January Intersession Course in Berlin and Barcelona
MGMT 3901: Special Topics in Management—International Business
Depart Thursday, December 27, 2018 –
Return Saturday, January 12, 2019

1. Highlights
   - Earn three credit hours studying international business in Europe.
   - Compare Germany’s economy with economy of Spain.
   - Ten in-depth visits to international organizations; five visits in Berlin and five in Barcelona. Opportunities will be provided in each organization to meet with managers and to discuss international business strategy.
   - Participate with other undergraduate students from MU.
   - Participate in various planned and spontaneous activities to enrich your stay in both cities.
   - Welcome in New Year 2019 European style in Berlin!

2. General Requirements for Program Eligibility and Participation
   The following general requirements apply so that MU can conduct a quality program for all student participants:
   A. Students must be in good academic and disciplinary standing with MU.
   B. Students will need a valid passport with an expiration date greater than 6 months after program return date.
   C. Students will be required to complete the online application process which includes all necessary risk and release forms required by the University.
   D. Each student must meet minimum health insurance requirements set by the University. Therefore, as part of your program fee, you will be enrolled in the University’s GeoBlue Health plan for the duration of the program. You will be expected to visit the GeoBlue website, print your ID card and familiarize yourself with the plan and procedures for health emergencies.
   E. Students will be expected to follow acceptable behavior as outlined in the MU student conduct manual and the MU “Conditions of Participation and Program Acceptance” contract.
   F. Open to all MU students regardless of their major.
      *Grad students must get prior approval from the Graduate Programs Office.*

3. Program Details
   A. Program beginning and end
      The program begins with the registration of the student at the arrival city hotel on December 28 and terminates upon his/her check-out from the hotel of the departure city on January 12, 2019.

   B. Course overview
      This course is designed for undergraduate students, regardless of major, who want to learn more about international business in a direct, hands-on fashion. Students will enroll in MGMT 3901, a three-hour course in international business with a particular emphasis on Europe.
      
      This course will consist of two components: pre-departure classes that provide the student with lectures on course material and an opportunity to complete some of the travel and administrative requirements associated with the European travel component of the course; a two-week international travel experience which includes experiential learning exercises, group discussions and presentations, and ten visits to international companies.
      
      Five company visits will be made in Berlin and five will be made in Barcelona. These visits are an essential part of the learning experience and allow the students to talk with organizational managers regarding international business strategies in marketing, finance, and management. These visits will allow
students to see how business concepts and strategies that are discussed in the classroom are applied to real international business problems. The specific companies to be visited have been determined; however, modifications to the schedule may occur. The schedule while abroad will allow free time for sightseeing and visiting local cultural and historic sites.

C. **Location:** The program events will be centered in Berlin, Germany, and Barcelona, Spain. Technical visits to companies will involve short bus trips to locations in and outside these cities.

D. **Lodging and Meals:** All lodging for fifteen nights will be in three or four-star hotels and include all breakfasts. Two group dinners will be organized; one in Berlin and one in Barcelona.

E. **Language and Culture:** TBA

4. **Course Offerings and Prerequisites:**

- **Undergraduates – MGT 3901: Topics in Management--International Business, Europe.**
  The emphasis will be on understanding various issues in international business with a focus on Europe and trading relationships in the global economy. 3 Credit Hours. For undergraduate business students, this course may be used to directly satisfy an elective requirement for BSBA graduation requirements. The course will be graded S/U. Be sure to consult with your advisor on any questions about how this course would satisfy your degree requirements.

<table>
<thead>
<tr>
<th>MU Course</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 3901: Special Topics in Management --</td>
<td>No prerequisite</td>
</tr>
<tr>
<td>International Business.</td>
<td></td>
</tr>
<tr>
<td>Class Number: 69126</td>
<td></td>
</tr>
<tr>
<td>Professor Scott Christianson</td>
<td></td>
</tr>
<tr>
<td>BUS_AD 8730: International Study Abroad</td>
<td></td>
</tr>
<tr>
<td>Class Number: 58258</td>
<td></td>
</tr>
<tr>
<td>Professor Scott Christianson</td>
<td></td>
</tr>
<tr>
<td><em>Graded S-U</em></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** This course has been designated by the registrar’s office as a spring course. Educational fees for 3 spring semester credit hours are costs you would normally see on your spring bill. Non-resident students should plan on paying the usual non-resident educational fees. Actual fees for the spring semester are set by the Board of Curators during their April meeting. **Be sure to let your academic advisor know if these 3 units will put you over your max for spring.**

**Pre-departure Class meetings at MU**
Prior to the start of the program, pre-departure class sessions will be held in Cornell Hall, beginning in October. The purpose of these class meetings will be to provide lectures on the principles of international business; review information regarding the companies that will be visited; and orient students to the host country, travel administration, and safety abroad.

