

Study Abroad in Prague Summer Business Program Departing May 12 – Returning June 11, 2012

General Requirements for Program Participation

The following general requirements will be expected to conduct a quality program for all student participants:

- You will be expected to follow acceptable behavior as outlined in the MU student conduct manual and the MU “Conditions of Participation and Program Acceptance” form.
- You must be 18 or older.
- You must be in good standing with a cumulative GPA of 2.0 or better and no disciplinary sanctions.
- You will need a **passport that is valid for at least six months after** your scheduled return date from Europe. Non-US citizens see section on visas.
- You and your parents will be asked to sign a liability release form and a medical release form (included in the International Center’s orientation materials).
- Each MU 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 HTH Health plan for the duration of the program. You will receive an HTH ID card during the pre-departure class and you will be expected to visit the HTH website and familiarize yourself with the plan and procedures for health emergencies.
- You are required to enroll in the Trulaske College of Business pre-departure course, *MGMT 4185* for the spring semester.
- Students will be expected to participate in the International Center’s orientation (spring semester) for business study abroad programs that will cost \$75 as a Study Abroad Administrative fee (not included in the program fees). This fee includes the following:
 - MU support services for student emergencies during the program period.
 - Emergency evacuation and repatriation coordination.
- Open to all MU freshman, sophomores, juniors, and seniors, ***including non-business majors***.

Program Overview

Location

The four-week study abroad program in the Czech Republic will be located in Prague, the capitol city and center for political, cultural, and economic activities of the Czech Republic for more than a thousand years. Prague experiences millions of visitors each year, making it one of the most visited cities in all of Europe. It was spared from bombing during the Second World War with all of its treasured and preserved architecture and cultures from all the periods of its own regional history. The historic center of Prague was designated as a UNESCO World Heritage Site and Guinness World Records sites the 1,000 year-old Hradcany (Prague) Castle as the largest ancient castle in the world.

Prague is dominated by the Prague Castle which overlooks the famous Charles Bridge on the Vltava River. It was formed from six formerly independent urban units that were unified in the 18th century: The Old Town, the Jewish town, the New Town, the Lesser Town, Hradcany and Vysehrad. Most of the historical monuments, museums and galleries are located in the center part. Charles Bridge, with its two fortified towers at each end, was founded by King Charles IV in the year 1357. The Old Town Bridge Tower is located on the opposite side of the castle and represents one of the most beautiful Gothic towers in Central Europe.

The Old Town Square has existed since the 14th century and is the most significant square of historical Prague. It originated in the 12th century and since then has witnessed many events. Beside the Old Town Hall

and the Church of Our Lady Before Tyn, the square has several other dominant buildings: the baroque St. Nicholas church, the Stone Bell house - a gothic city palace from the 14th century, and the Memorial to Master Jan Hus. St Nicolas' Church (Chram Sv. Mikulase), located on Malostranske Namesti, was built in the period 1704-55 and is the most significant historical structure of the so-called Prague Baroque.

The courses will be conducted at the Czech University of Life Sciences, located just 15-20 minutes away from the city center. This university has launched an initiative to develop the top-ranked business program in the Czech Republic. They plan to achieve their goal by attracting foreign students from around the world and offering business study to students for three years entirely in the English language.

Lodging and Meals

Students will stay in the university dormitory on campus and you will have your own room with one other roommate for the entire four-week period in Prague. The dormitory is located in the middle of campus and just a 3 minute walk from the business building. Public transportation allows for easy and flexible access from campus to downtown Prague. Program social dinner events will be scheduled and paid for by the program each week. A final program dinner social activity is included in the program cost that will include all the MU and CULS students, along with faculty and staff associated with the program.

The food in The Czech Republic is very similar to German food in that it consists of a lot of meat (beef, pork, and chicken), lots of potatoes, salads, and various kinds of vegetables. The Czech bread is a heavy kind of bread that tastes very good. Much of the cuisine in the Czech Republic will remind you of American meat, potatoes and salad. The meals are extremely inexpensive with an average lunch on campus costing \$3-4 and an evening meal out on the town in a pub or local café usually costing only up to \$7-9. Of course there are expensive restaurants, as well. The budget presents a modest estimate for food for the four weeks.

