

Clarkson University Engineering & Management Student Handbook Class of 2025

Clarkson

DAVID D. REH SCHOOL OF BUSINESS





ENGINEERING & MANAGEMENT

Clarkson University
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PROFESSIONAL OBJECTIVE

Career growth and flexibility in areas related to operations management, project management, process engineering, supply chain systems integration, and technological entrepreneurship.

EDUCATION

Bachelor of Science, Engineering & Management

APPLICATION OF DEGREE

Students completing the requirements of the Clarkson University Bachelor of Science (B.S.) in Engineering & Management (E&M) know how to:

- think like engineers
- think like managers
- communicate with engineers, managers, and executives
- understand the business implications of engineering decisions

The Clarkson B.S. in E&M is one of only two in the country accredited by the Engineering Accreditation Commission of ABET, www.abet.org, and within an accredited school of business (by AACSB). It is an engineering degree and it is a business degree. Alumni who thrive tend to have broad interests, enjoy working with people and technology, and possess the courage to be leaders.

CURRICULUM

E&M students take a wide variety of courses in the following areas:

- Math & Science: the same math/science courses all Clarkson School of Engineering students take
 - 5 courses in math (Calculus I, II, III, Differential Equations, Statistics)
 - 4 lab-based science courses (2 each in Physics and Chemistry)
- Engineering: Electrical Science, Fluid Mechanics, Statics, Thermodynamics, 3 Professional Electives
- Business: Accounting, Data Analytics, Finance, Law, Marketing, Operations Management, Organizational Behavior, Organizational Policy & Strategy
- Interdisciplinary subjects that apply engineering principles and technology to business problems:
 - Design and Engineering, Technological Entrepreneurship, Senior Capstone Design, Operations Research, Project Management, Quality Management
- Other disciplines (e.g. writing seminar, Professional Communication, Public Speaking)

CAREER DIRECTIONS

Manufacturing & Production: apply project management, operations management, and quality management to improve product or process quality and value

Operations Supervision: manage factory or warehouse or construction workers, processes, and budgets

Project Management: manage complex engineering and technical projects from initiation through planning, execution, monitoring, and closure

Rotational Leadership: learn quickly about different managerial roles (e.g. four 6-month assignments in quality improvement, production supervision, project management, sourcing)

Software Consulting: help business people use complex information and technology to improve their processes

Supply Chain Management: design, plan, improve, execute, control, and monitor supply chain & logistics activities

Technical Sales: understand the technology and sell to engineers and business managers

Applications Engineering: customize/configure products/services/processes to meet specific customer needs; this role can be a bridge between internal or external customers and product design and manufacturing engineering

ALUMNI STATISTICS

Over 4,000 alumni since 1958

1 in 5 of the 3,100 currently active alumni have prominent positions such as President, CEO, or Partner in their business.

REFERENCES:

Dr. Amir Mousavian, Director (amir@clarkson.edu)

Misty Spriggs, Associate Director & Academic Advisor (mspriggs@clarkson.edu)

Adrienne Boswell, Academic Advisor & Office Manager (aboswell@clarkson.edu)

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Clarkson™

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Welcome to Engineering & Management at Clarkson University

It is my pleasure to welcome you to the Engineering & Management (E&M) program at Clarkson University!

The E&M program blends technical, business and communication skills and is one of the two programs in the country that is accredited as an engineering program AND as a business program. It will equip you to enhance both your business and technical skills while instilling confidence on how to tackle problems, present ideas and solutions, and to participate in and lead interdisciplinary teams. This combination of skills and confidence makes students very attractive to employers with strong success among our alumni.

As a student in the E&M program, you will be taking classes in 'Team-based Design and Innovation' and 'Technological Entrepreneurship' in your first year! These classes will introduce you to E&M concepts and will give you the opportunity to design, produce, and potentially commercialize a product with your team. This product will then be entered into the campus-wide President's Challenge in your second semester! Last spring, the President's Challenge asked students to Think, Make, and Ignite their passion through innovation. There were three categories for awards: Human Health, Energy Agriculture & Environment, and Products & Services. 23 prizes were given to the teams who participated; 6 E&M First-Year teams won 11 of those prizes!

Throughout your academic career, you will have many exciting opportunities for professional growth. You will take part in an internship, co-op or other appropriate professional experience as a graduation requirement. In addition, you will have the opportunity to travel to another part of our world to complete the international experience, also as a graduation requirement. You will choose between a semester abroad, a faculty-led trip or other global experience. Details of these requirements are given later in this handbook. You should be thinking early in your academic career about how and when you will engage in these opportunities to expand your education.

In your senior year, you will take a 'Process Engineering & Design' capstone class where you will again work in teams. This time you will invent a product or process and learn about pursuing a patent, or working with a client or company to improve a product or process they have. This will be an opportunity to problem-solve with other talented students, and to submit your work for the President's Challenge once again!

I hope you enjoy your college education at Clarkson and encourage you to make the best of your experience here. This handbook has been created to help answer questions you might have. If the information you are seeking isn't in this book, consult the references listed at the end or see your advisor: Misty Spriggs in BH Snell 119 or Adrienne Boswell in BH Snell 121. You may also stop by my office in BH Snell 101. I look forward to attending your graduation. Best wishes for a successful college career!

Sincerely,

Amir Mousavian, Ph.D.
Professor and Director, Engineering & Management

Mission of a Clarkson Education

Clarkson University is an independent, nationally recognized technological university whose faculty of teacher-scholars aspires to offer superior instruction and engage in high-quality research and scholarship in engineering, business, science, health, education and liberal arts. Our primary mission is to educate talented and motivated men and women to become successful professionals through quality pre-collegiate, undergraduate, graduate, and professional continuing education programs, with particular emphasis on the undergraduate experience. Our community and campus settings enhance the quality of student life and afford students access to and interaction with their faculty. We value the diversity of our University community, and we strive to attune ourselves and our programs to our global, pluralistic society. We share the belief that humane and environmentally sound economic and social development derive from the expansion, diffusion, and application of knowledge.

Vision of a Clarkson Education

In addition to attaining mastery of the core knowledge within the field, a Clarkson education is designed to enable students to:

- solve real-world, open-ended problems with creativity and risk taking, to obtain solutions that are practical and sustainable, including those they encounter in state-of-the-art research under the direction of distinguished faculty;
- develop and refine exceptional communication skills with an awareness of potential cultural differences;
- lead effectively and work productively within disciplinary and multidisciplinary teams composed of members with diverse interests and backgrounds;
- excel in using computing and information technologies;
- learn through instruction and guidance by nationally recognized faculty whose commitment to both teaching and research has made Clarkson a nationally ranked university.

A Clarkson student's education is greatly enhanced by a personal and friendly learning environment, within a small, residential, nationally recognized University, which:

- places students at the center of the educational process and where all employees have a commitment to creating an environment that contributes positively to students' overall educational experience;
- draws undergraduates, graduate students, faculty and staff together into a cohesive and stimulating learning community, wherein an atmosphere of scholarship and spirit of research is cultivated;
- uses our campus as a living laboratory to improve learning, and uses the wider region to broaden and extend Clarkson's outreach and service;
- provides personal advising and interaction with faculty and staff as well as supportive relationships among students;
- offers many leadership opportunities through co-curricular groups and activities;
- respects and learns from its community of diverse people, backgrounds and cultures.

Together, these provide a unique educational experience that is directed toward developing the whole person.

Engineering & Management Program

Educational Objectives

These program educational objectives were developed with input from alumni, employers, faculty and staff, industry leaders and students. They describe the career and professional accomplishments that the E&M program is preparing graduates to achieve. It is our goal that within a few years of graduation you will be able to define yourself according to these objectives.

1. E&M graduates are educated and prepared to apply technical problem solving skills to develop innovative, effective, and sustainable solutions to complex problems.
2. E&M graduates are educated and prepared to lead multi-disciplinary teams to success by managing team dynamics.
3. E&M graduates are educated and prepared to effectively communicate information for decision-making both orally and in writing to both technical and non-technical audiences.
4. E&M graduates are educated and prepared to continuously balance simultaneous demands of today's global environment through multi-tasking capabilities of planning, organizing, managing and controlling resources.
5. E&M graduates are educated and prepared to combine engineering and business core knowledge and apply quantitative and qualitative methods to process analysis in business systems.
6. E&M graduates are educated and prepared to make timely, ethical and useful decisions in response to organizational challenges.

Engineering & Management Program Outcomes

These program outcomes describe what students are expected to know and be able to do by the time of graduation. These relate to the skills, knowledge and behaviors that you will acquire in your studies throughout the program.

Students will:

1. have the ability to apply calculus-based math, laboratory science and engineering principles to technical problem-solving
2. gain the knowledge and abilities to lead multi-disciplinary teams
3. understand development and maintenance of relationships among people within and across organizations
4. build a skill set in written and oral communication through coursework, projects, and extracurricular activities
5. balance academic disciplines in science, engineering, business and humanities to prepare for the changing workplace
6. understand financial and information flow within and across organizations
7. learn both quantitative and qualitative analysis methods
8. apply a foundation of business and management principles to making timely, ethical, useful decisions
9. learn to manage organization change

Students will attain:

1. an ability to identify, formulate, and solve complex engineering problems by applying principles of engineering, science, and mathematics
2. an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, safety, and welfare, as well as global, cultural, social, environmental, and economic factors
3. an ability to communicate effectively with a range of audiences
4. an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts
5. an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives
6. an ability to develop and conduct appropriate experimentation, analyze and interpret data, and use engineering judgment to draw conclusions
7. an ability to acquire and apply new knowledge as needed, using appropriate learning strategies.

E&M Faculty



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E&M Academic Advisors



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Advisor – Student Relationship

Your academic advisor is here to help you. She will be in contact with you each semester for aiding in course selection. She may also contact you more frequently if necessary. If you would like to meet with your advisor, you can make an appointment by using her calendar. The link is posted in her contact information above. Your advisor will then have time to meet with you and will be prepared for your visit.

What is the Advisor's Responsibility?

Your advisor's help may include career advice, help in choosing courses, or assistance in dealing with personal difficulties. Your advisor will meet with you during the course selection period. The advisor prepares for these meetings by knowing the

curriculum well. That means knowing substitute courses, course options available, and the best courses for certain areas of interest. Finally, the advisor must know you, the student. Knowing your goals and interests will help her to suggest courses or other options that suit you and your academic interests.

What is the Student's Responsibility?

It is your responsibility to seek assistance whenever you are unsure about the answer to any questions you may have concerning your academics. Always do this in a timely fashion so as to not jeopardize your academic standing and to make sure you meet deadlines. Seek help when you need it. During course selection, it is important to come prepared to individual meetings with questions and a tentative schedule of courses.

Degree Information

What is the Clarkson Common Experience?

The Clarkson Common Experience provides a common set of learning expectations and outcomes for all Clarkson students. To achieve these outcomes, each student is required to complete a set of courses and a professional experience. Coursework consists of required and elective courses both from within a student's major field and from across the spectrum of disciplines in the University. Embodied in the Common Experience are four components that serve as common threads through multiple courses:

- learning to communicate effectively;
- developing an appreciation for diversity in both working and living environments;
- recognizing the importance of personal, societal and professional ethics; and
- understanding how technology can be used to serve humanity.

Each of these components is introduced early in the curriculum, reinforced in subsequent courses, and included in upper division courses.

Knowledge Areas and University Courses

Students achieve learning outcomes in six broad areas of knowledge at Clarkson. Students are required to take at least five courses that have Knowledge Area designators, and the five courses must cover at least four of the six Knowledge Areas listed on the right:

- ◆ Cultures and Societies – **CSO**
- ◆ Contemporary and Global Issues – **CGI**
- ◆ Imaginative Arts – **IA**
- ◆ Science, Technology and Society – **STS**
- ◆ Economics and Organizations – **EC**
- ◆ Individual and Group Behavior – **IG**

Additionally, at least one of these five courses must be a University Course. This is a course that has two Knowledge Area designators. It is multidisciplinary and students observe and participate in the interaction of disciplines. For a complete list of courses that satisfy the above listed knowledge areas, please visit the SAS Web site at intranet.clarkson.edu/student-life/sas/classes-schedules.

The E&M curriculum requires three classes with knowledge area designations. **Organizational Behavior** has the IG designation and **Economic Principles and Engineering Economics** and **Project Management** have the EC designation. The student must choose knowledge area course(s) to cover two of the remaining areas.

The professional experience requirement in E&M is fulfilled by an internship or co-op or other acceptable project-based professional experience. Details of the experience are given beginning on page 16.



Connecting remotely for school and work were a big part of staying on track, learning and communicating well throughout 2020 and 2021!!

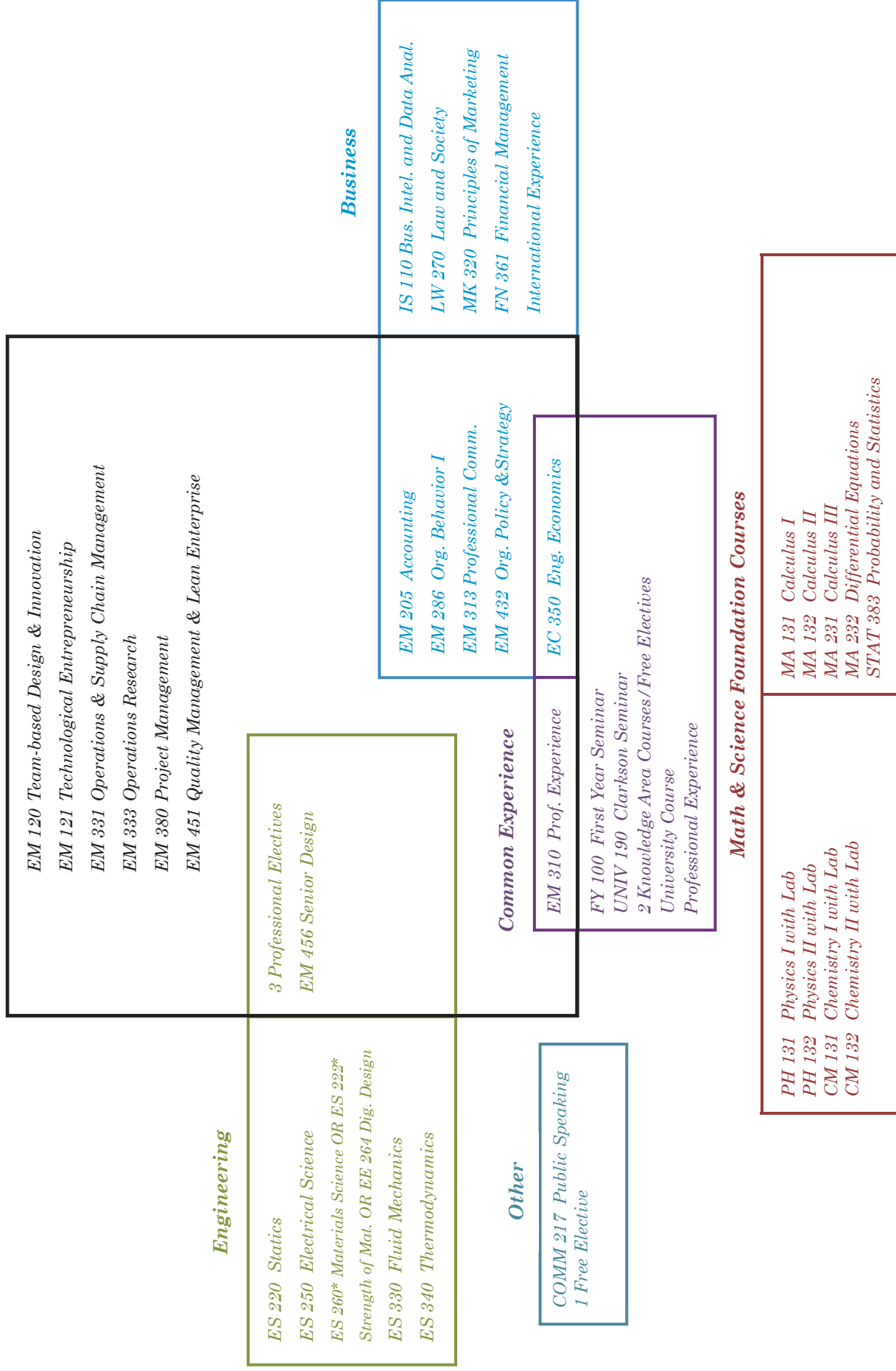
Meeting the Spirit of the Knowledge Areas with Transfer Courses

Although the lists of outcomes for each Knowledge Area are relatively specific, there is a general learning goal, or spirit, for each Knowledge Area. If a transfer course is determined to satisfy this, then the Knowledge Area designator may be assigned. The following table lists these general learning goals for each Knowledge Area, and it also lists a few Clarkson Courses in each Knowledge Area by way of example.