This is a **non-credit course** for which you will be required to **register for before the first day of the pre-departure class** in order to study abroad. **You will not be charged any educational fees for this “course.”**
It is expected that students will participate in all pre-departure class sessions. Any exception to this will be managed on a case-by-case basis at the discretion of the Program Director after consultation with the student.

Course Number:  Undergrads – MANGMT 3901  
Grads- BUS_AD 8730  
Professor: Scott Christianson

Meeting Schedule:
- Tuesdays, 6:00—8:30 pm, Oct 9 through Dec 4, 2018, Room 011 CH

5. Program Schedule: (this is a draft current as of July 13, 2018. Details may change).

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Day</th>
<th>Location</th>
<th>DRAFT - Activities – 7/13/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>27-Dec</td>
<td>Thursday</td>
<td>US</td>
<td>Depart U.S. for Berlin as per individual travel arrangements</td>
</tr>
<tr>
<td>2</td>
<td>28-Dec</td>
<td>Friday</td>
<td>Berlin</td>
<td>Arrival in Berlin by 1:00 pm and check in at Hotel. Orientation in pm. City tour and scavenger hunt. Highlights include: Brandenburg Gate, Berlin Cathedral Church, Reichstag Building, Alexander Platz and more. Return transfer to hotel. Dinner at your leisure.</td>
</tr>
<tr>
<td>3</td>
<td>29-Dec</td>
<td>Saturday</td>
<td>Berlin</td>
<td>Breakfast and Morning check-in Company visit to Autostadt, the largest new car distribution center in the world. Enjoy a guided tour and an opportunity to learn about an aspect of their business. Return transfer to hotel. Enjoy a welcome dinner at a local restaurant Overnight in Berlin</td>
</tr>
<tr>
<td>4</td>
<td>30-Dec</td>
<td>Sunday</td>
<td>Berlin</td>
<td>Breakfast and Morning check-in Cultural tour of Nazi Era, Berlin wall and Sunday Flea market. Dinner at your leisure Overnight in Berlin</td>
</tr>
<tr>
<td>5</td>
<td>31-Dec</td>
<td>Monday</td>
<td>Berlin</td>
<td>Breakfast and Morning check-in Cultural visit: Museum Island, located in the Spree River and a UNESCO World Heritage Site. Visit the Pergamon Museum, which brings ancient worlds to life. Enjoy some time exploring the collection with your guide. Return transfer to the hotel. Enjoy the remaining of your day at leisure. Dinner at your leisure</td>
</tr>
<tr>
<td>Day</td>
<td>Date</td>
<td>Day of Week</td>
<td>Location</td>
<td>Activities</td>
</tr>
<tr>
<td>-----</td>
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<td>-------------</td>
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<td>------------</td>
</tr>
</tbody>
</table>
| 6   | 1-Jan | Tuesday | Berlin  | Breakfast and Morning check-in  
Dinner at your leisure  
Overnight in Berlin |
| 7   | 2-Jan | Wednesday | Berlin  | Breakfast and Morning check-in  
Company visit: “Olympic Stadium” for a tour of the stadium and to ic! Berlin, manufacturer of screwless eyewear, for a tour of production and presentation about the company.  
Return transfer to the hotel.  
Dinner at your leisure  
Overnight in Berlin |
| 8   | 3-Jan | Thursday | Berlin  | Breakfast and Morning check-in  
Company Visit: Wolfsburg for a technical visit at Salzgitter AG, one of the largest steel producers in Europe, where you'll enjoy a guided tour of the entire production process and an opportunity to learn about an aspect of their business.  
Return transfer to hotel.  
Enjoy a welcome dinner at a local restaurant  
Overnight in Berlin |
| 9   | 4-Jan | Friday  | Berlin  | Breakfast and Morning check-in  
Visit to local university for a lecture by a local professor of international business.  
Company visit: Preussische Spirituosen Manufaktur, one of the oldest distilleries in Berlin (where you will enjoy a tour of the facilities and learn about the business of distilling spirits. Finish the visit off with a tasting of their products.)  
Return transfer to the hotel.  
Dinner at your leisure  
Overnight in Berlin |
| 10  | 5-Jan | Saturday | Berlin /Barcelona | Breakfast and Morning check-in  
Check out of the hotel and transfer to the airport for a flight to Barcelona.  
Check-in Barcelona hotel.  
City tour and scavenger hunt.  
Dinner at your leisure  
Overnight in Barcelona |
| 11  | 6-Jan | Sunday  | Barcelona | Breakfast and Morning Check In.  
Cultural tour via coach to Casa Batlló and La Sagrada Familia.  
Return transfer to your hotel.  
Dinner at your leisure  
Overnight in Barcelona |
| 12  | 7-Jan | Monday  | Barcelona | Breakfast and Morning Check In.  
Free Day. |
| 13  | 8-Jan | Tuesday | Barcelona | Breakfast and Morning Check In.  
Company visit to the Port of Barcelona, the fastest-growing European port, for a tour of the port facilities and terminals |
and presentation on their business
Return transfer to your hotel.
Dinner at your leisure
Overnight in Barcelona

