



Brandeis University

INTERNATIONAL BUSINESS SCHOOL



Part-Time **MSF**
Program Guide 2009

Welcome to the Brandeis International Business School (IBS).

We are delighted that you chose to pursue your graduate business education with us. You are joined by outstanding candidates literally from around the world. In fact, our entering class includes students from 54 different countries. You will work closely together in teams, challenge each other in debates, exchange ideas from your individual cultures, and develop meaningful friendships which will last well beyond your years here. I encourage you to review this Student Academic Guide as it contains useful information including resources to assist you as well as requirements for completing your degree.

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

Our emphasis on the core disciplines of Economic Policy and Finance remains unchanged. This focus embodies the academic rigor that is expected of a Brandeis education and singles us out from schools that are narrowly management-focused. We have also embraced emerging areas that are becoming relevant in the current challenging market environment. In this rapidly changing economy, our graduates need to be imaginative and resourceful to build careers in a wider range of sectors than up to now. Our emphasis on Innovation and Entrepreneurship enables you to explore new opportunities in emerging technology-driven sectors, such as clean technology and the life sciences.

Finally, our University's namesake, U.S. Supreme Court Justice Louis D. Brandeis, continues to inspire us at IBS today. The School is well attuned to the increasing demand on businesses for responsibility, accountability, and respect for the environment. 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 and institutions.

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

Welcome to IBS
from

Dean
Bruce Magid



Bruce R. Magid, Ph.D., Dean

*Martin and Ahuva Gross Chair in Financial Markets
and Institutions*

Welcome friends!!

The International Business School Student Association (IBSSA) would like to extend a warm welcome to all of you joining us this year at Brandeis International Business School! Our student association helps connect students to the administration, provides a forum to discuss students' issues, and plans IBS events. IBSSA provides an excellent opportunity to refine your leadership skills, meet new people and make an impact in our IBS community.

Welcome to IBS
from

Student Assoc.
President
Laura Pierce

Some of the activities we are planning for this upcoming year include:

- Salsa cruise
- Trivia night
- Semi-formal dances
- Fundraisers
- Sports tournaments
- Laser tag/bowling

And be sure to save the date for our winter semi-formal: Saturday, December 5.

As we work to build relationships among students, we also want to strengthen the bond between students and the administration. We look forward to meeting you all and getting to know you as the year progresses. Everyone is welcome to our meetings and we hope that you take the time to become part of a great organization!

IBSSA warmly welcomes all the new faces to the IBS community and we wish you the best of luck in the upcoming academic year!!



Laura Pierce
President, IBSSA

Welcome to IBS
Letter from Dean Bruce Magid
Letter from IBS Student Association President Laura Pierce

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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 a key objective of the School's teaching. 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 management, strategy, 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.

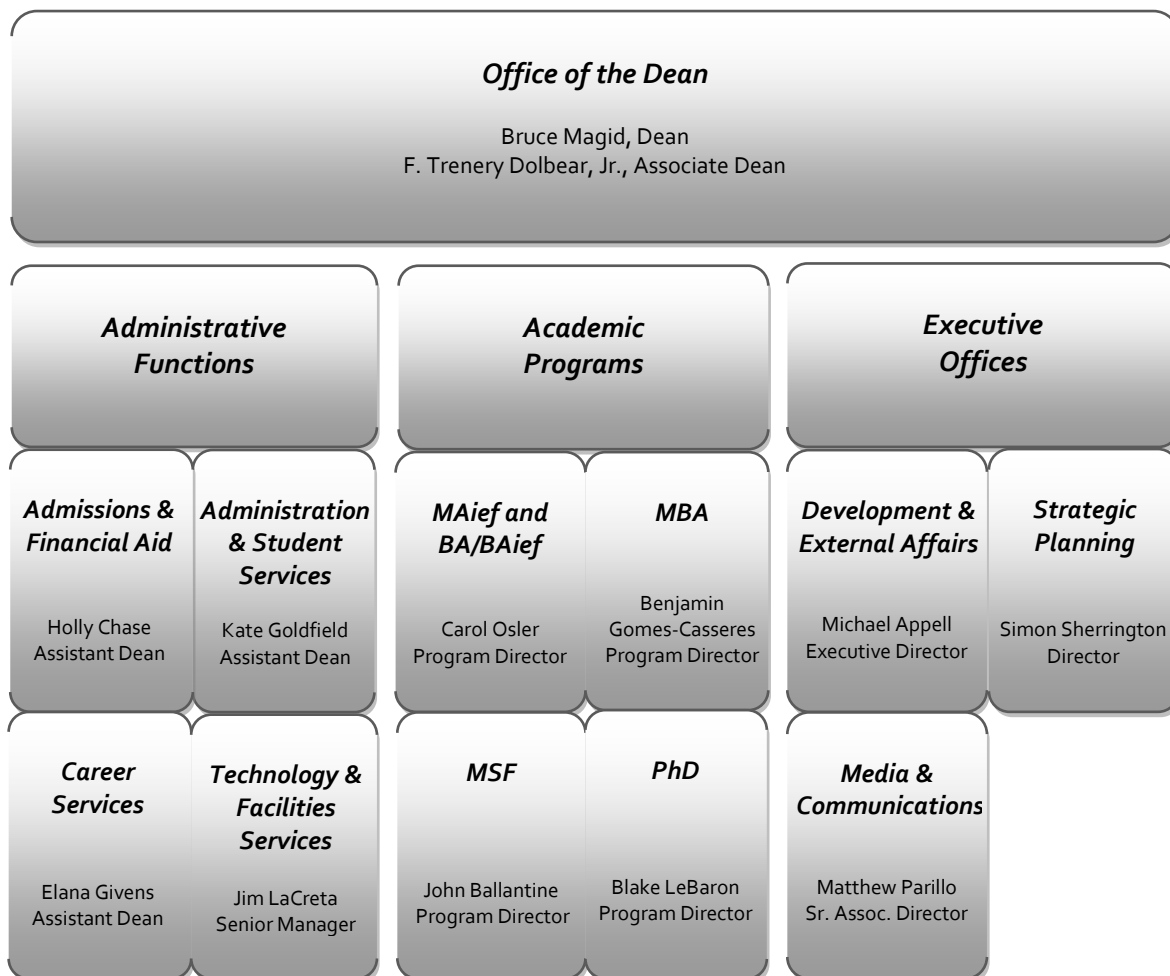
IBS offers approximately 30 core courses and 65 electives each year. Core courses are designed for relatively homogeneous audiences (e.g. one program or similar programs). Electives attract students with different interests, core training, experiences, goals, nationalities, and ages.