Knowledge Area General Learning Goals	Example Clarkson Courses
<u>Contemporary and Global Issues (CGI)</u> – A course that falls within this Knowledge Area helps students develop the ability to critically analyze social, political, and/or ethical issues in contemporary global society.	PHIL200, Business Ethics POL371, Environmental Law PY310, Human Sexuality
<u>Culture and Societies (CSO)</u> – A course that falls within this Knowledge Area helps students understand that all people, including themselves, live within cultures and societies that shape their beliefs, values, and the ways they view the world. The course should help students gain knowledge about some culture or society that is different than their own in time and/or place.	ANTH250, Peoples & Cultures through Film & Fiction HIST210, Ancient History Survey HIST350, History of Nazi Germany LIT251, Understanding Vietnam LIT328, African-American Literature
<u>Economics and Organizations (EC)</u> – A course that falls within this Knowledge Area helps students develop an understanding of economic and organizational concepts and decision-making.	EC150, Microeconomics EC151, Macroeconomics POL350, International Development & Social Change
<u>Imaginative Arts (IA)</u> – A course that falls within this Knowledge Area helps students develop the ability to analyze and interpret works from such artistic fields as painting, music, photography, and literature. The course should also help students gain an appreciation of the role of artistic imagination in understanding human experience.	DA205, Painting and Drawing FILM240, Films From Fiction HIST241, War Literature LIT220, American Literature I LIT221, American Literature II LIT327, American Drama
<u>Individual and Group Behavior (IG)</u> – A course that falls within this Knowledge Area helps students develop the ability to apply appropriate frameworks for understanding and explaining human behavior in contexts ranging from the individual to social and political.	BY340, Behavioral Ecology and Sociobiology POL220, American Politics POL301, Political Theory PY151, Introduction to Psychology
<u>Science, Technology, and Society (STS)</u> – A course that falls within this Knowledge Area helps students to understand and analyze the ways in which society influences the creation of scientific knowledge and technological development, and to understand and analyze the ways science and technology affect their lives, communities, and world.	ANTH270, Environment, Technology, and Society BY328, Conservation Biology HIST230, Science and Society PHIL370, The Law and Bioethics

There will be courses that meet the spirit of more than one Knowledge Area. For example, an African-American Literature course would satisfy both Cultures and Societies and Imaginative Arts. In such cases, the course can be given both Knowledge Area designators (in the example, CSO and IA), and as such it also would count as a University Course. Note that it is not appropriate to assign more than two Knowledge Area designators to a course, since the content related to each Knowledge Area would be too dilute.

Engineering & Management Curriculum



* Indicates an elective that is recommended for those students planning to take the Fundamentals of Engineering Exam

Engineering & Management

Name:
 Student Number:
 Date:
 Other Degree/Major:
 Signature: _____

Advising Sheet

Minor:
 Conc/Track:
 Communication Points:
 Degree Hours Earned:
 # Courses Remaining: + Intl. Exp. + Prof. Exp.



FALL 1		CR	CCE	GR
IS 110	Bus. Intel. and Data Analytics	3	TECH	
EM 120	Team-based Design	3	C1	
UNIV 190	Clarkson Seminar	3		
MA 131	Calculus I	3		
CM 131	Chemistry I	4		
FY 100	First Year Seminar			

FALL 2		CR	CCE	GR
EC 350	Econ. Principles & Eng. Econ.	3	EC	
LW 270	Law and Society I	3		
STAT 383	Probability and Statistics	3		
EM 286	Organizational Behavior I	3	IG	
PH 131	Physics I with Lab	4		

SPRING 1		CR	CCE	GR
EM 205	Financial and Managerial Acct.	3		
EM 121	Tech. Entrep.	2	C1, TECH	
MA 132	Calculus II	3		
EM 313	Professional Communication	3	C2	
CM 132/BY 160	Chem II/Cell & Molec. Bio	4/3		

SPRING 2		CR	CCE	GR
MA 232	Differential Equations	3		
EM 380	Project Management	3	EC	
UNIV Course	2 from CGI/CSO/IA/STS	3		
ES 220	Statics	3		
PH 132	Physics II with Lab	4		

REMAINING COURSES FOR JUNIOR AND SENIOR YEAR

COURSE #	NAME	CR	CCE	GR	PRE-REQS
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Business

FN 361	Financial Management	3			STAT 282/383, EC 350 and EM 205
MK 320	Principles of Marketing	3			Co-req: IS 110

E&M

EM 331	Op. & Supply Chain Mgmt.	3			STAT 383, IS 110
EM 333	Operations Research	3			STAT 383, Junior St.
EM 451	Qual. Mgmt. & Lean Ent.	3			STAT 282/383

Math and Engineering Science

MA 231	Calculus III	3			MA 132
ES 250	Electrical Science	3			Co-reqs: MA 232, PH 132
ES 260*/ES 222* /EE 264	Mat. Sci./Strengths/Dig. Design	3			Different for each class
ES 330	Fluid Mechanics	3			MA 231 or MA 232 and ES 220
ES 340	Thermodynamics	3			MA 231, PH 132

Senior Capstones

EM 432	Org. Policy & Strategy	3	C2		FN 361, EM 331, EM 286, MK 320, Senior St.
EM 456	Process. Engr. & Design	3	TECH C1		Pre-reqs: ES 220, two of ES 250, ES 330 or ES 340 Co-reqs: EM 331, EM 333, EM 380

Common Experience and Electives

COMM 217	Public Speaking	3	C2	
Free Elective:		3		
Knowl. Area/Free Elec:		3		
Knowl. Area/Free Elec:		3		
Professional Elective:		3		
Professional Elective:		3		
Professional Elective:		3		

CCE	DESCRIPTION	COURSE #	COMP
CGI	Contemporary & Global Issues		
CSO	Cultures & Societies		
EC	Economics & Organizations	EC350/EM380	
IA	Imaginative Arts		
IG	Individual & Group Behavior	EM286	
STS	Science, Tech. & Society		

International Experience
Date Completed:
Location:

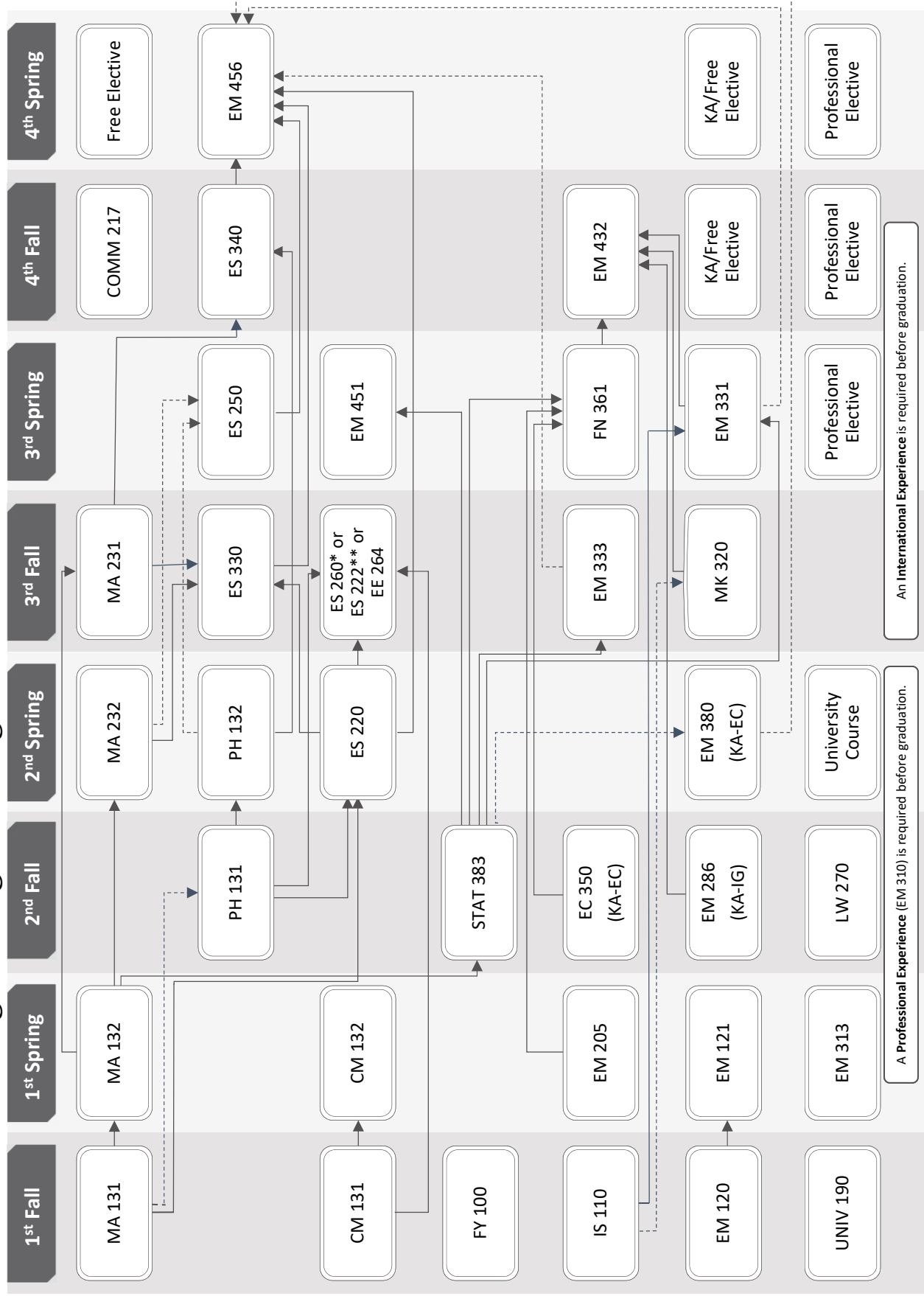
Concentration/Minor/Track Courses

COURSE #	NAME	GR

COURSE #	NAME	GR
EM 310	Prof. Experience Documentation	

EM 310 Professional Experience Details
Date Completed:
Company/Organization:

Engineering & Management Flow Chart of Classes



Fall – Year 1

EM 205, Introduction to Financial and Managerial Accounting – An introductory survey of accounting information to guide and improve decision making. Many course topics involve cost planning and control techniques used to evaluate and improve the financial performance of organizations and/or products.

EM 120, Team-based Design and Innovation – The first in a two-course sequence, this course is required for all first-year students in the Engineering & Management Program. Students will undertake a yearlong project to design, produce, and potentially commercialize a product. Projects will require the application of both engineering and management tools and principles. The primary focus of the fall semester is to build functional teams, introduce design tools and complete a conceptual design of the product.

MA 131, Calculus I – Functions and graphs; derivative concept and formulas, including chain rule and implicit differentiation; integral concept; the Fundamental Theorem of Calculus; properties and applications of the derivative, including max-min problems and graph sketching; exponential, logarithmic, and inverse trigonometric functions. Corequisite: MA41.

UNIV 190, The Clarkson Seminar – The Clarkson Seminar welcomes first year students into a world of cultures, histories, and the global forces that will shape their personal and professional lives beyond Clarkson. Students will learn to define issues within a broad cultural context and gain experience evaluating and interpreting literary and nonliterary texts. Seminar classes will be small and thematically structured, with an emphasis on discussion, critical reading and thinking, extensive writing, and collaborative work.

FY 100, First Year Seminar – With a focus on group work and team dynamics, this adjustment course is required for all first-year students. It introduces the mission and expectations of the learning process at Clarkson; builds communication and teamwork skills; and provides some fundamental content relating to wellness and relationships during the college experience. Discussion, team activities, leadership opportunities, and interaction with upper-class peer educators form the foundation of the course.

CM 131, General Chemistry I – A general overview of chemistry, including principles and theories as well as descriptive chemistry of important elements and compounds. Laboratory experiments augment lecture topics to provide a small group hands-on learning experience.

Spring – Year 1

EM 121, Technological Entrepreneurship – The second in a two-course sequence, this course is required for all first-year students in the Engineering & Management Program. Students will undertake a yearlong project to design, produce, and potentially commercialize a product. The primary focus of the spring semester is to build a business plan from the fall semester conceptual design. Prerequisite: EM 120.

MA 132, Calculus II – A continuation of MA 131. Properties and applications of the integral, including areas, volumes, arc length and differential equations; integration techniques, including parts, partial fractions, trigonometric substitution, and numerical integration; indeterminate forms; improper integrals; infinite series and Taylor Series; introduction to polar coordinates, complex numbers, and parametric equations. Prerequisite: MA 131.

IS 110, Introduction to Business Intelligence and Data Analytics – This course is an introduction to the underlying technology components of modern information systems used in businesses. It is important for organizations to utilize technology to collect data and use modern analysis tools and techniques to transform that data into tactical and strategic information. Emphasis is on introducing students to the main building blocks of information systems in organizations, and how such systems can be used to support individual and organizational decision making. Students will gain hands on experience in using data gathering and analysis tools such as Microsoft Excel and Enterprise Resource Planning software.

CM 132, General Chemistry II – A continuation of CM 131. Chemical principles, theories, and descriptive chemistry with laboratory experiments to provide additional exposure to lecture topics in a small group environment. Prerequisite: CM131.

EM 313, Professional Communication – This course presents students opportunities to learn how to design and present effective professional documents. The course emphasizes a rhetorical approach to analyzing the issues and details important to the communication to be produced (e.g., audience, style, format, purpose). Students will practice writing both individually and collaboratively and will be expected to present their work orally on occasion. Students will encounter topics such as, but not limited to, abstracts, email, instructions, letters, memoranda, proposals, and various types of reports. Students of any major may take this course.

