

Loeb-Sullivan School

Graduate Catalog

2013 - 2014



MAINE MARITIME ACADEMY

Loeb-Sullivan School

*This on-line catalog is presented as the official catalog of the **Loeb-Sullivan Graduate School at Maine Maritime Academy**. The information contained in this catalog is meant to inform all incoming students of the **Class of 2013-2014** of the obligations and responsibilities of both students and the institution. This authoritative publication contains information relative to admission and attendance. Archival editions are available in printed and digital format for alumni and returning students in the Nutting Memorial Library on campus. This catalog is updated regularly. The catalog edition which governs a student's Master's Program curriculum is the August 1st edition of his or her entering year.*



MAINE MARITIME ACADEMY

Loeb-Sullivan School



MAINE MARITIME ACADEMY

VISION

MAINE MARITIME ACADEMY is a career-oriented college that strives to continue to be the globally recognized leader in providing the highest quality maritime, engineering, engineering technology, marine science, and logistics education with facilities and laboratories that are at the leading edge of technological innovation.

MISSION

The mission of Maine Maritime Academy is to provide a quality education primarily focused on marine related programs. The curriculum will empower students to take on leadership roles, encourage rigorous self-discipline, promote curiosity, and provide graduates with the skills and knowledge needed to succeed in the global economy.

It is the policy of Maine Maritime Academy to provide equal opportunity and treatment to all students, employees, and applicants in all areas of the Academy. No person shall be discriminated against because of race, religion, color, gender, age, sexual orientation, national origin, handicap, or veteran's status. Maine Maritime Academy subscribes to the principles and policies encompassed by the Uniform Campus Crime Reporting Act. A general overview of campus safety and security issues is made available to all students and employees.

An audited financial statement is produced following the end of each fiscal year. For a copy, please request one by writing to the Maine Maritime Academy, Office of Administration, Finance, and Governmental Relations.

The Academy reserves the right to make changes in its rules, regulations, procedures, degree requirements, and fees. Our online catalog is regularly updated with contemporary information and should be referred to for complete programming facts. Please visit www.mainemaritime.edu. This catalog is published online for the 2013-2014 Academic Year by Maine Maritime Academy, Castine, Maine 04420. Dr. William J. DeWitt III, Editor.

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The Loeb-Sullivan School of International Business and Logistics

At Maine Maritime Academy

VISION

The Loeb-Sullivan School will chart a course in global logistics education to create leaders in international business and logistics.

MISSION

The Loeb-Sullivan School is committed to specialized programs in global logistics and related fields. The school strives to develop leadership in our graduates by developing competence, instilling confidence and creating professionalism in core business areas, as well as promoting innovative thinking, social responsibility and hands-on experience.

Loeb-Sullivan School



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The Business School

FOR GENERATIONS, Maine has been known worldwide for the skills of her shipbuilders and sea captains and for leadership in every phase of maritime affairs. It was in Maine that the first English ship built in the colonies, the *Virginia*, was launched in 1607, and, in the 21st Century, Mainers continue to build and sail vessels ranging from custom yachts to mighty warships. Windjammers, fishing fleets, and defenders of the America's Cup have all been a part of the state's seafaring tradition.

Since 1941, this proud heritage has thrived at Maine Maritime Academy, an institution of higher learning providing undergraduate and graduate instruction in international business and logistics, engineering, transportation, nautical sciences, ocean studies, and management. In recent years, the college has grown steadily and now offers three degrees and 19 undergraduate and graduate academic majors, one of those being through the Loeb-Sullivan School, the Academy's business school.

Maine Maritime's entry into transportation management education began during the late 1970s with an array of short courses and seminars offered through the Center for Advanced Maritime Studies (CAMS). This laid the foundation for creating a unique graduate degree program, emphasizing the development of management skills for transportation leaders. A successful test of the concepts of a

modular graduate program led to the establishment of the Department of Graduate Studies; candidates for the Master of Science in Maritime Management degree began classes in the summer of 1985, with the first class graduating in 1987.

As part of the Academy's strategic diversification plan, an undergraduate program offering a B.S. degree in International Business and Logistics (IBL) began in 1997. Simultaneously, the Loeb-Sullivan School of International Business and Logistics was established with a generous endowment from David Loeb, a distinguished Maine Maritime alumnus. The business school presently houses the newly created undergraduate department as well as the graduate department established in 1985.

The undergraduate department offers the highly successful and fast growing IBL program. The graduate school offerings were expanded with a program in Port Management in May 1996 and Logistics Management in May 1998. Reflecting the current geopolitical environment and market needs, the Graduate Program now offers one On Campus M.S. degree major – Global Logistics and Maritime Management (GLMM) and one Online M.S. degree major - International Logistics Management (ILM). Over 210 alumni have earned our Masters of Science degree.

Accreditation and Membership

Maine Maritime Academy is accredited by the New England Association of Schools and Colleges, Inc. The college is a member of the American Association of State Colleges and Universities, the Council for the Advancement and Support of Education, the Downeast College Consortium, and the International Association of Maritime Universities. The Academy is authorized under federal law to enroll non-immigrant alien students.

All degree offerings of the Loeb-Sullivan School are approved by the American Society of Transportation and Logistics for blanket exemption from the examination requirements for awarding the Certified in Transportation and Logistics (CTL) professional certification. New England Association of Schools and Colleges can be reached at 209 Burlington Rd. Bedford, MA 01730; (781)271-0022. The International Assembly for Collegiate Business Education can be reached at P.O. Box 3960, Olathe, KS 66063; (913) 631-3009

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The On Campus Graduate Program

M.S. Degree: Global Logistics and Maritime Management

LOEB-SULLIVAN SCHOOL'S Master of Science degree is a 36-credit hour program with a specialization in Global Logistics & Maritime Management. This major meets the requirements of contemporary international businesses that produce and move goods across the globe as well as governmental and non-governmental agencies operating in this global environment. Furthermore, the current economy has exacerbated the need for professionals with advanced knowledge in the area of global logistics and supply chain management.

The program is intended for individuals seeking to gain or enhance existing experience in the logistics/supply chain industry. Students in this program will gain challenging opportunities in the rapidly growing supply chain logistics and related sectors. Applicants for the program include entry level professionals who wish to enhance their

management capabilities and advancement opportunities in international business logistics. Admission requirements include an accredited baccalaureate degree or its equivalent; completion of the GRE or GMAT test; two letters of recommendation; and a statement of individual interest. The Master's Degree Program begins in mid-August with three classes, earning four credits, taken in a two week period.

Courses are offered in semester format during the regular academic year and in two different modules, one in August preceding the semesters and one in May-June to conclude the year. The curriculum provides coverage of the core functional areas of business with a focus to develop and integrate managerial disciplines within the context of global supply chain logistics and maritime management.