Special Program Activities

We have many exciting day-trip field visits planned to companies and cultural sites in the Czech Republic. These visits will allow you to see international business in the Czech Republic and how Czechia is doing business in the European Union and in a broader global sense. You will have many opportunities to engage in question and answer sessions with international company managers to better understand their business and marketing strategies. Also, these day-trips will provide you with multiple cultural opportunities to interact with your Czech classmates and get to know them better.

Language and Culture

The culture of the Czech Republic is rich with the role that the Slovak people played in European history. Learning about the culture, customs and life styles, as well as some elements of the language can allow for more appreciation and understanding of how the local people view and enjoy life (food, politics, history, culture, fashion, and travel). Some elementary language will be introduced throughout the pre-departure course.

- **Spring Pre-Departure Course (Mgt 4185)**
 - Course # Mgmt 4185-09, class # 18728, 1 credit
 - Initial class meeting on Monday 2/6/012 and continues on Mondays 3/12/12 to 4/30/012
 - 5:30-7:10pm
 - Room 211 Cornell Hall

These class sessions will be a great way to get acquainted with your student-traveler colleagues and learn about the cultural and economic environment in which you will be living for 4 weeks. This will allow you to choose roommates and partner up for additional weekend travel opportunities. Part of each class will be devoted to orienting you to safety, packing, money, clothes and cultural adjustment.

Since this class is **mandatory to participate in the program**, special situations (class conflict, etc.) should be discussed with the course instructors but may not be accommodated if the integrity of the

course is compromised. **You will pay separate Tuition for this one-hour course.** If you need to register after spring registration has closed, simply go to your Academic Advisor and request that he/she **late add** you to the class. They will need the course information found at the bottom of each program's web page.

Course Offerings and Prerequisites

The University of Missouri (MU) will offer two courses in International business and the Czech university will offer two courses in European and Czech business. You will register for six hours of MU summer school credit, enrolled and paid for through Jesse Hall. The courses will satisfy BSBA graduation requirements for MU business students. Only one will count for **emphasis** and the other as **emphasis support**. There is no transfer of credits to worry about in this program. All hours are MU summer school credit hours. The courses and pre-requisites are indicated in the following list:

MU Course	Prerequisites
<ul style="list-style-type: none"> • FIN 4185: Topics in International Business. (Finance course). • MU Professor Steve Ferris • A-F Grading. (Required by Finance Dept.) 	No prerequisite, but Mgt 3000, Mktg 3000, and Fin 3000 desirable <i>Requires permission # from Fin Dept. to register.</i>
<ul style="list-style-type: none"> • MGT 3901-4: Special Topics in Management: Managing in the Digital Globe • MU Professor Antonie Stam • Graded: S/U (Depts. require S/U for Study Abroad courses) 	No prerequisites
CULS Course	
<ul style="list-style-type: none"> • MGT 3975-4: Current Issues in International Management: European and Czech Business (Management course). • Czech professor, Dr. Ludwig Dietrich. • Graded: S/U (Depts. require S/U for Study Abroad courses) 	No prerequisite, but Mgt 3000, Mktg 3000, and Fin 3000 desirable
<ul style="list-style-type: none"> • MKT 3975: Current Issues in International Marketing: European and Czech Business • Czech professor TBA • Graded: S/U (Depts. require S/U for Study Abroad courses) 	No prerequisite, but Mgt 3000, Mktg 3000, and Fin 3000 desirable

You should plan to discuss these courses and this study abroad program with your advisor to clarify exactly how these courses will satisfy the graduation requirements for your particular major or emphasis area.

Business Minors: Only one course will count for the business minor. You should plan the other course to fulfill a requirement in your major or as a general elective. Speak with your business advisor in 111 Cornell if you need further clarification.

Schedule of Classes

The schedule of classes will be **four** days per week, specifically, Tuesday, Wednesday, Thursday and Friday. Classes will be scheduled for the morning and the afternoon with class times usually running about two hours for each course each day. This schedule will provide ample time for working in student groups and in the computer lab, and many opportunities to interact with the Czech students in the classes with MU students. The schedule also allows for long three-day weekends.