Fall – Year 2

EC 350, Economic Principles and Engineering Economics – (Students cannot enroll in EC 350 if they have credit for EC 150 or EC 151) An introduction to microeconomic concepts in a market type economy. Some of the issues covered are the role of supply, demand, market price determination, consumer behavior, production theory and cost, and market structure. An introduction to macroeconomic concepts including the analysis of national income determination, monetary and fiscal policy, aggregate economic growth, international economics and inflation. This course also includes a segment on engineering economic analysis. Engineering students should take this course rather than EC 150 and EC 151 because it provides preparation for the Professional Engineering exam. Prerequisite: At least sophomore standing.

LW 270, Law and Society I – A course designed to provide a basic understanding of (1) the nature, functions and limitations of law and legal systems; (2) the basic relationship among justice, ethics, legal systems and social structure; and (3) the relationship among society, law and business activity. Further, it is designed to enlighten with respect to rules, principles, standards and doctrines of law fundamental to a free enterprise system. The course covers the substantive areas of constitutional law, torts, contracts, and property and estate law. Prerequisite: at least sophomore standing.

STAT 383, Probability and Statistics – A calculus based introduction to topics in probability and statistics. Probability content includes events and sample spaces, the basic axioms of probability, discrete and continuous random variables (definitions and basic characterizations such as the means and variances) including binomial, Poisson, normal, exponential, student-t, and uniform distributions. Topics in statistics include the central limit theorem, statistical inference including confidence intervals and hypothesis testing for one and two sample data, and linear regression. Students will use statistical software to read data and interpret software generated output. Prerequisite: MA 132.

EM 286, Organizational Behavior I – An introduction to the processes required to manage contemporary organizations with a focus on individual behaviors as they relate to the functions of planning, organizing, controlling, and leading. The most recent concepts of behavioral science in the practice of management are presented to assist the student in gaining understanding of the pervasiveness of the discipline in all types of organizations and processes. Topics include motivation, leadership, perceptions, personality theory, learning theory, personnel issues, stress management, organizational culture, and decision making. Prerequisite: At least sophomore standing.

PH 131, Physics I – Calculus-based general physics course covering elements of Newtonian mechanics and thermal physics. Laboratory experiments keyed to the lectures to illustrate and demonstrate some of the physical principles and concepts. Corequisite: MA 131.

Spring – Year 2

MA 232, Elementary Differential Equations – Solutions and applications of first-order differential equations and linear differential equations with constant coefficients. Laplace transform methods. Introduction to matrix algebra, systems of algebraic equations, eigenvalues and eigenvectors, with application to systems of differential equations. Other topics may include modeling, engineering applications, or numerical methods. Prerequisite: MA 132.

EM 380, Project Management – This course will introduce students to all phases of project management from project initiation to termination. Topics covered include project selection, organization, contracts, planning and scheduling (PERT and CPM), estimating, budgeting and cost control, procurement, resource allocation, variance analysis, auditing and termination procedures. Project management software, case studies, and student team projects will be an integral part of the course. Corequisite: STAT 383.

University Course – A course which meets the requirements of two different Knowledge Areas, as discussed in the previous section.

ES 220, Statics – Fundamental concepts of the statics of rigid bodies using a vector analysis approach; force systems, analysis of simple structures, centroids and centers of gravity, free body diagrams, equilibrium, friction and moments of inertia. Prerequisites: MA 131 and PH 131.

PH 132, Physics II – Calculus-based general physics course covering elements of electricity and magnetism, waves and optics. Laboratory experiments keyed to the lectures to illustrate and demonstrate some of the physical principles and concepts. Prerequisite: PH 131, Corequisite: MA 132.

Remaining Courses

Business

FN 361, Financial Management – The basic goals of this introductory finance course are to familiarize students with the concepts and tools used in corporate financial management decisions. These include the analysis of financial statements for long-term financial planning, the notion of present value in addition to the relationship between risk and return. The concepts and techniques are, in turn, used to evaluate and make decisions regarding the firm's capital expenditures and capital structure as well as security valuation. Prerequisites: STAT 282/383, EC 150 or EC 350, and EM 205 (or their equivalents) and sophomore standing, or the permission of the instructor.

MK 320, Principles of Marketing – Familiarizes students with various marketing terms, concepts, principles, institutions and practices. Topics covered include: buyer behavior, market research, product planning, pricing, distribution, personal selling and advertising. The changing nature of marketing and the trends in domestic and international marketing are also examined. Experiential exercises are an intrinsic and important part of this course. Corequisite: IS 110.

Graduation from the Clarkson University School of Business requires an **International Experience**. As detailed on page 18, this can be fulfilled by a Semester Abroad or other global experience. It could potentially be fulfilled by a faculty led Global Experience, which is found in some sections of UNIV 399.

UNIV 399, Global Experience – This course includes intensive study of issues in a country or region outside of the United States followed by a two- to three-week trip abroad to that location. Each section, centered on a unifying theme and geographic location, will include three components: structured classes, practitioner presentations, and visits to companies, governmental agencies, and important cultural sites. Students successfully completing this course will gain a better perspective on the economic, political, cultural issues as well as the business practices prevalent in another region of the world. Students should develop cultural awareness, an understanding of economic, cultural, and political differences between the US and other countries, and the role cultural, historical and political factors play in the conduct of business in a global economy. UNIV 399 is a repeatable course allowing a student to receive credit on completing two or more different Global Study experiences. On approval from the Dean of the School of Business, this course can satisfy global business study requirement.

Engineering & Management

EM 331, Operations & Supply Chain Management – An introduction to the planning, analysis and control of production systems. Topics include product and service design, manufacturing processes, aggregate production planning, inventory models and MRP, just-in-time systems, facility layout, forecasting/demand planning, project management, and quality management. Students acquire problem solving experience using ERP software. Prerequisites: STAT 383, sophomore standing. Corequisite: IS 110.

EM 333, Elements of Operations Research – Application of optimization models to typical engineering and management situations and problems. Topics include: optimization theory (linear programming, transportation and assignment models), decision analysis under uncertainty, queuing theory and Monte Carlo simulation. Prerequisites: STAT 383 and at least junior standing; or consent of the instructor.

EM 451, Quality Management & Lean Enterprise – This course will introduce the students to both the managerial and technical aspects of quality improvement. The course emphasizes statistical applications to quality related topics such as process/product design, process capability, quality control, design of experiment, and inspections/sampling. Other topics of interest include: Juran quality trilogy, six-sigma project methodology, and cost of quality. The course consists of a series of lectures and problems solved in class. Prerequisite: STAT 383.

Math and Engineering Science

MA 231, Calculus III – Vectors and vector-valued functions; functions of several variables; partial differentiation, including the chain rule, gradients, and maxima and minima; multiple integration, including polar, cylindrical, and spherical coordinates; vector calculus, including Green's, Divergence, and Stokes's Theorems. A student may not receive credit for both MA 230 and MA 231. MA 231 satisfies any requirement for MA 230. Prerequisite: MA 132

ES 250, Electrical Science – Network concepts, DC circuits; mesh and node equations, network theorems, operational amplifiers. Complex numbers, effective values, sinusoids and phasors. AC circuits: phasor diagrams, power. Time domain solution of first order circuits. Corequisites: MA 232, PH 132.

One of the following Engineering Courses:

ES 260, Materials Science and Engineering I – The fundamentals of the interactions between structure, processing, properties and applications of solid metals, non-metallic elements, inorganic compounds, and polymers. Topics include atomic bonding, structure, imperfections, diffusion, mechanical properties, deformation and strengthening mechanisms, failure. Possible additional topics include phase diagrams, phase transformations, electrical properties, processing, composites, corrosion, thermal properties, and environmental consideration. Prerequisites: PH 131, CM 103 or CM 131, MA 131. Corequisite: MA 132.

OR

ES 222, Strength of Materials – Elementary analysis of the strength and deformation of deformable bodies; stress and strain at a point, Mohr's circle, axial loads, flexure, torsion, deflections and column action. Introduction to design concepts. Prerequisite: ES 220 or consent of instructor.

OR

EE 264, Introduction to Digital Design – An introductory course covering the fundamentals of computer system hardware. Topics include data representation using number systems and codes, Boolean algebra and logic, digital logic devices, combinational and sequential circuits, arithmetic logic units and simple processor organization including registers, memory, addressing and processing of machine instructions.

ES 330, Fluid Mechanics – Basic principles of fluid mechanics. Topics include statics, forces on plane and curve surfaces, kinematics of fluid motion, integral and differential representation of conservation of mass, balance of linear and angular momenta, the first Law of Thermodynamics, Bernoulli's equation, dimensional analysis, and elementary viscous flow. Frictional losses, simple pipeline analysis and steady channel flow are covered. Understanding of the physical phenomena is stressed and vector notation is used wherever suitable. Prerequisites: MA 232 or MA 231 and ES 220.

ES 340, Thermodynamics – The fundamental concepts of thermodynamics and their application to pure substances. Topics include: properties of pure substances; work, heat, energy and the First Law of Thermodynamics; technique of First Law Analysis; disorder, entropy and the Second Law of Thermodynamics; technique of Second Law analysis. Prerequisites: MA 231 and PH 132.

Senior Capstones

EM 432, Organizational Policy and Strategy – A capstone course designed to integrate the functional areas and tools of management studied in previous courses within a strategic planning framework giving due attention to ethical and social responsibility concerns and international business issues. Emphasis is placed on the business environment in a global economy, industry analysis, tactical planning, overall strategic planning, policy establishment and implementation. Case analysis, in the small group setting, is utilized, enabling students to share their expertise and explore their value structure. Students present results via written and oral reports. Prerequisites: FN 361, EM 331, EM 286, MK 320, senior standing.

EM 456, Process Engineering and Design – This course is a capstone design experience for students who have completed a foundation engineering science education. Primarily designed for the Engineering & Management (E&M) program, this course involves solution of a real world technical problem. Requires both written reports and oral presentations. Prerequisites: ES220 and two of ES 250, ES 330 or ES 340. Corequisites: EM 331, EM 333 and EM 380.

Common Experience and Electives

EM 310, E&M Professional Experience – Project-based professional experience in engineering & management, related to student career interests and/or field of study. Fulfills Clarkson Common Experience Professional Experience requirement for E&M students. Course registration requires E&M approval of application. Completion of course requires approval of E&M Director.

COMM 217, Intro to Public Speaking – This lecture and laboratory course is designed to enhance the individual's effective public communication by giving him or her a variety of speaking roles in different situations. The objective of the course is to develop an awareness of the speaking potential of each student with emphasis on listening ability, nonverbal behavior, idea organization and effective use of language and visual aids.

Free Elective (1) – A course selected in consultation with your advisor or as determined by a specified concentration, track or minor.

Knowledge Area Courses/Free Electives (2) – A course selected in consultation with your advisor to meet the Clarkson Common Experience. If those requirements have been met, a Free Elective can be taken.

Professional Electives (3) – see following section for definition of a professional elective in E&M.

Professional Elective

A professional elective in Engineering & Management is a 3-credit course (or equivalent) that predominantly covers engineering or engineering management knowledge. Examples of such courses include: any sophomore, junior or senior-level course in engineering; any junior or senior level course in a topical knowledge area(s) in the Guide to the Engineering Management Body of Knowledge, 3rd edition, ASEM, 2013; courses focused on information technology.

At Clarkson University, the E&M professional electives are:

- Any course in the Wallace H. Coulter School of Engineering of 200-level or higher (prefix AE, BR, CE, CH, EE, ES, ME) for which the student has the prerequisites, except for ES 238 Introduction to Energy Systems, and BR 200 Intro to Biomedical and Rehabilitation Engineering, Science and Technology;
- Any 300-level or higher EM course, except for EM 313 Professional Communication;
- HP 390 (3 credits), HP 490 (3 credits), if the research is Engineering & Management based;
- AS 301 Leadership Studies I;
- MS 441 Developing Adaptive Leaders.

Transfer courses from other universities will be assessed against the definition above by the Director of E&M, or course faculty member(s) designated by the Director, for their professional elective status.

Course designations:

AE – Aeronautical Engineering	EE – Electrical and Computer Engineering
AS – Aerospace Studies	EM – Engineering Management
BR – Biomedical and Rehabilitation Engineering	ES – Engineering Science
CE – Civil and Environmental Engineering	HP – Honors Program
CH – Chemical and Biomolecular Engineering	ME – Mechanical Engineering

Minors, Concentration and Track

The E&M degree provides a solid foundation in math, sciences, engineering, and business. This wide range of course coverage gives newly hired professionals the flexibility and versatility to take on many different roles – problem solver, consensus builder, analyst, risk manager, decision maker, and customer manager. The degree also allows a student to keep their options open right through graduation and explore several career paths.

However, some students come to the program with more of a technical or managerial focus (or develop a path during the first 2-3 years of their studies) and want to take courses in a more discipline-specific manner. We encourage students to explore the options they have in pursuing a Clarkson Minor or Concentration, or an E&M Track. (Note: Because of the sequencing of courses for a minor, concentration or track in addition to the E&M major, we encourage students to work with their advisor beginning in their sophomore year.)

MINORS

Identified and approved by a vote of the faculty, such minors provide students with another area of specialization outside their major. Minors require 15 or more credit hours of specified coursework. Completion of an approved minor is indicated on a student's transcript. Find more information about minors at www.clarkson.edu/undergraduate/minors. *E&M students may not minor in Business or Engineering Science.*

Though almost all minors at Clarkson are available, several minors are more commonly earned by E&M students.

MATHEMATICS MINOR

The Minor in Mathematics is open to all students except those majoring in Mathematics, Applied Mathematics and Statistics, Data Science, or Mathematical Economics. To complete the minor the student must achieve at least a 2.0 grade-point average in seven three-credit courses from the following list:

- MA131 Calculus I
- MA132 Calculus II
- MA200 Introduction to Mathematical Modeling and Software
- MA211 Discrete Mathematics and Proof
- MA230 3-D Space and Projective Geometry
- MA231 Calculus III
- MA232 Elementary Differential Equations
- MA239 Elementary Linear Algebra
- MA277 Elementary Numerical Methods
- Any 3-credit MA or STAT course at the 300-level or above
- Any CS course which is double-listed as an MA course at the 300-level or above

QUALITY-BASED PROJECT MANAGEMENT MINOR

Quality-based project management is a field that entails managing people, resources and budgets to ensure that projects are completed on-time, on-budget and within performance. Students with this minor can pursue jobs in construction management, contract administration and cost engineering, to name a few.

Core I

Students must take the following courses:

- OM/EM380 Project Management
- OM/EM451 Quality Management and Lean Enterprise

Students must take one of the following courses:

- OM/EM484 Advanced Project Management
- EM482 Systems Engineering and Management

Core II

Students must complete one of the following options:

Option 1

- OS/EM286 Organizational Behavior
- OS352 Strategic Human Resource Mgmt.

Option 2

- OS/EM286 Organizational Behavior
- OS466 Negotiations and Relationship Mgmt.

Option 3

- OM/EM331 Operations and Supply Chain Mgmt.
- OM/EM476 Management of Technology

or EM482 Systems Engineering and Mgmt.

or EM/OM484 Advanced Project Mgmt.

whichever is not selected in Core I

SUSTAINABLE ENERGY SYSTEMS ENGINEERING MINOR

Engineers are among the many types of professionals that need to understand the limits of our present energy systems and lead us to a future in which we can continue to provide reasonable energy resources for human quality of life. This minor emphasizes that all engineering disciplines are necessary to develop and assess technologies to both increase the efficiency of our energy use and advance renewable and alternative energy sources.

