# Risk Management Specialization

## Overview

Risk Management encompasses both the development and application of "quantitative" models for operational risks and a host of market risks: commodity, interest rate, credit, currency and equity; as well as the more "qualitative" risk management approaches relating to the managerial and organizational response to operational risks, corporate governance, fraud detection, strategic risk, reputational risk, etc. The requirements of this Specialization are structured to give students some flexibility in tailoring their coursework between these two risk management frameworks.

FIN 270a and FIN 279a form the foundation for risk management, and build on the knowledge and skills introduced in the required Investments course by both deepening and generalizing the materials on financial derivatives and their applications, as well as introduce students to many of the core issues and approaches in risk management.

The first set of electives below builds on the core and required courses above and provides students with experience in various areas of risk management which involve quantitative tools but where the emphasis is on qualitative considerations and managerial judgment.

The second set of electives provides students with additional quantitative tools of risk management, many of which form the building blocks of financial risk management careers.

## Requirements

20 credits which must include:
- FIN 270a Options and Derivatives (4 credits)
- FIN 279a Applied Risk Management (4 credits)

and 4 credits from the following electives:
- FIN 242f Credit Risk Analysis I (2 credits)
- FIN 244f Credit Risk Analysis II (2 credits)
- ECON 232f Country Risk Analysis (2 credits)
- BUS 280f Operational Risk Management (2 credits)
- BUS 278f Corporate Governance (2 credits)
- BUS 279f Corporate Fraud: Detection & prevention (2 credits)

and 4 credits from the following electives:
- FIN 261a Fixed Income Securities (4 credits)
- FIN 280a Financial Risk Management (4 credits)
- FIN 288a Corporate Financial Engineering (4 credits)
- FIN 271a Options and Derivatives II (4 credits)
- FIN 285a Computer Simulations & Risk Assessment (4 credits)
- FIN 258a Introduction to Quantitative Finance (4 credits)

and 4 credits from either group of electives listed above
APPENDIX II
CAMPUS RESOURCES

IN CASE OF AN **ON-CAMPUS** EMERGENCY

**FROM ANY CAMPUS PHONE**
CALL **63333**

**FROM YOUR CELL PHONE**
CALL **781.736.3333**

IN CASE OF AN **OFF-CAMPUS** EMERGENCY

**FROM ANY PHONE**
CALL **911**

FOR POLICE, FIRE, or MEDICAL ASSISTANCE
(911 emergency calling is used in almost all communities in the USA)

BRANDEIS COUNSELING and RAPE CRISIS HOTLINE

CALL **781.736.TALK**
(8255)

AVAILABLE SEVEN-DAYS-A-WEEK
10:00pm to 2:00am
<table>
<thead>
<tr>
<th>WHERE DO I GO OR WHO DO I SPEAK TO IF…</th>
</tr>
</thead>
<tbody>
<tr>
<td>... I want to <strong>pay a bill</strong> or <strong>don’t understand a charge</strong> on my account?</td>
</tr>
<tr>
<td>... I want to discuss <strong>tuition assistance</strong>?</td>
</tr>
<tr>
<td>... my sponsorship <strong>funding isn’t showing</strong> in my online Sage account?</td>
</tr>
<tr>
<td>... I want to discuss <strong>health insurance</strong>?</td>
</tr>
<tr>
<td>... I need to get a <strong>travel letter</strong>? <em>(for international students traveling outside the USA)</em></td>
</tr>
<tr>
<td>... I want to <strong>sign up for an internship</strong>?</td>
</tr>
<tr>
<td>... I obtained an internship or job on my own?</td>
</tr>
<tr>
<td>... I want to <strong>find an on-campus job</strong>?</td>
</tr>
<tr>
<td>... I have <strong>questions about my visa</strong>?</td>
</tr>
<tr>
<td>... I have a <strong>physical or learning disability</strong>?</td>
</tr>
<tr>
<td>... am having <strong>difficulty in class</strong>?</td>
</tr>
<tr>
<td>... I have a <strong>Hold</strong> on my account?</td>
</tr>
<tr>
<td>... I want to <strong>request an exemption</strong>?</td>
</tr>
<tr>
<td>... I want to <strong>add or drop a class</strong> after the registration period has ended?</td>
</tr>
</tbody>
</table>
## Where Do I Go or Who Do I Speak To If …