Program Schedule

	Date	Day	Activity
	12-May	Sat	Depart for Prague
	13-May	Sun	Arrive in Prague. Czech University evening Welcome reception dinner.
Week #1	14-May	Mon	Orientation to campus and Prague. Learn subway and bus system to old Prague city center.
	15-May	Tue	Classes. 8:00 – 10:00am, 10:30 – 12:30pm.
	16-May	Wed	Classes. 8:00 – 10:00am, 10:30 – 12:30pm. T-Shirt exchange/evening social dinner with Czech students.
	17-May	Thu	*Day trip for company visit and cultural site South Bohemia Budvar. Subject to company changing the date.
	18-May	Fri	Classes. 8:00 – 10:00am, 10:00 – 12:00.
	19-May	Sat	**Weekend Travel
	20-May	Sun	**Weekend Travel
Week #2	21-May	Mon	**Weekend Travel
	22-May	Tue	Classes. 8:00 – 10:00am, 10:30 – 12:30pm.
	23-May	Wed	Classes. 8:00 – 10:00am, 10:30 – 12:30pm. *Culture/Business Visit. 16:00 – 21:00. University Brewery. Evening social with Czech students.
	24-May	Thu	Classes. 8:00 – 10:00am, 10:00 – 12:00.
	25-May	Fri	**Weekend Travel
	26-May	Sat	**Weekend Travel
	27-May	Sun	**Weekend Travel
Week #3	28-May	Mon	**Weekend Travel
	29-May	Tue	Classes. 8:00 – 10:00am, 10:30 – 12:30pm.
	30-May	Wed	*Day trip for company visit and cultural site. Skoda Mlada Boleslav Auto Mfg. Plant Visit. Subject to company changing the date
	31-May	Thu	Classes. 8:00 – 10:00am, 10:30 – 12:30pm. Evening social with Czech students.
	1-Jun	Fri	Classes. 8:00 – 10:00am, 10:00 – 12:00.
	2-Jun	Sat	**Weekend Travel or Stay in Prague with Czech Friends
	3-Jun	Sun	**Weekend Travel or Stay in Prague with Czech Friends
Week #4	4-Jun	Mon	**Weekend Travel or Stay in Prague with Czech Friends
	5-Jun	Tue	Classes. 8:00 – 10:00am, 10:30 – 12:30pm.
	6-Jun	Wed	*Day trip for company visit and cultural site. Karlovy Vary (Moser, Becher). Subject to company changing the date.
	7-Jun	Thu	Classes. 8:00 – 10:00am, 10:30 – 12:30pm.
	8-Jun	Fri	Classes. 8:00 – 10:00am, 10:30 – 12:30pm. Last classes.
	9-Jun	Sat	Free day
	10-Jun	Sun	Free day 18:00 - Final Program dinner sponsored by Czech University.
	11-Jun	Mon	Check out of dormitory. Students on own to get to airport, train station, etc.

- Class days and day trips are subject to change, depending on company availability.
- Weekend travel days are fixed. Finish time (12:00 noon) on day before weekend travel is fixed.
- This proposed itinerary and schedule is tentative and subject to change. Best efforts will be used to plan company visits as indicated, but due to many complex factors, any of the planned Company visits may possibly cancel or take place on different days than indicated in the above schedule.

Company Visits

This summer program has planned to give you the opportunity visit the following culture sites and business enterprises in Czechia:

- Company visit to Budejovický Budvar (Budweiser Brewery) in Ceske Budejovice, southern part of Czechia. The tasting room was very popular.
- Culture visit to Český Krumlov is famous for its Old Town, with 300 protected medieval buildings, and its castle complex, the second largest in the Czech Republic. **A UNESCO World Heritage Site.**
- Company visit to the spa town of Karlovy Vary to learn marketing of Becherovka, a herbal liquor first concocted by Jan Becher. The tasting room created a lot of discussion among the students and the company representative.
- Company visit to the major Czech car manufacturing company, Škoda, Eastern Europe's oldest car manufacturer, located in Mladá Boleslav.

Weekend Travel

The program allows for long three-day weekends and flexible travel opportunities. The Prague airport has many different airlines flying in and out from all over Europe. Many of the airlines are very low discount companies, such as Ryan Air (ryanair.com), which offers very low fares to many different destinations in Europe. A complete list of the airlines, including discount airlines, will be provided in the pre-departure course during the spring semester.