Core I

Students are required to complete the following courses:

Energy

- ES238 Introduction to Energy Systems
- ES340 Thermodynamics or CH260 Thermodynamics & Energy Balances

Capstone Design

- Students are required to complete one of the following Capstone Design Course or energy related research: AE451, CE490, CE491, CE492, CH420, EE412, EE416, ES456, ME446, or ES443

Core II

Students must complete one course from each of the following areas:

Policy Choice

- POL375 Environmental Law
- POL470 Environmental Policy
- EC360 Environmental Economics
- POL471 Energy Policy
- PHIL370 Environmental Ethics

Environmental Impacts

- CE486 Industrial Ecology
- ES436 Global Climate Change: Science Engineering and Policy
- EV305 Sustainability and the Environment

Core III

Students must complete two of the following courses, with one with a focus in energy technologies:

- CE409 Fundamentals of Building Systems*
- CE410 Sustainable Infrastructure and Building
- CE486 Industrial Ecology (1)
- CH434 Air Pollution Control
- CM/CH413 - Carbon Capture and Sequestration
- EE331 Energy Conversion*
- EE333 Power Systems Engineering
- EE438 Alternative Energy Systems*
- ES436 Global Climate Change: Science Engineering and Policy (1)
- Energy technology as related research project e.g. ES443*
- ES459 Electrochemistry for Sustainability
- EV3902 Sustainability Project Experience* (2)
- ME310 Thermodynamic System Engineering*

(1) If this class is not taken as an environmental impacts choice.

(2) Applicability of this class changes annually based on specific class topic

*at least one of the two technology choice classes must have this designator

CONCENTRATION IN GLOBAL SUPPLY CHAIN MANAGEMENT

Similar to minors, concentrations require 15 or more credit hours of specified coursework *within or closely related to their major*. Completion of the Global Supply Chain Management concentration is indicated on a student's transcript.

The principles behind global supply chain management focus on developing seamless flows of raw materials, products/services, information, and financial capital. The supply chain starts at the initial design process and includes raw material sourcing, logistics and continues through the delivery of that product or service to the end customer, with a goal of creating customer satisfaction at optimal cost.

Students must take these classes:

EM 341* Supply Chain Design & Management
EM 381* Logistics Management
EM 371* Strategic Sourcing

Choose two of the following:

EM 451 Quality Mgmt. & Lean Enterprise
OS 466 Negotiations & Relationship Management
IS 428 Info. Systems for Supply Chain Management

E&M TRACK IN CONSTRUCTION MANAGEMENT

The Construction Management Track provides another way for E&M students to concentrate their upper-level electives around a specific field or career path. For most students, the courses in their E&M track replace the free electives and professional electives in the regular E&M curriculum. In many cases completion of the track will require a student to take more than the 120 credits required for the E&M degree. The track is recognized by a certificate from the E&M Program.

APPLICATION: Construction projects — Estimators, Assistant Project Managers, Schedulers, Expeditors, Auditors

Required Classes:

EM 380 Project Management
ES 222* Strength of Materials
EHS 330+ Occupational Safety and Ergonomics
OR
EHS 309 Introduction to Environmental and Occupational Health

Two of the following:

CE 304* Introduction to Scheduling and Estimating
CE 305* Construction Planning and Management
CE 404* Applications in Scheduling and Estimating
CE 406* Infrastructure Construction
CE 408* BIM and IPD (Building Info. Mgmt. and Integrated Project Mgmt.)
CE 409* Fundamentals of Building Systems
CE 410* Sustainable Infrastructure and Building
CE 411* Construction Materials Engineering

* Professional Elective



Here are professional experiences from some of our recent graduates in 2020! 1. Dave Burbank worked on the Maglet plug (his team won awards in the 2020 President's Challenge for their design!) 2. Hannah Earl interned at Estée Lauder. 3. David DeCola interned at GE. 4. Bobby Brockway interned at Safran Optics 1.

Professional Experience Requirement in Engineering & Management

The Professional Experience requirement of the Clarkson Common Experience curriculum is the following: “All students participate in a project-based professional experience such as co-op, internship, directed research, or community project clearly related to the student’s professional goals.”

Engineering & Management majors can fulfill this requirement by one of the following:

- a) A meaningful professional experience, such as an internship in industry or a government facility, among others. This could take place during the summer or be a semester co-op assignment.
- b) Participation in an independent research project under the direction of a qualified mentor. This could be at Clarkson or elsewhere, could be a summer experience or during the academic year.
- c) Serving as a leader or taking on a role with significant responsibility in a professional or community service organization or in another volunteer activity.
- d) Taking on a role with significant responsibility in an appropriate team project. This could be a competition project such as those that fall under the SPEED program, the continuation of a capstone design course or course sequence that provides a project-based experience meeting the objectives of the Professional Experience.†
- e) Any other activity or collection of activities where a student can demonstrate that she or he has met the objectives of the Professional Experience† Requirement.

It is expected that students will work at least 150 hours towards this requirement. Planning for completion of this requirement should start as early as possible, and it should be discussed between the student and the student’s academic advisor. This meaningful professional experience could be anytime beyond freshman year, however, students are encouraged to use experience gained towards the end of their studies to fulfill this requirement.

Steps to follow:

- 1) **Report Your Experience Through Handshake as Soon as an Offer Has Been Accepted**
To report your experience, log into Handshake at <https://clarkson.joinhandshake.com>. Once you are logged in, click on **Career Center** located at the top right of the window, and choose **Experiences** located half way down the window. You can then choose **Request an Experience**.
- 2) **Register for EM 310, Professional Experience for Engineering & Management Majors**
EM 310 is a 0-credit pass/no entry course used to document your Professional Experience. You can enroll in this class for the semester following the completion of your experience. Your Pre-Approval (available from Handshake), and a Post Assessment and Supervisor Evaluation (available from the Moodle Page for EM 310) are required to be completed and approved to receive credit for EM 310. Upon successful completion, a grade of ‘P’ will be granted. Completing EM 310 is a graduation requirement.
- 3) **Participate in your Professional Experience**
- 4) **Complete the Professional Experience Post Assessment on Moodle**
It is your responsibility to demonstrate that you have fulfilled the objectives of the Professional Experience Requirement.† You will fill out a Post Assessment through Moodle which will be evaluated for approval by the Reh School of Business. A Supervisor Evaluation will also be available to you in Moodle to send to your supervisor at the completion of the experience. This evaluation must be submitted to Clarkson by your supervisor to receive credit.

†Professional Experience Objectives

Students should develop an appreciation of the need for self-motivated life-long learning:

1. Students should understand the need for continuously updating their professional skills after graduation.
2. Students should demonstrate learning effectively on their own.

Students should develop an increased social awareness and interpersonal competence:

3. Students should demonstrate leadership skills such as goal setting, change management, ethical behavior, and providing actionable feedback.
4. Students should demonstrate teamwork skills such as building effective relationships with peers, being a collaborative team member, and identifying and managing team conflict.
5. Students should demonstrate an understanding of the value of service to the University, to the community, or to the profession.

Companies That Have Hired E&M Majors In Recent Years

Air Temp Heating & Air Conditioning, Inc.	Fulton Companies	O'Brien & Gere, Part of Ramboll
AIRMAR Technology Corporation	General Dynamics	OptiPro Systems
Army	General Dynamics, Electric Boat	PEKO Precision Products
BAE Systems, Inc.	Gilbane	Penske Vehicle Services
Baker Hughes	GlobalFoundries	Pratt & Whitney
Burns & McDonnell	Henderson-Johnson Co., Inc.	Precision Castparts Corp.
C&S Companies	Hensel Phelps	PwC
CBG Building	Incodema3D	Richardson Brands Co.
Core & Main	Incom, Inc	Saint-Gobain Abrasives
Corning Incorporated	Johnson & Johnson	Schneider Electric
CS Energy	Johnson Controls	SMC Corporation of America
Danaher	Kiewit	Stanley Black & Decker
Deep Blue Communications	Lockheed Martin	Stark Tech Group
DeFelsko Corporation	Maryland Spectral Services	State University Construction Fund
Edgewell Personal Care	Mass. Electric Construction Co.	Surf City Family Fun Center
Ensign Bickford Aerospace	Mohawk Northern Construction	Synergy
Environmental Air Systems LLC	Moog	Target
Epic Systems	Murnane Building Contractors	Thermo Fisher Scientific
Estée Lauder	National Grid	Traine
Exyte	Nationals Life Group	Turner Construction Company
Fujitsu	Nicholville Telephone/Slic Network Solutions	Viking-Cives Steel Co.

Job Titles of E&M Graduates in Recent Years

Assistant Engineer	Field Engineer	Product Engineer
Associate Scientist, Process Dev.	Field Support Specialist	Product Sales Specialist
Business Analyst	GBS Consulting by Degrees	Project Coordinator
Buyer/Planner	Enterprise Apps Consultant	Project Engineer
Change Management Engineer	Industrial Engineer	Project Manager
Construction Field Engineer	Leadership Development Program	Safety and Env. Coordinator
Construction Sales Engineer	Management Development Program,	Sales Associate
Consultant	Process Engineering/Operation	Sales Engineer
Corps Member	Manufacturing Engineer	Service Corps Fellow
Customer Success Support Specialist	Operations Mgmt. Leadership Prog.	Solutions Technician
Elevator Construction	Operations Manager	Special Quotation Leader
Engineer	Plant Engineer	Supply Chain Specialist
Engineering Dev. Program Associate	Prime Consultant SAP Consultant	Sust. Specialist/Facility Engineer
Enterprise Apps Consultant	Process Improvement Engineer	Systems Engineer
F135 Hardware Customer Sup. Eng.	Procurement Specialist	Technical Sales Engineer

International Experience - Business Requirement

Globalization is today. Employers want our graduates to understand culture & diversity and to have had first-hand exposure. **An international business experience is required for your graduation.** The flags below represent just a few of the many countries you can choose from for your experience!



Africa (Uganda)



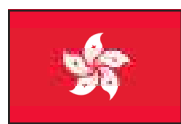
Australia



Croatia



France



Hong Kong



Singapore



Sweden

Each fall the International Center hosts a **Global Opportunities (GO) Fair** to highlight our partner schools and opportunities for studying abroad for an entire semester. On the same night, the Reh School of Business hosts our **Global Business Programs Fair** to highlight our faculty led trips for the upcoming year. You can learn more about these two opportunities below. You can also learn a lot about our exchange schools in CU Global at <https://clarkson-horizons.symplicity.com>

Type of Travel <i>Informational website</i>	Semester Exchange <i>www.clarkson.edu/international-center</i>	Short-term Faculty led trips <i>www.clarkson.edu/gbp</i>
When?	Usually done junior year	Anytime after your first year
Length of Experience	4-5 months	2-3 weeks
Cost	Regular tuition is paid to Clarkson. Financial aid is not affected. Students are expected to pay for passport/visa fees, airfare, food, housing & extra excursions.	\$3,750 - \$4,700 Includes: airfare, ground transport, accommodations, breakfast, company visits, local lectures, social/cultural activities, administrative fees & identity card. Excludes: passport fee, most meals, special excursions & personal expenses.
Earned Credits	Courses are approved for transfer before departure. If students plan correctly, the abroad semester will not affect graduation date.	3-credits (UNIV 399) counted as a University Course that satisfies knowledge areas: Cultures and Societies (CSO) and Contemporary Global Issues (CGI). Students will attend a class during the semester prior to the trip.
Acceptance	An application must be submitted through CU Global. This will require references and Off-Campus Forms for classes you would like to take. An interview is also required.	An application must be submitted through CU Global, and notification of approval will be given shortly after.
Contact for more information	Christine Bailey, ERC 2304, phone: 315-268-3943 e-mail: internationalcenter@clarkson.edu	Patricia Perrier, Snell 320, phone: 315-268-4171 e-mail: pperrier@clarkson.edu

Other International Opportunities on Campus

Celebrating Knights Around the World - View information about important events in history around the world through the [clarkson_inclusion](#) Instagram page. Keep an eye out for local student events advertised within those remembrances!

English Conversation Corner Program: Ask the International Center about the next opportunity to meet and talk with international students who are strengthening their English language skills!

Intercultural Ambassador - You can apply to become an Intercultural Ambassador if you would like to promote cultural competence awareness and inclusion in the campus and local community. Contact lnjoki@clarkson.edu to learn more!

Study Abroad 101 Sessions - Begin learning about the Study Abroad Process with the experts! Watch for announcements from the International Center with registration instructions.

ZOOM Around the World Events and Information Sessions - Learn more from representatives from our partner universities! Watch for announcements from the International Center with registration instructions.

Societies and Activities

Students take an active interest in their environment and have traditionally sought leadership positions throughout the campus community. KnightLife, an interactive directory of Clarkson Clubs and Organizations (see more on the next page) and the Activities Fair (this will be held during the first week of classes) can give you a complete picture of what activities are available. ***Learn more about Societies for Engineering & Management below!***



President Kristen Liu krliu@clarkson.edu	Vice President Sam Pych pychsj@clarkson.edu
Secretary Kristin Werdine werdinkm@clarkson.edu	Treasurer Charlie Flynn flynnw@clarkson.edu
Campus/Community Relations Nate Towle towlen@clarkson.edu	SAEM

SAEM

The Student Association for Engineering Management is dedicated to representing motivated Engineering and Business students. As a result of combining three former clubs, SAEM offers opportunities for professional development, as well as opportunities to learn more about project management and continuous improvement. SAEM provides many benefits, including resume critiques, career fair preparation, and student-led workshops to share information on essential skills related to project management and continuous improvement. Additionally, community service events are held every semester. As a CUSA recognized organization, SAEM is open to students of all majors. For more information, find the Student Association for Engineering Management on KnightLife!



The pictures above are from the last in-person E&M Faculty/Staff Panel hosted by SAEM in early 2020.

Alpha Pi Mu

Industrial Engineering Honor Society

President Andrew Bennett bennetta@clarkson.edu	Vice President Kristen Liu krliu@clarkson.edu
Secretary Nate Towle towlen@clarkson.edu	Treasurer Sam Pych pychsj@clarkson.edu

Alpha Pi Mu

Alpha Pi Mu is the national honor society for Industrial Engineering and related fields such as Engineering & Management. The motto of the society is "E' – PE – RAY' – TE AN – THRO – PE' – TI – TOS". Translated, this means, "Humble service to humanity is the goal of the true engineer." The Society is open by invitation to the top 20% of the E&M junior and senior classes. Membership of the society signals high academic achievement. Selection is determined by the faculty advisor. Induction ceremonies are usually held once each year in the Spring semester. The picture below shows the Fall 2020 Virtual Induction ceremony.



Getting Involved Clarkson's Student Life

Clarkson University is well known for its strong academics and for preparing students to enter the working world seamlessly and successfully. An important aspect of preparation deals with each student's involvement outside the classroom. Opportunities are abundant at Clarkson.

Clarkson offers a variety of clubs and activities aimed at maximizing your potential while challenging your personal and professional growth. Whether you're interested in pursuing something you're already passionate about or taking up a new hobby, with more than 200 student-operated groups on campus, there is an opportunity for you to find a group that meets your needs. For the most up-to-date listing of clubs and organizations affiliated with (and recognized and funded by) CUSA, visit <https://knightlife.clarkson.edu>.