Unique Features of the Loeb-Sullivan School M.S. Degree Program

- Highly mission-driven and niche-oriented
- A distinguished and highly supportive faculty
- Timely and innovative curriculum
- Intense, ten months of full-time study
- The seminar format of every class ensures close student-faculty contact
- Library, computer, and internet facilities to support classes and research projects
- Diversities in student experiences and background
- An ideal campus environment for full-time graduate education
- Located in a New England coastal town with a rich maritime heritage

Statement of Graduation Success Rate

The graduation success rate for 2012-2013 is eighty-nine percent. The graduation success rate for the 2011-2012 class was eighty-five percent. The success rate for the 2010-2011 class was 100 percent. The 2009-2010 class and the 2008-2009 class both had a ninety-three percent success rate.

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The Online Graduate Program

M.S. Degree: International Logistics Management (pending NEASC approval):

LOEB-SULLIVAN SCHOOL'S Master of Science degree in International Logistics Management (pending NEASC approval) is a 36-credit hour online program. This major meets the requirements of contemporary international businesses that produce and move goods across the globe as well as governmental and non-governmental agencies operating in this global environment. Furthermore, the current economy has intensified the need for professionals with advanced knowledge in the area of global logistics and supply chain management.

The program is for business professionals seeking career advancement to mid-and upper level management positions as well as for individuals seeking to gain experience in the logistics/supply chain industry. The MS-ILM program provides a knowledge base of managerial skills for successfully operating global logistics and supply chain operations with a strategic focus. Students in this program will gain challenging opportunities in the rapidly growing

supply chain logistics and related sectors. The program provides knowledge and skills in general business functions with a specialization in logistics and supply chain. Faculty in the MS-ILM program have both academic credentials and real-world experience. They bring their experiences to the Online classroom to provide students with immediate, practical application.

Admission requirements include an accredited baccalaureate degree or its equivalent; completion of the GRE or GMAT test; two letters of recommendation; and a statement of interest. Courses are offered in a tri-semester format with classes beginning in the fall, spring, and summer allowing you greater flexibility to complete your graduate degree. *Admission application documents must be completed and received prior to August 1 for the September semester, December 1 for the January semester and April 1 for the May semester.* The MS-ILM program can be completed in as few as 19-months but cannot take longer than four years.

Unique Features of the Loeb–Sullivan School M.S. – ILM Degree Program

- Bringing the in class experience to an online environment
- Highly mission-driven and niche-oriented
- A distinguished and highly supportive faculty
- Timely and innovative curriculum
- Courses offered in the fall, spring, and summer semesters
- Anywhere, anytime learning
- Average class size range from 10-20
- Close student-faculty contact
- Full support and use of all MMA facilities including the library and IT Help Desk Support
- Diverse student experience and backgrounds allowing for a more enriching learning environment

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Statement of Graduation Success Rate

The MS-ILM program is a new program to Maine Maritime Academy. Online courses began in the fall 2013 semester. There is no graduation success rate for the program yet.

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M.S. Degree Program Outcomes

Loeb-Sullivan School Master of Science Degree

THE MASTER OF SCIENCE DEGREE

program at the Loeb-Sullivan School prepares individuals seeking a mid-career change as well as recent college graduates for a career in global supply chain logistics and related fields. A baccalaureate degree in business is not a prerequisite. Graduate students pursue the Maine Maritime Academy institutional learning objectives at a level that requires significant introspection and personal growth in addition to solidifying their managerial and leadership skills. Students demonstrate their ability to

gather, apply, analyze, synthesize, and critically evaluate current theories and knowledge claims in addressing a specific real-world problem in the Global Logistics and Maritime Management field of specialization. Candidates will successfully complete 15 credit hours of specific global logistics or maritime management classes, 13 credit hours of core business courses with a global logistics focus and eight credit hours of quantitative, research/consulting or introductory courses.

Global Logistics and Maritime Management (GLMM)

The Global Logistics & Maritime Management (GLMM) Program prepares students for the challenges of managing strategy and operations for the logistics and the maritime-related sectors of global supply chains. GLMM encompasses the ability to study, analyze, and evaluate the flow of goods, customer services, finances, and information from the supplier's suppliers to the ultimate consumer and includes the reverse logistics of return, recycle, and repair. There is an emphasis on new concepts and theories for global marketing and sourcing, inventory, distribution, and transportation

management as well as the supporting economics and finance/accounting. Students study business in the context of the logistics foundation of the supply chain management philosophy in addition to the set of operational processes that can optimize the international supply chain. Graduates of the program are grounded in general management capability and are prepared to contribute strategic and organizational efforts toward effective supply chain management. This will enable them to effectively lead logistics and maritime organizations involved in operations and customer satisfaction.

Maine Maritime Academy Institutional Learning Objectives

Graduate students pursue Maine Maritime Academy institutional learning objectives at a level that requires significant introspection and personal growth. In addition to solidifying their managerial and leadership skills, they will:

1. Demonstrate competency in written and spoken English
2. Apply scientific methodology, basic concepts of math and science, and be computer proficient
3. Gain a perspective of the social sciences, including knowledge about the interaction of human groups, of world and U.S. history, institutions, and economic systems
4. Demonstrate an ability to reflect on the impact of technology on society

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5. Acquire a basic knowledge of the humanities, such as literature, art, and music, and appreciate their impact on the individual and on society
6. Gather, analyze, and interpret information
7. Demonstrate competency in a major field and understand its relevancy
8. Deal creatively and realistically with personal, community, national, and international concerns
9. Think logically, act rationally, and make appropriate decisions about the future based on past and present conditions and circumstances
10. Understand ethics and aesthetics that provide a foundation for the development of a value system that can be translated into effective social action
11. Cultivate a sense of curiosity, a sense of beauty and practical wisdom in life

General Learning Outcomes of Loeb-Sullivan School M.S. Degree

M.S. degree recipients will:

1. Exhibit proficiency in quantitative and qualitative techniques appropriate for business decision making as a pre-requisite for entry into the program
2. Conceptualize a complex issue, analyze it, and build on the existing body of knowledge and disseminate the information coherently in writing as well as orally

Management-Specific Learning Outcomes

M.S. degree recipients will:

1. Demonstrate proficiency in functional areas of business such as accounting, finance, strategic marketing, organizational theory and structure, and international operations management
2. Integrate and apply functional areas in problem solving and critical thinking activities
3. Evaluate the financial position of organizations through examination of balance sheets, cash-flow statements, budgets, and key financial ratios and make strategic business decisions/recommendations
4. Value ethical leadership, technology integration, research, and comparative and competitive analysis in a dynamic business environment with local, regional, and global interdependencies
5. Employ and evaluate qualitative and quantitative methodologies as appropriate in independent research and contribute to the body of knowledge

Specialized Program Outcomes

M.S. degree recipients will:

1. Identify, analyze, evaluate, and apply major conceptual, legal, and regulatory developments in their field and their impact on contemporary businesses
2. Analyze current theories and concepts in their chosen field of specialization, and apply the new knowledge in untested scenarios

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Graduate Student Careers

THE LOEB-SULLIVAN SCHOOL Master of Science degree is designed for students interested in international business/transportation/supply chain management careers. Participants, regardless of their age and experiences, are very goal-oriented and are in pursuit of challenging global opportunities. Many students bring a wealth of professional experience and contribute a great deal to classroom discussions. Faculty members enjoy the lively, two-way

communication which makes classes truly stimulating for students and faculty alike. Given the small size and the seminar format of our classes, such interactions are a daily routine. Our graduates are employed around the world in a variety of entrepreneurship endeavors in addition to transportation/logistics/supply chain management positions.