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.

The Mission of the Brandeis University International Business School is simple: to provide cutting-edge preparation for the global business and financial leaders of the future. Since its inception, the School has targeted the burgeoning opportunities created by the globalization of economic activity. Today, global interconnectedness is transforming business and policy decisions around the world. Our goal is to embrace the trends that are transforming the world economy into a single dynamic marketplace. Our mission is to prepare our students to excel in this demanding new business environment.

**IBS
Structure**



DEAN'S OFFICE

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Who Do I Go To For ... ?

- Hand in & pick up IBS student paperwork
- Ask about course exemptions
- Get general program guidance
- Learn about IBS Clubs
- Join IBS Student Association
- Cross-registration information

**IBS
Office of Administration and
Student Services**

- Search for job & internship opportunities
- Obtain job advice
- Attend relevant workshops

**IBS
Career Center**

- Status of loans or scholarship
- Deliver transcripts prior to the start of the academic year

**IBS
Admissions &
Financial Aid**

- A computer, printer or copier isn't working

**IBS
Technology Services**

- UNet account isn't working

**University
LTS Help Desk**

- Ask visa questions
- Inquire about work authorization
- Ask CPT or OPT questions
- Obtain a Social Security number
- International students check in each semester

**University
International Students and
Scholars Office**

- Hand in add/drop forms
- Obtain a transcript (or through Sage)
- Obtain a cross-registration form

**University
Registrar's Office**

- Inquire about tuition bills and deadlines
- Exit interview for student loans
- Determine best way to pay student bill (eg: wire transfer, credit card, etc.)
- Learn about on-campus student jobs

**University
Student Financial Services**

- Inquire about student health insurance
- Obtain health care (if paid Health Center fee)
- Questions about US health insurance

**University
Health Center**

- Enjoy a quiet study space
- Attend graduate student workshops

**University
Graduate Student Affairs**

University Resources & Contacts

IBS Admissions & Financial Aid

LOCATION **Lemberg**
MAILSTOP **032**
TEL **781.736.2252**
FAX **781.736.2263**
WEB
brandeis.edu/ibs/prospective

**Main Phone Line
x62252**

IBS Office of Administration and Student Services

LOCATION **Sachar**
MAILSTOP **032**
TEL **781.736.2250**
FAX **781.736.2267**
WEB
brandeis.edu/ibs/current

**Main Phone Line
x62250**

IBS Career Center

LOCATION **Lemberg**
MAILSTOP **032**
TEL **781.736.4819**
FAX **781.736.2263**
WEB brandeis.edu/ibs/careers

**Main Phone Line
x64819**

IBS Technology Services

LOCATION **Sachar**
MAILSTOP **032**
TEL **781.736.2231**
FAX **781.736.2267**
WEB
brandeis.edu/ibs/technology

**Main Phone Line
x62231**

University Registrar's Office

LOCATION **Kutz**
MAILSTOP **068**
TEL **781.736.2010**
FAX **781.736.3485**
EMAIL registrar@brandeis.edu
WEB brandeis.edu/registrar

**Main Phone Line
x62010**

University Student Financial Services

LOCATION **Usdan**
MAILSTOP **027**
TEL **781.736.3700**
FAX **781.736.3719**
WEB brandeis.edu/offices/sfs