Classes will finish on Friday noon and resume again Tuesday morning, allowing for three-day weekends and flexible travel opportunities. Students traveling on the weekend away from Prague will be responsible for making their own lodging arrangements at youth hostels or hotels. Students desiring to remain in Prague may stay in their dormitory room, as it will be reserved and paid for the entire four weeks you are in Prague.

Students Walking Graduation in May

Some of you may want to or need to walk through graduation on Saturday of graduation weekend--the same Saturday for the program departure. This means that you would need to depart from the States on Sunday and that you would arrive in Prague a day later, on Monday afternoon around 1:00 or 2:00pm. This happens every year and we understand completely. You should plan to coordinate with the student managers about a plan for departing Sunday (morning or mid-day) and arriving in Prague in the afternoon. The student managers will arrange to have someone meet you at the airport. You will need to be sure to provide your flight itinerary to the student managers. You will miss the Monday Prague city orientation, but arrangements will be made for you to make this up and learn your way around Prague.

Travel to Prague from the U.S.

The program fee does not include any round trip airfare cost from the US to Prague. You must fly on your own or with friends by arranging your own flight itineraries and reservations. The Prague (PRG) airport is the final destination for flight planning from the US to the Czech Republic. During the spring pre-departure course, you will be assisted with information on program staff flight itineraries and how to book flights for traveling together. Arrangements will be made to transport you from the Prague airport to the campus dormitory in Prague. At the end of the program, there will not be any transportation to the airport organized by the program. You will be on your own to organize your own individual departure transportation from the campus dormitory.

Estimated Budget

The following budget may be used for planning purposes. The educational fees are accurate as the Board of Curators of the University of Missouri sets new fees in April during the previous spring semester. The student budget for personal costs and daily expenses is only an estimate and will depend upon individual wants and desires for purchasing extra lunches and dinners, non-program social activities or purchasing gifts and souvenirs.

The \$75 study abroad fee is a requirement by the MU International Center. This cost is an extra that applies to **all** study abroad programs in the Trulaske College of Business at Mizzou.

Student Planning Budget--	Total Cost	College Program Fee Paid to MU	Educational Fee Paid to MU	Personal Expenses
Transportation Cost, St. Louis to Prague. <i>Estimate based on average fares from the previous summer.</i>	\$1,300			\$1,300
MU Educational Fees (3 hours) estimated	\$1570		\$1570	
TCOB Professional Fee (estimated)	\$317		\$317	
Technology Fee (estimated)	\$73		\$73	
Program Fee	\$1730	\$1730		
Estimated Total Student Cost	\$4990	\$1730	\$1960	\$1300
**Educational fees are estimated as Resident fees. Non-resident students pay additional non-resident fees. Exact Educational fees are set by the MU Curators in the month of April prior to program departure. Additional Weekend and Daily Expenses Budget dependent upon individual desires.				

The costs presented above in the program planning budget are best estimates within five percent (5%).

Note 1: The additional weekend travel and daily expenses budget represents money that student should have available in cash and/or by means of a credit card. It is an estimate of what you would spend for weekend travel and lodging, daily meals, going out and entertainment, souvenirs, etc. and will vary depending upon your wants and desires while on the trip.

Cost

The program fee to enroll in the Summer Prague Program is a fixed price. Tuition is estimated as Resident fees and is approximate until the Board of Curators of the University of Missouri sets the new fees in April during the spring semester prior to departure. Non-resident students pay their usual additional non-resident fees. You pay for six hours of credit towards your graduation regardless of when you earn the credits at MU. This program is simply allowing you to shift the six credit hours to the summer.

The program fee quoted above (**billed to your student account sometime in May**) is the basic cost to participate in this Summer Program.

