



# THINGS YOU NEED TO KNOW AS AN MB MAJOR/MINOR

## Who to go to for what?

### Your Advisor

- Academic issues/advisement
- Course selection
- Anything related to planning your academic career

### Dr. Tim Harper (Department Chair):

- College relations/issues
- MB Department planning and issues
- Faculty/student questions/concerns

Office: PMH205  
[tharper@skidmore.edu](mailto:tharper@skidmore.edu)

### Dr. Christine Page (Associate Chair)

- Signatures and Approvals
- Signatures on major/minor declaration forms
- Help with finding an advisor in the MB dept.
- Off-campus/study abroad questions and transfer credit approvals
- Internship approval signatures
- Independent study approval signatures

Office PMH265  
[cpage@skidmore.edu](mailto:cpage@skidmore.edu)

### Terri Kindl (Administrative Support Staff):

If you can't find the Chair or Associate Chair, see Terri. She's usually the person "in the know" about who can direct you to who you need to talk to.

Check out the MB Dept. webpage at [https://www.skidmore.edu/management\\_business](https://www.skidmore.edu/management_business)

Most questions that MB majors/minors have can be answered by going to the MB website:  
[https://www.skidmore.edu/management\\_business](https://www.skidmore.edu/management_business)

Be sure to use the tan tabs listed on the left side of the page to learn more about Registration Info, Resources for Students, Our Faculty (for contacting professors or finding an advisor in a field/discipline that interests you), etc.... There's tons of information here that you'll need and use!

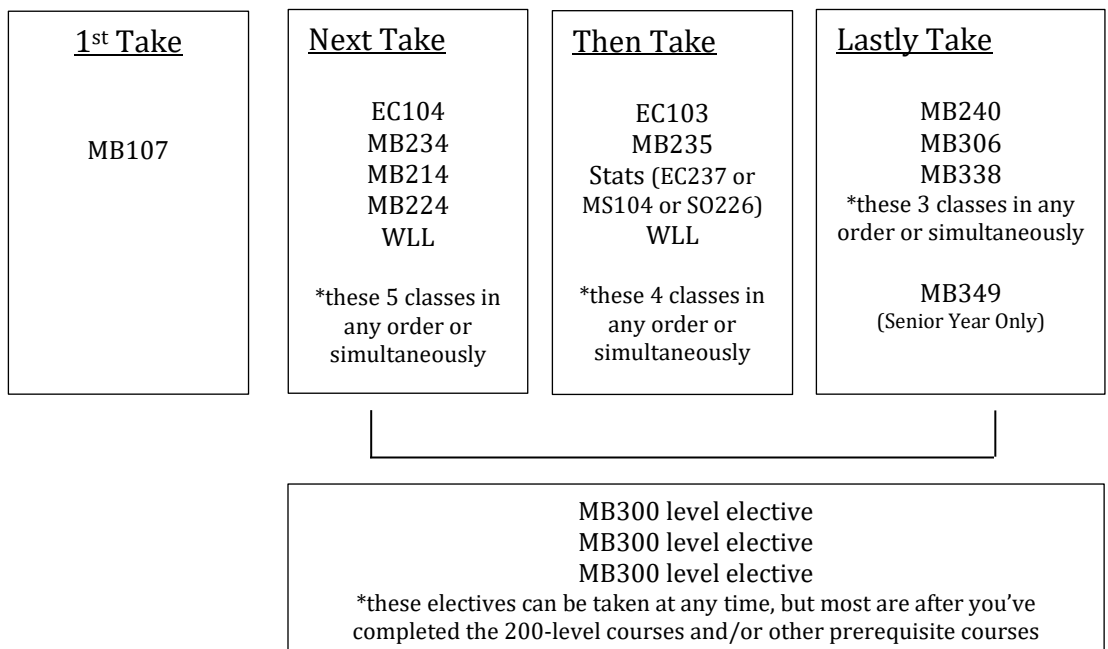
## Some frequently asked questions...