**Main Phone Line
x63700**

University Graduate Student Affairs

LOCATION **Shapiro**
MAILSTOP **208**
TEL **781.736.3600**
FAX **781.736.3607**
WEB brandeis.edu/studentlife

**Main Phone Line
x63600**

University International Students and Scholars Office

LOCATION **Kutz**
MAILSTOP **040**
TEL **781.736.3480**
FAX **781.736.3484**
WEB brandeis.edu/isso

**Main Phone Line
x63480**

University LTS Help Desk

LOCATION: **Goldfarb**
MAILSTOP: **045**
TEL **781.736.7782**

WEB brandeis.edu/LTS

**LTS Help Line
x67782**

University Health Center

LOCATION **Golding**
MAILSTOP **034**
TEL **781.736.3677**
FAX **781.736.3675**
WEB brandeis.edu/health

**Main Phone Line
x63677**

IBS Office of Administration & Student Services

Welcome to Brandeis IBS!

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 a 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 steps along the way to achieving advanced degrees, the staff of OASS is a valuable resource to every student.

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.

The staff of OASS will help you adjust to the expectations and culture of Brandeis University as well as IBS. For those of you who join us from another country, you'll find our staff ready to help you adjust to your new home.

OASS is the *communication* and *service center* for IBS students. In addition to its service role, the Office is very much involved in guiding each student's academic decisions. It works closely with the University Registrar to help achieve a balanced course load and 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, our 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

The IBSSA (International Business School Student Association) is established as a means of representing the interests of the student body of the IBS academic programs. Through the establishment of a Council, it shall:

- ♦ 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, and involvement opportunities which celebrate diversity, promote awareness, and foster leadership, civic engagement and student development.
- ♦ Support as an umbrella organization other student-run recognized organizations and clubs within IBS.
- ♦ Represents the interests of all members of the IBSSA rather than any particular organization therein.

2008-2009 Officers

President	Laura Pierce (Fall 2009); Nicola Banco (Spring 2010)
Co-Vice Presidents	Nicola Banco; Pia Layon
Communications	Karen Hung; Ying Xu
Treasurer	TBD

Leadership Fellows are second-year students who have been specially selected to work with the IBS Office of Administration and Student Services for their leadership potential and dedication to the IBS student body. They provide leadership to all new students and are always happy to share their academic, social and transitional experiences with first-year students. Trained to work with 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 and is there to help the new student with any questions or concerns s/he may have. 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). Below is a list of all current Leadership Fellows. New Fellows are selected in the spring semester of the first year, so keep the opportunity in mind!

Leadership Fellows for 2008-2009

Name	Home Country	Program	E-Mail
Jean-Baptiste "JB" Aguilhon	France	MBA	aguilhon@brandeis.edu
Angelique Ahmed	Bangladesh	MA	angeliq@brandeis.edu
Ludmila "Mila" Cieszkowsky Elias	Brazil	MA	milla@brandeis.edu
Georges Fadel	Lebanon	MA	gfadel@brandeis.edu
Francisco "Paco" Carrera Garcia	Mexico	MBA	fcarrera@brandeis.edu
Sigrídur "Sigga" Hardardóttir	Iceland	MA	sigga@brandeis.edu
Daniel Hermansson	Sweden	MA	danielh@brandeis.edu
Karen Hung	Canada	MBA	mjhung@brandeis.edu
Maw Maw Khaing	Myanmar	MBA	mkhaing@brandeis.edu
Yelin Li	China	MA	ylli@brandeis.edu
Achhunna Mali	Nepal	MA	achhunna@brandeis.edu
Tetyana Orlova	Ukraine	MA	tetyanao@brandeis.edu
Oleksandr Pertsovskyi	Ukraine	MA	pertsov@brandeis.edu
Yuanpeng "Peter" Tang	China	MA	yuanpeng@brandeis.edu
Diheng Xiao	China	MA	xiaoyaocharles@hotmail.com

IBS Clubs & Organizations

IBS students have established clubs and organizations designed to bring the community together through shared hobbies and goals. Students interested in forming a club should consult with the Office of Administration and Student Services.

For more information about clubs at IBS, please go to:

www.brandeis.edu/global/current_social_people_organizations.php

CLUB NAME	STUDENT CONTACT	
African Business Club	Ndeye O Diop	ndiop@brandeis.edu
AIIESEC	Daniel Hermansson	danielh@brandeis.edu
ALPFA	Angelique Ahmed	angeliq@brandeis.edu
Asian Business Assoc. (ABA)	Achhunna Mali	achhunna@brandeis.edu
Brandeis Consulting Club	Oleksander Pertsovskiy	pertsov@brandeis.edu
Brandeis Chapter of NSHMBA	T.B.D.	
Chinese Students & Scholars Assoc. (Brandeis Chapter)	Diheng Xiao	xiaoyaocharles@hotmail.com
Emerging Markets Investment Club	Tetyana Orlova	tetyanao@brandeis.edu
Golf Club	Varun Seth	vseth@brandeis.edu
IBS Basketball Club	T.B.D.	
IBS Football Club	Nicola Banco	nbanco@brandeis.edu
IBS Sales and Trading Club	T.B.D.	
IBS Squash Club	T.B.D.	
IBSSA	Laura Pierce	piercela@brandeis.edu
International Business Women Club	Pia Layon	pklayon@brandeis.edu
	Tasneem Contractor	Tasneem@brandeis.edu
International Marketing Club	Werner de Merode	werner83@brandeis.edu
Mergers & Acquisitions Club	Josh Mogy	jmogy@brandeis.edu
NBMBA	Denis Kateera	kateera@brandeis.edu
Net Impact	Zabiullah Zamani	zamani@brandeis.edu
Toastmasters	Ahmed Tawhid Rahman	tawhid@brandeis.edu