Following are selected examples of the types of positions held recently, or in the past, by some of our alumni:

- Area Representative, Seabulk Offshore, Dubai
- Business Analyst, CP Ships, London, UK
- C.E.O., Great World Int'l Svc, Inc., San Francisco, CA, USA
- Chartering Broker, Pacific Rim Shipbrokers, Bainbridge Island, WA, USA
- Chartering Manager, Sun Transport, Inc., Philadelphia, PA, USA
- Crisis Resource Manager, CITGO Petroleum Corp., Tulsa, OK, USA
- Deputy Commercial Director, Dubai Ports Authority, UAE
- Deputy Director, Singapore Polytechnic, Singapore
- Director, RMT Trading, Munchen, Germany
- Director of Maritime Training Center, Makarov Maritime Academy, St. Petersburg, Russia
- Distribution Project Manager, Int'l Paper, Memphis, TN, USA
- Faststream Recruitment Ltd, Fort Lauderdale, FL, USA
- Financial Analyst, Cianbro Companies, Brewer, ME, USA
- Fleet Manager, Heidenreich Marine, Inc., Greenwich, CT, USA
- General Manager, Federal Marine Terminals, Eastport, ME, USA
- Human Resource Manager, Canadian Coast Guard, Ottawa, Ontario, Canada
- International Terminals Manager, Yearbulk (UK) Ltd., London
- ISM Lead Auditor Director, Carnival Cruise Lines, Miami, FL, USA
- Marine Transportation Manager, Nigerian National Petroleum Corp., Lagos, Nigeria
- Operations Manager, Hapag-Lloyd, Los Angeles, CA, USA
- Operations Manager, Pacific Basin Shipping, Inc., Hong Kong
- Port Captain, BP Shipping, Long Beach, CA, USA
- Port/Management Consultant, Anchorage, Inc., Richmond Hill, Ontario, Canada
- President, Oceanic Bridge International Inc., Alhambra, CA, USA
- Project Manager, General Dynamics, Halifax, Nova Scotia, Canada
- Quality Assurance Manager, International Andromeda Shipping, Monaco
- Researcher, Erasmus University, Rotterdam, The Netherlands
- Sales, Container Business, Maersk India Pvt. Ltd.
- Senior Port Engineer, Crowley Marine, Jacksonville, FL, USA
- Senior Surveyor, ISM/ISPS Auditor, Lloyd's Register. N. America, Inc., Tampa, FL, USA
- Ship Manager, Atlantic Marine Ltd., Hamilton, Bermuda
- Supply Chain Manager of Planning and Projects, CHEP, Orlando, FL, USA
- Technical Training Manager, Norwegian Gas Carriers, St. Petersburg, Russia
- Training Manager, Cadbury, St. Petersburg, Russia
- VP Hotel Operations, Louis Cruise Lines, Limassol, Cyprus

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The Faculty

THE DEPARTMENT of Graduate Studies commits itself to teaching, research, and service to meet the needs of supply chain logistics-related fields. Faculty members and visiting consultants are selected for excellence in teaching, as well as for intellectual contributions and scholarship exemplified typically by practitioner-oriented research. Moreover, the faculty has experience working with business, governmental agencies, and regulatory bodies. They are also experienced in providing management development programs in the United States and abroad.

Resident professors provide the nucleus of the graduate faculty. The modular format used during the summer months makes it possible for highly qualified visiting professors from other business schools and expert consultants from industry to participate. Each professor is a dedicated teacher selected for his or her effective classroom techniques. All resident graduate faculty members are available to mentor and advise the graduate students. The mentoring process begins during the application stage and continues until the candidates' successful completion of the program.

Following is a partial listing of current research interests of Loeb-Sullivan School faculty members:

- Business Assessment and Development, Organizational Design
- Cross-Cultural Management, Intercultural Communication
- FDI in Caribbean Basin and Latin America
- Globalization and the Maritime Nexus
- Integrated Supply Chain Management
- International Human Resource Training and Development
- Liner Shipping Economics and Regulation
- Maritime Economics and Policies
- Maritime Logistics
- Optimization of Intermodal Transportation Options
- Port Cost Recovery Mechanisms
- Port Privatization
- Public Policy in Port Operations and Management
- Supply Chain Security for Small and Medium Enterprises
- Supply Chain Simulation and Modeling

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LSS Program Structure and Standards

The Loeb-Sullivan School offers two Masters degrees:

On Campus Degree – Global Logistics & Maritime Management

Online Degree (Pending NEASC approval) – International Logistics Management

LSS On Campus Degree – Global Logistics and Maritime Management

The Graduate School Year

THE ON CAMPUS GRADUATE PROGRAM is structured so that a full-time candidate can complete all degree requirements in one calendar year. *Admission application documents must be completed and received prior to June 1 of the entering year.* The on campus graduate school year begins in mid-August with a Graduate School Orientation Session on the Sunday before classes begin. Beginning on the Monday immediately following Orientation, four credit hours will be earned in two weeks by completing three Orientation Business Courses. The Orientation Business Courses eliminates the need for prerequisites as well as establishing relationships amongst the students in the cohort. The fall semester continues in traditional fashion, approximately September 1st, coinciding with Maine Maritime Academy's fall semester start date and concludes prior to the Christmas holiday. Spring semester starts during the second week of January and typically lasts until late April. The May-June Summer Module begins immediately thereafter, lasting six weeks in duration. As such, full-time graduate candidates in the on campus program should expect to be in the program from mid-August until the middle of June of the following year. A graduate school application is available [online](#) or from the graduate school office upon request.

Requirements for the Master of Science in Global Logistics & Maritime Management Degree

A total of **36 credit hours** of graduate courses are required for the **GLMM-On Campus Masters of Science** degree and shall be earned as follows:

Four (4) credit hours earned in mid-August Business Orientation courses on campus

Twenty-six (26) credit hours of required core and specialized courses with research approaches and methods in two traditional semesters on campus

Six (6) credit hours of courses in a May-June six-week ending Summer module on campus and in the field

Full-time on campus graduate students must complete all M.S. GLMM degree requirements by the first Friday in June of the entering Academic year, unless a written exception is approved in advance by the Associate Dean of the Loeb-Sullivan School. Failure to complete any coursework will require that the student repeat the course within one academic year. If not completed in one academic year, the student's record will be closed. If the student wants to complete the GLMM program, the student will need to be readmitted to the program with the then current admission requirements.

