



Northern Illinois University

*Study Abroad Office*

## INTERNATIONAL BUSINESS SEMINAR GRADUATE FOCUSED

**Required Pre-Seminar Meetings (NIU Campus):**

May 4, 2013

**Overseas Seminar:**

May 24 – June 2, 2013

**Prague, Czech Republic  
Budapest, Hungary**

**SEMINAR DATES:** The seminar will officially begin with departure from the U.S. for Prague on Friday, May 24, 2013. The program will end on Sunday, June 2, 2013 in Budapest. In addition to the overseas portion of the seminar, participants will participate in a pre-seminar in DeKalb, Illinois on the NIU campus on Saturday, May 4, 2013.

**OBJECTIVES OF THE SEMINAR:** The overall purpose of this seminar is to provide participants an opportunity to be exposed to the international business environment and practices outside the United States. In addition, this seminar provides participants an opportunity to develop insight into the cultural, social, and political environments of each country to be visited. Participation in an International Business Seminar is a unique way for individuals who are interested in pursuing a career in international business, or a related field, to acquire a firsthand view of international business practices, and experience the excitement of traveling outside the United States.

**NIU SEMINAR COORDINATOR:** Chih-Chen Lee, HSBC Professor of Accountancy in the Northern Illinois University's College of Business will be responsible for advising students enrolled for this seminar through NIU, along with the oversight of their course requirements. Faculty leading the seminar will be from a variety of U.S. colleges and universities.



**SEMINAR COORDINATION:** This program is offered by the NIU College of Business and Study Abroad Office, in cooperation with International Business Seminars in Scottsdale, Arizona. Seminar coordination and logistics are provided by Professor Daniel Brenenstuh, director of International Business Seminars. Students who wish to receive academic credit for their participation in a seminar should enroll for the program through Northern Illinois University.

**SEMINAR AUDIENCE:** This seminar is available to graduate level students in good standing. Non-NIU graduate level students will be required to participate in a pre-admission interview with Professor Lee. Space is limited and qualified applicants will be accepted on a first-come-first-serve basis.

**SEMINAR SESSIONS:** The seminar business visits will average about three hours each day. The type of presentation will vary from company to company; however, almost all presentations will include input by management personnel. The sessions may include lectures, panel discussions, plant tours, or some combination of all these elements. Past experience has shown that students learn a great deal from the question/answer session which is a part of each visit; thus, students' questions are highly encouraged. In addition, there are two meetings with faculty that average two hours each, and organized tours as well as faculty-directed instruction during coach travel times between destinations.

Seminars are normally held in the mornings and/or the afternoons. In some instances, a company will have a session that lasts the entire day; however, as mentioned above, most will run from two to four hours. Some companies provide a lunch, usually with management personnel in attendance. Seminars will usually be held during weekdays (Monday through Friday); however, there normally will be some free time during these days to allow participants access to shopping facilities, banks, and other facilities of interest that are not normally open on Saturdays and Sundays. Weekends, on the whole, are free; however, some weekend time may be reserved for travel to new destinations.

**ACADEMIC CREDIT:** For satisfactory participation in the seminar, participants will be enrolled for the summer 2013 session and will receive *three* semester hours of graduate credit in **one** of the following NIU courses. The courses taken while participating on a seminar **cannot** be audited.

<b>MKTG 601: International Study in Marketing</b>	<b>3 semester hours</b>
<b>Description:</b> Short-term study-abroad experience to study cultural differences, problems, issues, trends, and practices in marketing within the international environment. Includes visits to foreign organizations, presentations by marketing managers and executives, and discussions with foreign and domestic international faculty. Supervised by a faculty member.	
Prerequisites and Notes: MKTG 505 or consent of department.	
<b>OR</b>	
<b>IDSP 501: Study Abroad Programs</b>	<b>3 semester hours</b>
<b>Description:</b> Course work undertaken as part of an approved university study abroad program. May be counted toward the satisfaction of general education requirements if approved as the equivalent of an authorized general education course.	