Clarkson University Student Association (CUSA)

CUSA supports Clarkson students through a variety of clubs and organizations and serves as the formal representative of the student body. Composed of the executive board, six senators from each class and a Clarkson School representative, the CUSA Senate collaborates with the Clarkson administration on all decisions that affect Clarkson students. These decisions are made in Senate meetings or in one of the Senate's committees, which are open to all students. CUSA is also responsible for allocating funds to sponsored clubs and organizations; this money comes from the activity fee you pay each semester.

Serving on the CUSA Senate gives you the chance to develop your professional skills in communication, collaboration and negotiation. Serving also provides the opportunity to perform useful work for the campus community. Find out more about CUSA and how to get involved at <https://knightlife.clarkson.edu/organization/CUSA>.

Student Projects for Engineering Experience & Design (SPEED) Teams

Design. Build. Test. Compete. Whether you're interested in race cars or robotics, bridge design or aeronautics, joining one of the 12 project-based SPEED teams gives you the competitive edge for your future career while building lifelong friendships at the same time. Teams compete in national engineering competitions, have the opportunity to build multi-terrain vehicles from scratch, design bridges that can sustain 2,500 lbs, and create green engineering solutions. Learn more at www.clarkson.edu/speed.

Finding Activities at Other Colleges



The **Associated Colleges** organization is an umbrella organization for Clarkson, SUNY Potsdam, St. Lawrence and SUNY Canton. See their Web site at www.associatedcolleges.org/services. The Associated Colleges organization provides the following services: Cross-registration, Interlibrary Loan, Contract Services, Faculty Exchange Program, Faculty Seminars and Sprintax (Non-Resident Tax Preparation). The organization also publishes a comprehensive academic calendar with the important dates for all four colleges.



Clarkson Clubs and Organizations with the Highest Membership Rates in 2021

Here are 30 of 225 registered clubs on campus! These clubs had the highest membership rates in 2021. Clubs are listed alphabetically.

Organization Name	Organization Email	Short Name
American Society of Mechanical Engineers	asme_cu@clarkson.edu	ASME
Black Student Union	blac@clarkson.edu	BSA
Clarkson Esports Club	Esports@clarkson.edu	CEC
Clarkson Foodies Club	foodies@clarkson.edu	Foodies
Clarkson Formula Knights Racing	miniindy@clarkson.edu	Clarkson FSAE
Clarkson Rod & Gun Club	crag@clarkson.edu	CRAG
Clarkson Strategic Investment Group	bifulca@clarkson.edu	CSIG
Clarkson Sustainability Club	sustainabilityclub@clarkson.edu	CSC
Clarkson University Barbell Club	girardbs@clarkson.edu	CUBC
Clarkson University College Republicans	republicans@clarkson.edu	CUCR
Clarkson University Engineers for International Sustainability	cliffemb@clarkson.edu	EIS
Clarkson University Gaming Club	cugimail@clarkson.edu	CUGI
CU Track & Field	cutrackfield@gmail.com	CUTF
D&D club	hawalke@clarkson.edu	
Doctors Without Borders	dubakn@clarkson.edu	DWB
High Dive Ultimate Frisbee Club	nilesna@clarkson.edu	High Dive
Institute of Electrical and Electronics Engineers	ieee@clarkson.edu	IEEE
Knitting for Community	liamernr@clarkson.edu	KFC
National Society of Black Engineers	nsbe@clarkson.edu	NSBE
Outing Club	cuoc@clarkson.edu	CUOC
Pep Band	cupband@clarkson.edu	
Residence Life	reslife@clarkson.edu	Res Life
Ski & Snowboard Club	skiclub@clarkson.edu	CUSC
Soccer Club	kentcj@clarkson.edu	
Society of Women Engineers	swe@clarkson.edu	SWE
Spikeball Club	paradiac@clarkson.edu	
Student Association for Engineering Management	krliu@clarkson.edu	SAEM
The Golf Club at Clarkson University	golf@clarkson.edu	
The National Society of Leadership and Success	help@nsls.org	NLSL
Volleyball Club	christlp@clarkson.edu	

Being a Student

Professionalism

One adjustment to college is to think of yourself as a student-professional; a student who will be a professional engineering manager. Like any professional position, there are expectations that you must fulfill. The best way to meet these expectations is to keep on top of things; do not let yourself fall behind.

Go to classes prepared; have all your work and reading done, and have questions ready. Participate in the discussions, practice the problems the professors assign, and push yourself to do your best. Study for at least 2 hours outside of class for every hour you are in class. This would be at least 30 hours per week. Consider college a 9:00-5:00 job as you prepare for your career. If you are not in class during those hours, read your text, review your notes, complete homework, plan for an upcoming exam or project. Make the best of every opportunity presented to you. You are building the base for your professional career; build a strong base.

Professors may not always cover in class everything you need to know, so study beyond the lecture. You will find that the professors are more like guides, and you have to be both the teacher as well as the student more than you had to in high school. That is not saying they do not want to help or teach; they are just forcing you to take a stronger part in your education. They are preparing you for the professional world, where there are no obvious teachers. For you to compete successfully with your peers once you enter the work-force, you need to achieve a basic level of competence in many areas. Many courses build upon other courses to achieve this basic level. Therefore, it is essential that certain topics are covered in courses to ensure your ability to compete successfully. By completing the required courses in the Schools of Business and Engineering, you will obtain a strong background for your chosen area of study. Through the selection of elective courses, backgrounds in more specific areas of Business and Engineering (i.e., a minor, concentration or track) can be obtained.

Near the end of each semester you will be asked to fill out an online course evaluation for the courses you have taken. Your constructive comments regarding the course and the professor are taken seriously. Each professor's salary increases, tenure, and promotion are influenced by the information on the course evaluation forms.

In addition to your evaluations, there is constant peer review of faculty in our School. The review consists of evaluations by other faculty who sit in on classes to evaluate the teaching abilities of the faculty member under review. Reports from these reviews are used as a basis to improve teaching performance, if necessary.

Code of Ethics

Clarkson values personal integrity. Matriculation at Clarkson carries with it the obligation that a student will not claim as his or her own, the work of another, or any work that has not been honestly performed, will not take any examination by improper means, and will not aid and abet another in any dishonesty.

Violations of the Code of Ethics are regarded as most serious offenses and render the offenders liable to severe disciplinary action. Alleged violations of the Code of Ethics are dealt with according to the section of the Academic Integrity Committee. More information about the Code of Ethics can be found at: www.clarkson.edu/clarkson-regulations

Clarkson Services

Clarkson has a number of services, at no additional cost, for those seeking academic or personal help. These include:

Accessibility Services - 1003 Price Hall

www.clarkson.edu/accessability-services

The Office of Accessibility Services is the designated office responsible for maintaining disability related documentation, determining eligibility for accommodations, and ensuring the provision of those accommodations. The University strives to make all facilities and programs accessible to students with permanent, ongoing, and temporary disabilities by providing appropriate and reasonable accommodations, as necessary. Disabilities that may benefit from reasonable accommodations include, but are not limited to, broken wrist, ADHD, surgery recovery, Learning Disability, concussion, visual impairment, etc. For more information and/or to request accommodations, contact the Office of Accessibility Services at oas@clarkson.edu or 315-268-7643. *Under ADA regulations, students may contact the ADA/504 Coordinator directly for advice or to file a complaint. Contact the ADA/504 Coordinator at ada504@clarkson.edu.*

Student Administrative Services Center (SAS) - 1st Floor Graham Hall

www.clarkson.edu/sas

Clarkson University is unique in combining administrative services usually associated with registrar, bursar, and financial assistance offices into one centrally-located office: Student Administrative Services (SAS). Not only can they fulfill most student administrative needs in one place, they know each student's circumstances related to billing, financial aid, and academic progress, and can provide advice that takes all of these into consideration. **Diana Valdez is the SAS Representative working with ALL E&M students. You can contact her at dvaldez@clarkson.edu or 315-268-6451.**

Student Diversity and Inclusion Services - 110 Student Center

<https://www.clarkson.edu/diversity-and-inclusion/student-diversity-and-inclusion-services>

We work to advance Clarkson University's commitment to respecting & valuing diversity by serving as a resource and liaison for students on issues of equity through education, outreach, and advocacy. To achieve this mission, the department provides leadership opportunities through the Clarkson Intercultural Ambassador Program, an initiative dedicated to developing the next generation of empathic inclusive leaders. The department also strives to provide a supportive environment for underrepresented students through student organizations and professional societies geared toward their academic and personal development. Contact us 315-268-3785 or diversity@clarkson.edu, and/or check out the D&I Lounge which is open from 8:00am to 4:30pm!

Student Health and Counseling Center (SHAC) - 1300 ERC

www.clarkson.edu/health-services

The Student Health and Counseling Center (SHAC) is an integrated health and counseling center at Clarkson, whose mission is to empower students to become active participants in their physical health and mental wellbeing, while supporting the pursuit of their academic and personal goals. The health and counseling staff work together to provide excellent continuity of care for our students. All undergraduate and graduate students are eligible for the services SHAC provides at no additional cost. Office visits are by appointment. Urgent/crisis appointments may be available during business hours. An on-call counselor is available for mental health emergencies after hours and can be accessed through campus safety. Contact us at 315-268-6633.

Student Mail Room - Lower Level Student Center

<https://www.clarkson.edu/facilities-and-services/student-mail-room>

Our knowledgeable and caring staff are able to supply up-to-date information regarding USPS rates/regulations and are happy to assist with all your other mailing needs. We provide most of the same services offered at your local Post Office, including: Registered, Express, Certified, Insured, and COD mail. The Shipping/Receiving Department offers discounted shipping services for UPS, FED EX, and DHL. Money orders, stamps, and stamped envelopes are available for purchase. Incoming mail and packages are attended to throughout the day Monday to Friday. Hours are Monday - Friday, 8:00am - 3:00pm. Saturday package pickup is available from 11:00am - 1:00pm. Contact us at 315-268-6416 or studentmail@clarkson.edu.

Student Success Center - 1400 ERC

www.clarkson.edu/student-success

Through the many offerings within academic preparation and support, student engagement and enrichment, as well as graduate school awareness and planning sessions, the Student Success Center strives to offer opportunities for students to become engaged, active and independent learners. You can find more information about many of these programs below. For more information or to schedule an appointment, call 315-268-2209.

Tutoring - 1400 ERC

www.clarkson.edu/student-success

The Clarkson University Tutoring Program, for which there is no fee, is for on-going, long-term assistance. The tutoring staff consists of qualified undergraduates within the University. Small group sessions are conducted on a weekly basis which are organized around your schedule. Students are asked to be as flexible as possible when requesting tutoring assistance. There is coverage for the majority of 1st and 2nd year courses particularly those that are scientific or technical in nature. You can sign up for tutoring directly through your myCU (PeopleSoft) account using the *Accommodations & Tutoring* tile. You can also contact us at 315-268-2209.

First Year Seminar [FY100]

Discussion, team activities, leadership opportunities, and fall-semester interaction with upper-class peer educators form the foundation of this course that all first year students take.

The Success Seminar [UNIV 100]

The Success Seminar is an academic recovery course that helps first and second year students get back on track academically. This course focuses on the development and application of study skills required for college-level work, as well as the identification and minimization of barriers that impede individual student achievement.

MCAT Test Prep

This course is designed to help pre-med students prepare for the MCAT exam. This course is a year-long, non-credit course, beginning in the fall semester.

Community of Underrepresented Professional Opportunities Program (CUPO) - 235 BH Snell Hall

www.clarkson.edu/cupo

CUPO is the shared home to Ronald E. McNair Post Baccalaureate Achievement Program (McNair Scholars), the Louis Stokes Alliances for Minority Participation Program (LSAMP), Collegiate Science & Technology Entry Program (CSTEP) and Academic Success Program to Improve Retention and Education (ASPIRE). Contact us at 315-268-6669.

New York State Arthur O. Eve Higher Education Opportunity Program (HEOP) - 1410 ERC

www.clarkson.edu/heop

Clarkson HEOP offers college access and a comprehensive academic support system to assist in student academic success. Programming provides a broad range of services to students who, because of academic and economic circumstances, would otherwise be unable to attend a postsecondary educational institution. Contact us at 315-268-7974.

Student Support Services/TRiO - 1400 ERC

www.clarkson.edu/student-success/student-support-services

The SSS office provides services for 160 students who can qualify by meeting one or more of the federal criteria based on first generation college status, income or documented disability. Additionally, the Student Support Services office screens and refers non-qualifying students to Clarkson funded tutoring services and academic assistance. Contact us at 315-268-2209.

T.A. (Teaching Assistant) Offices

Many students have found the Teaching Assistants (TA's) for Calculus, C

Chemistry and Physics to be great resources for working through challenging content. You can find their lab offices at:

- Math: Science Center 388
- Physics: Science Center 168
- Chemistry: Science Center 141

Forms and Procedures From a Student Perspective

Off Campus Forms

- Before taking a class outside of Clarkson, you will need to submit an Off Campus Form to have it evaluated.
- In myCU, click on the tile 'Campus Experience Dashboard' and look for 'Student Forms' from the menu on the right. Scroll down until you find the 'Off Campus Permission Form'.
- Fill out the form with the name of the course you would like to take and information about the college you would take it from. There is a place for you to include the course description.
- Once completed, the form will be routed to your advisor and the appropriate academic department at Clarkson for evaluation.

Study Abroad Exchange

- Attend the **Global Opportunities (GO) Fair** and other information sessions about Study Abroad in the fall, a year before you want to study abroad..
- If you have questions about the universities, contact Christine Bailey in ERC Suite 2304, or by email at cbailey@clarkson.edu.
- Meet with your advisor (Misty Spriggs or Adrienne Boswell) to identify which classes you will be looking for at the exchange university you hope to attend.
- Fill out your application in CU Global: <https://clarkson-horizons.symplicity.com>
- Complete Off Campus Forms for each class you would like to take (the directions are above). This will help you learn which classes will be able to transfer back to Clarkson. Meet with your advisor if you have questions about finding classes.

Co-op

- Meet with your advisor for assistance in course planning.
- Log into Handshake to document your Professional Experience: <https://clarkson.joinhandshake.com>
- Ask your advisor if you have questions about Handshake.

Minor

- Add a minor to your student record through myCU (PeopleSoft). For instructions, go to: <https://intranet.clarkson.edu/student-life/sas/peoplesoft-info>

Cross-Registration at Associated Colleges

- You must be enrolled in 12 credits or more at Clarkson to be able to cross-register with one of the Associated Colleges.
- A cross-registration form and a copy of the course description must be taken to the chair or the executive officer of the corresponding department at Clarkson for approval of transfer.
- See Misty Spriggs, Adrienne Boswell or Amir Mousavian with a signed form and course description for an advisor's signature. The form will be faxed to SAS.
- *Be aware that enrollment for the course will occur a week before class at the "host" institution begins. If there is space, you will be able to take the class. In the event that a course is full, you will be notified via email.*

Add/Drop

- You can add and drop classes through myCU (PeopleSoft). For instructions, go to: <https://intranet.clarkson.edu/student-life/sas/peoplesoft-info>

Commonly Asked Questions

What if I am having difficulty in a course?

You have two options: either work through it or drop the course.

Work through it

- Speak with your professor and/or TA.
- Speak with your advisor.
- Visit the Student Success Center.
- Get a tutor.
- Find out what upperclassmen did to survive the course.