Expenses **included** in the program fee are:

- All transportation in country for program planned company and cultural visits.
- All lodging at the university dormitory in Prague for the four-week period:
 - Arriving Sunday, May 13
 - Departing Monday, June 11
- Multiple program social dinner and culture events during the four-week program to make it easier for MU and CULS students to get to know each other better.
- Airport transfers to the university dormitory upon arrival (but not departure) in Prague.
- University of Missouri HTH 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 HTH for any medical expenses incurred out of the US while on the program.**)

Expenses **NOT** included in the program fee are:

- Round trip transportation from the USA to Prague.
- Breakfast at the dormitory is **not** included.
- Independent weekend travel to other parts of Czechia or Europe.
- Weekend travel and daily expenses are extra personal expenses by the student, which will depend upon the wants and desires of each student, such as travel destinations, going out with friends, personal items, souvenirs, gifts, etc. **Past participants recommend budgeting an additional \$1,500 - \$2,000.**
- MU Tuition for the two summer courses (6 hours) billed to your student account in the spring. Resident students pay usual resident fees. Non-resident students will pay the usual non-resident fees.
- Lunch and dinner meals, except for program sponsored events.
- Passport, passport renewal or passport application fees.
- MU International Center study abroad fee of \$75. This fee includes the following:
 - MU support services for student emergencies during the program period.
 - Emergency evacuation and repatriation coordination.
 - Pre-departure orientation.
- Transportation is **not provided** from the dormitory back to the airport at program completion.

Schedule of Payments

You will need to arrange to make two payments to MU by **June 15**: Program fee balance and the tuition cost for the 6 credit hours.

Description	Due Date	Amount Due
Registration Deposit <i><u>This deposit is non-refundable.</u></i>	At time of Registration	(\$100)
Program Fee - Billed to your student account in the spring. The \$100 deposit is credited to your account and comes off the account balance.	June 15	\$1730
Educational Fees 6 credit hours of MU summer courses. (Estimated cost) Billed to your student account in the spring.	June 15	\$1960
International Center fee (\$75) Billed to your student account in the Spring	June 15	\$75

Withdrawal from Program

Policy regarding Student withdrawal from the program: *Your withdrawal date will be determined to be the date shown on the e-mail that you send to the Student Services Coordinator in 307 Cornell Hall stating that you are withdrawing from the program.*

Amount	Date of Withdrawal Email
\$300 will be billed	After Date of Registration
\$600 will be billed	After March 1
The \$100 deposit will be retained and applied to the amount billed.	
***Withdrawal under special Circumstances	At any time

***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.

Registration and Acceptance

Enrollment in this TCOB Summer Program will fill quickly. This business program is extremely popular because of the many interesting program business and cultural activities that are planned, as well as the social interaction with the Czech students.

Dates to Remember:

- Registration by Dec 6th 4pm – Guaranteed to go if you are one of the first 45 students to register.
- **Final deadline date to register: April 4th 4pm.**

This program does not use a competitive selection process - **only a total of 45 students will be accepted** for this summer program. Acceptance into this program will be dependent upon payment of the deposit. Students who register after 45 students have paid their deposit will be placed on a waiting list and accepted as space permits.

Your payment of the \$100 program deposit **must be submitted to the Cashier's office in 15 Jesse Hall. They will stamp your deposit form, which must accompany your registration packet submission to the Study Abroad Office (307 Cornell Hall).** This fee will be credited to your account and applied toward your program billing. (*See Withdrawal policy.*) Registration and data forms and the instructions for applying are available on the website.

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 citizens with US passports to travel or visit in western and/or central/eastern Europe. Non-US citizen students at Missouri will need to check the Internet about visa requirements for their particular country of citizenship.

Student Financial Aid

This Summer Program qualifies for student financial aid, because the six hours of courses are MU summer session credits. Please check with the financial aid office in 11 Jesse Hall for complete financial aid details.

Scholarships

The Trulaske College of Business will be making available scholarships based on need and merit for business students. Registration forms are available on the study abroad web page (<http://TCOBStudyAbroad.missouri.edu>) and are due before April 15th. Eligibility requirements are the following:

- Must be accepted into the upper division of the Trulaske College of Business (not just a minor in business) with a GPA ≥ 3.0 .
- Must have FAFSA on file in Financial Aid office.

***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 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, and may incur increased costs for my return trip.

To obtain more information, and registration forms, please visit the

Trulaske College of Business international web page

TCOBStudyAbroad.missouri.edu

- **Registration and Payment Forms**
- **Passport Information**
- **Scholarship Application**

or contact

The Study Abroad Office in Cornell 307, Tel: 884-5312, e-mail:

TCOBStudyAbroad@missouri.edu

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