**IDSP 501:** Non-NIU students and students who have already received credit in MKTG 601 must enroll in IDSP 501.

**COURSE REQUIREMENTS:** Participants must attend an orientation meeting prior to the seminar. The pre-seminar meeting is on the DeKalb NIU Campus with Professor Lee. Participants must also attend all scheduled seminar activities to include: group meetings, city tours, and business visits. Finally, participants must also prepare a seminar paper and a book analysis.

The seminar paper consists of four parts: 1) a summary (two to four, double-spaced, typewritten pages) for each business visit. Each summary should stress the academic concepts discussed by the seminar faculty during the orientation meeting on the first day of the seminar. 2) The second part is a summary (four-six pages) of your cultural experiences in each city. 3) The third part is an in-depth analysis of one of the businesses visited. 4) The final part of the paper requires students to read a recent book about the European Union or some aspect related to Europe and write a 10-page minimum analysis of the book.

For the in-depth analysis, each participant will be assigned to a team of four-six students prior to the seminar. Each team will be assigned one of the organizations that will be visited during the seminar. Prior to visiting the organization, the assigned team will give an oral presentation that will provide an introduction and overview of the organization to the other participants. During the visit, team members will be introduced to the organization's presenters, and the team members will be expected to contribute more to the question and answer session during the presentation. Finally, the team members or representatives of the team will thank the presenters and give them gifts from the IBS group.

Each member of the team will be expected to research the assigned organization prior to the beginning of the seminar. Each team will be expected to meet on their own after the seminar starts to plan their introductory presentation to the other seminar participants, to develop questions that will be asked during the question and answer session, and to determine which team members will make concluding remarks and present the gifts to the organization's presenters.



The third part of the seminar paper is a summary (10 pages) of the in-depth analysis of the assigned firm. This part is not a team report, but it should cover the main points learned through each team member's research of the organization and the presentation given by the organization.

The seminar faculty will discuss the requirements of the seminar paper during the orientation meeting on the first day of the seminar. Seminar faculty will also discuss how teams should make the introductory presentation, the kinds of questions to ask during the seminar, and how to make concluding remarks and present gifts.

The seminar paper must be completed and submitted for final evaluation to Professor Lee and IBS not later than **August 2, 2013**.

**INDEPENDENT RESEARCH/STUDY PROJECT (Optional):** Individuals who wish to earn three *additional* hours of graduate credit may do so by completing an independent research/study project and readings under the direction of Professor Lee, NIU seminar coordinator. The expectations for the research/study projects and readings will be discussed with all students prior to the seminar. The research/study project must (1) be related to a topic or subject introduced during the seminar, (2) be approved in advance by Professor Lee as part of a written proposal, (3) be of such a nature that the topic can be researched and data gathered while the seminar group is overseas, and (4) be completed and submitted for final evaluation to Professor Lee not later than **August 2, 2013**. Late submission of this project will result in a lower grade.

Individuals completing the project will receive *three* semester hours of graduate credit in the following NIU course:

<b>MKTG 604: Independent Study in Marketing</b>	<b>3 semester hours</b>
<p><b>Description:</b> Available to graduate students of demonstrated capability for intensive independent study in marketing. May be repeated to a maximum of 6 semester hours when the topic varies. Not available for S/U grading.</p> <p><b>PRQ:</b> MKTG 505 and consent of department.</p>	

**APPLICATION AND ADMISSION REQUIREMENTS:** The seminar is open to graduate students who meet the NIU general admission requirements, and who are interested in international business management and global business. Currently enrolled students must meet NIU Graduate School and College of Business GPA requirements. Students must be in good academic standing at the time of application. Students who are on academic probation are not eligible to participate. **Applicants must participate in the *entire* seminar and satisfy NIU graduate admission and course requirements. Except in cases of extreme emergency, students may not arrive after or depart before the dates indicated for the seminar.**

Students cannot have any encumbrances against their NIU records. Any encumbrances placed on a student's records by NIU (i.e., the Graduate School, Bursar's Office, Accounts Receivable, Registration and Records, Health Services, Parking Services, etc.) must be cleared before a student is granted admission to a study abroad program.