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>9-Jan</td>
<td>Wednesday</td>
<td>Barcelona</td>
</tr>
</tbody>
</table>
|   |   |   | Breakfast and Morning Check In.
|   |   |   | Company visit to SEAT Factory for a tour of the factory and a discussion about their business. This afternoon transfer to the Idilia Foods, Cola Cao factory for a tour of the facility and an opportunity to learn about the business.
|   |   |   | Return transfer to the hotel.
|   |   |   | Dinner at your leisure
|   |   |   | Overnight in Barcelona

| 15 | 10-Jan | Thursday | Barcelona |
|   |   |   | Breakfast and Morning Check In.
|   |   |   | Company visit to the Barcelona Stock Exchange and Estrella Damm Brewery.
|   |   |   | Return transfer to hotel.
|   |   |   | Dinner at your leisure
|   |   |   | Overnight in Barcelona

| 16 | 11-Jan | Friday | Barcelona |
|   |   |   | Breakfast and Morning Check In.
|   |   |   | Visit local university for a business lecture
|   |   |   | Farewell dinner at a local restaurant
|   |   |   | Overnight in Barcelona

| 17 | 12-Jan | Saturday | Barcelona |
|   |   |   | Depart hotel. Transfer to airport on your own.

6. **Students Graduation Ceremony**
   Due to the departure date, this issue does not apply to this program.

7. **Weekend Travel**
   Individual travel on weekends will not be possible during this program.

8. **Travel to program site from the U.S.**
   *Students are responsible for purchasing their own air travel.* The Study Abroad Program and MU will not be responsible for any expenses incurred, (including lodging) due to delays or cancellations of flight arrangement made by the student. *The student is also responsible for arranging their transportation to the arrival city hotel and travel to the airport from the departure city hotel.* Students who are concerned about costs that they might incur due to weather delays or flight cancellations are encouraged to buy travel insurance.

   Students should plan to arrive at the Berlin hotel, (address listed below) by 1pm local time on Dec 28. This allows time to travel to the hotel during the daylight hours. If a student’s arrival is delayed due to a flight rescheduling or cancellation, students should follow the contingency plan outlined in their pre-departure class. The professor will make every effort to work with the student to ensure that anyone who is delayed receives full academic credit for the course. Students will be provided an opportunity to complete any missed assignments or to complete an equivalent alternative.

**Arrival Hotel Information:** (need to arrive at the hotel on 28 December 2018)
TBA

**Departure Hotel Information:** (will depart on 12 January 2019)
TBA
9. Estimated Budget

The following budget may be used for planning purposes.

<table>
<thead>
<tr>
<th>Student Planning Budget</th>
<th>Tuition/ Fees Paid to MU</th>
<th>Program Fee paid to MU</th>
<th>Personal Expenses</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare from US to Berlin and returning from Barcelona to the US estimate (not included in program fee)</td>
<td></td>
<td></td>
<td>$1200</td>
<td>$1200</td>
</tr>
</tbody>
</table>

Educational Fees

| MU Tuition (estimated for 3 credit hours) based on Undergrad rates. | $846.00 | | $846 |
| TCOB Business Course Fee | $278.00 | | $278.00 |
| Technology Fee | $40.00 | | $40.00 |

Program fee: (billed to student account)

| APPROX. | $3704 | | $3704 |
| MU International Center study abroad fee | | | $125 |

| Estimated Student Cost | $1164 | $3704 | $1200 | $6193 |

- The educational fees noted above are estimates. Non-resident students should plan on paying non-resident educational fees; actual fees for the spring 2019 semester have not yet been established.