<table>
<thead>
<tr>
<th>Question</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>... I want to <strong>drop a required course</strong>?</td>
<td>Program Advisor</td>
</tr>
<tr>
<td>... I’m not sure <strong>what classes to take</strong>?</td>
<td>Program Advisor</td>
</tr>
<tr>
<td>... I want to declare a <strong>Concentration</strong> or apply for a <strong>Specialization</strong>?</td>
<td>Program Advisor</td>
</tr>
<tr>
<td>... I need a <strong>signature</strong> on a form?</td>
<td>Program Advisor</td>
</tr>
<tr>
<td>... my <strong>student ID doesn’t open any doors</strong>?</td>
<td>IBS Student Services (Matt Rocker)</td>
</tr>
<tr>
<td>... I have questions about <strong>transportation</strong>?</td>
<td>Campus Public Safety website</td>
</tr>
<tr>
<td>... I’m considering taking a <strong>leave of absence</strong>?</td>
<td>Program Advisor</td>
</tr>
<tr>
<td>... I want a <strong>transcript</strong>?</td>
<td>University Registrar’s Office</td>
</tr>
<tr>
<td>... I need a document <strong>notorized</strong>?</td>
<td>IBS Student Services (Karen Muise)</td>
</tr>
<tr>
<td>... I need the <strong>University Seal</strong> on a document?</td>
<td>University Registrar’s Office</td>
</tr>
<tr>
<td>... I have questions about <strong>clubs</strong>?</td>
<td>IBS Student Services</td>
</tr>
<tr>
<td>... I have questions about <strong>studying abroad</strong>?</td>
<td>IBS Student Services (Pam Frontino)</td>
</tr>
<tr>
<td>... I need a <strong>letter stating my status</strong> as an IBS student?</td>
<td>Program Advisor</td>
</tr>
<tr>
<td>... I need a letter for about my status for my <strong>Fulbright</strong> sponsor?</td>
<td>University Registrar’s Office</td>
</tr>
<tr>
<td>... I am having <strong>personal difficulties</strong> and want to talk with someone?</td>
<td>IBS Student Services: Program Advisor - or - Kate Goldfield</td>
</tr>
<tr>
<td>... I have a <strong>family emergency</strong> and I have to go home?</td>
<td>IBS Student Services: Program Advisor - or - Kate Goldfield</td>
</tr>
</tbody>
</table>
Located in the Stoneman Building, the Department of Public Safety is composed of the following five units:

1. **University Police** – the University police are responsible for the protection of life and property on and within the confines of the 325 acres and 95 buildings that make up the environs of Brandeis University. The department, consisting of a chief, four sergeants, 13 police officers, two security officers and four parking monitors, monitor the campus 24-hours-a-day, seven-days-a-week.

2. **Brandeis Emergency Medical Corps (BEMCo)** – BEMCo is a student-volunteer organization, was created in the late 1970s with the intent of providing timely and efficient emergency medical care to the Brandeis community. BEMCo responds 24-hours-a-day during the academic year to the emergency first-aid needs of the community.

3. **Escort Safety Service** – the Office of Transportation employs two part-time drivers, some 40 student employees and contract bus services to provide safe and efficient transportation for all members of the community who need to travel from one point to another on campus or who need to commute to downtown Waltham, Cambridge or Boston. The on-campus service operates from 8 a.m. to 2:30 am, and the Waltham to-and-from campus service operates from 4 p.m. to 2:30 am, seven-days-a-week throughout the academic year.

Keep in mind that severe weather conditions may result in the escort safety service being unavailable due to safety concerns. Anyone requiring an escort when the service is unavailable or after 2:30 a.m. should contact the University police at (781) 736-5000

4. **Parking and Traffic** – Responsible for registering, monitoring and controlling all motor vehicles operated by the members of the Brandeis community and their guests. Annual parking passes, day-visitor passes are available through this office. Visitors can obtain a parking pass at the main entrance gatehouse between 8 a.m. and 2 p.m., Monday-Friday. Student guests who are staying overnight must register with the University police and obtain a temporary pass for their vehicle.

5. **Transportation** – Provides van rentals to community members for academic and social events.

### Campus Van and Shuttle Service

- **Daytime Van** — Operates from 8 a.m. to 5 p.m., Monday through Friday, during the academic year, though on a limited basis during Thanksgiving, February, spring/Passover breaks and semester recess. The shuttle service travels a scheduled route throughout the campus. Schedules are available at the beginning of each academic year. For more information, contact the police dispatcher at (781) 736-5000 or your student planner.

- **Daytime Crystal Shuttle** — Operates from 8:30 a.m. to 4:30 p.m., Monday through Friday, during the academic year, on school days only (including study days and finals period). The shuttle follows a 15-minute route, making pick-ups along the loop road, Charles River Apartment complex and Charles River parking lot. Schedules are available at the beginning of each academic year. For more information, contact the police dispatcher at (781) 736-5000 or your student planner.

- **Evening and Late Night Van** — Operates from 4 p.m. to 2:30 a.m., seven days a week, throughout the academic year, with the exception of Thanksgiving, February, spring/Passover breaks and semester recess. The van leaves Rabb every 15 minutes, traveling throughout the main campus, Foster Apartments and the Charles River Apartment complex, making scheduled stops. Schedules are available at the beginning of each academic year. For more information, contact the escort safety service dispatcher at (781) 736-4999 or your student planner.
Waltham Van and Shuttle Service

- **Daytime Crystal Shuttle** — Operates from 8 a.m. to 4 p.m., Monday through Friday, during the academic year, on school days only (including study days and finals period). The shuttle follows a 40-minute route starting from the rear of Spingold, then making scheduled pick-ups in the city of Waltham before dropping off at the Shapiro Campus Center. Schedules are available at the beginning of each academic year. For more information, contact the police dispatcher at (781) 736-5000 or consult your student planner.

