



INTERNATIONAL BUSINESS SEMINAR (GRADUATE FOCUSED)

Pre-Departure Meetings (NIU Campus): **December 6, 2019**

**Overseas Program:
January 3 – 12, 2020**

Paris, France and
London, United Kingdom

PROGRAM DATES: In addition to the overseas portion of the program from January 3 – 12, 2020, participants will officially begin the seminar in DeKalb, Illinois on the NIU campus on Friday, December 6, 2019. The overseas component of the program will begin with departure from the U.S. on Friday, January 3 and will end in London on January 12, 2020. There will be a post-departure meeting on the NIU campus on a date to be determined.

OBJECTIVES OF THE SEMINAR: The overall purpose of this seminar is to provide MBA students with an opportunity to be exposed to the international business environment and practices outside the United States. In addition, participants will have a chance 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.

SEMINAR COORDINATION: This program is offered in cooperation with International Business Seminars in Scottsdale, Arizona. Seminar coordination and logistics are provided by Professor Daniel Brenenstuhl, 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.

NIU SEMINAR COORDINATOR: Chih-Chen Lee, 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 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. The pre-departure meeting to be held on December 6, 2019 is required of all participants. Space is limited in the seminar and qualified applicants will be accepted on a first-come-first-serve basis.

SEMINAR SESSIONS: The seminar visits will average about two to three hours each day. The type of presentation provided by our overseas hosts 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 spring 2020 semester 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.

GRADUATE CREDIT:

MKTG 601: International Study in Marketing

3 semester hours

Description: 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.

OR

IDSP 501: Study Abroad Programs

3 semester hours

Description: 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 and a debriefing meeting after the seminar. Both of these meetings are 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 three parts: a summary (two - three, 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. The second part is a summary (four - six pages) of your cultural experiences in each city. The third part is an in-depth analysis of one of the businesses visited.

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 (8 - 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 turned into Professor Lee and the IBS Seminar Faculty by **March 15, 2020**. Late submission of this paper can result in your grade being lowered.

Professor Lee also requires graduate students to read a recent book about the European Union or some aspect related to it and write an 8 - 10 page analysis of the book. The book analysis should be included as a part of the paper.

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 under the direction of Professor Lee, NIU Seminar Coordinator. Please consult with Professor Lee before choosing this option.

The projects and expectations will be discussed with all students prior to the seminar. The topic to be researched/studied 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 no later than **April 15, 2020**.

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

GRADUATE CREDIT:	
MKTG 604: Independent Study in Marketing	3 semester hours
Description: 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.	
Prerequisites and Notes: MKTG 505 and consent of department.	

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 on academic probation are not eligible for participation. **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 (e.g., the Graduate School, Bursar's Office, Accounts Receivable, Registration and Records, Office of Student Conduct, Health Services, Parking Services, etc.) must be cleared before a student is granted admission to a study abroad program.

For any student to be admitted into a study abroad program, an applicant's transcript must be on file with the NIU Study Abroad Office.

Students who are currently enrolled at NIU, or who have previously enrolled at NIU, do not need to request an official transcript; SAO will make this request on behalf of the applicant.

Non-NIU Students: Non-NIU Students who want to participate in the program and earn academic credit from NIU will need to apply for the IBS seminar directly through IBS (www.ibstours.com/register) in addition to applying through NIU's study abroad portal

(niu.studioabroad.com). To receive academic credit, there is an NIU School of Record fee of \$960. This is in addition to the IBS seminar cost. You will be responsible for paying the school of record fee and seminar cost to NIU. If you have further questions, please contact IBS directly at <https://ibstours.com/contact/>.

Non-NIU students should plan to send a copy of their transcript (official or unofficial) as soon as possible to the SAO. Students can send transcripts to the SAO via email to niuabroad@niu.edu, fax a copy to 815-753-0825, or mail or hand-deliver a copy of their transcript to the following address:

Northern Illinois University
Study Abroad Office
Williston Hall 417
DeKalb, IL 60115

To obtain graduate credit, students 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.

Non-NIU graduate students applying as a Student-at-Large (SAL) through the Graduate School must upload a copy of their transcript or proof of degree during the SAL application process. **This requirement is separate from the transcript required from SAO and will not meet the requirement for the study abroad application.** Therefore, SAL applicants should plan on submitting two transcripts to NIU (one copy during the SAL application process and one copy to SAO for the study abroad application).