**Q:** *What are the requirements for the MB Major?*

**A:** The MB major was restructured in the last couple of years, so the changing requirements for the major are being rolled out over time. This means each class year (2017, 2018, and on) might have slightly different major requirements. Pay attention to the requirements that apply to you:  
[https://www.skidmore.edu/management\\_business/majors/index.php](https://www.skidmore.edu/management_business/majors/index.php)

Students who entered Skidmore in Fall '14 and beyond (Class of '18 and on)
<p>* Need to take two courses in the WLL Department or approved for transfer credits by the WLL Department</p> <p>All business majors must take the basic business core, plus three 300-level elective courses and two courses in a world language or world literature (WLL). The basic business core is composed of the following courses: MB 107, MB 214, MB 224, MB 234, MB 235, MB 240, MB 306, MB 338, MB 349, EC 103, EC 104, and EC 237 or MS 104 or SO 226.</p> <p>The suggested course sequence for the major is: MB 107, EC 104, WLL, MB 234, MB 235, EC 103, EC 237 or MS 104 or SO 226, MB 214, MB 224, WLL, MB 240, MB 306, MB 338, 300-level electives (three), MB 349 (senior year only).</p> <p>* <b>PLEASE NOTE:</b> ID190, MB240, MB299, MB360, MB399 do not count towards the major requirements</p>

## A Sample Course Plan...



**Q: What are the requirements for the MB Minor?**

**A:** 6 courses: MB107, MB214, MB224, MB234, and 2 additional courses in MB (at least one at the 300 level).

ID190, MB240, MB299, MB360, MB399 do not count towards the minor requirements.

All required courses for the minor must be taken for a grade (no S/U). Elective MB courses for the minor may be taken S/U at the faculty member's discretion.

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**Q: What do I need to know about Studying Abroad?**

**A:** Studying abroad in junior year is very popular amongst MB majors/minors. The Management and Business Department has the following recommendations for study abroad:

- Work with the Office of Off-Campus Study and Exchanges (OCSE) during your sophomore year to start planning.
  - The MB Dept. strongly recommends students planning to major in MB not study abroad until their junior year.
  - If you plan to study abroad in the *Fall* of your junior year, you must have successfully completed MB 234, one WLL course, and EC 237 or MS 104 or SO 226 (one required statistics course) before you leave.
  - If you plan to study abroad in the *Spring* of your junior year, you must have successfully completed MB 234, MB 235, one WLL course, and EC 237 or MS 104 or SO 226 (one required statistics course) before going abroad.
  - Students can opt to take their second required WLL course for the MB major either before you go abroad, while abroad, or after you return to campus.
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**Q: How do I find an advisor in the MB Department?**

- Step 1: Go to the MB website and get to know the MB faculty and their areas of expertise by reading about them.
  - Step 2: Identify several in your field/ discipline of interest (e.g., marketing, finance, management, accounting, (etc).
  - Step 3: Approach the first one on your list (by email or during their office hours posted on their door) and talk to them about being your advisor. Approach the second one on your list if need be...and so on...
  - Step 4: If Steps 1-3 aren't productive, feel free to contact the Associate Chair of MB who handles advising assignments.
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**Q: How do I declare my major/minor?**

- Print 2 copies of the form from the Registrar's website.
  - Meet with your advisor to discuss the major/minor
  - Get your advisor to sign both copies of the form.
  - Where the form says "Chair Signature", you actually need the "Associate Chair" of MB's signature.
  - Hand in one copy with all the signatures completed to the MBD office (Terri Kindl is the Administrative Assistant).
  - Hand in the second copy to the Registrar's Office.
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**Q: Who do I get the "Chair's Signature" from on most forms?**

**A:** Go to the Associate Chair of MB for Chair signatures on:

- Major Declaration form
  - Minor Declaration form
  - Study abroad approvals
  - Transfer credit approvals
  - Internships forms
  - Independent study forms
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**Q: Where do I get software for my MB courses?**

**A:** The Management and Business Department expects all students enrolled in MB courses to have and to use the Microsoft Office suite of software, including Word, Excel, and Powerpoint (or Prezi as an alternative to Powerpoint). Students should access this software using a free download accessible through Skidmore's IT office:

<https://www.skidmore.edu/it/computing/purchasing.php> By using this software throughout the MB curriculum, students will develop essential skills for their careers.