

Gallaudet University



Leading the world in undergraduate and graduate programs for deaf, hard of hearing, and hearing students.

Department of Business



Information Handbook
2007-08

Dear Gallaudet Undergraduate:

Welcome to the Department of Business! We are delighted that are interested in our program, and we look forward to working with you over the next few years. This handbook is designed to assist you by (1) providing information about the Department of Business (DOB) and the requirements for majoring in business; and (2) anticipating and answering any questions that you might have. Of course, you can also contact any of the department faculty or staff (see next page) for more information and assistance whenever you need it.

Please read the information packet carefully, and try to go over it again every semester. Together with your major advisor, you can use this handbook as a guide to help you plan your journey through the rest of your college years. In addition to general information about the DOB and a list of frequently asked questions, the handbook provides you with information about the required courses and a suggested schedule for taking courses in your major. This handbook will be updated every year as the DOB changes its programs, so ensure that you always have the most recent issue of the DOB handbook.

All of us in the DOB look forward to getting to know you better. You have been admitted to the DOB because we believe that you have the talent and ability to succeed in any of our program majors. We look forward to helping you achieve your goals.

Best wishes for a successful year!

Sincerely,

The Department of Business Faculty
2007 – 2008 Academic year

DEPARTMENT OF BUSINESS

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Department Resources

Accounting/Computer Labs: Ely 202 B and C

Conference Room: Ely 207

Student Study Lounge: Ely Center second floor

Faculty Lounge/Mail/TV Room Ely 231

Graduate Assistant/Visiting Faculty: Ely 202A

Website: <http://business.gallaudet.edu/>

ABOUT GALLAUDET UNIVERSITY

History

Gallaudet University had its beginnings in 1856 when Amos Kendall, postmaster general during the administration of President Andrew Jackson and a well-known journalist and philanthropist, established a school for deaf and blind children. He donated two acres of land and a house located on one corner of his estate in Northeast Washington. In 1857 he persuaded Congress to incorporate his Kendall School as the Columbia Institution for the Instruction of the Deaf and Dumb and the Blind. The President of the United States (then James Buchanan) was the school's patron. Congress also agreed to pay the expenses of poor children from the District of Columbia to attend the school. Following Congress' action, Kendall hired Edward Miner Gallaudet to be superintendent of the Institution. Gallaudet was the son of Thomas Hopkins Gallaudet, founder of the first school for deaf children in the United States. Both Gallaudets believed that a national college should be established for deaf students. In 1864, Congress, persuaded by Edward Miner Gallaudet and Amos Kendall, voted to authorize the Board of Directors of the Columbia Institution "to grant and confirm such degrees in the liberal arts and sciences as are usually granted and conferred in Colleges." President Abraham Lincoln signed the bill and became the first patron of the National Deaf Mute College. Edward Miner Gallaudet became president of both the institution and the College.

In 1865 blind students attending the Columbia Institution were transferred to the Maryland School for the Blind, and the words "and the Blind" were dropped from the institution's title. The first class to take the entire college course graduated in 1869. The diplomas of three graduates were signed by President Ulysses S. Grant. Since that time, all Gallaudet diplomas have been signed by the President of the United States.

Women were first admitted to the college in 1887. In 1891 a graduate department was started to prepare hearing graduates of other colleges to become teachers of deaf children. At the request of the alumni, in 1894 the Board of Directors renamed the college Gallaudet College in honor of Thomas Hopkins Gallaudet. The corporation (including Kendall School) continued to be known as the Columbia Institution until 1954, when Public Law 420 of the 83rd Congress changed the name of the entire institution to Gallaudet College. Public Law 420 also stated Congress' intent to continue adequate financial support of Gallaudet and affirmed the importance of higher education for deaf people. In 1957 Gallaudet was granted accreditation by the Middle States Association of Colleges and Schools. Every 10 years Gallaudet is reexamined by this association.

Over the years, the campus and its facilities have grown to meet the needs of its students, and its programs have evolved to serve deaf and hard of hearing individuals nationally and internationally. Congress acted during the 1985-86 academic year to recognize the growth and development that has been an integral part of Gallaudet's history. On August 4, 1986, President Ronald Reagan signed into law the Education of the Deaf Act of 1986, which bestowed university status upon Gallaudet.

On March 6, 1988, Gallaudet students began a demonstration, now known as the Deaf President Now movement, to protest the hiring of a hearing president of the University. What began as a student protest grew into a civil rights movement for deaf people. Within less than a week, the hearing president, Dr. Elisabeth Ann Zinser, resigned her post, and Dr. I. King Jordan was selected by the Board of Trustees as the University's first deaf president. Philip Bravin became the first deaf chair of the Board of Trustees, and in February 1991, Gallaudet's Board of

Trustees reached its goal set during the Deaf President Now movement of having a majority of deaf members.

President Jordan retired in December 2006 and was replaced by Robert Davila, the 9th president of Gallaudet. Today, Gallaudet is not only one of the Washington area's largest businesses in terms of salaries and benefits paid to employees and money spent on goods and services, it also is viewed by deaf and hearing people alike as a primary resource for all things related to deaf people, including educational and career opportunities, communication access, Deaf History, Language and Culture, and the impact of technology on the deaf community.

Accreditation

Gallaudet University is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Secondary Schools. Additionally, the Department of Business is accredited by the Association of Collegiate Business Schools and Programs, and many educational departments are also accredited by their respective governing bodies.

Gallaudet's Goals and Mission

Gallaudet's goals and beliefs are guided by its formal statements of mission, vision, sign communication, diversity and its Credo.

Mission Statement

Gallaudet University, federally chartered in 1864, is a bilingual, diverse, multicultural institution of higher education that ensures the intellectual and professional advancement of deaf and hard of hearing individuals through American Sign Language and English. Gallaudet prepares its graduates for career opportunities in a highly competitive, technological, and rapidly changing world.

In addition to its undergraduate and graduate academic programs, the University also offers national demonstration elementary and secondary education programs. The University extends its activities to a worldwide audience through a network of regional centers, international agreements, and public service and advocacy efforts. Gallaudet University is the only liberal arts university in the world designed exclusively for deaf and hard of hearing students. Communication among faculty, staff, and students, whether in or out of the classroom, is through the use of both sign language and written and spoken English. As a result, students are able to participate fully in all aspects of campus life and thereby acquire the comprehensive education and experience that is the goal of a liberal arts education. Gallaudet University is committed to providing instruction in the arts and sciences that is vital to the development of the intellect; to conducting research aimed at enhancing the lives of deaf and hard of hearing individuals; and to serving deaf and hard of hearing people, their families, their friends, and the professionals who work with them.

Vision Statement

During 1992-1993, the Gallaudet community developed the following statement to guide program planning as the University moves into a new century:

The vibrant Gallaudet University of today is a tribute to our enduring heritage as an academic institution and cultural center. We are proud of our contributions to the success of generations of deaf and hard of hearing leaders who have served our nation and international community well. Today, as powerful new forces generate encompassing change in society against a backdrop of an increasingly diverse America and an increasingly interconnected world, we must redefine what is the best education for deaf and hard of hearing students. We must chart bold new directions to guide our actions as we move toward the 21st century and beyond.