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 here 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. Because our students come from widely different educational cultures, it may be worth reviewing our standards and their meaning here.

It is important that the student understand these standards since s/he will be expected to abide by them. If these expectations are unclear, it is the student's responsibility to speak to someone in Student Services or to the Program Director. More information and useful links can be found on our website under Administration in the section for Current Students.

Official Definition of Academic Integrity at Brandeis

As described in the current handbook *Rights and Responsibilities*, which each student receives at Orientation the fundamental requirement is that "a student shall not submit work that is falsified or is not the result of the student's own effort" [Section 4.0]. This is also available at: www.brandeis.edu/studentlife/sdc/rr/.

This means...

...in written exams, papers, and presentations: "A student's name on any written exercise (e.g., examination, report, thesis, theme, notebook, laboratory report, computer program, etc.), or in association with an oral presentation constitutes a representation that the work is the result of that student's own thought and study. Such work shall be stated in the student's own words, and produced without the assistance of others, except as quotation marks, references, and footnotes accurately acknowledge the use of other sources (including sources found on the internet)" [Sec. 4.1]. [See further discussion of "avoiding plagiarism" below.]

...in exams: "Talking during an examination, or possession or use of unauthorized materials or equipment during an examination constitutes an infringement of academic honesty [Sec. 4.1].... To provide, either knowingly or through negligence, one's own work to assist another student in satisfying a course requirement constitutes an infringement of academic honesty" [Sec 4.2].

ACADEMIC INTEGRITY

(continued)

Some violations of Brandeis University expectations for academic integrity during exams:

- ♦ Seeking information from another student
- ♦ Sharing information with another student
- ♦ Use of notes (printed, hand-written or electronic)
- ♦ Communicating in any form with another student including:
 - Use of cell phone texting
 - Talking
 - Non-verbal signals

Rights and Responsibilities also explains procedures [Sec. 19] for adjudicating suspected violations and ranges for conduct actions and sanctions [Sec. 21] and states that penalties may include “failure on the assignment, failure in the course, suspension from the University or other sanctions” [Sec. 4.0]. Finally, it states that it is the student’s responsibility to understand these requirements and to ask for clarification if needed: “A student’s lack of understanding is not a valid defense to a charge of academic dishonesty” [Sec. 4.0]

What This Means in Practice

For the most part, these standards are self-explanatory. In practice, they mean:

- **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.
- **Give credit to the work of others** in your papers; this can be confusing, and is discussed further below under “Avoiding Plagiarism.”
- **Don’t copy work of others during exams or allow yours to be copied.** Both sides of this transaction are violations.
- **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 Student Services for clarification** if any of this is unclear.

Avoiding Plagiarism

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 – to the School, to fellow students, and to the student. Clearly, plagiarism is to be avoided. It is absolutely essential that the student who does not already know how to properly document sources learn to do so.

Key Elements to Remember

- ✓ **The goal is always to write 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 that 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 is probably "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

- ✓ **Use Footnotes, Endnotes, or Parenthetical References in the body of the text in order to give proper credit.**

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 *Handbook* 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.

- ✓ **When in doubt, cite the reference.**

No trouble will ever result from providing a reference when you don't need to – but it certainly can (and most likely will) if you neglect to provide a reference when it is needed.

- ✓ **The main criterion is this: You must give enough information so the reader can find the source that you cited.**

Remember: This is your responsibility!

The Contradictions of American Academic Writing

(continued)

The student is expected to do research so that her/his writing is substantiated by knowledgeable sources. But, the student is also expected to form her/his own thoughts about the subject, giving credit to those sources. This may seem like somewhat of a contradiction. The following chart is intended to help clarify these distinctions (from: *Purdue University, Online Writing Lab, "Avoiding Plagiarism"*).

<i>Show you have done your research</i>	but	<i>Write something new and original</i>
<i>Appeal to experts and authorities</i>		<i>Improve upon, or disagree with, experts and authorities</i>
<i>Improve your English by mimicking what you hear and read</i>		<i>Use your own words, your own voice</i>
<i>Give credit where credit is due</i>		<i>Make your own significant contribution</i>

Deciding when to Give Credit

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. This may be credit for something somebody said, wrote, emailed, drew, or implied.