Cost

The program will include the following:

A. Transportation for all company visits
B. Fifteen nights lodging in four-star hotels and include all breakfasts while in Berlin and Barcelona.
C. Air transportation from Berlin to Barcelona.
D. Two group dinners; one in Berlin and one in Barcelona.
E. University of Missouri GeoBlue Insurance coverage for the duration of the program. (Note: In some cases you may be required to pay out of pocket to receive services. This coverage allows you to submit claims for reimbursement by GeoBlue for any medical expenses incurred out of the US while on the program.)

Expenses NOT included in the Trulaske College of Business program fee are:

A. Round Trip airfare from US to Berlin and return to US from Barcelona.
B. Independent travel before or after the program.
C. Educational fees for this course will be the same as those for a three-hour undergraduate course, spring semester. Resident students pay usual resident fees. Non-resident students will pay the usual non-resident fees. The exact cost of educational fees will be set by the MU Board of Curators during the April meeting prior to the January program.
D. Passport renewal or passport application fees.
E. MU International Center study abroad administrative fee of $125. This fee covers MU support services for student emergencies during the program period.
F. Daily personal expenses such as souvenirs; personal items; going out at night; and city transportation, such as subway, taxi, and bus fares would be extra. Costs may vary depending upon a person’s actual needs and wants.
G. Some lunches and dinners on a daily basis paid by the student (estimated at $40/day average cost). H. Personal transportation costs in-country to participate in non-program organized activities.
I. Additional insurance for trip modification, cancelation, or interruption due to health, safety, or similar concerns.

10. Schedule of Payments

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Fee</strong></td>
<td>Approx. Dec 15</td>
<td>$3,704</td>
</tr>
<tr>
<td>Billed to your student account in the fall.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Educational Fees</strong></td>
<td>Approx. Dec 15</td>
<td>$1164</td>
</tr>
<tr>
<td>3 credit hours of MU summer courses. (Estimated cost)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Billed to your student account in the fall.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>International Center fee</strong></td>
<td>Approx. Dec 15</td>
<td>$125</td>
</tr>
<tr>
<td>Billed to your account/Fall</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: This course has been designated by the registrar’s office as a spring course. Educational fees for 3 spring semester credit hours are costs you would normally see on your spring bill. Non-resident students should plan on paying the usual non-resident educational fees. Actual fees for the spring semester are set by the Board of Curators during their April meeting. Be sure to let your academic advisor know if these 3 units will put you over your max for spring.*

11. Withdrawal from Program - Student must contact the Student Services Coordinator directly by e-mail documenting any withdrawals from the intended study abroad program. Withdrawal date will be determined to be the date shown on the e-mail that is sent to the Student Services Coordinator in 213 Cornell Hall stating intent to withdraw from the program.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Withdrawal After</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100 Deposit</td>
<td>After Date of Application – no exceptions.</td>
</tr>
<tr>
<td>$600 will be billed</td>
<td>15 September</td>
</tr>
<tr>
<td>$1,500 will be billed</td>
<td>25 September</td>
</tr>
<tr>
<td>$2,000 will be billed</td>
<td>25 October</td>
</tr>
<tr>
<td>$2,500 will be billed</td>
<td>25 November</td>
</tr>
</tbody>
</table>

***Depending on the date that you withdraw from the program, the study abroad department may or may not be able to get a refund from the vendor. Your refund will be relative to the costs that can be recovered. If you have not been billed the program fee at the time of your withdrawal – you will be billed for any cancellations fees charged to the program.

12. Visas and Travel Documents
All students will need a valid US passport or appropriate passport/documentation from their country of citizenship. No visas are needed for US passport holders (American citizens) to travel or visit Germany or Spain. If you are not a US Citizen, please check the country’s web page to determine if you will need to apply for a tourist visa. Copy of passport due to Study Abroad office by Oct 9.

This program does not use a competitive selection process. Students who register after 50 students have submitted their registration forms will be placed on a waiting list and accepted as space permits.

** (Students must start the process on the selected program’s webpage which is reached via TCoBStudyAbroad.missouri.edu.)

- Go the web page for the program of interest.
Click on Details and Information link which will take you to that program’s information document.