Gallaudet students will experience those intellectual and practical challenges that lead to productive work, community service, and personal satisfaction. The heart and soul of Gallaudet has been and must continue to be quality undergraduate education. We will challenge our students to work up to their abilities and challenge our faculty to teach innovatively as they demand exemplary academic work. At the same time, we will continue to maintain excellence in our pre-college, graduate, and continuing education programs and encourage and support theoretical and applied research.

Learning at Gallaudet will occur not only in the classroom but also through many other academic and extracurricular activities. Our definition of learning is inclusive. We will strive to be a community where everyone at every level teaches and learns, leads and supports. We will view all aspects of the daily interactions in our community together with organized activities as critical components of a liberal arts education.

Gallaudet will value and nurture the wealth of cultural, linguistic, and ethnic diversity that enriches our community. Cherishing the different experiences each of us brings, we will use them to enhance learning. Valuing freedom of expression, we will view our entire community as a forum for the exchange of ideas and scholarly debate. Striving to be a model multicultural community, we will ensure that at Gallaudet deaf, hard of hearing, and hearing people are able to communicate directly without barriers. Respect for all will be a hallmark of everything we do.

Sign Communication

Since its inception as an institution of higher learning, Gallaudet University has endorsed direct visual communication among deaf, hard of hearing, and hearing members of the community. Clear, understandable signing is the responsibility of each of us. Because of the increasing social, cultural, and linguistic diversity of our students, we have reexamined and described what effective sign communication means at Gallaudet.

Diversity

Gallaudet University is a unique institution. Chartered by the United States Congress in 1864 with the mission of offering higher education to deaf and hard of hearing individuals, it has since become a global leader of a distinctive Community. Gallaudet's charge is even more important now. Just as the population of the nation has changed and continues to change, so too the population of deaf and hard of hearing individuals has changed and continues to change. Deafness is diverse and dynamic. Deaf and hard of hearing persons include people of all experiences and backgrounds. Given its mission, Gallaudet University has a responsibility to an

increasingly diverse deaf and hard of hearing population. Although every university must address diversity to survive, Gallaudet University must be prepared to do more. Deaf and hard of hearing individuals were long denied equal opportunity, solely because they were deaf or hard of hearing. Such injustice was often compounded by further discrimination on the basis of race, gender, and other aspects of personal identity.

Building upon more than a century of traditions, Gallaudet University will take an active role in providing genuine equal opportunity to all deaf and hard of hearing persons. Gallaudet not only acknowledges the problems of the past and responds to the practical circumstances of the present, but also understands that our shared future is guided by basic principles of fairness, mutual respect, and commitment to each other. The University will continue to strive to make its ideals concrete. Gallaudet will reach out, in the United States and around the world, to deaf and hard of hearing persons everywhere. Deafness knows no borders.

Gallaudet University as an institution embraces diversity. Deaf and hard of hearing individuals are best served by reaching deeply and widely into their experiences. Just as they seek to be heard, so must we listen to those with different views and beliefs. A university especially has an obligation to be a place where all views can be shared freely and any belief can be discussed respectfully, allowing the exchange of ideas to flourish. Accordingly, Gallaudet will integrate diversity into every aspect of its operations. This statement on diversity is only part of an ongoing process in which all members of the university participate. Gallaudet's excellence and survival depends on respecting, honoring and using the wealth of its diversity. The guidelines below are designed to frame university-wide efforts on diversity.

Gallaudet Credo

Gallaudet's Vision Statement expresses what the University aspires to become and achieve as the world's premier academic institution for deaf and hard of hearing people. Implicit in our vision are core values that serve as guiding principles for the way members of the campus community teach, study, work and live. The Gallaudet Credo identifies and realizes those core values.

The Gallaudet University campus community includes students, faculty, teachers and staff, all of whom share certain common goals and values that we all believe enrich our academic environment. The community's primary goal is to prepare students to be informed, literate, productive and responsible citizens. In pursuit of this goal, community members pledge to uphold the following values:

We believe that education is a dominant influence on our lives and recognize that learning is a lifelong quest. Therefore we will practice academic and personal integrity and work to create a positive and welcoming environment that is open to the free exchange of ideas among members of our community.

We believe that every person should be treated with civility and that our community is strengthened by the broad diversity of its members. Therefore, we will promote and applaud behaviors that support the dignity of individuals and groups and are respectful of others' opinions. We will especially discourage behaviors and attitudes that disrespect the diversity of individuals and groups for any reason including religion, race, ethnicity, gender, age, sexual orientation, disability, hearing status, or language and communication preference.

We believe that as members of the Gallaudet community we are the recipients of a proud and rich heritage, as well as contributors to and benefactors of our institution's bright future. Therefore, we will strive to bring credit to our community and ensure that the institution flourishes and succeeds in its mission.

Equal Opportunity

As an equal opportunity educational institution, Gallaudet encourages applications from racial and ethnic minorities. Gallaudet is committed to a barrier-free environment and provides students who have physical disabilities (in addition to hearing loss) the assistance they need to participate fully in campus programs and activities.

Gallaudet University is an equal opportunity employer/educational institution and does not discriminate on the basis of race, color, sex, national origin, religion, age, hearing status, disability, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful status.

The Department of Business fully adheres to all statements in the Gallaudet mission, vision, sign communication, and diversity statements. Department faculty and staff comply with the specifications of the Gallaudet Credo and nondiscrimination policy, and expect all program majors to do so as well.

ABOUT THE DEPARTMENT OF BUSINESS

The Department of Business is located on the second floor of Ely Center, with the main office in Room 201. It is a unit of the Graduate School and Professional Programs (GSPP). The Interim Dean of GSPP is Dr. Carol Erting, and her office is located in Fowler Hall, Room 210.

The Department of Business has a long and distinguished history at Gallaudet, having first been established in 1955. It offers undergraduate degree programs in the following fields: accounting, business administration, computer information systems, and economics and finance. These programs are designed to prepare students for direct entry into a career in business or government or for graduate study in business, economics, law, public administration, or similar fields.

The Department seeks to provide each student with programs that reflect the most recent developments in the field of management and related professional programs, to familiarize students with technological advances that are transforming the workplace, and to afford students the opportunity of applying classroom theory in “real-life” settings through internship placements.

Department of Business programs provide education about the highly complex and technical character of management common to all organizations. Students are expected to develop an insight into basic tenets and analytical skills that will equip them to meet the needs and problems of diverse types of business organizations. Students who plan to major in one of the Department of Business programs are encouraged to start their business courses in their freshman year and to declare their major by their sophomore year.

The Department of Business is fully accredited by the Association of Collegiate Business Schools and Programs.