Add/Drop Course Details

- Be sure to check the add/drop deadlines.
- If you drop a required course you *will* have to take it again.
- It may be possible to take the course online but you must first receive permission to take the course to ensure that it will transfer.
- If you drop a course and are taking less than 14 credit hours you will be ineligible for academic honors. (i.e. Dean's List)
- **If you drop a course and are taking fewer than 12 credit hours, you will not be considered a full-time student. This may impact health insurance coverage and financial aid.**
- You can only repeat a class if you previously received lower than a C.

Within the first two weeks of the semester a dropped class will be removed from your transcript.

AFTER the first two weeks of the semester a dropped class will **REMAIN** on your transcript as a dropped course.

You can add and drop classes through myCU (PeopleSoft). The process is different for doing this in the first two weeks of the semester than it is after. For instructions on both processes, go to <https://intranet.clarkson.edu/student-life/sas/peoplesoft-info>.

The LAST DAY to drop a course is the LAST DAY OF CLASS for the semester!

I need a tutor and help with my academics! Where do I get help?

Student Success Center

www.clarkson.edu/student-success

The Clarkson University Tutoring Program, for which there is no fee, is for on-going, long-term assistance. The tutoring staff consists of qualified undergraduates within the University. Small group sessions are conducted on a weekly basis which are organized around your schedule. Students are asked to be as flexible as possible when requesting tutoring assistance. There is coverage for the majority of 1st and 2nd year courses particularly those that are scientific or technical in nature.

Students can sign up for tutoring through the *Accommodations & Tutoring* tile in their myCU (PeopleSoft) account. There is also drop-in tutoring available for Physics I and II, Chemistry I and II, Calculus I and II. Call the Student Success Center for details on time and location at 315-268-2209.

Teaching Assistants

Many students have found the Teaching Assistants (TA's) for Calculus, Chemistry and Physics to be helpful in explaining challenging concepts. There is no fee for their services, and you can find their lab offices at:

- Math: Science Center 388
- Physics: Science Center 168
- Chemistry: Science Center 141

I need a professional to talk to about personal issues. Where can I go?

Student Health and Counseling Center (SHAC)

www.clarkson.edu/health-services

The Student Health and Counseling Center, located in the ERC, offers personal counseling. There is no fee for their services. Counselors are available during business hours and students can receive services for themselves or for another individual. Confidentiality is of utmost importance as counselors work with students on issues that may impact personal and academic functioning. Common counseling services include: Stress management, anxiety, depression, relationship issues, substance abuse, thoughts of suicide, grief, loneliness, procrastination, and coping with past or present abuse or sexual assault. For appointments or further information on this service call 315-268-6633. For after-hours crises or emergencies, students should contact Campus Safety and Security at 315-268-6666 or emergency services at 911.

I am an international student and have questions about my visa and work status.

International Students & Scholars Office

www.clarkson.edu/international-center/international-students-scholars

Foreign student advising is available in the ERC. This service includes orientation and special advising concerning such topics as visa status requirements, and work regulations. For further information on this service or to request an appointment, contact Tess Casler, Director, as listed below.

Tess Casler, Director
International Students & Scholars Office
Clarkson University
2302 ERC (Educational Resources Center)
Box 5651, 8 Clarkson Avenue
Potsdam, NY 13699
Phone: 315-268-7882
E-mail: tcasler@clarkson.edu

What if I have questions about my financial aid?

Contact your SAS representative at the Student Administrative Services Center (SAS) at www.clarkson.edu/student-administrative-services-sas/our-staff. The Student Administrative Services Center (SAS) combines the activities of the Bursar, Registrar, and Financial Assistance Offices and is located in Graham Hall Service Center. This office can be contacted at 315-268-6451.

Summer office hours: 9 a.m. – 4 p.m.
Regular office hours: 9 a.m. – 4:30 p.m.

Where Can I Get Help with my Career and Internship/Job Search?

CAREER CENTER

www.clarkson.edu/career

Inventory your interests and build a career based on the functions of business that you enjoy. Talking to your professors or advisor is a good way to see what is available to you in the work world. Many faculty members have held industrial positions before entering teaching, or are working for industry or government as a consultant or researcher. For further help on inventorying your interests and choosing a career, stop by the Career Center and inquire about their career tests.

Make contact with the staff of the **Career Center** in the ERC during your first semester at Clarkson to find out what they can do for you. Also, attend the Career Fairs held at Clarkson each fall and spring semester. Many company representatives and alumni attend the Clarkson Fairs. It is an important event where you can learn about internship, co-op and career opportunities that are available to you. You will also find great information in the **CUSB Career Guide** under 'Related Links' on the right side of www.clarkson.edu/undergraduate/engineering-management.

Clarkson offers programs to broaden your college experiences. Both the Cooperative Education and Study Exchange Programs require a student to be off campus for at least one semester.

Cooperative Education (Co-op) Program

A co-op, short for "cooperative education," is a paid position with a company for a full academic semester and often the summer. Students on co-op do not usually take classes during their time away from campus. Co-ops offer several

Handshake

Handshake is Clarkson's primary career development resource. It is an excellent way to learn about professional opportunities and how to prepare for them. You can log in at <https://clarkson.joinhandshake.com/login> and:

- Build a profile for potential employers to review, and update it every semester.
- Create a resume, have it reviewed by the Career Center, and upload it to Handshake. It will automatically be listed in the Clarkson Knight Resume Book and you could choose to have it included in a co-op or internship resume book as well.
- Search and apply for internships, co-ops or full time jobs.
- Research companies who recruit Clarkson students before speaking with them.
- Learn about the many Information Sessions, Workshops and Career Fairs that are scheduled throughout the academic year.
- Schedule on-campus interviews.
- Receive notifications from the Career Center about opportunities in your field based upon your profile.
- Begin documenting your Professional Experience for approval from the E&M Program.

LinkedIn

LinkedIn is becoming more widely used every day. Many employers now ask for a direct link to your LinkedIn profile. Make sure you're putting your best foot forward with a well-built site. For more information on how to network, what to say, and who to reach out to, come to the Career Center and speak with our Career Advisers!

advantages over internships. Since co-ops are longer than most internships, you can take on greater responsibilities and get a better real-world feel for the job. Many companies use co-ops as a six-month "interview" for a full-time position after graduation.

Internship

An internship is another great way to get an inside look at a future career. It is a summer-only position which usually lasts between 8 and 12 weeks. Responsibilities vary greatly with each company, but you'll leave with real-world experience and a solid reference on your resume.

INTERNATIONAL CENTER

www.clarkson.edu/international-center

Semester Exchange

A semester exchange is usually completed in the junior year through exchange programs that Clarkson has with universities in countries such as Australia, Austria, Denmark, England, France, Germany, Hong Kong, Ireland, Korea, Mexico, Scotland, Singapore, South Korea, and Sweden. To find out more details, contact the Career Center or visit their Web site. A minimum of 12 transferrable credits must be successfully completed with a C or above to maintain full time status. Students will complete an application through CU Global at <https://clarkson-horizons.symplicity.com>.

Participation in the Study Abroad Exchange Program requires that you have at least a 3.0 cumulative GPA. You must also research curriculum requirements so that you can ensure that you will have all necessary prerequisites and courses.

Schedule of Academic Activities

Clarkson University Fall 2021-Spring 2022

Prepared by the Registrar's Office; May 7, 2021

FALL SEMESTER 2021

Mon 8/2	Information sent to departments by the Registrar's Office to designate Spring 2022 courses
Mon 8/23	New graduate student arrive Residential MBA program begins
Tues 8/24	The Clarkson School students arrive
Thurs 8/26	New undergraduate student arrival [transfer]
Fri 8/27	New undergraduate student arrival [first year]
Thurs 8/26 - Sun 8/29	New student orientation
Sun 8/29	Returning student arrival
Mon 8/30	Classes begin (8:00am)
Fri 9/3	Last day to complete check-in for the fall semester
Fri 9/10	Spring 2022 course information due to the Registrar's Office Fall 2021 master schedule - final review Last day to add a class Last day to submit Pass/No Credit option Last day for student online access for fall course enrollment
Mon 9/20	Fall 2021 course schedule updates due to the Registrar's Office
Fri 9/24	Last day to drop a course without notation on transcript Fall 2021 final exam information due to the Registrar's Office
Mon 9/27	Initial graduation lists sent to departments for review Course withdrawal period begins. Notation of "W" will appear on transcript for all course withdrawals
Mon 10/4	Five week reporting begins
Fri 10/8	Draft Spring 2022 course schedule to departments for review Fall recess begins at the end of the last scheduled class on this day
Wed 10/13	Classes resume (8:00am) Midterm grade rosters available online
Fri 10/15	Fall 2021 draft exam schedule to departments for review Changes to the Spring 2022 draft course schedule due to the Registrar's Office Initial graduation lists due back to the Registrar's Office
Fri 10/22	Changes to the Fall 2021 draft final exam schedule due to the Registrar's Office
Mon 10/25	Minor graduation lists sent to departments for review
Wed 10/27	Midterm grades due online by noon
Fri 10/29	Fall 2021 final exam schedule available in myCU & online Spring 2022 course schedule available in myCU & online
Wed 11/10	Enrollment period begins for Spring 2022
Fri 11/12	Minor graduation lists due back to the Registrar's Office
Wed 11/17	Late Course Withdrawal period begins. Notation of "LW" will appear on transcript for all course withdrawals
Fri 11/19	Enrollment period ends. Reserved seating expires
Tues 11/23	Thanksgiving recess begins at the end of the last scheduled class on this day
Mon 11/29	Classes resume (8:00am)
Fri 12/3	Information sent to departments by the Registrar's Office to designate Fall 2022 courses
Fri 12/10	Last day of classes Final grade rosters available online Last day for students to withdraw from courses for the Fall 2021 semester
Mon 12/13	Final graduation lists sent to departments for review
Mon 12/13 - Fri 12/17	Final exams
Sat 12/18	December graduation recognition ceremony
Mon 12/20	All grades due online by 9:00AM
Wed 12/22	Final December 2021 graduation lists due to the Registrar's Office (noon)

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MBA MODULE INFORMATION

Mon 8/30	MBA Module 1: Begins	Mon 10/25	MBA Module 2: Begins
Mon 9/13	MBA Module 1: "W" will appear on transcript for all course withdrawals	Mon 11/8	MBA Module 2: "W" will appear on transcript for all course withdrawals
Mon 9/27	MBA Module 1: "LW" will appear on transcript for all course withdrawals	Mon 11/22	MBA Module 2: "LW" will appear on transcript for all course withdrawals
Fri 10/15	MBA Module 1: Last day of classes	Fri 12/10	MBA Module 2: Last day of classes
Mon 10/18- Tues 10/19	MBA Module 1: Final Exams	Mon 12/13 - Tues 12/14	MBA Module 2: Final exams

The dates and deadlines for internal paperwork requests between the Registrar's Office and departments are tentative and subject to change. Please email any questions to: registrar@clarkson.edu

Schedule of Academic Activities

Clarkson University Fall 2021-Spring 2022

Prepared by the Registrar's Office; May 7, 2021

SPRING SEMESTER 2022

Mon 1/3	Trimester (PA) classes begin
Mon 1/10	Trimester (PT/OT) classes begin
Tues 1/11	New student arrival
Wed 1/12	Returning student arrival
Thurs 1/13	Spring Semester classes begin (8:00am)
Wed 1/19	Last day to complete check-in for the spring semester
Fri 1/28	Fall 2022 course information due to the Registrar's Office by noon
	Last day to add a class
	Spring 2022 master schedule – final review
	Last day to submit Pass/No Credit option
	Last day for student online access for spring course enrollment
Fri 2/4	Updated Spring 2022 course schedule due to the Registrar's Office
Mon 2/7	Initial May 2020 graduation lists sent to departments for review
Wed 2/9	Last day to drop a course without notation on transcript
	Spring 2022 final exam information due to the Registrar's Office
Thurs 2/10	Five week reporting begins
	Course withdrawal period begins. Notation of "W" will appear on transcript for all course withdrawals
Fri 2/18	Draft Fall 2022 course schedule to departments for review
Wed 2/23	February break begins at the end of the last scheduled class on this day
Fri 2/25	Spring 2022 draft final exam schedule to departments for review
	Initial May 2022 graduation lists due back to the Registrar's Office
Mon 2/28	Classes resume (8:00am)
	Midterm grade rosters available online
Fri 3/4	Changes to Fall 2022 draft course schedule due to the Registrar's Office
	Changes to Spring 2022 draft final exam schedule due back to the Registrar's Office
Mon 3/7	Minor graduation lists sent to departments for review
Fri 3/11	Midterm grades due by noon
	Spring 2022 final exam schedule available in myCU and online
	Fall 2022 course schedule available in myCU and online
	Summer 2022 course schedule available in myCU and online
	Spring recess begins at the end of the last scheduled class on this day
Mon 3/21	Classes resume (8:00am)
Fri 3/25	Minor graduation lists due back to the Registrar's Office
Mon 3/28	Late Course Withdrawal period begins. Notation of "LW" will appear on transcript for all course withdrawals
Wed 4/6	Enrollment period begins for Fall 2022
Fri 4/15	Enrollment period ends. Reserved seating expires.
Mon 4/18 – Fri 4/22	Trimester (PA) Final Exams
Fri 4/22	Last day of Trimester classes (PA)
Fri 4/29	Last day of classes (Spring Semester and Trimester OT classes)
	Final grade rosters available online
	Last day for students to withdraw from courses for the Spring 2022 semester
	Graduate completion paperwork due to Grad Coordinators
Mon 5/2 & Tues 5/3	Reading Days
Mon 5/2 – Fri 5/6	Trimester (OT) Final Exams
Wed 5/4-Tues 5/10	Spring Semester Final exams
Mon 5/2	Final May 2022 graduation lists sent to departments for review
TBD	Graduate student commencement ceremony
Fri 5/13	All grades due online by 9:00AM
	Last day of Trimester (PT) classes
Sat 5/14	Undergraduate student commencement ceremony
Mon 5/16	Grade rosters closed
	Grades available to students
Tues 5/17	Final May 2022 graduation lists due back to the Registrar's Office by the close of business

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24	25	26	27	28	29	30

may						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

No Classes

The dates and deadlines for internal paperwork requests between the Registrar's Office and departments are tentative and subject to change

Appendices

APPENDIX A: ONLINE CAMPUS DIRECTORIES

Online Directories

<https://intranet.clarkson.edu/directory>

The online directories are great tools when looking for contact information for students, faculty, and staff. The link above will bring you to the Directories web page which contains links to the all of the categories below:

- ◆ **Organizational Chart**
Address, location, phone number and e-mail address by division and function of all faculty and staff.
- ◆ **Alphabetical Directory of Faculty/Staff**
Address, location, phone number and e-mail address of all faculty and staff, in alphabetical order.
- ◆ **Department Directory**
Phone number, fax number, PO box number and web link to schools and departments at Clarkson.
- ◆ **Student Directory**
Name, PO box number, phone number, e-mail address and major of students. For privacy reasons, this directory is available only from on-campus.



During the Precautionary Self-Quarantine at Clarkson in February 2021, the Golden Knights Rise Innovation Challenge was created! This challenge asked students to use readily available items from their rooms or items that could be delivered directly to them for completing a new challenge every day for 7 days. The results were very creative and fun to watch! Many found it helpful to invest their time and creativity in a focused way during the quarantine. Several E&M students won prizes!