- **Evening and Late-night Van** — Operates from 4 p.m. to 2:30 a.m., seven days a week, throughout the academic year, with the exception of Thanksgiving, February, spring/Pasover breaks and semester recess. The van leaves from Rabb every half hour, traveling from the main campus to various scheduled stops throughout the city of Waltham. Schedules are available at the beginning of each academic year. For more information, contact the Escort Safety Service dispatcher at (781) 736-4999 or consult your student planner.

Boston/Cambridge Shuttle Service

- **Cambridge/Boston Shuttle Service** — Operating from 6 p.m. to 3 a.m. on Thursdays; 3:30 p.m. to 3 a.m. on Fridays and Saturdays; and 12:30 p.m. to 11 p.m. on Sundays, throughout the academic year. This bus service travels from Usdan Student Center to Harvard Square in Cambridge to MIT, with a final stop at Beacon and Massachusetts Avenue outside Kenmore Square in Boston. Schedules are available at the beginning of each academic year. For more information, contact the escort safety service dispatcher at (781) 736-4999 or consult your student planner.

---

**INTERNATIONAL STUDENTS AND SCHOLARS OFFICE (ISSO)**

www.brandeis.edu/acserv/isso

781.736.3480

Location: Kutz Hall

The ISSO determines visa eligibility and prepares and issues all immigration documents needed for non-immigrant students, scholars and their dependents to obtain visas to come to Brandeis University to study, teach and/or conduct research.

The office assists international students, scholars and their dependents with immigration benefits and procedures (i.e. extensions of stay, transfer of visa status to and from Brandeis, changes of status, work permission, etc.). It also advises them about their rights and responsibilities as non-immigrants living, studying and working in the United States. The ISSO provides advice and counsel to international students and scholars on financial, academic and personal issues which may impact their legal status in this country and at this university.

---

**UNIVERSITY REGISTRAR**

www.brandeis.edu/registrar

781.736.2010

Location: Kutz Hall

The University Registrar oversees all course creation and student enrollment. They are the resource for any official documentation such as Official Transcripts, Letters of Enrollment, or any document requiring a University seal. Students will need to go to the Registrar’s office for many reasons including cross-registering to take a course at a Boston-area partner school, or adding and dropping courses once the Open Registration Period has ended.
The Campus Health Center offers health care services and health insurance information for students. General health awareness, nutrition information, and counseling services are also available.

**About Health Insurance**

There are a number of requirements regarding health insurance. Since these are required by law, and not University requirements, Brandeis doesn't have the authority to "exempt" someone from the law. A student must take the University health insurance unless s/he has comparable coverage. A "comparable plan" MUST have:

1) The policy MUST be purchased through a U.S.-based company or U.S.-based subsidiary.
2) The plan MUST go beyond emergency care and include:
   a. Diagnostic and medical services
   b. Coverage for pre-existing conditions
   c. Pregnancy coverage
   d. Some level of prescription drug subsidy
   e. At least $100,000 coverage per illness/injury
   f. Emergency medical transportation
   g. Maximum deductible of $250

A student is required by law to either:
1) attest that her/his coverage meets these legal standards
   - or -
2) sign up for the University coverage.

---

**International Students – Please Note**

The health care system in the United States is most likely very different from what you are used to at home, and it can be quite confusing. Even though patients are covered by insurance, they are still responsible for co-pays for the medical care they have received. Visits to hospital emergency rooms tend to have higher co-pays.

If you have any questions about how to access health care, about your insurance coverage or co-payments, or if you are confused by anything you have encountered in the health care system, please contact the Campus Health Center. Your IBS Program Advisor is also happy to help you regarding this.

---

**Student Financial Services (SFS)**

The Office of Student Financial Services offers assistance to students and families in paying for a Brandeis education. In addition to providing instruction and counseling on applying for need-based financial aid, and determining eligibility for such funding, the Office of Student Financial Services provides guidance on financing the cost of a Brandeis education via private student and parent loans and payment plans as well as information relating to bill charges, payments and federal student loans.

The Office of Student Financial Services also coordinates all hourly on-campus student employment and maintains an up-to-date listing of all available on- and off-campus job opportunities.
LIBRARY & TECHNOLOGY SERVICES (LTS)
www.lts.brandeis.edu
781.781.736.4711

LTS is responsible for the campus libraries, research systems and campus technology. LTS seeks to create a rich environment of people, technology, information, and facilities that serves learning, teaching, and scholarship and that provides high quality, accessible, and reliable systems to support operational decision-making, planning, and analysis.