Students who desire to obtain graduate credit must either be admitted to a graduate program within the NIU Graduate School or be admitted to the status of a "student-at-large" (SAL) within NIU's Graduate School. For students to be admitted to the seminar for graduate credit, the applicant's official transcript must be on file in the NIU SAO. Students who are currently enrolled at NIU, or who have previously enrolled at NIU, do not need to request an official transcript. However, students who will participate in the seminar in order to earn academic credit as an SAL (students who have not currently enrolled nor previously enrolled at NIU) must provide a transcript from the baccalaureate institution and from any institution at which graduate credit has been earned. This document must be provided to the SAO before a student can be admitted as an SAL to the seminar. (Student issued transcripts and photocopies are not acceptable.)

Individuals do not, however, have to be currently enrolled in a college or university. Quite often the participants are practicing professionals or pursuing an advanced degree in a business-related area. Questions relating to the admission requirements should be directed to the NIU Study Abroad Office (SAO).

**APPLICATION:** Click [International Business Seminar-Graduate Focused](#) or visit the NIU Study Abroad Office website at <https://niu.studioabroad.com> (and search for *International Business Seminar-Graduate Focused*) to begin the online application process for this program. The online process provides guidance on requesting information, advising, or applying for the

program. Please note that at the time of application, applicants will be expected to submit a signature verification form and copy of their ID to the Study Abroad Office. More detailed instructions can be found on the <https://niu.studioabroad.com> website or by contacting the Study Abroad Office at (815) 753-0700 or [niuabroad@niu.edu](mailto:niuabroad@niu.edu).

**\$200 APPLICATION FEE/DEPOSIT:** A \$200 application fee/deposit is required of all applicants. The \$200 is broken down into \$100 for the non-refundable application fee and \$100 for a program deposit. Both the application fee and the deposit will be applied to the total balance of the program cost. The \$100 deposit is refundable only if the participant withdraws prior to the withdrawal deadline indicated on the program materials or for medical reasons verified by a physician if the withdrawal takes place after the withdrawal deadline.

The \$200 application fee/deposit will be charged to NIU students' NIU Bursar's account. (Checks and money orders cannot be accepted from NIU students.) Non-NIU students must submit a check or money order in the amount of \$200. More detailed instructions can be found on the website.

<b>FINAL DATE FOR APPLYING FOR ADMISSION TO THE SEMINAR:</b> April 1, 2013.
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**ORIENTATION INFORMATION:** *Orientation Handbooks* will be distributed by both NIU's Study Abroad Office and International Business Seminars in Scottsdale, Arizona.

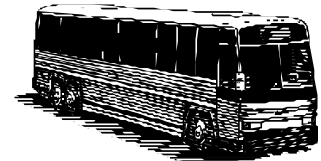
**TRANSATLANTIC TRANSPORTATION:** Individuals will be responsible for making their own travel arrangements between the U.S. and Europe. Participants can purchase their international airline ticket through IBS, or make their own arrangements (see International Air Options on page 10 for more details). Whatever method participants choose for purchasing airline tickets for the seminar of choice, IBS strongly recommends that participants do so **as soon as possible** after they enroll in the seminar. Air fares, taxes and fuel surcharges change daily - increasing for the most part. Once participants have purchased their ticket, the cost is fixed and any subsequent increases will not apply to their ticket. If participants delay purchasing their ticket, they risk being subject to higher fares and/or undesirable routings.