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 Winter MBA](https://niu.studioabroad.com) or visit the NIU Study Abroad Office website at <https://niu.studioabroad.com> (and search for “International Business Seminar Winter MBA”) to begin the online application process for this program. The online process provides guidance on requesting information, advising, or applying for the program. Non-NIU 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.

\$200 APPLICATION FEE/DEPOSIT: A \$200 application fee/deposit is required of all applicants. The \$200 consists of \$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 regarding the application fee/deposit can be found on the seminar application website.

IMPORTANT – All applications will be categorized as “Pending – No Deposit” until the \$200 application fee/deposit has been received (or, in the case of non-NIU students, once a check has been received). The Study Abroad Office will not consider or process applications without the \$200 application fee/deposit. In order to reserve your place in the program you must submit the \$200 deposit within 14 days of application. After 14 days applications without a deposit will be inactivated.

FINAL DATE FOR APPLYING FOR ADMISSION TO THE SEMINAR:
November 15, 2019

Upon acceptance into the seminar, applicants must change their status to “Committed” and complete *all* post-decisions items on the Study Abroad Portal in order to be considered an active participant and reserve their place in the seminar.

Applicants who have not changed their status to “Committed” will be withdrawn from the seminar.

ORIENTATION INFORMATION: *Orientation Handbooks* will be distributed by both NIU's Study Abroad Office and International Business Seminars in Scottsdale, Arizona.

TRANSATLANTIC TRANSPORTATION: Round-trip transportation on regularly scheduled airlines between selected gateway cities is provided as part of the seminar cost. Participants may travel overseas before the seminar or after completion of the seminar; but must travel one way with the group to qualify for the group airfare. Traveling before or after the seminar may change the price of the airfare package, thus flight schedules must be decided before the air ticket is issued.

It should be noted that the price of the seminar is subject to change if there is an increase in the airfare. After final payment of the seminar cost to NIU has been made, the seminar cost is guaranteed even if there is an increase in the airfare if no changes in travel plans are requested by the applicant. If an applicant makes a request, or requests, for changes in air transportation there will be a fee levied for each requested change in travel arrangements.

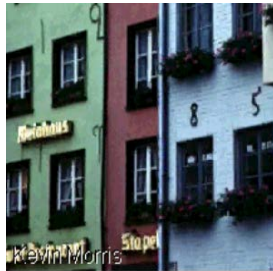
Please be aware that IBS has a 60 day cancellation policy as contractual commitments to hotels, transportation and ground services must be paid considerably in advance. If cancellation notice is received less than sixty (60) days before the Seminar departure, no refund will be made of any monies received. 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 will normally be met on their arrival in the first city and transported from the airport to the hotel. Participants arriving earlier than day #2 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 other 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: <https://travel.state.gov/content/passports/en/passports.html>.

VISAS: U.S. Passport holders do not need special visas for this seminar. Non-U.S. passport holders may need special visas for travel in Europe **and are responsible for obtaining all necessary visas.**

PASSPORT PHOTOS: You may have your passport photo(s) taken in the NIU Study Abroad Office. Photos are \$5.00 for two photos. Photos must be purchased in multiples of two. Photos are usually developed while you wait. Photos can be paid for with exact cash, personal check or charged to your NIU bursar account. 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. It is strongly



recommended that students get an extra pair of photos taken to keep on their person in case of a missing or stolen passport.

NIU INTERNATIONAL TRAVEL INSURANCE PLAN: Students will be enrolled in the NIU International Travel Insurance Plan through ACE. This plan is required for participation in an NIU study abroad program and will be billed your MyNIU account. It is not possible to waive this mandatory insurance. Coverage will begin two days prior to the program start date and end two days after the official program end date.

NIU SEMINAR COST: The seminar cost covers the following:

- Airfare.
- Hotel accommodations and daily Continental breakfast.
- Surface transportation as described in this seminar announcement.
- Sightseeing and excursions as outlined in this seminar description.
- Seminar visits to businesses/industries.
- Three or six semester hours of graduate credit.
- NIU International Travel Insurance

SEMINAR COST: \$6,270*

*This amount represents the total amount in program charges and fees that will be paid to NIU for this program. Please note that the following charges will post individually on your MyNIU account and, when combined, will equal the seminar cost listed above.