Mission

The Department of Business (DOB) provides a comprehensive business education and experience to undergraduate students. The DOB prepares students with the knowledge and skills to successfully pursue challenging careers, graduate studies, and other post-graduate endeavors. The department has a strong commitment to bilingual education using American Sign Language (ASL) and English. The DOB emphasizes excellence in teaching, learning, and assessment through the integrated use of technology; critical thinking and analysis; a national and international perspective; and practical hands-on learning opportunities both in and outside of the classroom.

Philosophy

President Calvin Coolidge said, “The Business of America is Business,” thereby reemphasizing the importance of the business enterprise to America, and indeed the world. In the Department of Business, we strive to provide a comprehensive business education that will endow students with the skills to work in any managerial environment including small and large business firms, governments, and non-profit organizations. The required major core courses provide students with the foundational tools they need to understand how the different areas of business are interlinked, while the advanced major courses give students core competencies in their chosen majors. The DOB is student-focused, and we seek to provide students with a well-

rounded program of study that will enable them to achieve success in their chosen professions after graduation. Most courses incorporate case analysis, extracurricular activities, guest speakers, and other components that ensure that students receive a well-rounded education within the program. The capstone course which is required for all students in their senior year serves to integrate the various required courses and provide a thorough grounding in the field.

Program Goals and Objectives

By the completion of their major program, business students will meet all of Gallaudet's general education learning outcomes. In addition, students will:

1. Be able to analyze common business problems using tools learned within the DOB, and come up with acceptable solutions
2. Have the skills using business software such as Excel, PowerPoint, Word, and Access
3. Understand the language of accounting and be able to read and analyze a variety of financial statements
4. Understand the economic factors that influence national and global trends
5. Integrate and apply classroom learning to real-world environments

Learning Outcomes

1. Business Language and Communication

Students will use American Sign Language (ASL) and written English to communicate effectively with diverse audiences in business related purposes and settings.

- ◆ Demonstrate competence expressing business communication in ASL and written English.
 - Select and use business terminology appropriately to specific fields of business (i.e., management, finance, operations, etc.).
 - Use such business terminology and media tools properly in diverse business situations (e.g., one-on-one interviewing or negotiations; team settings; and formal presentations).
- ◆ Demonstrate competence in business writing.
 - Choose appropriate words, phrases, and sentence and paragraph structure for business correspondence (i.e., letters, memos, reports, proposals, etc.).
 - Demonstrate adequate command of written English syntax and grammar.
 - Demonstrate competence in receptive communication, and ability to comprehend written and signed material that uses business jargon and terminology.
- ◆ Present content coherently in business settings, which involves clarifying points, bringing together information in a well-organized way, and drawing logical connections among ideas.
- ◆ Demonstrate knowledge of and respect for national and cultural differences, by being able to see business situations from global and individual perspectives.

2. Critical and Reflective Thinking, Problem Solving, and Analysis

Students will summarize, synthesize, and critically analyze ideas from multiple sources of business and financial information in order to draw well-supported conclusions and solve organizational problems.

- ◆ Select relevant and varied sources of financial and business information, and accurately analyze their arguments, state their key points and recap supporting details.
- ◆ Demonstrate knowledge of, and experience with, the problem solving and strategic planning process and be able to analyze data for decision making purposes.
- ◆ Use critical thinking skills to analyze complex organizational issues, make informed decisions and solve real-life problems, modifying one's approach as needed based on the requirements of particular situation.
- ◆ Show evidence of the ability to apply business theory to solving practical organizational problems and to bring together ideas to arrive at reasonable conclusions.
- ◆ Understand the impact of external forces (economic, legal, social, political and global) on the organization.

3. Identity and Culture, Self-awareness, Diversity Issues, and Global Business Issues

Students will understand themselves and their complex social identities, including deaf identities, in the context of diverse cultures within the organization.

- ◆ Demonstrate an understanding of self in the global business world, including one's multiple social identities and the factors that contribute to the individual's success and betterment of the community (be able to identify which cultural identities you possess, how they are formed and how do they influence others). Within the deaf community this would include a focus on the spectrum of deafness including appreciating the range of acceptance of cochlear implants and other factors that affect one's identity in the deaf community.
- ◆ Compare and contrast the perspectives of diverse cultures including ethnic, national and deaf cultures on various business issues and practices (organizational cultures and sub-cultures).
- ◆ Have the ability to identify and analyze competencies of various organizations, including those for-profit and not-for-profit.
- ◆ Be able to identify and analyze the interrelations within and among local, national and global organizations (understand the interdependency of organizations in global markets).
- ◆ Operate with civility inside and outside the classroom with a focus on professional etiquette and ethical behavior.

4. Knowledge and Inquiry, Creativity, Technology and Technical Skills

Students will apply knowledge, modes of inquiry, creative thinking and technological competence to understand the decision-making process in business, and the rationale for it.

- ◆ Demonstrate competence in the basic concepts, methods, technologies and other tools used in business, including statistical, spreadsheet, quantitative and qualitative analysis.
- ◆ Demonstrate and communicate creative approaches to problem solving and substantial knowledge of at least one tool used in making business decisions through an independent project that involves intensive use of that tool.

- ◆ Develop information used in business planning and evaluation from various sources, including the internet, secondary databases, and other venues.
- ◆ Understand and access emerging trends and technological advances that will affect the marketplace in the future.

5. *Ethics & Social Responsibility*

Students will make reasoned ethical judgments, showing awareness of multiple value systems and taking responsibility for their actions within their organization. They will apply these judgments, using collaboration and leadership skills, to promote corporate justice and fairness in their local, national, and global communities.

- ◆ Know how differences in values, beliefs, and priorities can lead to different business decision-making.
- ◆ Support ethical judgments with informed analysis/reasoning.
- ◆ Participate actively in developing sound ethical practices within their organization and spheres of influence.
- ◆ Understand the value of collaboration, work effectively in teams, and develop leadership skills.
- ◆ Develop awareness of social responsibility and participate actively in promoting such value both inside and outside of business organizations.
- ◆ Demonstrate intellectual honesty, professionalism, and integrity. Meet the professional standards of different business fields/discipline (such as CPA for accounting majors, etc.).

Majors

Accounting

The accounting program provides a broad base of study and is designed to ensure that each student is adequately prepared for positions in a variety of accounting areas. Through careful course selection within the program and supporting fields, it is possible for students to prepare themselves for careers in government and private industry. Students aspiring to become certified public accountants (CPAs) need to be aware of the educational requirements of the state in which they intend to sit for the exam. For example, the majority of states now require 150 hours of study to practice as a CPA. Advisors in the Accounting program are available to help students plan their courses to fit the CPA requirements, as well as prepare for careers in government and corporate accounting.

Business Administration

The business administration program provides a broad, general background in business, emphasizing the basics of business in core programs. Students can design their own areas of specialization from the electives offered within the department, e.g., management, marketing, and entrepreneurship. Management prepares the student for careers in public and private organizations. Entrepreneurship study prepares the student for starting and owning a business.