Need to Document	No Need to Document
<ul style="list-style-type: none"> • When you are using or referring to somebody else’s words or ideas from a magazine, book, newspaper, song, TV program, movie, Web page, computer program, letter, advertisement, or any other medium • When you use information gained through interviewing another person • When you copy the exact words or a "unique phrase" from somewhere • When you reprint any diagrams, illustrations, charts, and pictures • When you use ideas that others have given you in conversations or over email. 	<ul style="list-style-type: none"> • When you are writing your own experiences, your own observations, your own insights, your own thoughts, your own conclusions about a subject • When you are using "common knowledge" — folklore, common sense observations, shared information within your field of study or cultural group • When you are compiling generally accepted facts • When you are writing up your own experimental results

PLEASE NOTE: The primary source used in this section on Academic Integrity is from Purdue University as cited below.

**Recommended Resources for the Student and
Sources Used in Creating this Section on Academic Integrity**

- ♦ Aaron, Jane E. *The Little, Brown Essential Handbook for Writers*. New York: HarperCollins, 1994.
- ♦ Gefvert, Constance J. *The Confident Writer*, second edition. New York: Norton, 1988.
- ♦ Heffernan, James A.W., and John E. Lincoln. *Writing: A College Handbook*, third edition. New York: Norton, 1990.
- ♦ Howell, James F. and Dean Memering. *Brief Handbook for Writers*, third edition. Englewood Cliffs, NJ: Prentice Hall, 1993.
- ♦ Leki, Ilona. *Understanding ESL Writers: A Guide for Teachers*. Portsmouth, NH: Boynton/Cook, 1992.
- ♦ Lester, James D. *Writing Research Papers*, sixth edition. New York: HarperCollins, 1990.
- ♦ 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.

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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.
- ♦ Rodrigues, Dawn, and Myron C. Tuman. *Writing Essentials*. New York: Norton, 1996.
- ♦ Swales, John, and Christine B. Feak. *Academic Writing for Graduate Students*. Ann Arbor, MI: University of Michigan Press, 1994.
- ♦ Walker, Melissa. *Writing Research Papers*, third edition. New York: Norton, 1993.

IBS Career Center

The IBS Career Center is dedicated to helping students find the careers that best suit their abilities and their aspirations.

The IBS Career Center staff has many services and resources for job seekers, including, but not limited to:

- Alumni Career Network
- Assessment of Job Skills and Aptitude
- Career and Company Research Tools
- Career Counseling
- Career Fair
- Career Education Course
- Company Presentations
- Job Postings for IBS students via the IBS CareerLINK system
- Mock Interviews

You will receive regular communications from the Career Center about the resources available and how you can use them. You will be notified of career events and other opportunities to advance and enhance your career.

The Career Center currently has five full-time staff members, three Executives in Residence, as well as five faculty members who dedicate a portion of their time to counseling students about their careers. A list of these counselors and their contact information is available in the IBS Career Center.

During the first two months of your time at IBS, each student will be assigned an introductory meeting with a member of the Career Center. During this individual meeting, you will have the opportunity to begin to discuss your thoughts and develop your plans for your career. These interviews are mandatory for all first-year students.

The Career Center offers a course on Career Education at IBS. The course, "Launching Your Global Career" 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 Career Center offers small workshops designed to aid students with various aspects of the career search such as specialized types of interviews (e.g., telephone interviews, team dynamic interviews, case interviews), networking, industry and company research, alumni communications and salary negotiation.

One-on-One Counseling

One-on-one counseling and coaching is available throughout the year. Full-time staff with counseling responsibilities (denoted by *) are available Monday through Friday and schedule appointments via email.

Elana Givens*, Assistant Dean for Career Services, egivens@brandeis.edu

Marcia Katz*, Sr. Assoc. Dir. of Career Development, mgkatz@brandeis.edu

Geraldine Brehm*, Assoc. Dir., Career Advising, gbrehm@brandeis.edu

Katherine Prum*, Assoc. Dir., Employer Relations, kprum@brandeis.edu

Jessica Olans, Sr. Project Coordinator, jolans@brandeis.edu

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

- Professor Alfonso Canella – alfonso_canella@yahoo.com
- Professor Detlev Suderow – suderow@brandeis.edu
- Professor Brenda Anderson – banders@brandeis.edu
- Professor William Sherden – bsherden@brandeis.edu
- Xin Wang – xinwang@brandeis.edu
- Grace Zimmerman – gzimmerm@brandeis.edu
- Robert Carver – rcarver@brandeis.edu
- ♦ Elif Sisli Ciamarra – esisli@brandeis.edu

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

- ♦ Mr. Alan Glou - alan@glou.com
- ♦ Mr. Charles Housen – cbpaper@aol.com
- ♦ Mr. Daniel Pfau – drpfau@gmail.com

**IBS CAREER
CENTER**

(continued)

Technology Services

Access to Computers

IBS has a computer cluster in the main Sachar lounge for the use of students, faculty and staff. There are 52 PCs in the cluster, 4 iMacs, one PC with public scanner on the 2nd floor of Lemberg (Asper Suite), and 3 laptops (mainly used for email) in the World Court. There are also 6 PCs in the PhD lounge (for the use of PhD students only). All other computers may be used at any time of the day or night when students are granted access to the building.