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On Campus Grading System

The system of evaluating a student's performance is by letter grade, with grade point values as follows:

Grades	Grade Points per 3 credit course	Grades	Grade Points per 3 credit course
A	4.0	C+	2.3
A-	3.7	C	2.0
B+	3.3	C-	1.7
B	3.0	F	0
B-	2.7		

W — Withdrawal from a course before the third class meeting of the course; the grade “W” does not affect the computation of the cumulative grade point average. There is no assignment of credit hours toward degree requirements. A request for withdrawal from graduate course/s must be made in writing to the instructor of the course, with a copy to the Associate Dean of the Loeb-Sullivan School.

I — The grade “I” must be resolved within one calendar year. After one year the grade will convert to F. If unusual circumstances arise such as a call up to military service, call back for seagoing merchant marine officers, or long-term personal or family illness, a student may request that the grade of F be converted to a grade of W. Such a grade change requires the approval of the graduate faculty meeting as a committee of the whole. A student may request the grade of F be converted to a letter grade A to C with the approval of the graduate faculty meeting as a committee of the whole. All work must be submitted and completed to the satisfaction of the original course instructor. The grade change from F to W or letter grade also requires the approval of the Academic Dean or his/her designated representative.

Grade Point Average Calculation – The total grade points obtained for the grade received in a course is found by multiplying the credit hours of the course by the grade points for the grade received in that course. In determining the grade point average (GPA) for academic standing, all grade points are added and the total divided by the number of credit hours attempted, including those for courses receiving failing grades. For purposes of computing the GPA, transfer credits are not considered.

Transfer Credit

Candidates for the Master of Science in GLMM degree may request that up to 6 credit hours of graduate course work be transferred to be applied toward the GLMM program requirements. Petitions for transfer of credits will be considered after the candidate has completed a minimum of 12 credit hours in the program. If candidates are intending to transfer credits earned prior to matriculation in the Loeb-Sullivan School, they should seek pre-approval of those credits before enrollment. Once enrolled in the Loeb-Sullivan School, candidates should consult and receive the approval of the Associate Dean of the Loeb-Sullivan School prior to enrolling in any external graduate course for transferring credits. Maine Maritime Academy reserves the right of what constitutes acceptable transfer credits. A grade of “B” or better is required for transfer credit.

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Credit Accumulation Policy

The Loeb-Sullivan School of International Business and Logistics currently requires 36 credits for graduation for the M.S. in GLMM degree program. The policy of the L-S School is to allow up to 12 credits of M.S. degree program curriculum courses to be accumulated by non-matriculated students. Credits are not transferrable between the on campus GLMM graduate program and the online ILM graduate program.

The part-time student who has earned 12 credits from the M.S. degree program must matriculate or be declared MS Expired. Only those credits earned in the three years immediately preceding matriculation will be accepted. No more than 12 M.S. GLMM degree program credits will be accepted at the time of matriculation. A student who has been placed on MS Expired and seeks re-admittance to the GLMM program shall be considered a new applicant and must re-apply under the newest catalog course requirements.

Part time students with 12 or fewer credits who elect to become full-time students will be required to complete the degree requirements within two years from the date of matriculation. Part-time students with 12 or fewer credits who continue on a part-time basis must matriculate and will then be required to complete the degree requirements within three years from the date of matriculation. Degree requirements for all students who matriculate as a result of earning 12 part-time credits will be under the catalog in effect on the date when the student matriculates.

Academic Standards

A minimum cumulative GPA of 3.0 (a “B” average) on the 4.0 scale must be achieved to qualify for the Master of Science in GLMM degree. Students whose average falls below 3.0, who receive a grade of “F,” or who earn two or more grades of “C,” will be reviewed by the Graduate Faculty Student Review Committee to determine the conditions under which they may be permitted to continue as degree candidates. The Graduate Faculty Student Review Committee reserves the right to dismiss any student for non-compliance of meeting academic or any other Maine Maritime Academy standards.

Academic Responsibility Policy

It is the student’s responsibility to fulfill all academic requirements to achieve his or her selected academic major. It is the responsibility of the faculty and staff to advise the student and to facilitate the student’s effort yet the ultimate responsibility to complete all academic requirements remains with the student.

Course Cancellation Policy

The Department of Graduate Studies reserves the right to cancel any graduate course offering that does not meet the minimum enrollment criterion. In all such cases, the Department will provide two weeks’ notice to all parties affected by such cancellation.

4+1 Alumni Advantage Program

The 4+1 Alumni Advantage Program is available to any **MMA graduate** with a B.S. who intends to pursue either M.S. degree program at Loeb-Sullivan School. Whether you are just graduating as an underclassman or are coming back after years in the workforce, you can attend the MMA graduate degree program at the prevailing *undergraduate* tuition level. Please contact the graduate school at 207 326 2212 or info.ls@mma.edu for more information. Details at our web site: Loeb-Sullivan School

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LSS Online Degree – International Logistics Management Pending NEASC approval

The Graduate School Year

THE ONLINE GRADUATE PROGRAM is structured to accommodate working professionals achieve academic goals. As such, candidates in the online graduate program must complete all degree requirements in less than four years. The Online graduate school admits students in each of the three academic semesters: Fall, Spring and Summer, coinciding with the Maine Maritime Academy annual academic calendar. *Admission application documents must be completed and received prior to August 1 for the September (fall) semester, December 1 for the January (spring) semester and April 1 for the May (summer) semester.* To assist the working professional achieve one's academic goals, students in the Online graduate program will not be allowed to register for more than two graduate courses (8 credit hours) in any semester. Credits are not transferable between the Online ILM and the On Campus GLMM graduate program. A graduate school application is available [online](#) or from the graduate school office upon request.

Requirements for the Master of Science in International Logistics Management Degree

A total of nine (9) four (4) credit hour courses for a total of 36 credit hours of graduate courses must be successfully completed in not more than 48 months from the time of admission. Failure to complete any coursework will require that the student repeat the course. If all coursework is not completed in four years, the student's record will be closed. To complete the ILM graduate program, the student will need to be readmitted to the program with the then current admission requirements.

Grading System

The system of evaluating a student's performance is by letter grade, with grade point values as follows:

Grades	Grade Points per 4 credit course	Grades	Grade Points per 4 credit course
A	4.0	C+	2.3
A-	3.7	C	2.0
B+	3.3	C-	1.7
B	3.0	F	0
B-	2.7		

W — Withdrawal from a course before the third class meeting of the course; the grade "W" does not affect the computation of the cumulative grade point average. There is no assignment of credit hours toward degree requirements. A request for withdrawal from graduate course/s must be made in writing to the instructor of the course, with a copy to the Associate Dean of the Loeb-Sullivan School.