Computer Information Systems

The computer information systems curriculum is continually updated to reflect the latest developments in the information technology field. The program goals are to provide top quality training in order to make our students employable immediately upon graduation, and to enable them to advance in their future careers. Through required core and elective courses, students will gain broad-based knowledge and skills that will enable them to specialize in their chosen careers. Our students are exposed to a variety of platforms and technologies including mainframe, client-server, PC systems, DBMS, and Web technology. In addition to the University computer resources, two networked microcomputer labs are available for instructional and student use.

Economics and Finance

The program offers two majors, one in economics and the other in finance. Both majors require a combination of economics, finance, and business courses. The economics major prepares students for a wide variety of careers in business and government and can also serve as a springboard for graduate studies in economics, finance, law, business administration, public policy, education, and many other disciplines. The finance major is more specifically tailored to a career in the field of public or private finance. Both majors offer a common core of requirements, and then students can complete their major with tracks emphasizing either economics or finance in the electives. The program also offers a minor in economics and finance designed to meet unique career objectives.

Admissions Process

Students intending to declare a major in the Department of Business need to satisfy certain requirements in order to be admitted into the program. In order to complete all requirements in a timely fashion, students considering a DOB major are encouraged to declare their major by their sophomore year. The following minimum criteria must be met for a student to be considered for admission:

1. 2.5 cumulative GPA.
2. Completion of an application form and summary personal essay.
3. Successful completion of English 102 or equivalent with a grade of C or better, before taking *any* business course except BUS 290.
4. Two letters of recommendation from Gallaudet instructors.

Minimum Standards for Performance in Major

1. Business majors must maintain a minimum cumulative GPA of 2.5 in major courses and must have an overall GPA of 2.5.
2. A business major may not fail a business course more than once. After the first failing grade, the student must meet with his/her major advisor to discuss the reasons for the unacceptable performance and develop strategies for improvement when the course is retaken. A second failure will result in expulsion from the major
3. Students in the program may not have more than one failing grade in any major course and cannot have more than two grades lower than C in their major courses
4. All students are encouraged to maintain a relationship with their major academic advisor and meet with their advisor at least once a semester
5. All students are required to complete at least one internship in the field after the declaration of their major

SUGGESTED SEQUENCE OF COURSES

Freshman Year

First Semester

Heritage and Self-Awareness (choose one course from First Year Seminar, ASL, A & S, Deaf Studies) 3 credits

English Reading and Composition (3 credits)

MAT 130 Introduction to Math Applications (3 credits)

Historical and Social Analysis (choose first half of two semester sequence from American History, American Government, World History, Civilization) (3 credits)

Physical Education (1 credit)

Elective or General study course (3 credits)

16 Total Credits

Second Semester

Heritage and Self-Awareness (choose one additional course from First Year Seminar, ASL, A&S, Deaf Studies) (3 credits)

English Reading and Composition (3 credits)

Historical and Social Analysis (choose second half of two semester sequence from American History, American Government, World History, Civilization) (3 credits)

Introduction to Business (3 credits)

Physical Education (1 credits)

Communication Processes (3 credits)

16 Total Credits

Total credits, first year: 32

Sophomore Year

First Semester

English Reading and Composition (if required) or elective (3 credits)

Foreign Language (choose first half of two semester sequence) (4 credits)

ACC 207 Principles of Accounting I (3 credits)

ECO 203 Introduction to Economics I (3 credits)

Elective or DOB Major Requirement (3 credits)

16 Total Credits

Second Semester

English Reading and Composition (if required) or elective (3 credits)

Foreign Language (chose second half of two semester sequence (4 credits)

ACC 208 Principle of Accounting II (3 credits)

ECO 204 An Introduction to Economics II (3 credits)

CIS 203 Fundamentals of Computer Information Systems (3 credits)

16 Total Credits

Summer

Internship (Co-op Education: Career Exploration)

Total credits, second year: 32

Junior Year**First Semester**

Humanities Inquiry (select one from Fine Arts or Literature) (3 credits)

Scientific Inquiry (chose first half of two semester sequence) (4 credits)

BUS 352: Management and Organizational Behavior (3 credits)

BUS 356: Marketing (3 credits)

DOB Major Requirement (3 credits)

16 Total Credits

Second Semester

Humanities Inquiry (select one from Fine Arts or Literature) (3 credits)

Scientific Inquiry (chose second half of two semester sequence) (4 credits)

BUS 375: Business Statistics (3 credits)

BUS 358 Business Ethics (3 credits)

DOB Major Requirement (3 credits)

16 Total Credits

Summer

Internship (Co-op Education: career Exploration)

Total credits, third year: 32

Senior year

First Semester

BUS 361: Business Finance (3 credits)
BUS 476: Production Management (3 credits)
BUS 447: Business Law I (3 credits)
DOB Major Requirement (3 credits)
DOB Major Requirement (3 credits)

15 Total Credits

Second Semester

BUS 357: Global Business (3 credits)
BUS 494: Senior Seminar *** (3 credits)
DOB Major Requirement (3 credits)
DOB Major Requirement or Elective (3 credits)
DOB Major Requirement or Elective (3 credits)

15 Total Credits

Total credits, fourth year: 30

Total credits: 124

*** Course offered only during the Spring Semester

While the Department of Business strongly recommends that students adhere to the suggested order of courses outlined above, we understand that this is not always possible or practical. If you declare your major after your sophomore year or otherwise find that you cannot precisely follow this sequence of courses, please meet with your major advisor to develop an individualized program suited to your needs.

Remember that it is critical to select your courses and their sequences carefully in order to complete all your requirements in a timely fashion. Many of the Department of Business courses are offered only once a year, or they may have prerequisites, or they may need to be taken sequentially. Therefore, you need to work closely with your advisor to ensure that you are taking the right courses at the right time. Keep in mind that it is *your* responsibility to ensure that you are meeting all the requirements for the major, and that you will graduate on time.

REQUIRED COURSES AND ELECTIVES BY MAJOR

All students in the Department of Business are required to take a common core of eleven courses (33 credits). Those courses have been worked into the suggested sequence of courses above, and are listed below:

ACC 207 Introductory Accounting I (3)
ACC 208 Introductory Accounting II (3)
BUS 352 Management and Organizational Behavior (3)
BUS 356 Marketing (3)
BUS 357 Global Business (3)
BUS/PHI 358 Business Ethics (3)*
BUS 361 Business Finance (3)
BUS 375 Business Statistics (3)*
BUS 476 Production Management (3)
BUS 447 Business Law I (3)
BUS 494 Senior Seminar (3)
CIS 203 Management Information Systems (3)
ECO 203 Introduction to Economics I (3)*
ECO 204 Introduction to Economics II (3)

**The three courses marked with asterisks above also count toward the general studies requirements for all students except freshmen accepted to the University in Fall 2007.*

In addition to those required core courses, each specific major also has its own required courses as well as major electives. Those are listed under the majors, below. In addition you will find a suggested sequence of courses, as well as potential career options for each field of study.