Due to the high demand for these computers, we ask students to not conduct unnecessary personal business such as recreational web surfing or game playing on these machines. Also, we ask students not to start using a machine and leave personal belongings at the workstation and walk away from it for an extended period of time. Such unattended machines will be considered vacant. Please do not "lock" the computers either. Such improper use of an IBS computer will result in the student being logged off, which will result in the loss of any unsaved work.

Approximately every six weeks, the IBS Technology Department performs routine maintenance on all of the computers in the cluster and Ph.D. room. This procedure takes about 90 minutes in which the computers will be unavailable for use. Please do not save anything on the computers that you wish keep because all files are erased as part of this maintenance routine. An email will be sent out the day before and the morning it takes place as well signs will be posted.

Any university student may also use the PCs in the Goldfarb cluster, the Feldberg cluster, the Hughes cluster and the cluster on the second floor of the Shapiro Student Center when classes do not occupy these rooms. These clusters are open 7 days a week during the fall and spring semesters.

The Goldfarb and Hughes clusters are open during 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.

For more information about the campus clusters:

www.its.brandeis.edu/teachlearn/spaces/cchardware.html

The university 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.

There are also clusters of Macintosh computers available to the general university population (including IBS) in Farber and Feldberg. Farber is open the same hours as the library; Feldberg has the same hours as the PC cluster above.

The 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 Sachar,

room 102. The main line is 781-736-4853 and email is:
ibstechnology@courier.brandeis.edu.

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

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 Networking department or LTS must be followed. 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. Any information regarding accounts or passwords at Brandeis must be handled via the LTS helpdesk. The IBS Technology Department is not responsible for supporting email, UNET, or password issues.

Please remember: Neither Brandeis nor IBS Technology will ever ask for your username or password via email.

Logging In

Computers in the cluster and cubicles are currently running Windows XP. To log in, press the CTRL, ALT, and DELETE keys simultaneously (if needed), then click OK to bring up the login dialog box. Type in user name and password. The domain name must be USERS.

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

Brandeis Mailing List Sign-Up

Since most critical information is conveyed via email, *every student must* subscribe to the IBS list services.

After opening a UNET username and password set, the new user is to visit: www.lists.brandeis.edu and sign in to the Brandeis Mailing List page.

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

Wireless

The wireless gateway requires users to begin by opening a web browser and going to any URL. This will be intercepted and directed to the wireless gateway login screen. Guests to campus can log in with the email address. Users with UNet accounts should log in with their

TECHNOLOGY SERVICES

(continued)

UNet username and password. Failure to log in will result in not being able to access network resources. Once logged in, the user will be directed to the original URL entered. If you have any SSID set up on your wireless device, you need to add an SSID of one of the following:

- **brandeis_unet_wireless** - Open unencrypted network with limited protocol support which gives you internet access.
- **brandeis_unet_secure** - WPA2 encrypted network with unrestricted access
- For more information about Wireless go to:
www.its.brandeis.edu/techhelp/connecting/on-campus/wireless/index.html

Printing

There are two print stations and card readers. One is located on the upper level and one on the lower level of IBS. 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 ITS has selected a limited number of programs, often the most popular programs in each software category, for support. These are listed on the ITS website at **www.its.brandeis.edu/techhelp/software/**

The 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 web page 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: **www.unet.brandeis.edu** and follow the on-screen instructions.

Access to E-Mail from Off-Campus

You can get your mail from by visiting the UNet site at www.unet.brandeis.edu or www.bmail.brandeis.edu.

The LTS Help Desk

Library Technology Services (LTS) maintains a Help Desk, staffed by students who have been carefully screened and trained, to answer questions and to troubleshoot hardware and software problems. When you cannot solve a problem on your own, you should call the Help Desk.

The Help Desk may be reached at ext. 9UNET. You may occasionally be put on hold when you call, particularly at the start of each semester when the number of calls greatly increases, but a consultant will answer shortly. The Help Desk wait time is considerably shorter than the help lines of most software manufacturers. When you speak to the consultant, carefully and completely describe the problem you are having. If you are receiving any error messages, write them down and read them to the consultant.

The majority of problems are resolved over the telephone. If your problem cannot be resolved, a ticket in the TIS system will be created for you and you will be given the ticket number. Write this down as this is your reference point for future inquiries as to the resolution of your problem. If the Help Desk cannot resolve your problem, they will refer the problem to the appropriate resource.

