





Department of Management  
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TO: Registrar's Office

FROM: 

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Dr. Charles R. Franz  
Associate Professor of Management  
Director, Study Abroad Programs

SUBJECT: Late Registration for Pre-Departure Courses  
Mgt4185 Spain, Italy, Prague, Ireland, China

Date: February 19, 2008

The pre-departure courses that I conduct for the summer study abroad programs are conducted for 65 minutes each week for 12 weeks during the last three fourths of the spring semester. The course objective is to orient the students toward the location and program for which they have signed up. To accomplish this objective, we organize the course according to the following:

- Course pre-departure book (created by Dr. Franz, specially for the course)
- PowerPoint presentations to deliver class presentations and conduct questions/answer discussions.
- Computer exercises in the lab to assist students with researching various questions pertaining to safety, travel, and program location information in general.
- Quizzes to test over material learned
- Research four news events to learn current events in destination country.
- Socializing activities so that students can get to know each other better to select room-mates, travel friends, and plan weekend travel together (increases safety in travel)

The course is an outcomes-based course, in that we are expecting the students to demonstrate their competencies and accomplishments (re the above list) in the following ways:

- Pass the two quizzes over the course book.
- Successfully demonstrate the computer competencies.
- Research and submit the four news events.

We have a plan to accomplish these outcome-based course objectives. As such, I request that the Registrar's Office grant a late admission/enrollment in the requested pre-departure course for this student making the request and approved by the Trulaske College of Business advisor.