Accounting

The mission of the Accounting Program at Gallaudet University is to provide a broad base of study and is designed to ensure that the student is adequately prepared for entry-level positions. Through careful course selection within the department and supporting fields, it is possible for students to prepare themselves for careers in government and private industry. Advisors in the department are available to help students plan their courses to meet the CPA requirements or any specialty within the field of Accounting.

Required major courses (15 credits):

ACC 311 Intermediate Accounting I (3)
ACC 312 Intermediate Accounting II (3)
ACC 315 Managerial Cost Accounting (3)
ACC 328 Income Tax Accounting (3)
ACC 420 Auditing (3)

Major elective courses (choose two courses – 6 credits):

ACC 316 Nonprofit Organization Accounting (3)**
ACC 323 Accounting Information Systems (3)**
ACC 415 Advanced Cost Accounting (3)***
ACC 424 Advanced Accounting (3)**
ACC 425 Current Accounting Theory (3)
ACC 495 Special Topics (3)

***Recommended for those planning to sit for the CPA examination.*

****Recommended for those planning to sit for the CMA examination.*

Possible Careers:

Auditor
Bank Manager
Budget Analyst
Certified Public Accountant
Controller
Credit Manager
Financial Accountant
Financial Consultant
Managerial Accountant
Payroll Administrator
Tax Specialist

Internship opportunities are available with various government agencies, business, and nonprofit organizations.

Suggested sequence of courses for accounting majors:

Freshman Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
English 102	3	English 103	3
Foreign Language	4	Foreign Language	4
CAP101	3	Communication Processes	3
Historical Analysis	3	Historical Analysis	3
PED Activities	1	PED Activities	1
Free elective course	1	Fine Arts	3

Sophomore Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
English 203	3	English 204	3
Heritage & Self Awareness	3	BUS 375	3
Scientific Inquiry	4	Scientific Inquiry	4
ECO 203	3	ACC 208	3
ACC 207 3 Free elective course	3		

Junior Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
Literature	3	PHI 358	3
BUS 356	3	BUS 357	3
ECO 204	3	CIS 203	3
BUS 352	3	ACC 312	3
ACC 311	3	Major elective course	3
Free elective course	3		

Senior Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
BUS 476	3	BUS 361	3
BUS 447	3	BUS 494	3
ACC 315	3	ACC 328	3
Major elective course	3	ACC 420	3
Free elective course	3	Free elective course	3

Summary of Requirements

General studies courses	60 hours (for students enrolled at the university prior to fall 2007)
Major and related courses	54 hours
<u>Free elective courses</u>	<u>10 hours</u>
Total	124 hours

Business Administration

The undergraduate business program aims to prepare students to successfully pursue post-graduation endeavors, including challenging and rewarding professional positions, professional certifications, graduate programs, and entrepreneurial ventures.

Required major courses (6 credits):

BUS 290 Introduction to Business (3)

COM 340 Business and Professional Communication(3)

Major elective courses (choose four courses – 12 credits):

BUS 448 Business Law II (3)

BUS 459 Entrepreneurship (3)

BUS 463 Public Administration (3)

BUS 478 Human Resource Management (3)

BUS 491 Basic Investments (3)

BUS 492 Marketing Research (3)

BUS 495 Special Topics (3)

In addition to the required and elective courses, the Department also recommends that students take the following courses in order to obtain a solid grounding in the field of business:

ENG 396 Technical and Managerial Writing (3)

MAT 101 Introductory Mathematical Applications (3)

MAT 102 Introductory Probability and Statistics (3)

Possible Careers:

Bank Service Representative

Public Administration

Entrepreneur

Telephone Relay Manager

Management Analyst

Human Resources Specialist

Production Manager

Restaurant Manager

Sales Representative

Financial Planner

Stock Broker

Management Consultant

Internships are available with various government agencies, business, and nonprofit organizations.

Suggested sequence of courses for business administration majors:

Freshman Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
English 102	3	English 103	3
Foreign Language	4	Foreign Language	4
CAP101	3	Communication Processes	3
Historical Analysis	3	Historical Analysis	3
PED Activities	1	PED Activities	1
BUS 290	3		

Sophomore Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
English 203	3	English 203	3
Heritage & Self Awareness	3	BUS 375	3
Scientific Inquiry	4	Scientific Inquiry	4
ECO 203	3	Fine Arts	3
ACC 207	3	ACC 208	3

Junior Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
ECO 204	3	CIS 203	3
Literature	3	PHI 358	3
BUS 352	3	BUS 357	3
BUS 356	3	COM 340	3
BUS 447	3	Major elective course	3
Free elective course	3		

Senior Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
BUS 461	3	BUS 494	3
BUS 476	3	Major elective course	3
Major elective course	3	Major elective course	3
Free elective course	3	Free elective course	3
Free elective course	3	Free elective course	3

Summary of Requirements

General studies courses	60 hours (for students enrolled at the university prior to fall 2007)
Major and related courses	51 hours
<u>Free elective courses</u>	<u>13 hours</u>
Total	124 hours

Computer Information Systems

The Computer Information Systems curriculum is constantly updated to reflect the latest technological developments in the computer and information system field. The program goals are to provide top quality training to make the students employable immediately upon graduation, and to build a strong foundation for a successful career in this challenging field. Upon accepting into the program, students are required to have a laptop and Association for Computing Machinery (www.acm.org) student membership.

Required major courses (18 credits):

CIS 302 Business Applications Development I (3)
CIS 303 Business Applications Development II (3)
CIS 305 Business Information Systems Analysis and Design (3)
CIS 316 Business Telecommunications (3)
CIS 317 Database Design and Implementation (3)
CIS 418 Application System Development Project (3)

Major elective courses (choose three courses – 9 credits):

BUS 480 Co-op Education (3) (with advisor's permission)
CIS 402 Network Management (3)
CIS 404 Multimedia Applications in Business (3)
CIS 405 Advanced Database Concepts and Applications (3)
CIS 406 E-Commerce (3)
CIS 495 Special Topics (3)

Possible Careers:

Business Application Developer
Database Administrator
Information Systems Manager
Internet Application Specialist
MIS Programmer
Network Administrator
Systems Administrator
Systems Analyst
UNIX System Operator
User Support Specialist
Web Architect

Internships are available with various government agencies, business, and nonprofit organizations.

