

CISB

IBUS 491 (CISB Tracks) Attendance Policy

Attendance is mandatory at all track meetings and at all-CISB events. All CISB students must register for IBUS 491, for one credit, every quarter while attending the UW and participating in the Program. The only exceptions will be for: (a) students who are studying or working abroad to satisfy their CISB overseas experience requirement; and (b) students who will already be registered for 18 credits or less than 10 credits and would incur additional tuition expense. *

IBUS 491 will be graded on a credit/no-credit based on attendance and participation. Attendance will be monitored by each Track President Internal as well as the track's Faculty Advisor. The Faculty Advisor is responsible for assigning student grades.

Any student missing more than one track meeting or all-CISB event during the quarter (for other than a documented medical problem or some other good and sufficient reason approved by the Faculty Advisor) will be allowed to compensate for the absence by completing an approved make-up activity. The normal make-up is for the student to attend a presentation with international content such as those presented in the Global Business Forum within two weeks of the missed meeting. The student should write a summary of the presentation in a form that is suitable to be published in the CISB newsletter.

If the student is unable to attend an appropriate presentation, the Faculty Advisor and the responsible CISB officer may approve an alternative make-up activity. Possible alternatives, in addition to the normal three hours per quarter of CISB service activity, include:

- Prepare and present a 15-minute presentation at a subsequent track meeting on a current event important to international business and the track's geographical area of interest.
- Take responsibility for coordinating and completing an all-CISB promotional activity.
- Participate actively in organizing an all-CISB event, such as the Case Competition, the Spring Banquet, etc.
- Write an article for CISB newsletter.
- Take responsibility for organizing and leading a subsequent track meeting by arranging for a speaker or some other special event.

Any student receiving a no-credit grade for any quarter must complete an extra-credit assignment approved by his/her Faculty Advisor during the next subsequent quarter in order to continue in the Program. These assignments will be determined by the Faculty Advisor on a case-by case basis, and may include options other than the above. Failure to complete this assignment satisfactorily may, at the discretion of the Faculty Advisor, result in the student's removal from the Program and /or ineligibility to receive the CISB Certificate.

CISB seniors may get a second excused absence in a quarter for attending a Foster Career Undergraduate Center event that falls at the same time as a CISB track meeting or all-CISB event. They must let their track president know of their plans in advance. The Career Center takes attendance at all events.

* Students seeking an exemption to this requirement under (b) must: submit confirmation of their class load to the CISB office; inform their track Vice President and Advisor in writing that they have not registered and why; attend and participate in track meetings and all-CISB events on the same basis as those students who are registered.