APPENDIX B: GENERAL ACADEMIC AND DEGREE INFORMATION

You will find a complete on-line listing of Clarkson's Academic Regulations at: www.clarkson.edu/clarkson-regulations

Additional Academic information is also published in the Clarkson Catalog at: www.clarkson.edu/clarkson-catalog

Advance Placement/Transfer Credit

Advanced Placement or transfer credit can be granted to you. Clarkson requires a score of 4 or higher. For further information and to get the credit applied to your transcript you need to contact a representative in the Student Administrative Services Center (SAS). AP credit must be approved prior to your first semester, otherwise a Dean's exception must be granted in order to transfer in AP credits.

Classification of Students

- A student must complete at least 24 credit hours for Sophomore status.
- A student must complete at least 54 credit hours for Junior status.
- A student must complete at least 84 credit hours for Senior status.

Double Majors/Second Degrees

1. **A single major** Clarkson bachelor's degree requires 121 credits of coursework.
2. **A double major bachelor's degree** is awarded when the student satisfies all curricular requirements for two bachelor's degree programs but does not qualify for a second degree. This is a single degree with two majors, and all requirements for both programs must be completed prior to graduation.
3. **A second bachelor's degree:** A student can be awarded two Clarkson bachelor's degrees if he or she satisfies all degree requirements for two different Clarkson bachelor's degree programs. In addition, a minimum of 150 credit hours is required including at least 30 credit hours unique to each program. These degrees may be awarded simultaneously or sequentially, as long as requirements have been met.

Within 6 Hours: Students within 6 credit hours of meeting all graduation requirements may participate in commencement, and may finish course work off campus. However, an Off Campus Form must be completed, and submitted to SAS.

Transfer credit: Transfer credit from another college or university is approved through your advisor, the department under which the course is taught and the SAS Office. Before taking a course at another university, the Off Campus Form must be filled out. See your advisor for any questions about transfer credit.

GRADING SYSTEM

Grades are reported in accordance with the following system: A+, A, A-, B+, B, B-, C+, C, C-, D, F (4.000, 4.000, 3.667, 3.334, 3.000, 2.667, 2.334, 2.000, 1.667, 1.000, 0.000 quality points). Therefore, a student who passes a 3-hour course with an A will earn 3 x 4 or 12 quality points; a B, 3 x 3 or 9 quality points,

etc. The quality-point average is determined by dividing the total number of earned quality points by the total number of credit hours taken at Clarkson on a traditional basis (A+, A, A-, B+, B, ...). Selected courses may be taken on the Pass/No Credit system where P=passed, quality-point average not affected; NC (no credit) on student's record for C-, D, or F grade in courses taken as Pass/No Credit; P=passed (certain designated graduate courses), quality-point average not affected.

UNEARNED F

If a student stops attending class and receives an F in the course, it will be considered an "unearned F". This could affect financial aid.

MIDTERM GRADES

Midterm Grade Rosters will be created on-line for all courses. Midterm grades are intended to inform students of their academic progress; they do not become part of a permanent student record. In courses in which student work has been evaluated before midterm, one of the following two grades will be awarded: S – Satisfactory or U – Unsatisfactory. A midterm grade of unsatisfactory ("U") should be recognized as indicating undergraduate performance below the level of a "C" grade. For those courses in which no student work has been evaluated before midterm, the report will show an "N" for each student.

REPEATING A COURSE

Students can only repeat a course for which they have received a grade of C- or lower. Once the course is repeated, the higher of the two grades will prevail and the lower grade will be omitted. The transcript is a historical document and so any coursework that has been completed will remain recorded. A repeated course will show up with a notation that it has been repeated and it will be omitted from the GPA calculation.

ACADEMIC STANDING

1. **Academic Warning.** A full-time undergraduate student in Good Standing whose current semester Quality-Point Average (QPA) falls below 2.000 shall be placed on Academic Warning. To be removed from Academic Warning, back to Good Standing, a student needs to complete at least 12 credit hours with a current semester QPA of at least 2.000.
2. **Academic Probation.** A full-time undergraduate student on Academic Warning who fails to complete at least 12 credit hours with a current semester QPA of at least 2.000 will be placed on Academic Probation. To be removed from Academic Probation, back to Academic Warning, a student needs to complete at least 12 credit hours with a current semester QPA of at least 2.000.
3. **Academic Separation.** A full-time undergraduate student on Academic Probation who fails to complete at least 12 credit hours with a current semester QPA of at least 2.000 will be separated from the University. Any undergraduate student who fails to attain a current semester QPA of at least 1.0 shall also be Separated from the University.
4. To be continued, if Separated, an undergraduate must request continuance or readmission by submitting an

Undergraduate Continuance Request Form through the *Forms for Undergrads* tile in myCU (PeopleSoft). Instructions can be found at:

www.clarkson.edu/sas/student-records/continuance-and-readmission

5. The student needs to complete all answers on the form and provide the program(s) of study the student wishes to be continued in. All cases of continuance require concurrent approval of the department chair or program director and the University's Continuance and Readmission Committee. If continued, a student's academic standing will be Academic Probation.
6. The academic standing acquired at the end of any semester shall take effect at the beginning of the next summer school or semester in which the student enrolls.

Further information may be found by contacting Student Administrative Services.

DEAN'S LIST AND PRESIDENTIAL SCHOLAR LIST

To qualify for the Dean's List during any semester, a full-time undergraduate student must receive no failures and earn a semester quality-point average of at least 3.250. A 3.800 semester quality-point average or better qualifies a student for the Presidential Scholar List. Both lists require a student to be enrolled for at least 14 credit hours in a prescribed curriculum of which 12 or more credit hours are graded in the traditional manner (not graded on a pass/no credit basis).

DEGREE WITH DISTINCTION

At graduation, a student will receive the bachelor's degree "with distinction" if their cumulative quality-point average is at least 3.250, and "with great distinction" if it is at least 3.750. A more detailed and complete explanation of all academic and graduation requirements at Clarkson appears in Clarkson's Academic Regulations at:

www.clarkson.edu/clarkson-regulations

APPENDIX C: HELPFUL TIPS FOR myCU (PeopleSoft)

Defined & Common Enrollment Messages

Class Number

The Class Number is a 4-digit number assigned to a particular class section for the current semester. Example: 8897 = Section 2 of EC 350 for Fall 2019.

Closed Classes (closed, full or not offered)

Many courses are not offered every semester or reach maximum capacity quickly. Students who have completed the most credit hours have first priority. Consequently, be prepared to look for alternatives. This may require rearranging other classes. If this is a required course for this semester, seek guidance from your advisor.

Course Number

The Course Number is the common departmental designator and number for a particular course.

Example: EC350 = Economic Principles and Engineering Economics.

Enrollment Appointment

Students may only begin enrollment after a specific date and time which is listed in myCU. To find your enrollment appointment, click on *Enrollment* and then *Enrollment Dates* from your *Campus Experience Dashboard*. Students will have the best chance of getting into their classes when they enroll at the very beginning of their appointment time.

Hold

Enrollment is only possible when all holds have been removed. Contact the office noted on the Hold to determine what actions you need to take to resolve the situation.

Related Component

Related components are those noncredit sections associated with a class offered for credit (ex. lab/discussion).

SAS Assistance: SAS can walk you through the process from beginning to end. Do not delay, because class selections are limited. Invest the time to understand the system and how it works, and you will find greater success in the future.

Message: Combined section is full

In some instances, two departments offer the same class and advertise it with their own designator. For example, Organizational Behavior is offered for both Engineering & Management and the School of Arts & Sciences – EM 286 and PY 286 respectively. While it may appear to have seats available, enrollment in both courses is added to determine if the class has reached capacity.

Message: Maximum term unit load exceeded.

Students can only enroll in the number of credit hours listed in their enrollment appointment. If a student would like to take additional credit hours they must meet with their academic advisor and SAS. The maximum academic load is 19 credits hours for undergraduates.

Message: Minimum term units.

Students cannot drop below full-time credits, which is 12 credits for undergraduates. Seek guidance from your academic advisor and/or SAS to avoid academic program and financial assistance and insurance problems.

Message: Multiple Enrollments not allowed

Students can only enroll in a class once for the term.

Message: Repeatable Limit

This indicates that this course has been taken previously. Some courses (i.e. directed study) may be taken multiple times; however, most courses may only be repeated if a student received a grade of C-, D or F.

Message: Requisites Not Met

This class has required pre-requisites or co-requisites, or possibly enrollment requisites specific to the class (for example ES100 where sections are tied to certain majors). To determine what requisites exist, look up the class attributes within the course description in myCU (PeopleSoft).

Message: Required Related Class

Many classes include more than one component (lecture, lab or discussion). One must enroll in all components. After selecting the enrollment component (the credit bearing component) on the Enroll in a Class page, enter the related component (the noncredit bearing component) on the Class Enrollment Options page that is presented. Note, in many cases you will be automatically enrolled in the related component if there is only one section.

Message: Success

The enrollment was successful!

Message: The enrollment limit has been reached

The class is full. Some classes may appear to have seats available, but the class is full because seats have been reserved for students in specific majors.

APPENDIX D: GUIDELINES FOR COMPLETING COURSES AT OTHER COLLEGES/UNIVERSITIES

Where to Start? Students interested in taking courses at another college/university must first consider where the course(s) will be taken, how many courses will be taken, and what classes they want to take. Once these items are addressed students have clear guidelines to follow.

Cross-Registration within the Associated Colleges of

St. Lawrence Valley: Cross-registering gives students an opportunity to expand the depth and variety of their academic program. Full-time Clarkson students interested in taking courses at SUNY Potsdam, SUNY Canton or St. Lawrence University can cross-register for up to 2 courses in an academic year as part of Clarkson's normal tuition. Clarkson considers full-time to be a minimum of 12 credit hours in the fall/spring semesters. Students can register for up to 19 credits without getting charged extra.

If you are interested in cross-registering, first check with your advisor to ensure that the class you have selected will count towards your academic program. *You must be enrolled in 12 credits or more at Clarkson to be able to cross-register.*

You must complete a cross-registration form which will require the signature of the chair or executive officer of the corresponding department at Clarkson and that of your advisor. ***Be aware that enrollment for the course will occur a week before class at the "host" institution begins. If there is space, you will be able to take the class. In the event that a course is full, you will be notified via email with further instructions.*** Also, be aware that calendars may be different between Clarkson and the other colleges. Start and end dates as well as breaks are something to consider before signing up for a class.

SAS will post transfer credit hours to a student's record for any course passed with a grade equivalent to Clarkson's "C" grade or higher. However, SAS will record a grade of "T" to indicate that the course was taken at another academic institution and, therefore, the course will not be used in computing your QPA. To clarify, no letter grades will be transferred or appear anywhere in Clarkson's records.

For complete Cross-Registration Regulations and application forms visit the Student Administrative Services (SAS) Web site: click the *Associated Colleges Cross-Registration Form* link under *Common Forms*.

Off-Campus Permission Form: Students studying abroad or those interested in taking courses on a part-time basis at another campus can do so by completing an Off-Campus Permission form which is available through myCU at mycu.clarkson.edu. Click on the tile 'Campus Experience Dashboard' and look for 'Student Forms' from the menu on the right. Scroll down until you find the 'Off Campus Permission Form'. You can begin filling out the name of the course you would like to take, with information about the college you would take it from. There is a place for you to include the course description.

One form must be completed for each course a student is taking off campus and a course description from the chosen school's catalog or Web site must be attached.

Students taking a business course can take the form directly to their academic advisor for approval. Students taking a non-business course must have their form approved by the Clarkson department that offers a similar course (i.e. a statistics course must be approved by Clarkson's Math Department). This is necessary to ensure courses are equivalent in level/rigor to those offered by Clarkson. Once approved by the appropriate department, the form is brought to the student's academic advisor.

It is the student's responsibility to request a transcript from the school attended and to confirm its receipt in SAS. Upon receipt, SAS will post transfer credit hours to a student's record for any course passed with a grade equivalent to Clarkson's "C" grade or higher. However, SAS will record a grade of "T" to indicate that the course was taken at another academic institution and, therefore, the course will not be used in computing the

student's QPA. To clarify, no letter grades will be transferred or appear anywhere in Clarkson's records.

CUSB Transfer Credit Criteria: Clarkson's School of Business has specific criteria it uses to determine what transfer credit will be accepted. Please review the following list with your advisor before completing any Off-Campus Permission forms or enrolling in any courses off-campus.

Business courses at the 100 or 200 levels will be accepted from any 2 or 4 year college or university where content and delivery are deemed appropriate. To receive transfer credit for EM205 Introduction to Financial and Managerial Accounting, an equivalent course must be a blend of both Financial and Managerial Accounting. At many schools this requires two separate courses (Financial Accounting and Managerial Acct.).

Business courses at the 300 level or higher must be taken at a 4-year institution accredited by the Association to Advance Collegiate Schools of Business (AACSB). To obtain a listing of accredited schools visit the AACSB Web site: www.aacsb.edu/accreditation/accredited-schools

Individual courses for which there are no Clarkson equivalents will be evaluated on a case by case basis. If accepted, the course will appear on a student's transcript with either 001 or 002 after the course designator (ex. AC001). 001 identifies that no comparable class existed.

APPENDIX E: SEMESTER EXCHANGE WITH THE INTERNATIONAL CENTER

www.clarkson.edu/international-center

It's a complex, interdependent, technologically swift world, getting smaller all the time through communication innovations and increasing globalization of business. A study abroad exchange experience can give you a leg up in your career and provide the opportunity for personal growth and development.

Clarkson offers students semester-long and year-long international opportunities. The traditional study abroad exchange program allows you to attend a university in one of 28 countries. Universities are always being added. Check online for the most current offerings.

Clarkson has formal exchange programs with more than 50 universities (universities are constantly being added) in these countries, which means you still have access to your financial aid while you are abroad.

Clarkson's International Exchange Partners include:

- ◆ Australia
 - Griffith University, Gold Coast
 - Monash University, Melbourne
 - University of Newcastle, Newcastle
 - University of Technology Sydney, Sydney
- ◆ Austria
 - Upper Austria University of Applied Sciences, Steyr and Wels Campuses
- ◆ Canada
 - Laval University, Quebec City
- ◆ Denmark
 - Technical University of Denmark (DTU)
- ◆ England
 - Northumbria University, Newcastle-Upon-Tyne
 - University of Brighton, Brighton
 - University of Leicester, Leicester
- ◆ France
 - KEDGE Business School (BEM), Talence (Bordeaux)
 - EM Strasbourg Business School, Strasbourg
 - ESSCA School of Management, Angers & Paris Campuses
 - Grenoble Ecole de Management, Grenoble
 - Université Catholique de Lyon ESDES, Lyon
 - Université de Technologie de Troyes, Troyes (Champagne Region)
- ◆ Germany
 - Konstanz University of Applied Sciences, Konstanz
- ◆ Hong Kong
 - City University, Kowloon
- ◆ Ireland
 - National University of Ireland, Galway
- ◆ Mexico
 - University of Monterrey, Monterrey (fluent Spanish required, some courses available in English)
- ◆ New Zealand
 - Auckland University of Technology, Auckland
- ◆ Scotland
 - Heriot-Watt University, Edinburgh
 - University of Strathclyde, Glasgow
- ◆ Singapore
 - National University of Singapore, Singapore
- ◆ South Korea
 - Sungkyunkwan University, Seoul
- ◆ Spain
 - Comillas Pontifical University, Madrid
- ◆ Sweden
 - Jönköping University, Jönköping
 - Luleå University of Technology, Luleå

For the most up to date list of our exchange partners, please reference the International Center website.