LTS offers research support and instruction via workshops, video tutorials and individual assistance to help students with questions related to research and academic integrity, such as how to avoid plagiarism. It can train and assist students with the various research programs available to them: Bloomberg, Global Insight EIU and EndNote (all available on the LTS Business and Economics guide at:


GRADUATE STUDENT AFFAIRS
www.brandeis.edu/gradstudent
781.736.3546
Location: Kutz Hall

The Office of Graduate Student Affairs supports and encourages life on campus for graduate students outside of the classroom and serves as a liaison between graduate students and university administration. The office coordinates events and programming among the three graduate schools on campus. They advise and assist the Graduate Student Association (GSA) and the Graduate Student Senate, offer programming throughout the year and run Graduate Student Orientation in the fall.

Graduate Student Affairs has a lounge and resource area in its Kutz Hall office. Available for student use are: computers, a fax machine, a refrigerator, microwave and a plasma-screen TV. The center is open:
9am-7pm Monday-Thursday
9am-5pm on Friday

Graduate Student Affairs publishes and distributes to all IBS graduate students a Graduate Student Handbook and Planner, which is an excellent resource for graduate students seeking information about Brandeis or living in and around Waltham.

The Graduate Student Affairs also offers a number of discounts or free passes to movies and area museums.

Graduate Student Study Area (Location: Gertenzang):

The office has also established a large, quiet study area reserved for the use of graduate students. The study area is located on the first floor of the Gerstenzang Science Library. Graduate students can access the Study Area by swiping their Student ID.

CAMPUS CARD OFFICE
www.brandeis.edu/departments/uservices
781.736.4313
Location: Kutz Hall

The Campus Card Office issues campus ID cards, regulates WhoCash, administers the university meal plans and more. If you need further assistance with your campus ID card or any of its applications, visit of contact the Campus Card Office. Campus Card Office is located in Kutz Hall, one level below the Registrar and Graduate Student Affairs.
CHAPELS AND CAMPUS CHAPLAINS
www.brandeis.edu/studentlife/desc.html#chaplaincy
781.736.3577
Location: Usdan Student Center

The chaplains of Brandeis University warmly welcome you to the Brandeis community. As Jewish, Christian and Muslim leaders, we welcome students of all faiths. We are here to be of service to the entire Brandeis community. Brandeis encourages and supports all expressions of spiritual and religious life on campus. The university’s three chapels — the Berlin Chapel (Jewish), the Bethlehem Chapel (Catholic) and the Harlan Chapel (Protestant) — serve as the focal point of spiritual and religious activity on campus. In addition, a Muslim prayer room and resource center are located in the Usdan Student Center.

The Interfaith Chaplaincy is housed in Usdan Student Center 133. For more information about specific services, please contact the Chaplaincy at (781) 736-3570.

BOOK STORE
www.brandeis.bkstore.com
781.736.4272
Location: Shapiro Campus Center

Located in the Shapiro Campus Center, the Book Store sells text books, University apparel, and small personal needs items.

GOSMAN SPORTS & CONVOCATION CENTER
www.brandeis.edu/athletic

Brandeis offers an excellent athletics facility for its students’ use. The facility and sports fields are located across South Street from the main entrance to the campus. There is a pedestrian bridge which leads directly to the facility.

ZIPCAR
www.zipcar.com/brandeis
Corporate Phone: 866.494.7227
Location: Stoneman

Brandeis partners with ZipCar to provide car-sharing services. Two self-service ZipCars are available 24-hours-a-day, seven-days-a-week. The cars are located at the Stoneman Building (Public Safety).
APPENDIX III
INTERNSHIPS
for Full-Time Students

Internships for International Students: Process

Requirements for all international students who wish to pursue an internship for academic credit (referred to as "CPT" or Curricular Practical Training):

1. Internships are available to all full-time IBS international students who comply with F-1 or J-1 visa regulations (see Visa Guidelines on following page).

2. Students must have been enrolled full-time at IBS for two academic semesters.

3. Students may enroll in 297a once and 297g no more than 2 times, for a maximum of three internship experiences for credit. The 297a Field Project course yields 2 credits, while the 297g yields one credit each.

4. Each internship experience must be a minimum of 6 weeks long and totaling 100 hours.

5. The student must discuss the internship with a faculty advisor and the internship must be related to the student's field of study. Both the student and advisor must sign an add slip for the internship course and the Faculty Recommendation form.

6. The student is to obtain an offer letter from the potential employer. This letter must include the following information:
   - Name and address of employer, on letterhead, signed by supervisor. This letter may not be e-mailed.
   - Dates of employment – must be specifically outlined with beginning and ending date. The dates must correspond with the academic calendar. If the dates are not stated or extend beyond the last day of exams, the student must obtain a new offer letter from the employer
   - Paid/unpaid (either need CPT).
   - Number of hours worked per week – during Fall and Spring Term, this must be 20 hours per week or fewer.
   - Title of the position and brief description of duties. Student must be working in her/his major field of study.

7. Student will then deliver to Matt Rocker in Student Services the following properly completed documents: job offer letter, completed add slip, and Faculty Recommendation form. The student’s CPT will not be complete until all three pieces of documentation have been received.

8. Once these documents are received and signed by Matt Rocker, the student will then deliver them to ISSO so that they may authorize the CPT.