Hardware Repair and Purchasing

The ITS Repair Shop is an authorized Apple Service Provider and honors all Apple limited product warranties as well as AppleCare agreements. In addition to Apple products, the Repair Shop also services HP, Dell, IBM, Vectra, Compaq, Sony and other brand name computers. Products that are out of warranty are serviced with a minimum labor fee, in addition to any parts needed for repair. The shop is open Monday through Friday from 9 a.m. until 5 p.m. and is located on level one of the Goldfarb Library. For more information, go here:

www.its.brandeis.edu/techhelp/helpdesk/

Brandeis University has special pricing deals with Dell and Apple Computer that offer computers below retail price. Both desktop and laptop models are available. For the current models and prices, see www.its.brandeis.edu/techhelp/hardware.

Further Information

For more information about all of the technology services that IBS provides, please visit our webpage at: www.brandeis.edu/global/technology/

For more information about all of the technology services that the university provides, please visit their webpage at: <http://its.brandeis.edu>

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 has the same opportunities and is treated equitably.

Adding and Dropping Courses

Students may add and drop courses (space permitting) during the open enrollment period at the beginning of each semester. Once this period 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.

- MA and BA/MA students must obtain the signature of Christopher Johnson.
- MBA students must obtain the signature of Viola Morse.
- MSF students must obtain the signature of Karen Muise.
- Part-time MSF students should consult Part II of this Guide for details about financial impact about dropping courses.
- All students seeking to drop a course after the close of open enrollment will be required to obtain the signature of the instructor.
- 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 add or drop will take place without 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 can be seen at: www.brandeis.edu/registrar/calendar/2009_10.pdf

Exemptions

Petitions to be exempted from a degree requirement are to be submitted to the respective program advisor by the end of the first semester of study. Petitions submitted after this time might not be considered. The student will receive a copy of the petition indicating if the exemption has been granted. Students should not presume that requests will be approved.

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 a course. In such a circumstance, the hold status will be 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

Final Exam Schedule and Booking Personal Travel

The final exam period is identified in the annual Academic Calendar available on the University Registrar's website at: : www.brandeis.edu/registrar/calendar/2009_10.pdf

Students should not 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 administer a final exam prior to the scheduled exam date. The Registrar publishes the actual exam schedule as the end of the semester nears.

A Word About 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 meeting all deadlines. Failure to do so can have unfortunate consequences. All deadlines are published in the academic calendar which is available on the Registrar's website: www.brandeis.edu/registrar/calendar/2009_10.pdf

Declaring an Area of Concentration

Students may select one, and only one, area of concentration in which to focus their studies. The student must formally declare a concentration before applying for graduation. The concentration will appear on her/his transcript, but is not printed on the diploma. The "Declaration of Concentration" form can be found outside of the OASS office or online at www.brandeis.edu/global/current_students.php. Specifics about concentrations can be found in Part II of this Guide.

Absence from Classes

Students are expected to attend all classes unless they have valid excuses, such as illness or family emergency; we advise contacting professors to inform them of extended absences. Even if it means a quick email or voice mail before catching a flight, students should let professors know. Also, students anticipating an extended absence should contact the Assistant Dean of Administration and Student Services.

An initial notification does not necessarily mean that students will be allowed extensions or make-ups for quizzes or tests. Such requests will need to be discussed with the professors in detail. Professors will work with students on completing missed work however they deem appropriate. Unexcused absences may be taken into account in grading.

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, or 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 for 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 to grant an incomplete or not.

Academic Review Committee

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: A GPA below B-, at least one "unsatisfactory grade", or an unsatisfactory (low) rate of work, may trigger a review by the ARC.

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 GPA is at least B-. That is, up to two C+ grades will be considered "satisfactory". Any grades below C+ as well as any C+ grades beyond the permitted two 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 also be reviewed by the ARC. Depending on performance in prior coursework, the student may be encouraged to take more courses in subsequent semesters to ensure that the time it takes to complete the degree will not be extended.

Taking fewer courses during each semester than a "normal" load of four 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. The costs for this additional coursework are incurred by the student. Scholarships are only offered for the typical 4-semester residency at IBS.

Administrative Withdrawal: If a student has a GPA below a C+ or an unsatisfactory rate of work after the first semester at IBS, the student 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. (A student can, instead, petition to remain at IBS if he/she believes there were compelling extenuating circumstances that resulted in the unsatisfactory performance; the petition will be reviewed by the ARC.)

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. Normally the ARC will work to ensure that the student can remain, but under unusual circumstances, students may be asked to leave for academic performance after the second or third semesters.

MSF

Master of Science in Finance

(Part-Time Program)

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. 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, 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

Introduction: Residency and 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 Student Services. Please refer to the Transfer Credit section of this handbook for more detailed information about transfer credit.

Degree requirements include five (5) "core courses", three (3) "concentration courses", and two (2) in elective coursework. 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.

PART II:

MSF Master of Science in Finance

MSF

(continued)

Core Courses

ECON 201a	Global Economic Environment
ECON 210f*	Fundamentals of Statistical Analysis
FIN 212a	Accounting & Financial Analysis
FIN 201a	Financial Theory
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. Please consult the IBS web page at www.brandeis.edu/global/current_students.php for the prerequisites associated with each course, the schedule of classes, and course syllabus.