Suggested sequence of courses for computer information systems majors:

Freshman Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
English 102	3	English 103	3
Foreign Language	4	Foreign Language	4
CAP101	3	Communication Processes	3
Historical Analysis	3	Historical Analysis	3
PED Activities	1	PED Activities	1

Sophomore Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
English 203	3	English 204	3
Heritage & Self Awareness	3	BUS 375	3
Scientific Inquiry	4	Scientific Inquiry	4
ECO 203	3	Fine Arts	3
CIS 203	3	ECO 204	3

Junior Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
Literature	3	PHI 358	3
CIS 302	3	CIS 303	3
ACC 207	3	CIS 316	3
BUS 352	3	ACC 208	3
BUS 356	3	BUS 461	3
BUS 357	3		

Senior Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
BUS 476	3	BUS 494	3
BUS 447	3	CIS 418	3
CIS 305	3	Major elective course	3
CIS 317	3	Major elective course	3
Major elective course	3	Free elective course	3

Summary of Requirements

General studies courses	60 hours (for students enrolled at the university prior to fall 2007)
Major and related courses	60 hours
<u>Free elective courses</u>	<u>4 hours</u>
Total	124 hours

Economics

This major prepares students for a wide variety of careers in business and government and can also serve as a springboard for graduate studies in economics, finance, law, business administration, public policy, education, and many other disciplines.

Required major courses (12 credits):

ECO 232 Foundations of Economics and Finance (3)
ECO 323 Economic Analysis I (3)
ECO 324 Economic Analysis II (3)
ECO 403 Research Methods in Economics (3)

Major elective courses (choose two courses – 6-7 credits):

ECO 300 International Economics (3)
ECO 305 Labor Economics (3)
ECO 308 Money and Banking (3)
ECO 410 History of Economic Thought (3)
ECO 415 Mathematics for Economists (3)
ECO 416 Business and Managerial Economics (3)
ECO 497 Independent Study (3)
BUS 491 Basic Investments (3)
MAT 150 Calculus I (4)

Possible Careers:

Bank Service Representative
Public Administration
Entrepreneur
Telephone Relay Manager
Management Analyst
Human Resources Specialist
Production Manager
Restaurant Manager
Sales Representative
Financial Planner
Stock Broker
Management Consultant

Internships are available with various government agencies, business, and nonprofit organizations.

Suggested sequence of courses for economics majors:

Freshman Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
English 102	3	English 103	3
Foreign Language	4	Foreign Language	4
CAP101	3	Communication Processes	3
Historical Analysis	3	Historical Analysis	3
PED Activities	1	PED Activities	1

Sophomore Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
English 203	3	English 204	3
Heritage & Self Awareness	3	Bus 375	3
Scientific Inquiry	4	Scientific Inquiry	4
ECO 203	3	Fine Arts	3
CIS 203	3	ECO 204	3
ACC 207	3	ACC 208	3

Junior Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
Literature	3	PHI 358	3
BUS 352	3	BUS 356	3
ECO 232	3	BUS 357	3
ECO 323	3	ECO 324	3
Free elective course	3	Major elective course	3

Senior Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
BUS 461	3	BUS 494	3
BUS 476	3	ECO 403	3
BUS 447	3	Free elective course	3
Major elective course	3	Free elective course	3
Free elective course	3	Free elective course	1

Summary of Requirements

General studies courses	60 hours (for students enrolled at the university prior to fall 2007)
Major and related courses	51 hours
<u>Free elective courses</u>	<u>13 hours</u>
Total	124 hours

Finance

This major prepares students for a wide variety of careers in business and government and can also serve as a springboard for graduate studies in economics, finance, law, business administration, public policy, education, and many other disciplines.

Required major courses (21 credits):

ACC 315 Managerial Cost Accounting (3)
BUS 290 Introduction to Business (3)
BUS 491 Basic Investments (3)
ECO 232 Foundations of Economics and Finance (3)
ECO 300 International Economics (3)
ECO 308 Money and Banking (3)
ECO 412 Public Finance and Policy (3)

Major elective courses (choose two courses – 6-7 credits):

ACC 328 Income Tax Accounting (3)
BUS 459 Entrepreneurship (3)
BUS 480 Co-op Education (3)
BUS 495 Special Topics: Stock Trading, Portfolio Management (3)
ECO 403 Research Methods in Economics (3)
MAT 150 Calculus I (4)

Possible Careers:

Bank Service Representative
Public Administration
Entrepreneur
Telephone Relay Manager
Management Analyst
Human Resources Specialist
Production Manager
Restaurant Manager
Sales Representative
Financial Planner
Stock Broker
Management Consultant

Internships are available with various government agencies, business, and nonprofit organizations.

Suggested sequence of courses for finance majors:

Freshman Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
English 102	3	English 103	3
Foreign Language	4	Foreign Language	4
CAP101	3	Communication Processes	3
Historical Analysis	3	Historical Analysis	3
PED Activities	1	PED Activities	1
BUS 290	3		

Sophomore Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
English 203	3	English 204	3
Heritage & Self Awareness	3	Bus 352	3
Scientific Inquiry	4	Scientific Inquiry	4
ECO 203	3	Fine Arts	3
CIS 203	3	ECO 204	3
ACC 207	3	ACC 208	3

Junior Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
Literature	3	BUS 358	3
BUS 375	3	BUS 356	3
ECO 232	3	BUS 357	3
ECO 300	3	ECO 308	3
Free elective course	3	Major elective course	3

Senior Year

<u>Fall Semester</u>	<u>Hours</u>	<u>Spring Semester</u>	<u>Hours</u>
BUS 461	3	BUS 494	3
BUS 476	3	BUS 491	3
BUS 447	3	ECO 412	3
Major elective course	3	Major elective course	3
Free elective course	3	Free elective course	3

Summary of Requirements

General studies courses	60 hours (for students enrolled at the university prior to fall 2007)
Major and related courses	51 hours
<u>Free elective courses</u>	<u>13 hours</u>
Total	124 hours

Declaration of Minor

In general, students who have selected a major within the Department of Business can also declare a minor in any other DOB major. In order to complete a minor in any field offered by the Department of Business, students need to take a total of 15 credit hours in that field, in addition to finishing all requirements for their major field of study. The specific course of study will be determined in consultation with the lead professor or other advisor within the program in which the student is interested in declaring a minor. Students with majors in other departments of the University can also minor in any program area within the Department of Business, but need to consult with the Department Chair before beginning the program of study.

The Consortium

Gallaudet University is a member of the Consortium of Universities of the Washington Metropolitan Area, known briefly as the Consortium. The Consortium is comprised of twelve universities and two colleges which provide the members' 130,000 students with opportunities to benefit from the combined resources of its members. The Consortium program provides Gallaudet students with opportunities to supplement their academic curriculum by taking classes in other Universities in the Washington, DC metropolitan area. Department of Business Majors may want to investigate the option of taking some courses through the Consortium for credit, particularly those courses which are not offered at Gallaudet. For further information, please contact your academic advisor.

FREQUENTLY ASKED QUESTIONS

General questions

What will I be able to do with a degree from the DOB? What kinds of jobs am I qualified for?

You can do a lot with a business degree. Some suggested career options have been outlined above, under the listing for each major. You can also combine a business degree with one in government or history to form the basis for a legal career, or establish your own business, or work for the government or a nonprofit. The possibilities are endless!

Will I be prepared to take licensing examinations such as the CPA, CFA, CNA, etc.?

Yes. After completion of a DOB degree with a good GPA, students will be qualified to take a licensing examination in their professional field. CPA students need an additional 26-30 hours in order to meet the 150-hour requirement.