9. After receiving the CPT authorization from ISSO (within 2 weeks), the student can begin the internship according to the dates provided on the offer letter.

10. The student must also deliver the signed add slip to the Registrar's Office in order to be enrolled.

11. This process must take place prior to beginning the internship.
Internships for International Students: Visa Guidelines

International students who are offered an internship must comply with F-1 or J-1 Visa regulations.

- Students may not conduct "volunteer" internships according to visa regulations.
- Students must be enrolled either in the 297a or the 297g course in order to receive one type (CPT) of immigration authorization.
- Students must work with both IBS and the ISSO prior to beginning the internship to insure that the proper immigration work authorization is obtained.
- F-1 Visa Holders must have been in F-1 visa status for a minimum of two academic semesters before pursuing an internship. Typically, this means that a student can pursue an internship in the summer after the first year of course work at IBS.
- Internships must be for academic credit to receive Curricular Practical Training (CPT).
- J-1 Visa Holders (exchange students) are eligible to pursue internships after the completion of the semester and should consult ISSO for more details about Academic Training (AT).
- J-1 Visa Holders sponsored by Fulbright, Laspau, Ford Foundation, etc must consult with the program sponsor prior to enrolling in an internship experience.
- It is advisable for all international students to attend an employment workshop sponsored by ISSO. Information is on their website www.brandeis.edu/isso.

Internships for International Students: Special Summer Rules

In fall and spring, the 297a and 297g Field Project course is covered by regular tuition. During the summer semester, no tuition is charged for academic credit for an internship.

- Any internship over 20 hours per week is considered “full-time”.
- Two part-time internships are the maximum a student may take at one time. Each of these internships must be 20 hours per week or fewer. Although there is not a limit on the number of hours an international student may work for a single employer during the summer, if the student is working two internships, both must be part-time (that is, 20 hours per week or fewer).
- Additional credit will not be given if the student chooses to do two internships.
- If the student is pursuing two part-time internships, the student must apply for two CPT authorizations, using the same academic advisor.
- The two CPT’s can be covered by enrolling in only one section of 297a or 297g (this is why it is important to have the same academic advisor).
- Doing concurrent internships in summer will count as one of a student’s three opportunities for 297a or 297g.
**Internships for U.S. Students: Process**

Requirements for US students who wish to pursue an internship for academic credit:

1. Internships for credit are available to all full-time IBS students.
2. Students must have been enrolled at IBS for two academic semesters. Students with previous experience with Economics, Business and/or Finance may take the course after one semester at IBS with the approval of the Program Director.
3. Students may enroll in 297a once and 297g no more than 2 times, for a maximum of three internship experiences for credit. The 297a Field Project course yields 2 credits, while the 297g yields one credit each.
4. Each internship experience must be a minimum of 6 weeks in length and 100 hours.
5. The student is to obtain an offer letter from their potential employer. This letter must include the following information:
   - Name and address of employer, on letterhead, signed by supervisor. This letter may not be e-mailed.
   - Dates of employment – must be specifically outlined with beginning and ending date. The dates must correspond with the academic calendar. If the dates are not stated or extend beyond the last day of exams, the student must obtain a new offer letter from the employer.
   - Paid/unpaid (either need CPT)
   - Number of hours worked per week – during fall and spring terms, which must be 20 hours per week or fewer.
   - Title of the student’s position and brief description of duties.
   - Student must be working in their major field of study.
6. Student will then deliver to Matt Rocker in Student Services the following properly completed documents: job offer letter, add slip, and Faculty Recommendation form. He will complete the student’s add slip which the student must then deliver to the Registrar’s Office in order to be enrolled.
7. Students can only receive credit for an internship during the semester in which they register for the Field Project course. It is not possible to receive credit for an internship already completed in a previous semester. (If you’re undergraduate Brandeis BA/MA student, BUS 89a is the exception to this.)
## APPENDIX IV

### IBS Faculty & Staff

#### Dean’s Office

**Dean Bruce Magid**  
Martin and Ahuva Gross Chair in Financial Markets and Institutions  
bmagid@brandeis.edu  
Tel: 781-736-4663

**F. Trenery Dolbear**  
Senior Associate Dean  
Professor Emeritus of Economics  
dolbear@brandeis.edu  
Tel: 781-736-2244

**Simon Sherrington**  
Exec. Director of Planning & Strategy  
ssherrin@brandeis.edu  
Tel: 781-736-2283

**Arlene Sherman**  
Senior Executive Administrator and  
Assistant to the Dean  
sherman@brandeis.edu  
Tel: 781-736-4817

**Peggy Pulliam**  
Program Coordinator  
ppulliam@brandeis.edu  
Tel: 781-736-8367

**Elisabeth Mathieu**  
Senior Program Administrator  
Centers and Institutes  
emathieu@brandeis.edu  
Tel: 781-736-8542

