

ACADEMIC PLANNING TIPS FOR INTERNATIONAL BUSINESS MAJORS



This information is available to assist international business majors who are unable to meet with an academic advisor prior to registering for classes. It is highly recommended that all business majors meet with an advisor periodically to review their academic progress. If a student is unable to get an advising appointment prior to registering for courses, this information along with a major check sheet may be useful in planning a schedule. The student is advised to still attempt to meet with an advisor at some point.

Priorities, sequencing and availability:

Foreign Language Requirement (www.fl.appstate.edu/)

- **It is very important that international business majors taken the foreign language placement test as soon as possible and begin taking language courses at the appropriate level immediately.** While language courses are not required for admission to the COB, students who delay beginning language courses can find that this can delay eligibility for a study abroad or internship abroad and can delay completion of degree requirements for this major.

Admission to the College of Business (www.business.appstate.edu/advising/student/admission.asp)

- In addition to foreign language course, the first priority is to complete requirements for admission to the COB. This includes courses, earned hours, required GPAs and (for students who entered ASU Fall 2004 or after) proficiency tests.
- If you do not feel prepared to take MAT 1030, then MAT 1020 is a good course to take to prepare for it. The hours for MAT 1020 will count as free electives outside of the COB.
- The Basic Writing Skills Proficiency Test should be taken during the first semester of the sophomore year.
- The Basic Computer Skills Proficiency Test can be taken during the freshman year and should be taken no later than the first semester of the sophomore year.

International business Courses (www.business.appstate.edu/advising/student/checksheets.asp)

- International business majors must complete a minor in Chinese, French, German, or Spanish. Although the minor requires only 15 credit hours, up to 12 additional hours of beginning and intermediate language courses may be needed before the student can begin the courses in the minor.
- International business majors should begin taking courses in the additional COB core as soon as possible (especially MGT 3630, MKT 3050 and FIN 3680 as they are prerequisites for some of the major electives for this major).
- It is a good idea to get one or both of the required major courses (ECO 3410 and FIN 3350) early.
- **MGT 4760 is taken instead of MGT 4750 in the additional COB core. All other COB core courses and two international business courses are required before this can be taken. MGT 4760 is not offered in the summer.**

Core Curriculum (www.business.appstate.edu/advising/student/checksheets.asp)

- Core curriculum courses (except those listed as requirements for admission to the COB) **do not** have to be completed in order to be admitted to the COB.
- All designators will be automatically met by required courses with the exception of one S (speaking) designator for students using a catalog prior to fall 2004 who are pursuing either a Spanish or Chinese minor. These students can get this designator from a major elective or approved elective or can talk with Nikki Crees in the General Studies Office and Dr. Hellenbrand in the Department of Foreign Language and Literature about a waiver.

Special considerations for international business majors:



- It is very important that international business majors begin the foreign language requirement as soon as possible, especially if the student must start with the beginning levels. The intermediate level language courses (1040 and 1050) will cover two of the humanities (the student will still need the literature and fine arts courses).
- Students should begin planning for the international experience about a year in advance. The first step in planning for this is to go to the Office of International Programs in I.G. Greer and sign up for one of the study abroad information sessions.

Internships: (www.business.appstate.edu/career/internships.asp)

- International internships are not required but may be done in lieu of the study abroad component.
- Students planning an internship abroad should have a solid foundation in the language of the country where the internship will occur
- Students who choose to do an internship abroad as the international experience must be sure that all proper paperwork is done. In addition to the typical internship paperwork done by Heidi William, the Office of International Programs has additional important paperwork for students doing internships abroad. All international internships for the international business major must be approved by Dr. Bob Goddard, Director of the international business major.
- Credit for an international internship will count towards the approved electives for the international business major.

International Experience

- International business majors must have an international experience in a country whose native language is the same as the language minor being pursued. This experience can be a study abroad or internship abroad. This experience must be approved by Dr. Bob Goddard, Director of the International Business Major. In addition, students doing an international internship must have the approval of Heidi Williams, Director of Career Services for the College of Business and the approval of the Office of International Programs (www.international.appstate.edu/)
- Students should begin the process of investigating study abroad opportunities or international internships about a year before planning to go abroad. The first step is to go to one of the information sessions offered by the Office of International Programs in I. G. Greer. In addition, those interested in the internship should meet with Heidi Williams, Director of Career Services.
- It is best to do the international experience during the junior year. Students who wait until the senior year may find that their transcripts will not arrive in time to graduate when they expect to do so. This is almost always true for students who plan to do a study abroad during their last semester. Students who try to do the international experience prior to the junior year often do not have adequate language preparation.
- The summer study abroad programs offered by the College of Business do not count as the international experience requirement for this major.



Planning Summer Classes

(www.business.appstate.edu/advising/student/summercourses.asp)

Students planning to take summer classes either at ASU or at another school should pay special attention to which courses will be offered and (for courses taken at another school), how they will count. ASU's summer course offerings will not be available when students pre-register for spring classes (in the middle of the fall semester), but will be available before spring classes begin. Students who are planning to take summer courses at ASU must check the summer offerings BEFORE beginning spring courses in order to be certain that the courses that he/she needs will be offered. If they are not, the student may need to adjust his/her spring schedule.

Students planning to take courses at another school in the summer must complete a form (Permission to Take Course Work at Another School) in the Registrar's Office and, for 3000/4000 level courses, get the approval of the appropriate chairperson.

Basic Skills Proficiency Tests (www.business.appstate.edu/advising/student/proficiencytests.asp) - Students using a fall 2004 or later catalog must pass the Basic Writing Skills Proficiency Test and the Basic Computer Skills Proficiency Test in order to be admitted to the College of Business.

Check the College of Business Advising website (www.business.appstate.edu/advising) for more information about COB admission requirements, proficiency tests, major requirements, etc. that will help you with your academic planning.