I — The grade "I" must be resolved within one calendar year. After one year the grade will convert to F. If unusual circumstances arise such as a call up to military service, call back for seagoing merchant marine officers, or long-term personal or family illness, a student may request that the grade of F be converted to a grade of W. Such a grade change requires the approval of the graduate faculty meeting as a committee of the whole. A student may request the grade of F be converted to a letter grade A to C with the approval of the graduate faculty meeting as a committee of the whole. All work must be completed to the satisfaction of the original course instructor. The grade change from F to W or letter grade also requires the approval of the Academic Dean or his/her designated representative.

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Grade Point Average Calculation – The total grade points obtained for the grade received in a course is found by multiplying the credit hours of the course by the grade points for the grade received in that course. In determining the grade point average (GPA) for academic standing, all grade points are added and the total divided by the number of credit hours attempted, including those for courses receiving failing grades. For purposes of computing the GPA, transfer credits are not considered.

Transfer Credit

Candidates for the Master of Science degree in International Logistics Management may request that up to 8 credit hours of graduate course work be transferred to be applied toward the ILM program requirements. Petitions for transfer of credits will be considered after the candidate has completed a minimum of 16 credit hours in the program. If candidates are intending to transfer credits earned prior to matriculation in the Loeb-Sullivan School, they should seek pre-approval of those credits before enrollment. Once enrolled in the Loeb-Sullivan School, candidates should consult and receive the approval of the Associate Dean of the Loeb-Sullivan School prior to enrolling in any external graduate course for transferring credits. Maine Maritime Academy reserves the right of what constitutes acceptable transfer credits. A grade of “B” or better is required for transfer credit.

Academic Standards

A minimum cumulative GPA of 3.0 (a “B” average) on the 4.0 scale must be achieved to qualify for the Master of Science degree. Students whose average falls below 3.0, who receive a grade of “F,” or who earn two or more grades of “C,” will be reviewed by the Graduate Faculty Student Review Committee to determine the conditions under which they may be permitted to continue as degree candidates. The Graduate Faculty Student Review Committee’s reserves the right to dismiss any student for non-compliance of meeting academic or any other Maine Maritime Academy standards.

Academic Responsibility Policy

It is the student’s responsibility to fulfill all academic requirements to achieve his or her selected academic major. It is the responsibility of the faculty and staff to advise the student and to facilitate the student’s effort yet the ultimate responsibility to complete all academic requirements remains with the student.

Course Cancellation Policy

The Department of Graduate Studies reserves the right to cancel any graduate course offering that does not meet the minimum enrollment criterion. In all such cases, the Department will provide two weeks’ notice to all students affected by such cancellation.

4+1 Alumni Advantage Program

The 4+1 Alumni Advantage Program is available to any **MMA graduate** with a B.S. who intends to pursue the M.S. degree at Loeb-Sullivan School. Whether you are just graduating as an underclassman or are coming back after years in the workforce, you can attend the MMA ILM graduate degree program at preferential tuition rates. Please contact the graduate school at 207 326 2212 or info.ls@mma.edu for more information. Details at our web site: Loeb-Sullivan School.

Online Course Exemption Policy

Applicants who have completed the MMA undergraduate International Business & Logistics program and who are admitted to the *online ILM program* will be provided an exemption from two graduate online courses: BA646, Fundamentals of International Logistics, and BA648 Integrated International Logistics providing the qualifications below are met. *This exemption is only permissible for students in the online graduate ILM program.*

Qualifications:

- Students must have graduated with a Bachelor’s Science Degree in International Business & Logistics from Maine Maritime Academy, and;
- Students must have earned a minimum grade point average of 3.2 in all “LO” prefix courses.

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Additional Statements & Procedures – On Campus & Online Programs

Graduate Student Enrollment Status – All Semesters

	On Campus	Online
Full-Time	12 credit hours	8 credit hours
Half-Time	6 credit hours	4 credit hours

Add, Drop and Withdrawal Process

The add/drop period is the week prior to the beginning of classes and the first week of both the fall and spring semesters and the first two days of summer classes. This no-penalty period is an opportunity for students to add or drop courses. Courses dropped after the add/drop period of any semester are subject to withdrawal procedures. Financial refunds are not provided for course withdrawals.

Students should add, drop and/or withdraw from courses only after consultation with their instructor and academic advisor. Students should practice caution and be aware that any of these changes may have an effect on their progress toward graduation, eligibility for financial aid, and/or eligibility for athletics.

Class Attendance

Maintaining a satisfactory record of class attendance for On Campus or Online courses is a prerequisite to successful academic progress. Individual instructors have the option of setting attendance requirements in relationship to grading for the course which may be provided in the respective syllabus. However, it is the student's responsibility to achieve the required standards set by the instructor in each class whether On Campus or Online. Excessive absence from class may result in a lower grade for the course. Students enrolled in all programs are required to attend and actively participate regularly.

Note: Failure to attend classes or to log-in to Online courses will NOT result in students being automatically dropped or withdrawn from courses. Students are ultimately responsible for adhering to and following the drop and withdrawal procedures in the MMA Graduate Academic Catalog above.

Courses delivered Online through **Canvas** software

Maine Maritime Academy uses *Canvas* software to deliver our online classes. A major difference between an online course and a traditional course is that *Canvas* students can participate in courses at times that are convenient for them. As with any class, students will read texts, participate in class discussions, submit various kinds of course work and take exams through the MMA online program.

Adding a course(s)

If space is available in the class, students will be permitted to add a course(s) with the approval of their advisor and within the deadline(s) provided on the MMA Academic Calendar. On Campus and Online courses must be added within the first week of the course in accordance with the MMA Academic Policy.

Dropping a course(s)

After proper consultation with their advisor, students may drop a course providing the request is within the deadline. To drop a course, whether On Campus or Online, a written request must be submitted to the Registrar's Office by using the Add/Drop. Upon receipt of a written request (within the deadline), students will be dropped from the class roster and will not receive a grade for the course. On Campus and Online course must be dropped within the first week of class in accordance with the MMA Academic Policy.

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Withdrawing from a course(s)

Students are allowed to withdraw from a course after the drop period is expired until the withdrawal deadline. Students withdrawing from a course will receive a —WI on their transcript and remain liable for full tuition and fees. No computation in grade point averages will be recorded in the student's permanent record for courses with a WI designation. The withdrawal period begins in week 2 through week five (5).

Withdrawal Due to Extenuating Circumstances

Students may not withdraw from a class after the withdrawal deadline has passed unless there are very serious circumstances over which the student has no control. Students who feel they have sufficient reason to request withdrawal after the deadline must make an appointment with the Associate Dean of Graduate Studies and the Registrar to explain the circumstances and present written documentation for the request. The decision to allow the withdrawal at that point will be made in consultation with the appropriate academic advisor and the instructor. Students will receive a —WI on their transcript and remain liable for full tuition and fees. No computation in grade point averages will be recorded in the student's permanent record for courses with a —WI. Students who fail to abide by established procedures will be considered as still enrolled in their course(s) and shall receive a grade based upon the course requirements and remain liable for full tuition and fees.