**Debbie Berechman**  
Dir. of Program Integration & External Relations  
dberech@brandeis.edu  
Tel: 781-736-2267

#### Communications

**Matthew Parillo**  
Dir. of Marketing & Communications  
parillo@brandeis.edu  
Tel: 781-736-5206

**Adam Conner-Simons**  
Communications Coordinator  
aconner@brandeis.edu  
Tel: 781-736-8362

#### Development and Alumni Relations

**Nancy Allen**  
Assoc. Dir., Development & Leadership Gifts  
nallenw@brandeis.edu  
Tel: 781-736-4843

**Matthew Magida**  
Asst. Dir. for Development & Annual Giving  
magida@brandeis.edu  
Tel: 781-736-4010

**Karen Bonadio Bergstresser**  
Assoc. Dir. for Alumni & External Relations  
karenbb@brandeis.edu  
Tel: 781-736-8634

**Samantha Lawsky**  
Development & Alumni Relations Coordinator  
srlawsky@brandeis.edu  
Tel: 781-736-2271
Administration and Student Services

Kate Goldfield
Assoc. Dean of Admin & Student Services
goldfiel@brandeis.edu
Tel: 781-736-2260

Christopher Johnson
Associate Director
clj@brandeis.edu
Tel: 781-736-8548

Viola Morse
Associate Director
vmorse@brandeis.edu
Tel: 781-736-8549

Matt Rocker
Senior Program Coordinator
rocker@brandeis.edu
Tel: 781-736-2315

Pam Frontino
Program Coordinator
frontino@brandeis.edu
Tel: 781-736-2266

Karen Muise
Senior Program Administrator
kmuise@brandeis.edu
Tel: 781-736-2240

Echo Bergquist
Program Coordinator for Faculty
ebb@brandeis.edu
Tel: 781-736-4857

Economics Department

Karen Muise
Senior Program Administrator
kmuise@brandeis.edu
Tel: 781-736-2240

Meredith Robitaille
Sr. Academic Admin., Dept. of Economics
mrobitai@brandeis.edu
Tel: 781-736-2241

Career Services

Elana Givens
Associate Dean of Career Services
egivens@brandeis.edu
Tel: 781-736-2247

Marcia Katz
Director of Career Development
mgkatz@brandeis.edu
Tel: 781-736-2734

Katherine Prum
Associate Director of Employer Relations
kprum@brandeis.edu
Tel: 781-736-4854

Alessandra Rober Christensen
Assistant Director of Employer Relations
archristensen@brandeis.edu
Tel: 781-736-4819

Mignon Bissonnette
Assistant Director of Career Development
mbiss@brandeis.edu
Tel: 781-736-2238

Geraldine Brehm
Associate Director of Career Services
gbrehm@brandeis.edu
Tel: 781-736-8541

Drew Quinton
Program Coordinator
dquinton@brandeis.edu
Tel: 781-736-4819
Admissions and Financial Aid

Holly Chase
Assoc. Dean of Admissions & Financial Aid
hchase@brandeis.edu
Tel: 781-736-4829

Gerard Casal
Associate Director of Admissions
gcasal@brandeis.edu
Tel: 781-736-2248

Teresa Rodriguez
Assistant Director of Admissions
trodrig@brandeis.edu
Tel: 781-736-2205

Sara Pearson
Assistant Director of Financial Aid
spearson@brandeis.edu
Tel: 781-736-2648

Technology and Facilities

Jim LaCreta
Director of Technology and Capital Projects
jlacreta@brandeis.edu
Tel: 781-736-2231

Rob Trombino
Media Technology Specialist
trombino@brandeis.edu
Tel: 781-736-4849

Steven Knowles
Asst. Dir. of Systems & Integrated Tech.
sknowles@brandeis.edu
Tel: 781-736-8543

Jason Bernard
Asst. Director of Academic Technology
jbernard@brandeis.edu
Tel: 781-736-4740

José A. Rosa
Coordinator of Technology & Facilities
jrosa@brandeis.edu
Tel: 781-736-8554

Faculty

FOR MORE INFORMATION ABOUT FACULTY, VISIT THEIR INDIVIDUAL WEBPAGES, AVAILABLE AT:
www.brandeis.edu/global/faculty/facguide/index.html

Alex Aikens
aeaikens@comcast.net

Chris Alt
calt1@brandeis.edu
Lemberg 269

Brenda Anderson
banders@brandeis.edu
781-736-8423
Sachar 13

Robert Angell
rangell@brandeis.edu

John Balder
jbalder@brandeis.edu
Lemberg 269

John Ballantine
johnbal@brandeis.edu
781-736-4841
Sachar 13

Preeta Banerjee
banerjee@brandeis.edu
781-736-2265
Sachar 210
Edward Bayone
ebayone@brandeis.edu
781-736-4874
Lemberg 259