APPENDIX F: ACADEMIC INTEGRITY AT THE CLARKSON SCHOOL OF BUSINESS

Adopted by Faculty: November 14, 2008

I. Purpose

This document is the policy on academic integrity and plagiarism for students in the Clarkson University School of Business. This policy is intended to reinforce, but not supersede, specific policies laid out in course syllabi. In areas where course syllabi are silent, this policy will apply.

II. Zero Tolerance of Academic Integrity Violations

Clarkson University has always held integrity and ethical behavior as core values. As students and faculty at Clarkson, we are bound to these values. As business managers and leaders, we are stewards for the shareholders, employees and customers of the firms we manage — there is no room for lapses in ethics or integrity. The Clarkson University School of Business embraces the University's policy on Academic Integrity and is committed to zero tolerance of Academic Integrity violations or even the appearance of such violations. Violations of Academic Integrity, by ourselves or by our colleagues, must not and will not be tolerated.

The Clarkson University Regulations, Section IV-A, State:

"Clarkson values personal integrity. Matriculation at Clarkson carries with it the obligation that a student will not claim as his or her own, the work of another, or any work that has not been honestly performed, will not take any examination by improper means, and will not aid and abet another in any dishonesty.

Violations of the Code of Ethics are regarded as most serious offenses and render the offenders liable to severe disciplinary action.

Alleged violations of the Code of Ethics are dealt with according to the section on the Academic Integrity Committee." www.clarkson.edu/clarkson-regulations

If there is any doubt about whether an action violates the Business School's rules on Academic Integrity, it must be assumed the action does.

III. Plagiarism

The Merriam-Webster Online Dictionary defines "plagiarize" as: "**plagiarize**

1. to steal and pass off (the ideas or words of another) as one's own : use (another's production) without crediting the source
2. to commit literary theft : present as new and original an idea or product derived from an existing source" (www.merriam-webster.com/dictionary/plagiarizing)

In practice, many faculty and students have difficulty determining whether a particular case constitutes plagiarism.

For example, what does "crediting the source" mean in definition (1) above? Furthermore, many people assume that plagiarism implies intent but this is not so. Fundamentally, plagiarism is any failure to give credit where credit is due. Unintentional plagiarism is common but is just as serious an offence as intentional plagiarism.

The Web site Plagiarism.org has an extensive discussion of plagiarism and how to avoid it. Among the examples of plagiarism the site offers are the following: "All of the following are considered plagiarism: turning in someone else's work as your own, copying words or ideas from someone else without giving credit, failing to put a quotation in quotation marks, giving incorrect information about the source of a quotation, changing words but copying the sentence structure of a source without giving credit, copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules).

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism." (www.plagiarism.org/plagiarism-101/what-is-plagiarism)

To avoid ambiguity, all citations must adhere to the following rules (taken from The Publication Manual of the American Psychological Association (5th ed.) as summarized by Professor Sandra Fisher). Any other form of citation is insufficient and will be considered plagiarism.

Citing Sources and Quotations in APA Format

The Publication Manual of the American Psychological Association (5th ed.) is the definitive source on how to appropriately cite sources in the format required for any course. Below are some examples of both in-text citations and reference list entries using the format specified by the APA.

In-text Citations

To cite a source that you have paraphrased, list the author and the year:

Example #1: Fisher (2008) discussed the importance of appropriately acknowledging sources used in preparing a client deliverable.

Example #2: Including expert sources in your deliverable can enhance the perceived credibility of that deliverable (Fisher, 2008).

For a quotation, you must use one of two formats:

a) for shorter quotations, work it into the text, setting the quoted material off in quotation marks:

Example #1: As described by Stroh and Johnson (2006), "This is a very good time indeed for consultants" (p. 1).

Example #2: We are using this text for the course because "this book is about what consultants do and how they do it" (Stroh & Johnson, 2006, p. 1).

b) longer quotations (40 words or more) should be set apart by in an indented block (indented 1/2 inch on each side) and preceded by an in-text citation. In this case, no quotation marks are used.

Example: As noted by Stroh and Johnson (2006, p. 1): This is a very good time indeed for consultants. As corporations have been reorganizing and downsizing, merging and globalizing, the consulting business has been booming. During the 1990s, U.S. revenue from consulting increased by at least 10% each year and by as much as 20% to 30% in some of the larger firms.

Note that all in-text citations must be accompanied by a full citation in the Reference List. A full citation must allow the reader to quickly and easily find the exact text you are referring to. In cases where a certain author or authors have written more than one cited work in a particular year, the year should be followed by a letter to differentiate the citations.

Example: Fisher (2008a) discussed the importance of appropriately acknowledging sources used in preparing a client deliverable stating that “including expert sources in your deliverable can enhance the perceived credibility of that deliverable” (Fisher, 2008b).

Reference Lists containing complete citations must be placed at the end of a document.

If in doubt about correct style or if a particular source is not defined here, you must consult your professor for appropriate citation styles before handing in any work.

IV. Draft Documents Must Also Use Proper Citation

Draft documents are typically prepared for the review of others. Although readers of a draft usually understand that it is a work in progress, there is no question that the draft represents the thoughts and ideas of the author(s), albeit probably still in the early stages of development. Drafts, when circulated outside the sphere of the draft authors, must clearly identify and attribute the work and ideas of others – draft documents require proper citation just as final documents do.

V. Consequences of Academic Integrity Violations

Section IV-A of the Clarkson University Regulations states, “Violations of the Code of Ethics are regarded as most serious offenses.” Penalties are set by the professor or School with a mark of zero on the assignment, test or paper being the typical sanction for a first Academic Integrity violation (this can result in course failure if the violation is on a final exam). A second violation in the same course almost always results in automatic failure of the course.

When a student is accused of a second offense in the same course, the professor is required to make a recommendation to the University Academic Integrity Committee stipulating: no additional action (beyond penalties already levied); Academic Suspension; or Academic Expulsion. In the School of Business, the recommendation is almost always one of the latter two. If the Academic Integrity Committee feels suspension or expulsion is merited, a recommendation will be made to the University President. Only the President (or his or her designate) has the authority to impose a suspension or an expulsion.

Academic Suspension means that a person may not earn academic credit at Clarkson University for any work done at any institution during the duration of the Academic Suspension. Thus, courses taken at another university during the suspension may count at that other institution but they can never be applied toward programs at Clarkson. An Academic Suspension delays the earning of a degree or diploma from Clarkson University by, at least, the length of the suspension. Academic Suspensions are usually for a period measured in academic terms (for example, for three academic terms).

Academic Expulsion means that a person may never again earn credit at Clarkson University.

VI. Rights When Accused of an Academic Integrity Violation

When accused of an Academic Integrity Violation, the student has the right to appeal to the University Academic Integrity Committee. The accused may appeal the accusation, the penalty levied or both, at their choice. To appeal, simply notify the Chair of the University Academic Integrity Committee in writing.

If anyone has questions about the process, the consequences, or any other issues relating to Academic Integrity, they are encouraged to speak with the Chair of the Academic Integrity Committee. The Dean of Students’ Office or the Dean’s Office for any of the University’s Schools can supply the name of the current Chair of the Academic Integrity Committee.

REFERENCES

Clarkson Undergraduate/Graduate Catalog – www.clarkson.edu/clarkson-catalog

Clarkson University Regulations contains academic and social regulations and the official policy statements of the University. You should be familiar with this information. The Dean of Student's Office maintains responsibility for University regulations. Any questions should be directed there. www.clarkson.edu/clarkson-regulations

Clarkson University Webpage – www.clarkson.edu

myCU (PeopleSoft) contains most recent course descriptions for all classes students can take at Clarkson University – <https://intranet.clarkson.edu/peoplesoft>



Global Supply Chain senior Cecilia Tran and E&M seniors Karla Norales and Kristen Liu are participating in a volunteer event at a local farm during their Target internship!



CU · Clarkson Ignite

President's Challenge

E&M WINNERS!
THE KEEP YA CANE

"SECOND PLACE - HUMAN HEALTH"



THE FOOD WASTE ERASER

"SECOND PLACE - PROTOTYPE"



- 23 Prizes given
 - 6 EM 121 Teams won 11 of those prizes!!
- CONGRATULATIONS!**



CU · Clarkson Ignite

President's Challenge

BASE SOLAR - SOLAR PANELS

"THIRD PLACE - ENERGY, AGRICULTURE & ENVIRONMENT"



CLEAR SITE - HEATED GLASSES FRAMES

"MOST CREATIVE/INNOVATIVE IDEA"
"SECOND PLACE - PRODUCTS & SERVICES"

E&M WINNERS!



CU · Clarkson Ignite

President's Challenge



THE SANITATION GLOVE

"IMPLEMENTATION READY"
"SECOND PLACE - ENERGY, AGRICULTURE & ENVIRONMENT"
"SECOND PLACE - VIDEO"

E&M WINNERS!

UVC LIGHT ATTACHMENT FOR SANITIZING

"BEST CLASS-BASED PROJECT"
"BEST IN CATEGORY - HUMAN HEALTH"
"BEST USE OF CAMPUS RESOURCES"



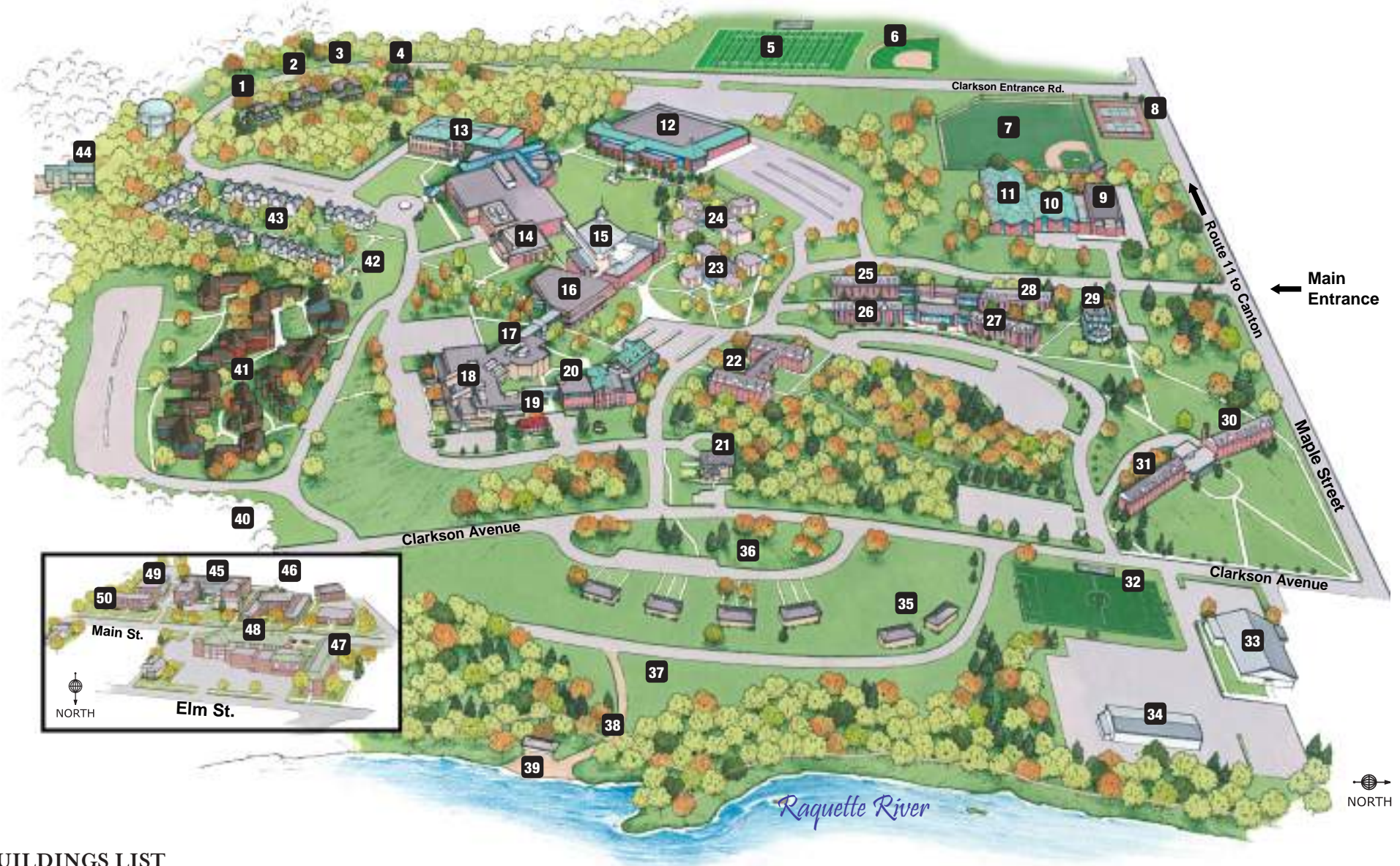
CONGRATS



Professor Madrakı, Allison Tessier '21 and Gillian Kurtic '21 published "Leadership Style for Various Industries with High Rate of Turnover," in the IISE Annual Conference Proceedings!



**2021 E&M
Pre-Orientation
Trip Leaders
Sam Gallery,
Keegan Flaherty
and Jarell
Phinney!**



BUILDINGS LIST

- | | | | | | |
|---|--|--|---------------------------------|--|-------------------------|
| 1. Sigma Chi | 12. Cheel Campus Center | 18. Cora & Bayard Clarkson Science Center | 26. Reynolds House | 38. Munter Trails | 46. Old Main |
| 2. Sigma Phi Epsilon | 13. Center for Advanced Materials Processing (CAMP) | 19. Woodstock Lodge | 27. Cubley House | 39. Canoe House | Army ROTC |
| 3. Outing Club | 14. William J. Rowley Science and Engineering Laboratories | 20. Bertrand H. Snell Hall | 28. Ross House | 40. Woodstock Field | Air Force ROTC |
| 4. Delta Upsilon | 15. Student Center | 21. Foster House | 29. Holcroft House (Admissions) | 41. Woodstock Village | 47. Downtown Snell Hall |
| 5. Neugold Field | 16. Andrew S. Schuler Educational Resources Center (ERC) | 22. Moore House | 30. Hamlin House | 42. 911 Memorial | 48. Congdon Hall |
| 6. Scott Softball Field | 17. Technology Advancement Center | 23. Graham Hall (Donahue, Olson, Van Note, Wilson) | 31. Powers House | 43. Townhouse Apartments | 49. Peyton Hall |
| 7. Snell Field | | 24. Price Hall (Farrisee, Newell, Ormsby, Thomas) Air Force ROTC | 32. Hantz Field | 44. Denny Brown Adirondack Lodge | 50. Damon Hall |
| 8. Tennis Courts | | 25. Brooks House | 33. Walker Arena | 45. Clarkson Hall (Health Professional Programs) | |
| 9. Alumni Gymnasium | | | 34. Carpenter Shop | | |
| 10. Deneka Family Fitness Center | | | 35. Crescent Apartments | | |
| 11. Andrew M. Schuler Recreation Building (IRC) | | | 36. Riverside Apartments | | |
| | | | 37. A. George Davis Park | | |