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Instructional and Research Support

The Nutting Memorial Library

LOCATED IN PLATZ HALL, the Nutting Memorial Library holdings include approximately 73,000 titles and 2,500 videocassettes, DVDs, and sound recordings. The library subscribes to more than 240 domestic and international periodicals and has extensive retrospective serial holdings, both in print and on microform. The collections are particularly strong in the areas of maritime studies, marine technology, and nautical history. Students and faculty have online access to thousands of other full-text journals, and to a cooperative statewide library catalog of more than 2.5 million books, which may be borrowed through interlibrary loan. They also have access to the University of Maine's Fogler Library. The library serves as a selective U.S. government depository emphasizing maritime, engineering, oceanographic, and business documents. Links to online government information are found on the library's web site. The library is also a depository for the National Geospatial Intelligence Agency and the National Ocean Survey, housing over 5,300 maps and charts of the world and of the territorial waters of the U.S.

The library's web site (<http://library.mma.edu/>) serves as a gateway to library holdings, and to online databases and internet resources. Within the building, fourteen computer workstations provide electronic access, and there are several scanners and a networked laser printer for student use. All PCs have basic MS Office software installed, and the library has wireless network access available as well. Books or journal articles not found in the library or online may be obtained from other institutions through a nationwide system of interlibrary loan. Delivery of such books or articles is free of charge and generally takes 5-10 days, unless the material can be faxed. Group study areas are available within the library, as well as tables and individual study carrels in quiet areas on all three floors. Two spacious reading rooms offer commanding views of the campus, while the current periodicals area overlooks Penobscot Bay. For detailed library services see the Nutting Memorial Library homepage (<http://library.mma.edu/>).

Personal Computers

Graduate students are **required** to bring their own computer, preferably a laptop, with the following minimum specifications:

Hardware: Pentium IV Processor, 128 GB Hard Drive, 4GB RAM, CD/DVD-ROM Drive, 10/100 BaseT Ethernet Network Connection (installed), 802.11b/g/n Wireless Network Card

Operating System: Windows 7 (any version)

Software: must be capable of running the latest version of Microsoft Office including Word, Excel, Power Point and Access. (Please contact the Office of Graduate Studies to inquire about special software offers which may be available to enrolled students.)

Recommended: Flash/Jump/Thumb USB drive

Printer: Personal Inkjet or laser printer is **required**. Inexpensive inkjet printers can be purchased for as little as \$50. Limited printing is available in the Library and in the Curtis Hall Computer Lounge, but students must supply their own paper, which can be purchased at the bookstore. Please see: <http://computers.mma.edu/computerspecs.htm>.

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The LSS Masters of Science Curricula 2013-2014

On campus – Global Logistics and Maritime Management

Online – International Logistics Management

Requirements for the Master of Science Degree

A BACHELORS DEGREE from an accredited institution. Please see “[Admissions Requirements & Procedures](#)” for additional Policy information.

GLMM-On Campus Masters of Science degree - A total of **36 credit hours** of graduate courses are required and shall be earned as follows:

Four (4) credit hours earned in mid-August Business Orientation courses on campus

Twenty-six (26) credit hours of required core and specialized courses with research approaches and methods in two traditional semesters on campus

Six (6) credit hours of courses in a May-June six-week ending Integrating Experience module on campus and in the field

ILM-Online Masters of Science degree - A total of **36 credit hours** of graduate courses is required and shall be earned as follows:

Nine (9) courses of four (4) credit hours each for a total of 36 credits earned Online.

Credits are not transferrable between majors.

LSS On Campus M.S. Degree – GLMM

Masters Orientation Courses – 4 credit hours

August

OR503 Introduction to Research and Resources (1 Cr. hour)

OR504 Introduction to Business and Management Functions (1 Cr. hour)

OR505 Statistics for Business and Logistics (2 Cr. hours)

Required Core – 26 credit hours

Fall

BA542 Accounting and Finance for International Logistics (3 Cr. hours)

BA544 Economics for Global Maritime, Transportation and Logistics (3 Cr. hours)

BA545 International Organizational Development and Change for Supply Chain Providers (3 Cr. hours)

BA546 Fundamentals of International Logistics (3 Cr. hours)

RC540 Applied Research for Business & Consulting I (1 Cr. hour)

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Spring

- BA547 Global Strategic Marketing Management for Supply Chain Advantage (3 Cr. hours)
- BA548 Applied Logistics for International Business and Logistics (3 Cr. hours)
- BA550 Applied Management for International Business and Logistics (1 Cr. hour)
- BA551 Port and Transport Terminal Operations in Global Logistics (3 Cr. hours)
- BA552 Production and Operations Management for Manufacturing and Heavy Industry (3 Cr. hours)

Integrating Experience – 6 Credit Hours

May/June

- BA560 Global Logistics & Maritime Management Strategy (3 Cr. hours)
- BA561 Special Topics in Global Logistics & Maritime Management (3 Cr. hours)

LSS Online M.S. Degree – ILM

The Online Program is beginning this Academic Year. One course will be available for the fall semester. Two courses will be available for the spring semester.

Fall 2013

- BA642 Accounting & Finance for Logistics Professionals (4 Cr. Hours)
- BA644 Economics of Transportation & Logistics (4 Cr. Hours)
- BA645 Managing Organization Development & Change in the Supply Chain (4 Cr. Hours)
- BA646 Fundamentals of Logistics (4 Cr. Hours)
- BA647 Strategic Marketing for Global Supply Chain Managers (4 Cr. Hours)
- BA648 Integrated International Logistics (4 Cr. Hours)
- BA651 Port & Transport Terminal Operations in Global Logistics (4 Cr. Hours)
- BA652 Production & Operations Management for Manufacturing & Heavy Industry (4 Cr. Hours)
- BA660 Strategic Supply Chain management (4 Cr. Hours)

- BA661 Special Topics in ILM - *if needed* (4 Cr. Hours)

Course Exemption Policy

Applicants who have completed the MMA undergraduate IBL program and who are admitted to the **online program** will be provided an exemption from two graduate courses: BA646, Fundamentals of International Logistics and BA648, Applied Logistics for International Supply Chain Success, providing the qualifications below are met. ***This exemption is only permissible for students in the online program.***

Qualifications:

- Students must have graduated with a Bachelor of Science Degree in International Business & Logistics from Maine Maritime Academy and;
- Students must have earned a minimum average of 3.2 in all “LO” prefix courses

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LSS Course Descriptions 2013-2014

On Campus - Global Logistics and Maritime Management

Online - International Logistics Management

Total Credit Hours - On Campus - Global Logistics and Maritime Management

36 Graduate courses shall be earned as follows:

15 credit hours of specific global logistics or maritime management courses

5 credit hours of Quantitative, Introductory and Research courses

16 credit hours of Core Business courses with a Global Logistics focus

The Curriculum:

Two-week orientation summer session in August

Two traditional full semesters – Fall and Spring

Six-week wrap-up courses session in May/June

On Campus Graduate Courses for 2013-2014

August Orientation Courses - 4 credits

OR503 Introduction to Research and Resources: This course will establish the basic vocabulary of business research and basic research concepts; introduce the electronic and print resources that will be used at MMA. Credit Hours-1

OR504 Introduction to Business and Management Functions: This course will introduce the fundamentals of business and corporate organization functions and relationships focusing on logistics and maritime management in global supply chains for both planning as well as execution/implementation processes. Graduate Credit Hours-1

OR505 Statistics for Business and Logistics: This course will introduce and review fundamental statistics used in business and logistics focusing on applied statistics; case studies will complement the classroom material. Graduate Credit Hours-2

Fall Semester - 13 credits

BA542 Accounting and Finance for International Logistics: This course will focus on the understanding and use of accounting and finance by non-financial managers. Students will gain an understanding of the basic principles of accounting and finance. Students will learn how to apply that knowledge as a management tool in international logistics management. Financial statement analysis, internal control, inventory control and metrics, currency valuations, internal cost allocations, methods of controlling geographically and organizationally diverse business units, financial ratios, working capital management, debt and equity financing, and other accounting and finance concepts will be addressed. The course will include both lectures and case studies. Graduate Credit Hours-3

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BA544 Economics for Global Maritime, Transportation & Logistics: This course will address the nature of the demand and supply for transportation and logistics services including costs and market structure for international transportation and logistics firms. The course will also explore tariff and non-tariff barriers to trade between nations. Various topics of risk management including working capital financing decisions, insurance, hedging and other risk management techniques for the purchase or sale of fuel, currency, and other products. Graduate Credit Hours-3

BA545 International Organizational Development & Change for Supply Chain Providers: This course targets supply chain professionals who aim to develop organizational assessment and design skills that are vital in an era of mergers, acquisitions, and consolidations. Students consider the relationship of organizational design to organizational effectiveness, the challenges of strategy formulation, cross-cultural and national influences on organizational behavior and culture, the implications of change to organizational and workforce development, and the role of leadership in the 21st century. Business partnerships and casework examples that include logistics, maritime management, and operations examples will be featured. Graduate Credit Hours-3

BA546 Fundamentals of International Logistics: This course will introduce the fundamentals of logistics as seen in inventory and freight transportation. Inventory topics include inventory's role in logistics, materials handling and packaging, warehousing function and management, and purchasing. Freight transportation will explore the freight modes or types of transportation, their characteristics and operations, and the growing role of containerized intermodal as well as the multimodal movement of product between modes. Graduate Credit Hours-3

RC540 Applied Research for Business & Consulting: This course focuses on professional development, professional ethics, and self-development in the context of serving as an internal (or external) management consultant, including types, roles, and activities of consulting. The course will develop the consultancy/research process, brief, and plan; data collection methods; and the collection of internal and external secondary data. Graduate Credit Hours-1

Spring Semester - 13 credits

BA547 Global Strategic Marketing Management for Supply Chain Advantage: This course illustrates how application of strategic marketing management principles in a global logistics and maritime context optimizes supply chain competitive advantage for manufacturers, retailers, and logistics service providers. Students consider the relationship of marketing to organizational strategy formulation, brand management, business-to-business relationships, business-to-consumer opportunities, and contemporary logistics challenges. In addition the course introduces qualitative research methodology, product/service development, customer relationship management (CRM), channel management, pricing, and integrated marketing communications. Case study, industry collaborations, and project work emphasize the importance of relationship marketing, systems thinking, and alignment throughout logistics and maritime management in the global supply chain. Graduate Credit Hours-3

BA548 Applied Logistics for International Supply Chain Success: This course is the applied portion of concepts learned in BA546, Fundamentals of International Logistics. The course will utilize a variety of teaching methods such as case studies to engrain logistics concepts in a more applied manner. Topics will include managing trade-offs of logistics, alternative logistics strategies (FTZ's), as well as preparing for and managing through disruptions in the supply chain. Graduate Credit Hours-3

BA550 Applied Management for International Business and Logistics: This course explores the managerial and behavioral issues and techniques in the international commerce and logistics professional environment; focus is on applied techniques and methods to manage and participate in team structures within flat organizations. Graduate Credit Hours-1

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BA551 Port and Transport Terminal Operations in Global Logistics: This course will examine the roles of ports in international logistics; an in-depth study of transport terminals and their operations including terminals for ocean container; bulk; break-bulk; rail intermodal; rail carload; package; and inland water. Graduate Credit Hours-3

BA552 Production Operations Management for Manufacturing and Heavy Industry: This course introduces production and operations management used in manufacturing and heavy industry with an emphasis on heavy industry, shipbuilding and general manufacturing. The focus of the course is on operations in a manufacturing environment. Topics covered will include integrated design, program management, process selection and analysis, lean operations, quality systems, total quality management, facilities management, capacity planning and project planning and scheduling. Graduate Credit Hours-3

May-June Classes (required of all Graduate Students)

BA560 Global Logistics & Maritime Management Strategy: This course will require students to analyze a significant case study or multiple case studies that incorporate most or all of the elements introduced in the Global Logistics and Maritime Management Program. Research and extensive writing will be expected. May be team taught. Graduate Credit Hours-3

BA561 Special Topics in Global Logistics & Maritime Management: This course is designed to introduce the students to a world-class port or series of ports through study and evaluation culminating in a week at a port and its related facilities and operations. May be team taught. Graduate Credit Hours-3

Independent Study - if needed

RC698 Special Topics in Research: A course allowing students to pursue advanced topics of international business and logistics not offered in the curriculum. Topics of study will depend on the interests of the student and supervising faculty member(s). Approval by department chair is required. Graduate Credit Hours - 1-3

Online – ILM

Total Credit Hours - Online - International Logistics Management - Pending NEASC approval

36 Graduate hours shall be earned as follows:

A total of **36 credit hours** of graduate courses are required for the **ILM-Online Masters of Science** degree and shall be earned as follows:

Nine (9) courses of four (4) credit hours each for a total of 36 credits earned Online.

The Curriculum:

Each course is asynchronous. There will be three selected courses from the list below per semester.