Daniel Bergstresser
dberg@brandeis.edu
781-736-5007
Sachar 128C

Elizabeth Brainerd
embrainer@brandeis.edu
781-736-4816
Sachar 126

Lynn Browne
lebrowne@brandeis.edu

Linda Bui
ltbui@brandeis.edu
781-736-4848
Sachar 125

Alfonso Canella
canella@brandeis.edu
781-736-4590
Sachar 17

Anne Carter
carter@brandeis.edu
781-736-3446
Sachar 124B

Robert Carver
rcarver@brandeis.edu

Sandra Cha
cha@brandeis.edu
781-736-8462
Lemberg 256

Edward Chazen
echazen@brandeis.edu
781-736-4825
Lemberg 269

Steven Cohen
tnsc@negotiationskills.com

Michael Coiner
coiner@brandeis.edu
781-736-2239

Judith Dean
judydean@brandeis.edu
781-736-8547
Sachar 130E

F. Trenery Dolbear
dolbear@brandeis.edu
781-736-2244
Sachar 201

Gerard Donnellan
gerry264@brandeis.edu

Joseph DuPont
dupont@brandeis.edu
Usdan 15

Jane Ebert
jebert@brandeis.edu
781-736-2294
Lemberg 250

William Ellet
wce@brandeis.edu

Stephen Fournier
fournier@brandeis.edu
781-736-3898
Heller 154

Benjamin Gomes-Casseres
bgc@brandeis.edu
781-736-2264
Lemberg 258

Kathryn Graddy
kgraddy@brandeis.edu
781-736-8616
Lemberg 164

Fabia Gumbau-Brisa
fabia@brandeis.edu

Nader Habibi
nhabibi@brandeis.edu
781-736-5325
Heller 361

George Hall
ghall@brandeis.edu
781-736-2242
Sachar 122
<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Harrity</td>
<td><a href="mailto:harrity@brandeis.edu">harrity@brandeis.edu</a></td>
<td>781-736-2261</td>
<td>Lemberg 269</td>
</tr>
<tr>
<td>Rawley Heimer</td>
<td><a href="mailto:rheimer@brandeis.edu">rheimer@brandeis.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jens Hilscher</td>
<td><a href="mailto:hilscher@brandeis.edu">hilscher@brandeis.edu</a></td>
<td>781-736-2252</td>
<td></td>
</tr>
<tr>
<td>Adam Jaffe</td>
<td><a href="mailto:ajaffe@brandeis.edu">ajaffe@brandeis.edu</a></td>
<td>781-736-4875</td>
<td>Sachar 215</td>
</tr>
<tr>
<td>Gary Jefferson</td>
<td><a href="mailto:jefferso@brandeis.edu">jefferso@brandeis.edu</a></td>
<td>781-736-2253</td>
<td>Lemberg 128B</td>
</tr>
<tr>
<td>Marcia Katz</td>
<td><a href="mailto:mgkatz@brandeis.edu">mgkatz@brandeis.edu</a></td>
<td>781-736-2734</td>
<td>Lemberg 155</td>
</tr>
<tr>
<td>Joshua Katzen</td>
<td><a href="mailto:jkatzen@brandeis.edu">jkatzen@brandeis.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Richard Keith</td>
<td><a href="mailto:rlkeith@brandeis.edu">rlkeith@brandeis.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>David Keller</td>
<td><a href="mailto:dckeller@brandeis.edu">dckeller@brandeis.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blake LeBaron</td>
<td><a href="mailto:blebaron@brandeis.edu">blebaron@brandeis.edu</a></td>
<td>781-736-2258</td>
<td>Sachar 204</td>
</tr>
<tr>
<td>Warren Leon</td>
<td><a href="mailto:wleon@brandeis.edu">wleon@brandeis.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ricardo Lopez</td>
<td><a href="mailto:rlopez@brandeis.edu">rlopez@brandeis.edu</a></td>
<td>781-736-4823</td>
<td>Sachar 123</td>
</tr>
<tr>
<td>Bruce Magid</td>
<td><a href="mailto:bmagid@brandeis.edu">bmagid@brandeis.edu</a></td>
<td>781-736-4663</td>
<td>Lemberg 262</td>
</tr>
<tr>
<td>Catherine Mann</td>
<td><a href="mailto:clmann@brandeis.edu">clmann@brandeis.edu</a></td>
<td>781-736-2233</td>
<td>Lemberg 124</td>
</tr>
<tr>
<td>Rachel McCulloch</td>
<td><a href="mailto:mcculloch@brandeis.edu">mcculloch@brandeis.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michael McKay</td>
<td><a href="mailto:mmckay@brandeis.edu">mmckay@brandeis.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nidhiya Menon</td>
<td><a href="mailto:nmenon@brandeis.edu">nmenon@brandeis.edu</a></td>
<td>781-736-2230</td>
<td>Sachar 202</td>
</tr>
<tr>
<td>Andy Molinsky</td>
<td><a href="mailto:molinsky@brandeis.edu">molinsky@brandeis.edu</a></td>
<td>781-736-2255</td>
<td>Lemberg 254</td>
</tr>
<tr>
<td>Brad Morrison</td>
<td><a href="mailto:bmorriso@brandeis.edu">bmorriso@brandeis.edu</a></td>
<td>781-736-2246</td>
<td>Lemberg 251</td>
</tr>
<tr>
<td>Debarshi Nandy</td>
<td><a href="mailto:dnandy@brandeis.edu">dnandy@brandeis.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eric Nierenberg</td>
<td><a href="mailto:nieren@brandeis.edu">nieren@brandeis.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will Oliver</td>
<td><a href="mailto:willo@brandeis.edu">willo@brandeis.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrea Oseas</td>
<td><a href="mailto:oseas@brandeis.edu">oseas@brandeis.edu</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carol Osler</td>
<td><a href="mailto:cosler@brandeis.edu">cosler@brandeis.edu</a></td>
<td>781-736-4826</td>
<td>Sachar 205</td>
</tr>
</tbody>
</table>
# Appendix V