Is the DOB accredited? What does “accreditation” mean?

Yes, the DOB is accredited by the Association of Collegiate Business Schools and Programs (ACBSP), the leading specialized accreditation association for business education. Accreditation means that the Department of Business has been regulated by a qualified, neutral body and found to provide an excellent business education. Accreditation is a primary, cost-effective way for students, parents, and employing organizations to learn about the quality of a program. To learn more about the DOB’s accrediting body, go to www.acbsp.org.

Is there any financial assistance available specifically for business majors? What are the requirements for this assistance?

There are several scholarships available to students majoring in business. Those include the Joseph L. Mattivi scholarship for Business majors, and DOB students in good standing will also qualify for other scholarships that can be awarded to undergraduates in any major.

Does the DOB give any awards to outstanding students?

Yes, the DOB gives three annual awards, in addition to the Joseph L. Mattivi scholarship. Those are the Wall Street Journal Award that is given to an outstanding junior or senior; the Department of Business Academic Excellence Award presented annually to an outstanding senior in each of the DOB majors (Accounting, Business Administration, Computer Information Systems, and Economics and Finance); and the Dr. Frank B. Sullivan Award for Excellence in Business Administration that is presented to a student who has demonstrated exceptional performance in the field.

Are there any student organizations or communities for business majors?

Yes. The DOB sponsors an investment club and students can also participate in *Business After Hours*, a club that encourages students to mingle with, and learn from Deaf entrepreneurs around the country.

Are there any facilities specifically reserved for business majors?

The facilities specifically reserved for our majors include the computer laboratories in Ely 202 C and D, the DOB conference room in Ely 207, and the student study lounge in the lobby area of the second floor opposite the elevator.

Are there opportunities for students to get to know faculty members better?

Students and faculty mingle at several events sponsored by the DOB every semester. Those include the Department Open House once or twice each semester, *Time Out* that takes place two times per semester; *Business After Hours*, where faculty members and students meet with Deaf entrepreneurs and professionals, and the Investment Club, where students and faculty sponsors learn about investing in the market. In addition, students can always stop by faculty offices to ask questions, seek advice, or simply to talk.

Major and academic advising related questions

Are the majors within the DOB comparable to that at other colleges and universities?

Our major course requirements meet or exceed those at other Universities, as evidenced by the full accreditation accorded to the DOB by the ACBSP. Students who want to major in Business fields that are not available within the DOB can supplement the education they receive here by taking classes at other Universities for credit. Students who want to explore this option should first talk with their academic advisor and the Department Chair.

Can I take classes at other Universities for credit at Gallaudet?

Students can take classes at other Universities for credit at Gallaudet, although approval of those courses is decided on a case by case basis. Interested students can also take classes through the Consortium of Universities in the Washington DC area. Gallaudet University is a member of the Consortium of Universities of the Washington Metropolitan Area. The purpose of the program is to provide Gallaudet undergraduate students with opportunities to supplement their academic curriculum. Students can take advantage of diverse academic offerings, enhance their major curriculum, or explore new interests. To qualify for a course through the consortium program, a student must meet the following criteria:

- Be a full-time degree-seeking student at Gallaudet University.
- Be in a good academic standing.
- Have completed all non-degree conditional courses.
- Be at least a second-semester freshman.
- Enroll in only one consortium course per semester unless special permission is given by the Gallaudet consortium advisor.
- Complete the "Undergraduate Consortium Registration Authorization" form and obtain the signed approval of the academic advisor, Gallaudet consortium advisor, and the appropriate associate dean.

For further information about this option, please contact Karen Cook, Undergraduate Consortium Advisor, at Karen.Cook@gallaudet.edu, or Barbara Proctor, Consortium Coordinator for Registration, at Barbara.Proctor@gallaudet.edu.

Is it possible to take courses with honors options?

Yes, it is possible to do this but students would need to talk with the faculty member teaching the course, their academic advisor, and the Honors Program director before proceeding. The Director of the Honors Program, Shirley Shultz Myers, can be reached at Shirley.Myers@gallaudet.edu.

What is the role of my major academic advisor?

Your major advisor plays an important role in your academic life. Once you have declared your major, you will be assigned a major advisor who will help you navigate the route to graduation. Major advisors are responsible for academic advising with the goal of assisting students with making the most effective career, course planning and major decisions. Major advisors work closely students and other faculty and help students by sharing information about courses, departmental policies, internship opportunities and the job market. Among the responsibilities of your major advisor is to meet with you to discuss the following:

- Help you define and develop career interest/goals.
- Identify special needs.
- Match your needs with available resources and make appropriate referrals.
- Assist you with planning programs consistent with your abilities and interests.
- Monitor your academic progress.
- Prepare for course selection for the following semester.

In return, your responsibilities as an advisee are to:

- Gather all relevant decision-making information.
- Clarify personal values and goals.
- Become knowledgeable about college programs, policies, and procedures.
- Read the catalog carefully, being aware of degree programs and requirements at the university, and making use of all academic resources on campus.
- Accept responsibility for decisions that you make.

(Extracted with amendments from the Gallaudet University Academic Advising Program web page)

How do I declare my major in the Department of Business?

As outlined above, there are several requirements you need to meet in order to declare a major within the DOB. Once you have fulfilled those requirements and are ready to commence, simply stop by the Academic Advising office to pick up a Major Declaration form. You need to fill out the form and have the Department of Business Chairperson sign it. Once she signs the form, she will refer you to your new major advisor who will need to sign the form as well. After obtaining both signatures, you will need to meet with your Academic Advisor who will help you finalize the process of your major declaration. After your Academic Advisor signs the form, you will need to take the completed form to the Registrars Office for entry into their database. Once this has been completed, you will need to bring the GOLD COPY back to your Academic Advisor. Your Academic Advisor will then send your academic file to your new Major Advisor, and the process is complete.

How do I obtain a major academic advisor after I declare my major?

Any faculty member within the Department of Business can serve as a major academic advisor. When you first express interest in and apply to major within the Department of Business, you will be interviewed by the Department Admissions Committee. At that meeting, or at a further meeting with the Chair of the Department, you can express your desire to have a particular faculty member as your faculty advisor. If you do not have any preference for an advisor, the Chair of the Department will assign you an advisor based on your major, career plans, and stated preferences.

Can I change academic advisors after I am assigned a major advisor?

Yes you can, at any time. Simply meet with the Department chair to explain why, fill out an Advisor Change form, take it to the Registrar for entry into the database, and the change will go in effect.

What if I'm not happy with my major? Can I change to another major within the DOB?

It is easy to switch majors within the Department, particularly since all five majors share a common core of eleven courses (32 credits) that is more than half the number of courses needed for any one major within the program. Depending on when the change takes effect, your graduation plans might not be adversely affected by changing majors.

What if I have taken courses at another university? Will I receive credit for those courses?