- Study Abroad Program Charge
- Instructional Cost
- Academic Program Enhancement Fee (if applicable)

NON-NIU STUDENTS: 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, in addition to the seminar cost and the NIU School of Record fee of \$960.

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.

ADDITIONAL COSTS TO PARTICIPANTS: Several costs are not included in the program cost that is cited above. Other expenses that will be incurred by the participants include:

- Cost of acquiring a passport (approximately \$135, including passport photos)
- Visa fees (if applicable)
- 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.

NIU STUDENT-AT-LARGE APPLICATION FEE: There is \$10 Student-at-Large application fee for graduate-level students applying to NIU for the first time. If you are currently enrolled at NIU as a degree-seeking student, you are not required to submit this payment.

If you are applying to NIU for the first time you will be provided with a link on the Study Abroad Portal that will guide you to the online NIU Student-at-Large Application. During the online application process you will be asked to pay the application fee by credit card or check.

FINANCIAL AID: As a participant in a study abroad program through NIU, you may be eligible for grants, loans, or your privately awarded scholarship with consent of awarding organization. Tuition waivers do not apply.

If you are an NIU student and plan to apply for aid or loans to supplement this study abroad program you must contact the NIU Financial Aid and Scholarship Office in Swen Parson 245, (815) 753-1395 to discuss your current aid package and what you might be eligible for during the Spring semester. Questions regarding the program budget can be directed to Barbara Stark, International Affairs Business Manager, Williston Hall 407, (815) 753-9530, bstark@niu.edu for more information. Please visit <https://www.niu.edu/study-abroad/index.shtml> for information on financial resources for study abroad.

WITHDRAWAL FROM THE SEMINAR: Applicants withdrawing from the program less than sixty (60) days before the seminar departure will not be refunded the \$100 NIU program deposit and will also be held accountable for any funds obligated to by IBS 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 from the seminar less than sixty (60) days before the seminar departure date 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.

Reminder: The \$100 application fee is non-refundable under any circumstances and regardless of the date of withdrawal.

CANCELLATION OF THE SEMINAR: The Study Abroad Office and International Business Seminars reserve the right to cancel this seminar if the minimum required enrollment is not

attained. If, prior to the commencement of the seminar, a U.S. State Department Travel Advisory 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 seminar. If, during the course of the seminar, a U.S. State Department Travel Advisory is issued for the country the group is currently in, students will be promptly notified of the warning and the advisability of canceling the seminar.

**NORTHERN ILLINOIS UNIVERSITY AND INTERNATIONAL BUSINESS SEMINARS RESERVE
THE RIGHT TO ALTER OR CANCEL THIS PROGRAM AS MAY BE DEEMED NECESSARY!**

INTERNATIONAL BUSINESS SEMINAR IN EUROPE – MBA**January 3 – 12, 2020****Paris, France****London, United Kingdom**

DAY/DATE	ACTIVITY	LODGING
	On-Campus Orientation Meeting for undergraduate and graduate-level students. Location and time, TBD	
Friday, January 3	Depart USA	Airplane
Saturday, January 4	Arrive in Paris and Transfer to Hotel Meet your colleagues event Short Metro Orientation Session	Paris
Sunday, January 5	Group Orientation Professor Graham Brown – Living and Working in the European Union City Tour of Paris or visit museums	Paris
Monday, January 6	AT&T Academic Seminar Optional Seine River cruise and viewing of the Eiffel Tower	Paris
Tuesday, January 7	Academic Seminar Free afternoon to enjoy Paris	Paris
Wednesday, January 8	Depart for London by Eurostar Train Arrive in London and transfer to Hotel City tour of London	London
Thursday, January 9	ARUP – Project Management, Engineering, Design Planning, & Consulting Services Royal London Asset Management – Investment Management	London
Friday, January 10	Lloyd's of London Insurance – Insurance, Underwriting, Trading Floor EU Commission – Legislation, Business, Treaty & Decision Proposals	London
Saturday, January 11	Day Free In-depth wrap up discussion session & farewell dinner	London
Sunday, January 12	Return to USA	