## Academic Calendar for Graduate Students

### Fall 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>THU 8/16 – THU 9/13</td>
<td>Registration period for graduate and undergraduate students.</td>
</tr>
<tr>
<td>THU 8/30</td>
<td>First day of instruction.</td>
</tr>
<tr>
<td>MON 9/3</td>
<td>Labor Day: No university exercises, staff holiday.</td>
</tr>
<tr>
<td>THU 9/13</td>
<td><strong>DEADLINE:</strong> Last day to add classes.</td>
</tr>
<tr>
<td>THU 9/20</td>
<td>Brandeis Monday: Monday class schedule in effect.</td>
</tr>
<tr>
<td>WED 9/26</td>
<td>Yom Kippur: No university exercises.</td>
</tr>
<tr>
<td>MON 10/1</td>
<td>Sukkot: No university exercises</td>
</tr>
<tr>
<td>MON 10/8</td>
<td>Shmini Atzeret: No University exercises. Also: Columbus Day</td>
</tr>
<tr>
<td>TUE 10/9</td>
<td>Brandeis Monday: Monday class schedule in effect.</td>
</tr>
<tr>
<td>MON 10/15</td>
<td><strong>DEADLINE:</strong> Last day to drop or change grading option of Module I courses to audit.</td>
</tr>
<tr>
<td>TUE 10/30 – MON 11/5</td>
<td>Registration period for spring term 2013.</td>
</tr>
<tr>
<td>THU 11/8</td>
<td><strong>DEADLINE:</strong> Last day to add Module II classes.</td>
</tr>
<tr>
<td>THU 11/15</td>
<td><strong>DEADLINE:</strong> Last day to drop courses or change grading option of classes to audit.</td>
</tr>
<tr>
<td>WED 11/2 – FRI 11/23</td>
<td>Thanksgiving holiday: No University exercises, staff holiday Thu and Fri.</td>
</tr>
<tr>
<td>MON 12/3</td>
<td>Last day to drop or change grading option of Module II courses to audit</td>
</tr>
<tr>
<td>WED 12/12</td>
<td>Last day of instruction.</td>
</tr>
<tr>
<td>THU 12/13</td>
<td>Study day.</td>
</tr>
<tr>
<td>FRI 12/14 – FRI 12/21</td>
<td>Final examination period.</td>
</tr>
</tbody>
</table>

### Spring 2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>THU 1/10 – MON 2/28</td>
<td>Registration period for graduate and undergraduate students.</td>
</tr>
<tr>
<td>MON 1/14</td>
<td>First day of instruction.</td>
</tr>
<tr>
<td>MON 1/21</td>
<td>Martin Luther King Day: No university exercises, staff holiday.</td>
</tr>
<tr>
<td>MON 1/28</td>
<td><strong>DEADLINE:</strong> Last day to add classes.</td>
</tr>
<tr>
<td>MON 2/11</td>
<td><strong>DEADLINE:</strong> Last day to drop or change grading option of Module I courses to audit.</td>
</tr>
<tr>
<td>Mon 2/18 – FRI 2/22</td>
<td>Midterm Recess: No university exercises.</td>
</tr>
<tr>
<td>FRI 3/22</td>
<td><strong>DEADLINE:</strong> Last day to add Module II courses.</td>
</tr>
<tr>
<td>WED 4/3</td>
<td>Brandeis Monday: Monday class schedule in effect.</td>
</tr>
<tr>
<td>WED 4/10</td>
<td><strong>DEADLINE:</strong> Last day to drop courses or change grading basis to audit.</td>
</tr>
<tr>
<td>MON 4/15</td>
<td>Patriots Day: classes in session, staff holiday</td>
</tr>
<tr>
<td>TUE 4/16 – FRI 4/19</td>
<td>Registration period for fall term 2012.</td>
</tr>
<tr>
<td>WED 4/17</td>
<td>Last day to drop or change grading option of Module II courses to audit</td>
</tr>
<tr>
<td>WED 5/1</td>
<td>Last day of instruction.</td>
</tr>
<tr>
<td>THU 5/2</td>
<td>Study day.</td>
</tr>
<tr>
<td>FRI 5/3 – FRI 5/10</td>
<td>Final examination period.</td>
</tr>
<tr>
<td>SUN 5/19</td>
<td>Commencement.</td>
</tr>
</tbody>
</table>