- Read it thoroughly – failure to do so will not excuse participants from any requirements or penalties. See section 11 of the information document.
- Once you have decided which program you would like to attend – click on the “start application” link in the upper right corner of the page.
- When you begin the application – you will show up in the database as “Pending”.
- You must hit the “Submit” button to be accepted to the program.
- You will then receive an e-mail from the myStudyAbroad database alerting you that you have either been “Accepted” or are on a WAIT LIST. (That email will explain the consequences for not following the instructions given in the email. **Read it thoroughly – failure to do so will not excuse participants from any requirements or penalties.**)
  - **If you are on a WAIT LIST** – you will be notified when space is available and you have been “Accepted” and placed onto the HOLD LIST.
  - **If you are “Accepted”** - you will be placed on a HOLD LIST. (That email will explain the consequences for not following the instructions given in the email. **Read it thoroughly – failure to do so will not excuse participants from any requirements or penalties.**)
- To move to the ACTIVE ROSTER, go back into your on-line application and change your status from “Accepted” to “Committed”. Be sure you are ready to commit as penalties will begin to apply, subject to Section 11 of the program document.
  - **If others on the HOLD LIST** commit to the program, they will move ahead of you onto the ACTIVE ROSTER.
  - All programs have a maximum number of participants who can attend the program, so delays could affect your participation in the program.
  - Once you have changed your status to “Committed”, you must return to the on-line application and complete the entire application. You will be given a list of sections which are mandatory for completion before the Pre-Departure classes start. **Failure to comply could affect your participation in the program.**
- **If, at any point you decide to withdraw from the program** – you must notify the Student Services Coordinator via TCoBStudyAbroad@missouri.edu AND return to your on-line app and change your status to “WITHDRAWAL: Declined”. **Penalties are determined by the date that you complete these 2 steps.**

**IMPORTANT:** If you are a student with a disability and anticipate requesting accommodations while studying abroad, we encourage you to notify the MU Office of Disability Services as early as possible (http://disabilityservices.missouri.edu). Early notification is essential to allow us time to ensure that appropriate arrangements and reasonable accommodations can be provided, both by the program and our Study Abroad partner organizations

### 14. Student Financial Aid
This program qualifies for student financial aid, because the three hours of courses are MU spring session credits. **Before going to the financial aid office in 11 Jesse Hall for complete financial aid details stop by the Trulaske Study Abroad Office for the financial aid worksheet they will ask you for.**

### 15. Scholarships
The International Center website, [http://international.missouri.edu/study-outside-the-us/getting-started/financing/mu-scholarships.php](http://international.missouri.edu/study-outside-the-us/getting-started/financing/mu-scholarships.php) has a list of available scholarships for studying abroad.
Disclaimer: The costs and schedules presented in this document are best estimates performed in good faith and do not represent any kind of fixed contract. The nature of dealing with foreign partners makes it difficult to plan exactly how this study abroad program will be finalized.

Program Cancellation/Modification Policy for Student Financial Liability

I understand that in some circumstances I may not receive full academic credit for the study abroad program for which I have applied. These circumstances include, but are not limited to:

- Cancellation of the program due to circumstances beyond the control of the University of Missouri;
- A decision by the University, in its sole discretion, that cancellation of the program is appropriate based on health, safety, or similar considerations;
- My inability to participate in or complete the program due to circumstances beyond the control of the University of Missouri;
- My dismissal from the program.

I understand that in any of these circumstances, I will be refunded only those costs that can be recovered by the University of Missouri or the University’s partner program. If I have not been billed the program fee at the time of my withdrawal – I understand that I will be billed for any cancellation fees charged to the program.

The itinerary of this program may be modified by the Trulaske College of Business and/or the University of Missouri due to health, safety, or similar concerns. Additional program cancellation insurance has been included in your program fee. This coverage includes cancellation for the following reasons: trip modification due to health and/or safety concerns, trip cancellation due to health and/or safety concerns, trip interruption, emergency medical evacuation/repatriation, lost baggage/personal effects, baggage delay, and travel assistance service.

To obtain more information visit:

Trulaske College of Business International Programs Web Page:  
http://TCoBStudyAbroad.missouri.edu

Course and Program Information: Gay Albright, 573-882-2403,  
albrightj@missouri.edu

Questions regarding Registration Forms, Passport and Visa:  
Student Services Coordinator, Cornell 213, 573-884-5312,  
tcobstudyabroad@missouri.edu