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

Concentrations

1. International Investments Concentration

Three full classes or equivalent are required. The following elective courses will meet the necessary requirements for a concentration in International Investments:

- Fixed Income
- Options and Derivatives
- Trading & Exchanges: Foreign Exchange
- Country Risk Analysis
- Relative Value of Securities
- World Financial Centers
- International Portfolio Management
- Hedge Fund Management
- Financial Risk Management
- Computer Simulation and Risk

Students planning to pursue a concentration in International Investments should plan to take at least 2 of the following classes (and at least one other additional course from above list):

- Fixed Income (Fin 261a)
- Options and Derivatives (Fin 270a)
- Trading & Exchanges: Focus on Foreign Exchange (Fin 230a)
- International Portfolio Management (Fin 263a)

2. Business Finance Concentration

Three full classes or equivalent are required. The following elective courses will meet the necessary requirements for a concentration in Business Finance:

- Managerial Accounting
- Intermediate Financial Accounting
- Applied Corporate Finance
- Credit Risk Analysis
- Financial Planning and Control
- Financial Statement Analysis
- Financial Strategies
- Mergers and Acquisitions
- World Financial Centers
- Capital Budgeting
- Project Finance

Students planning to pursue a concentration in Business Finance should plan to take at least 1.5 of the following classes (and at least 1.5 additional courses from above list):

- Managerial Accounting (Fin 214a)
- Financial Statement Analysis (Fin 216f)
- Intermediate Financial Accounting (Fin 213a)

3. General Concentration in Finance

Students who are not planning to focus on a concentration should plan to take at least two of the following classes as part of their Finance degree program and at least one other finance elective course:

- Fixed Income (Fin 261a)
- Options & Derivatives (Fin 270a)
- Managerial Accounting (Fin 214a)
- Financial Statement Analysis (Fin 216f)
- Intermediate Financial Accounting (Fin 213a)
- Trading & Exchanges: Focus on Foreign Exchange (Fin 230a)
- International Portfolio Management (Fin 263a)

General Course Offerings

Below is a list of when core and elective courses at IBS are typically offered by semester. Please remember that these lists are subject to change. For detailed information on current degree requirements, course schedules and the course syllabus, enrolled students should consult the current student's page:

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

Please see complete course listing for each semester to see which courses are offered in the evening and which ones are offered during the day.

MSF

(continued)

FALL

Core

- **FIN 201a** – Financial Theory
- **ECON 201a** – Global Economic Environment
- **ECON 210f** – Fundamentals of Statistical Analysis
- **FIN 212a** – Accounting & Financial Analysis
- **FIN 217f** – Financial Modeling I

Electives

- **FIN 213a** – Intermediate Financial Accounting
- **FIN 214a** – Managerial Accounting
- **FIN 223f** – Project Finance
- **FIN 234a** – Capital Budgeting
- **FIN 242f** – Credit Risk Analysis
- **FIN 244f** – Credit Risk Analysis II
- **FIN 246a** – Applied Corporate Finance
- **FIN 261a** – Fixed Income
- **FIN 270a** – Options and Derivatives
- **FIN 285a** – Computer Simulation and Risk
- **ECON 232f** – Country Risk Analysis

SPRING

Core

- **ECON 210f** – Fundamentals of Statistical Analysis
- **FIN 202a** – International Corporate Finance
- **FIN 212a** – Accounting and Financial Analysis
- **FIN 217f** – Financial Modeling I

Electives

- **FIN 216f** – Financial Statement Analysis
- **FIN 214a** – Managerial Accounting
- **FIN 218f** – Financial Modeling II
- **FIN 233f** – Relative Value of Securities
- **FIN 241f** – Financial Planning & Control
- **FIN 242f** – Credit Risk Analysis I
- **FIN 261a** – Fixed Income Securities
- **FIN 263a** – Int'l Portfolio Management
- **FIN 266f** – Hedge Fund Management
- **FIN 270a** – Options and Derivatives
- **FIN 235a** – Investing in Energy
- **FIN 280a** – Financial Risk Management
- **FIN 232a** – Mergers and Acquisitions

SUMMER

Core

- **FIN 201a** – Financial Theory
- **FIN 202a** – Int'l Corporate Finance

Electives

- **FIN 233f** – Relative Values of Securities
- **FIN 216f** – Financial Statement Analysis
- **FIN 255a** – World Financial Centers
- **FIN 261a** – Fixed Income

Tuition

Tuition is paid for on a course-by-course basis. Tuition for 2009-2010 is \$3500.00 per 4 credits, \$1750.00 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. We ask that all students utilize the SAGE system to register, make changes, and pay for classes. SAGE can be accessed at: www.sage.brandeis.edu/servlets/iclientservlet/student/?cmd=login.

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 applying to 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 class – 100% refund
- After the second Friday of module 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, then 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 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.

MSF

(continued)

Staying In Touch

We like to keep in contact with all MSF students. We understand that you are working adults and not the typical student. 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 (within 2 semesters), it is very important to inform Karen Muise, kmuisse@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 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.”