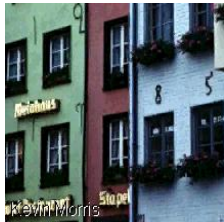
**Please be aware that IBS has a 60 day cancellation policy as contractual commitments to hotels, transportation and ground services must be paid considerably in advance.** If cancellation notice is received less than sixty (60) days before the Seminar departure, no refund will be made of any monies received. NIU also has a program cancellation policy that participants should be aware of before canceling. Please also be aware that IBS and NIU cancellations policies and penalties are separate from any airline penalties participants may incur should they withdraw from the seminar after their air ticket has been purchased. **Most air tickets are nonrefundable but can be changed for a fee at the airline's discretion.**

**LAND TRANSPORTATION:** Students who purchase their airline ticket through IBS will be met on their arrival in the first city and transported from the airport to the hotel. Participants who do not book their airfare through IBS or arrive earlier than day #1 or later than day #2 must make their own way to the hotel.

Some seminar visits are within walking distance from the hotels or are easily accessible by public transportation. Students will be provided with subway, train, or bus tickets when they are needed to reach the formal seminar sessions. For some seminar visits private buses will be used.



All transportation will be provided between seminar cities and may include private buses, trains, and/or cruise ships. It will be each student's responsibility, however, to provide their own transportation and pay all expenses relating to informal activities in which they choose to participate during free time, including going out to restaurants, lounges, discos, museums, theatres, etc.



**HOTEL ACCOMMODATIONS AND MEALS:** Students generally stay in accommodations similar to ones in which the average business traveler stays. The accommodations are classified as first class or superior tourist class. In most cities, the hotels are centrally located near entertainment centers, eating establishments, shopping centers, laundry facilities, public transportation, banks and post office facilities.

Participants will normally share a double room with twin beds and private bath and toilet facilities. Room assignments are rotated so that participants will get better acquainted with other members of the seminar. The faculty seminar coordinator will make the room assignments in each new city. Continental breakfasts, which normally consist of a roll, butter, jam, coffee/tea, will be provided by all hotels; however, the serving time for breakfast may vary from country to country. Students are responsible for all room charges including telephone, food, dry cleaning, etc. These charges must be paid at check-out.

**PASSPORT:** All participants must have a passport in order to participate in this seminar.

*Important Note: U.S. passports must be valid SIX months beyond the intended stay overseas.*

Individuals who do not currently possess a valid passport should apply for one immediately.

Information on acquiring a passport is available at the U.S. State Department's Website:

[http://travel.state.gov/passport\\_1738.html](http://travel.state.gov/passport_1738.html). U.S. passport holders do not need special visas for this seminar. Foreign passport holders may need special visas for travel in Europe **and are** responsible for obtaining all necessary visas.

**INTERNATIONAL STUDENT IDENTITY CARD:** The International Student Identity Card is provided as part of the seminar cost. Students may be able to obtain reduction on cultural site admission fees and bus and train fares for free time pursuits.

Most importantly, the International Student Identity Card also includes a limited health and accident insurance policy which is only valid outside the U.S. Students will have to pay bills at the time of treatment and will be reimbursed later.



**PASSPORT AND ISIC PHOTOS:** You may have your passport and/or ISIC photo(s) taken in the NIU Study Abroad Office. Photos are \$3.00 for the first photo and \$2.00 for each photo after that. After the first two photos, photos must be purchased in multiples of two. Photos are usually developed while you wait. Study Abroad Office hours are 8:00 a.m. – 12:00 p.m. (closed over the lunch hour) and 1:00 – 4:30 p.m.



**NIU MAJOR MEDICAL INSURANCE:** NIU Student health insurance is required for participation in an NIU study abroad program. Participants not currently enrolled in the NIU Major Medical Insurance Plan will be enrolled by the Study Abroad Office. The NIU Major Medical Insurance Plan has a \$250 deductible clause. Students requiring medical attention will be expected to pay any related costs and then file a claim with the NIU Student Insurance Office after returning to the States. Receipts showing payment for all medical expenses are required for reimbursement.