Gallaudet University policy is that transfer students must complete at least half of their courses at Gallaudet in order to receive a degree here. Courses taken at another University prior to enrollment at Gallaudet University are considered for transfer credits on a case by case basis, at the discretion of the Department. Students can also enroll for prior permission transfer credits. The following is from page 32 of the Undergraduate Catalog: "Students interested in satisfying their general studies or major course requirements by taking classes during semester or summer breaks at an accredited institution (other than consortium member institutions) and who wish to transfer these credits to Gallaudet are encouraged to contact the Registrar's Office for information about Prior Permission Transfer Credit. Students should be currently enrolled for fall or spring terms at Gallaudet and expect to continue at Gallaudet as enrolled students. Students should provide the Registrar's Office with a complete course description of each course they wish to take. Only grades of C- or better will be considered for credit. Transfer courses awarded credit may satisfy University requirements, but neither the grade nor the credits earned are considered in calculating a student's GPA, with one exception. If the transfer course is equivalent to a Gallaudet course that the student previously failed, the University recognizes that the student has indeed passed that course, and the prior failing grade and course credit are removed from calculation of the student's GPA."

How will my work be evaluated while I'm taking a course?

This depends on the faculty member teaching the course. Each faculty member decides how to appraise student performance in coursework, although the DOB strives for uniform standards of evaluation. Most faculty take into account various factors such as homework, participation, attendance, and performance on exams. The goal of DOB faculty is to work with students to help them succeed in the program and at Gallaudet, and the DOB works hard to ensure this result. It is always better for you to talk with specific professors about any concerns you may have about their course requirements.

Internship related questions

How do I get an internship? How many internships am I required to have?

There are many sources of internships. In addition to the Career Center at Gallaudet, friends, family, faculty members, industry journals, and newspapers are all excellent sources of internships. The Career Center has internship advisors whose job it is to help students locate and apply for internships in their fields of interest. The DOB's Program Development Coordinator, Georgette Lopes, is responsible for helping students to obtain internships, in cooperation with the Career Center. The DOB requires students to undergo at least one internship experience but the more internships you have, the more experience you will gain in the field, and the better your chances will be of landing the job you really want.

Why does the Department of Business require students to complete at least one internship in the field?

The DOB requires internships because of their proven benefits to students. Those include the following (adapted from the Career Center website, www.careercenter.gallaudet.edu, where you can find more information):

- Internships enable students to be more competitive in today's job market
- Undergoing a work experience allows students to explore career options
- Internships give you the opportunity to preview and test different occupational fields
- Work experiences create a network of contacts that can be useful when you are job hunting
- The internship experience aids students in learning professional work ethics
- And finally, internships provide practical applications and enhancement of what was learned in the classroom, adding depth and breadth to learning.

What preparations do I need to make before I have an internship?

It is suggested that students start preparing themselves for internships in their sophomore year. By this time you should have a fair idea of your major, and should have taken one or more courses in the field. The first internship is often exploratory and is intended to give you an idea of the possibilities for work experience in business.

Where can I have an internship?

Gallaudet students have interned all over the United States and the world, in locations varying from Washington, DC to Europe, Africa, and Asia. In order to participate in an international internship, your GPA must be 3.0 or higher. In addition to the geographic diversity, students have worked at a variety of organizations including government at all levels (federal, state and local), nonprofits, large business enterprises, and small firms. The possibilities for internships are limited only by the student's imagination.

What assistance is available to students who may have difficulty in a course or during an internship?

If you are having difficulty with a course, first talk with your course instructor. The professor can provide assistance and in many cases can direct you to additional resources provided by the University.

If you are experiencing trouble with an internship, first talk with your supervisor at the internship

site. If that does not resolve the situation, meet with your internship coordinator at Gallaudet, who will help you devise strategies for dealing with the problem. If you are receiving credit for the internship, you may also want to obtain advice from your faculty advisor who will work with your internship coordinator to assist you in resolving the issue.

How will my work be evaluated during an internship?

Your supervisor at the work site will evaluate your work and forward this evaluation to the DOB's Program Development Coordinator, Georgette Lopes, or the Career Center. If the internship is for credit, Career Center staff and the DOB faculty will also evaluate your performance based on your supervisor's feedback about you, your weekly check-ins with your Career Coordinator, your written work, and other factors as appropriate to the situation.

Are internships paid or unpaid?

Internships can be either paid or unpaid depending on the type of work you will be expected to do, the type of organization (business firm, non-profit, government agency, etc), and the length of the assignment. If an intern receives no remuneration from the employer, the Career Center at Gallaudet has a fund that provides stipends to help students cover unreimbursed internship expenses. While stipends are not guaranteed and are based on the availability of funds, the Career Center strives to provide every student who needs a stipend with some funds.

Do I get credit for internships?

This depends on what you choose. It is possible to get credit for your internships, or you may choose to simply work for the experience. Some work experiences are paid, while others are a volunteer experience, although you can receive a stipend from the Career Center that will cover your internship expenses such as transportation, board, and meals. If you would like to get credit for an internship, talk with both your career advisor *and* your major advisor to discuss how this can be done. You will need to sign a learning agreement tailored to your internship and your goals that meets the criteria for granting of credit. In order to obtain credit for an internship, it is better to initiate the process at the beginning of the semester *before* you will undertake the internship. For instance, if you would like credit for a summer internship, preparations for that internship should be started by the beginning of the preceding spring semester.

Problems/difficulties/dispute resolution

If I have a problem with a professor, what should I do?

You should first talk with the professor concerned. In all likelihood, the problem will be easily resolved just by taking this step and meeting with the professor. If the problem persists, you should request a meeting with the Department chair, who will attempt to resolve the issue to everyone's satisfaction.

Do students have the opportunity to evaluate faculty members?

Students have the opportunity to evaluate faculty members every semester. Students fill out evaluation forms for each class taught by faculty, and those forms weigh heavily into the determination of faculty personnel actions such as tenure appointments and promotions.

Is there any assistance available if I have a problem in a particular course or several courses?

There are many resources available to students who are having difficulty with their coursework. Faculty office hours are designated times when faculty members are in their office and are available help students with this type of difficulty. In addition, the University provides a Tutorial Center that offers free tutoring and writing assistance to undergraduate students (<http://depts.gallaudet.edu/TIP>). There are also online resources that include *Smart Thinking* (a tutorial service that is available through BISON), the Tutorial and Instructional Programs' wealth of online material, and email to contact faculty and staff members. Additionally, the Accounting program offers evening tutorials led by a licensed CPA, for students taking any accounting class.

If I am having serious problems in all my courses, will I have to drop the major?

If you are having serious problems, you should meet with your advisor to discuss the issue and work out a plan for improving performance in your major. If problems persist, the Career Center and Academic Advising office can help you determine which major would be best suited to you.

If I fail a course once, will I have to drop the major?

Not necessarily, but you will need to re-evaluate and decide if the major is the right one for you. If you fail a course once and you still want to major in that field, then you need to meet with your major advisor to develop a plan of action for improving your GPA and avoiding a recurrence.