Guidelines for the International Business Minor

- A grade of “C” or better is required for every course in the IB minor.
- Courses may not double count within the IB minor.
- Students must meet with an International Programs Coordinator in person to submit the minor application. Forms dropped off without the appointment will not be processed.
- Any courses abroad used in the IB minor must be approved by SOIP by the 3rd week of the student’s program.
- Deadline to apply for the minor: late drop deadline in the semester of graduation.
- Confirmation of admittance to the IB minor will arrive via email.

Instructions for Completing the International Business (IB) Minor Application

Enter all of your personal information completely and accurately. See the following item by item guidelines.

1. If you have completed the course, enter the grade earned; otherwise enter the semester you are taking or intend to take the course.

2. If you have completed the course, enter the grade earned; otherwise enter the semester you are taking or intend to take the course.

3. Write in the two courses from the list that you will use to complete this requirement. Indicate the grade earned or the semester you intend to take the course.

4. Complete two of the six options below for a total of 6 credits. Each student must meet with an International Programs Coordinator before they study abroad to discuss this requirement.
   To be completed at Penn State:
   a. Additional IB Course – This course cannot be one of the courses used to satisfy #3.
   b. Culture Course – Determined in consultation with an International Programs Coordinator. See list at: http://ugstudents.smeal.psu.edu/international-programs/study-abroad/international-business-minor/CultureCoursesAll3.6.15.pdf
   May be completed at Penn State or abroad:
   c. For students who have gone beyond the Smeal 12th credit level proficiency (12 cr.s = Level 003).
   d. For students who have met their Smeal proficiency and continued study in an additional language, at any level.
   To be completed abroad:
   e. The Special Destination Program list is available online. Consult with an International Programs Coordinator to see if you meet this requirement. Not available for 6 credit summer study abroad.
      http://ugstudents.smeal.psu.edu/international-programs/study-abroad/international-business-minor/special-destinations-2013
   f. Determined in consultation with an International Programs Coordinator. Not available for 6 credit summer study abroad programs.

5. Enter information about the education abroad program in which you have been accepted.
   Enter the course numbers and titles of the courses you intend to take while studying abroad.
   - 6 credits will count toward the IB minor.
   - Students must complete the number of credits required by their education abroad program in order to satisfy the minor requirements. Students may not drop credits abroad.
   - The list of approved education abroad programs for the IB minor can be found at:
      http://ugstudents.smeal.psu.edu/international-programs/study-abroad/choosing-a-program

Schedule an appointment with the Smeal Office of International Programs:
- Online at http://ugstudents.smeal.psu.edu/international-programs/study-abroad/choosing-a-program/international-programs/schedule-an-appointment
- Call 814-865-4264

Revised 11-17-2015
**International Business Minor Application (IB 2011)**

Last Name | First Name | M.I. | PSU ID# | Major | Expected Graduation Semester | PSU Email |
--- | --- | --- | --- | --- | --- | --- |

Course Requirements: 37 credits.
Student MUST schedule an appointment with SOIP to discuss minor & submit form.
A grade of "C" or better is required for all courses. Courses may not double count within the IB Minor.

1. **TAKE ALL PRESCRIBED COURSES:** 7 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Semester</th>
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</thead>
<tbody>
<tr>
<td>ACCTG 211</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B A 411</td>
<td>3</td>
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</tbody>
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2. **TAKE ALL ADDITIONAL COURSES:** 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Semester</th>
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<tbody>
<tr>
<td>FIN 301</td>
<td>3</td>
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<tr>
<td>SCM 301</td>
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<td>MKTG 301</td>
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<td>MGMT 301</td>
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3. **SELECT 6 CREDITS FROM THE FOLLOWING:** IB 303, IB 403, IB 404, IB 450, or IB 460

Must be taken at PSU

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<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
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4. **SELECT 6 CREDITS IN CONSULTATION WITH SMEAL OFFICE OF INTERNATIONAL PROGRAMS (SOIP):**

Students must meet with SOIP before departure to select 2 of the following categories for 6 credits total.

- a. Additional IB 400 level course (IB 403, IB 404, IB 450, or IB 460)
- b. Culture Course at 300 or 400 level at PSU (prior approval required)
- c. Foreign Language at the 15th credit level
- d. Second Foreign Language
- e. Special Destination Course (see website)
- f. International Course Abroad (prior approval required)

5. **STUDY ABROAD COURSES:** 6 credits required for minor. List all courses from abroad.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program City, Country</th>
<th>Semester of Attendance</th>
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Must complete number of credits required by program in order to satisfy the minor requirements.

Student Signature | Date | SOIP | Date
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Confirmation of admittance to the IB Minor will arrive via email.

Updated 09/16/2013