**NIU SEMINAR COST:** The cost of the seminar covers the following cost related items:

- 1) Hotel accommodations
- 2) Surface transportation as described in this seminar announcement
- 3) Sightseeing and excursions as outlined in this seminar description
- 4) Seminar visits to businesses/industries
- 5) Buffet breakfast daily
- 6) Budapest dinner cruise
- 7) International Student Identity Card
- 8) NIU tuition for three or six semester hours of undergraduate or graduate credit
- 9) NIU major medical insurance

**Seminar Cost:** \$4,525

All prices quoted are subject to change. The information contained in the program documents and forms is presented in good faith and is believed to be correct as of the date presented. Northern Illinois University reserves the right to amend, modify, revise, or delete any information appearing in these documents, including but not limited to the cost of the program.

Non-NIU students should consult with their home institutions regarding additional costs that may apply to study abroad. Non-NIU students are responsible for any study abroad charges imposed by their home institution.

**ADDITIONAL COSTS TO PARTICIPANTS:** Other expenses that will be incurred by the participants include:

- Airfare to and from Europe
- Transportation to and from airport in arrival city for those who don't book through IBS
- Cost of acquiring a passport (approximately \$140, including passport photos)
- Visa fees (not applicable for U.S. citizens)
- Most lunches and dinners

- Entrance fees for free-time pursuits
- Purchases of a personal nature

The amount of spending money recommended by past participants ranges from \$50-\$150 per day, depending on an individual's spending habits.

**FINANCIAL AID:** As a participant in a study abroad program through NIU, you may be eligible for: Pell Grant, SEOG, Perkins Loan, PLUS Loan, Subsidized or Unsubsidized Stafford Loan, MAP Award or your privately awarded scholarship with consent of awarding organization. Tuition waivers do not apply. Please contact Pamela Rosenberg, the Division of International Programs business manager, at [prosenberg@niu.edu](mailto:prosenberg@niu.edu) or (815) 753-9530 for more information.



**WITHDRAWAL FROM THE SEMINAR:** Applicants withdrawing from the seminar after April 1, 2013 will not be refunded the \$100 program deposit.

Applicants withdrawing from the seminar after this date will also be held accountable for any funds obligated to overseas vendors and agents on the applicant's behalf. This provision is in effect even if the applicant has not submitted the \$100 deposit or additional payments, and if the applicant is applying for financial aid.

If the applicant must withdraw after April 1, 2013 for medical reasons, funds obligated on their behalf to overseas vendors can only be refunded if:

- 1) The request is submitted to the Study Abroad Office in writing and accompanied by a signed statement stating that travel is not advised from a physician on the physician's letterhead; **and**
- 2) NIU is able to obtain refunds from overseas vendors and agents.

**CANCELLATION OF THE PROGRAM:** The Study Abroad Office and International Business Seminars reserve the right to cancel this program if the minimum required enrollment is not attained. If, prior to the commencement of the program, a U.S. State Department Travel Warning is issued for any of the countries to be visited, all applicants will be notified promptly of the warning and the possibility of cancellation of the program. If, during the course of the program, a U.S. State Department Travel Warning is issued for the country the group is currently in, students will be promptly notified of the warning and the advisability of canceling the program.

NORTHERN ILLINOIS UNIVERSITY AND INTERNATIONAL BUSINESS SEMINARS RESERVE THE RIGHT TO ALTER OR CANCEL ANY OR ALL OF THE SEMINARS AS MAY BE DEEMED NECESSARY!

NIU Study Abroad Office Website: <http://www.niu.edu/studyabroad>

International Business Seminar – Summer Europe Seminar Application Website:

[International Business Seminar-Graduate Focused](#)

(available on February 15, 2013)

**INTERNATIONAL BUSINESS SEMINARS  
SUMMER GRADUATE FOCUSED SEMINAR PROGRAM  
May 24 – June 2, 2013**

**Prague, Czech Republic and Budapest, Hungary**

<b>DAY/DATE</b>	<b>ACTIVITY</b>	<b>LODGING</b>
Saturday, May 4	On-Campus Orientation, DeKalb, IL	
Friday, May 24	Depart USA	Airplane
Saturday, May 25	Arrival Prague <b>Short Orientation to the city center</b>	Prague
Sunday, May 26	<b>In-depth Orientation</b> <b>Prague Walking City Tour (Perhaps a visit to the Terezin Concentration Camp)</b>	Prague
Monday, May 27	<b>Czech Film Commission on HP</b>	Prague
Tuesday, May 28	<b>T-Mobile</b> <b>Czech National Bank or Brewery</b>	Prague
Wednesday, May 29	Travel from Prague to Budapest by coach	Budapest
Thursday, May 30	<b>Porsche</b> <b>Siemens AG</b>	Budapest
Friday, May 31	<b>UniCredit Bank</b> <b>Speaker on the Hungarian Business Environment</b>	Budapest
Saturday, June 1	Free Day <b>Evening (Dinner) Cruise</b>	Budapest
Sunday, June 2	Return to USA or Begin Independent Travel	Airplane
TBA	On-campus post-seminar meeting	

**Itinerary subject to change.**

## International Business Seminar (IBS) International Air Ticketing Options

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Following are two options to consider for your air travel:

1. **Purchase your airline ticket through International Business Seminars.** As a bonus, by purchasing your airline ticket through IBS on the group departure and arrival dates, you will be met by an IBS Seminar Leader upon arrival at the airport in the starting point international city. The leaders will provide your transfer to the seminar hotel and the return from the last hotel to the final airport at no extra charge. In addition, your flight arrangements will be coordinated with other participant's itineraries whenever possible so you probably will not be traveling alone.

IBS has a fully accredited travel agency as part of its organization with agents who have more than twenty years of experience in the travel industry. IBS's agents are skilled at arranging flights and coordinating arrivals and departures for our seminar groups. If you wish to utilize our services in planning and ticketing your flight arrangements, we are ready to assist you.

The process would involve you completing your enrollment forms on line including the Air Travel Request Form where you would indicate your travel plans. An IBS agent would design an itinerary that offers the best routing and most economical cost for your flights and contact you by email for your confirmation prior to ticketing.

IBS requires a credit card for you to purchase your airline tickets. There is no extra charge to use your credit card when buying international air tickets.

2. **Make your own flight arrangements and purchase your airline ticket separately from the seminar costs.** In this situation, you will be considered a "ground only" participant. Services such as transfers from the airport to the hotel when you arrive and return are not included. You will in most instances be traveling on your own.

Please note that "ground only" only refers to you providing your own transatlantic or transpacific airline transportation. You will be covered by the complete IBS package once you arrive at the designated hotel in our initial city.

Eurostar or other rail transportation or coach transportation from city to city and country to country while you are with the group is included in your Ground Only package. For our China seminar, the advertised price includes the domestic flights within China

Whatever method you choose for purchasing airline tickets for the seminar of your choice, we strongly recommend that you do so as soon as possible after you enroll in the seminar. **Air fares, taxes and fuel surcharges change daily - increasing for the most part.** Once you have purchased your ticket, the cost is fixed and any subsequent increases will not apply to your ticket. **Most air tickets are refundable but can be changed for a fee at the airline's discretion.**

The cost of airfare mostly depends on your city of departure and when you book your ticket. For example, traveling to Europe can range from \$700 to \$1400 or more. Winter fares tend to be lower than summer fares. Airfare to China can range from \$1200 to \$2000 or more. We suggest searching airfares using online travel sites for your cities and dates, or contact IBS and we'll be glad to provide a quote. Please keep in mind that the airfare quote is only valid on the day it is given, as all airfare is subject to change and availability until it is confirmed and paid for. Generally, by booking your flight early, you will get a better air cost and routing.

**Remember: If you delay purchasing your ticket, you risk being subject to higher fares and/or undesirable routings.** For more information please contact [judy@ibstours.com](mailto:judy@ibstours.com) or [amanda@ibstours.com](mailto:amanda@ibstours.com).