Online Graduate Courses for 2013-2014

BA642 Accounting & Finance for Logistics Professionals: This course will address Accounting and Finance and their use in business situations by operational managers. Students will gain an understanding of the basic principles of accounting and finance. Students will apply their knowledge to real world logistics case studies. Financial statement analysis, internal control, inventory control and metrics, currency valuations, organizational and capital budgeting, internal cost allocations, methods of controlling geographically and organizationally diverse business

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units, financial ratios, working capital management, debt and equity financing, and other accounting and finance concepts will be addressed. The course will include lectures, case studies, and financial analysis projects. Graduate Credit Hours-4

BA644 Economics of Transportation and Logistics: An applied course in economics that deals with the allocation of scarce resources within the entire supply chain process, with an emphasis on the transportation industry. Topics include: the theory of the firm, forecasting demand, market structure, and government regulations. Additional topics include role of transportation and logistics in the growth of world trade, tariffs, quotas, international payments, exchange rate determination, and hedging foreign exchange risk. Graduate Credit Hours-4

BA645 Managing Organization Development and Change in the Supply Chain: This course targets supply chain professionals who aim to develop organizational assessment, intervention, and design skills that are vital in an era of mergers, acquisitions, and consolidations. Students consider the relationship of organizational design to organizational effectiveness, the challenges of strategy formulation, cross-cultural and national influences on organizational behavior and culture, implications of change to organizational and workforce development, and the role of leadership in the 21st century through business partnerships and casework that includes logistics, maritime management, and operations examples. Graduate Credit Hours-4

BA646 Fundamentals of Logistics: This course addresses the fundamental logistics concepts and applications of moving commodities, parts, and products (inventory) as well as reverse logistics. Within the framework of supply chain management the fundamentals course focuses on the physical movement of inventory within and through warehouses as well as the in transit inventory in freight transportation modes and processes, freight transportation being the largest spend in logistics. Also covered are the information, financial transaction, administration/documentation, and basic inventory analysis tools associated with the physical movement of inventory. Graduate Credit Hours-4

BA647 Strategic Marketing for Global Supply Chain Managers: This course will focus on the application of strategic marketing management principles in international business organizations. Specific attention will be given to the importance of supply chain optimization to overall marketing strategy. Students will study the relationship of marketing to organizational strategy formulation, brand management, business-to-business relationships, business-to-consumer opportunities, and contemporary logistics challenges. Course will include lectures, case studies and group projects. Graduate Credit Hours-4

BA648 Integrated International Logistics: This course will examine how integrated international logistics applications and decisions are made which will have an impact on functional areas of an organization trying to achieve efficiency and effectiveness throughout the supply chain. Discussions revolving around export-import strategy, multinational logistics strategy, FTZ's, classification of products, Incoterms, international payment processes, review of transportation modes, and resiliency will be reviewed. The effects of government trade and public policies on global logistics operations will also be analyzed. This course will utilize a variety of teaching methods such as case studies to engrain logistics concepts in a more applied manner. Graduate Credit Hours-4

BA651 Port & Transport Terminal Operations in Global Logistics: This course will examine the roles of ports in international logistics; an in-depth study of transport terminals and their operations including terminals for ocean container; bulk; break-bulk; rail intermodal; rail carload; package; and inland water. Graduate Credit Hours-4

BA652 Production & Operations Management for Manufacturing & Heavy Industry: This course introduces production/operations management used in manufacturing and heavy industry with emphasis on the heavy, shipbuilding and general manufacturing industry. The focus of the course is on operations in manufacturing and some topics it will cover are integrated design, program management, process selection and analysis, lean

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operations, quality systems, total quality management, facilities management, capacity planning and project planning and scheduling. Graduate Credit Hours-4

BA660 Strategic Supply Chain Management: This course is designed as a capstone course in which students learn and apply various models and tools to formulate a business strategy. The students will learn and apply the process of situational analysis including the macro-environment, industry environment, and internal situation of the firm. This analysis will be used to create alternative strategies and determine the optimal strategy to be implemented. The course also examines the processes and issues to implement the selected strategy. Essentially, this course will take many of the concepts learned in previous graduate courses and apply them here. This course will go beyond the traditional pedagogy and explore actual strategic decision making and business development planning. Graduate Credit Hours-4

***BA661 Special Topics in ILM - as needed - not required.** Graduate Credit Hours- 1- 4

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Financial Information August 2013-May 2014

Master of Science Degree Programs – On Campus & Online

TUITIONS, FEES AND FISCAL POLICIES are established by the Academy Board of Trustees and may be adjusted by the Board without prior notice.

Application Fee (waived if application submitted online) **\$40**

Graduate Tuition Rate per credit hour: (On Campus) **\$534 Maine In-state rate**
\$801 Regional rate
\$1,016 Out of State

Graduate Tuition Rate per credit hour: (Online) **\$825**

Technology Fee: (Online) **\$125 per course**

Lodging is available on campus on a first-come, first-serve basis at the following rates:

Occupancy (per suite) **\$5,000 per semester**
\$385 per week (summer)

Suite damage deposit (refundable) **\$200**

Full Board Plan **\$2,960 per semester**

Commuter Board Plan **\$1,000 per semester**

Other Fees: (On Campus)

Student Technology Fee **\$525 per semester / \$100 per summer term**

Energy Fee **\$300 per semester / \$50 per module**

Student Life Fee **\$230 per academic year / \$25 per summer term**

Administrative Fee **\$340 per semester / \$40 per summer term**

SVO Co-op Fee **\$1,000 per course**

BA561Course/Travel Fee **\$1,895**

4+1Alumni Advantage: Students who earned their Undergraduate degree at MMA are entitled to the 4+1 Tuition Rates. These students will pay the current full time tuition rate established for Undergraduate students up to 13 credit hours per term and/or the per credit hour rate for less than 9 credits or more than 13.

Tuition Rate: up to 13 credit hours per term

\$4,540 Maine In-state
\$6,810 Regional
\$9,950 Out of State

Per credit hour: < 9 or > 13 credit hours per term

\$334 Maine In-state rate
\$501 Regional rate
\$663 Out of State

4+1 Alumni Advantage Online: Online graduate students in the 4+1 program will pay a flat discounted rate regardless of residency.

\$700 Alumni Advantage Online per credit hour

Books are additional and vary by course.

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Payments for student's accounts, declining balances, or parking permits can be made electronically by signing onto the portal. Direct debit payment (ACH/electronic check) is available at no charge. Visa/MasterCard, Discover; American Express can be used with a 2.9% fee required. All payments are in US\$.

Financial Information August 2013-May 2014

Master of Science Degree Program

An application fee of US\$40.00 is required unless the application is made electronically, in which case the fee is waived. Upon notification of acceptance for admission, participants will be required to deposit US\$200.00 non-refundable fee, which will be credited toward tuition for the first semester attended. Tuition and other costs are subject to change without notice. Credit cards can be accepted. Funds must be drawn on a United States banking institution.

Financial Statement

An audited Financial Statement is produced following the end of each fiscal year. For a copy, please request one by writing to the Maine Maritime Academy, Office of Administration, Finance, and Governmental Relations.

Payments

Student accounts must be paid in full or satisfactory arrangements for payment must be approved by the Finance Office before students enter classes at the beginning of a new semester. Interest may be charged on all outstanding accounts beyond a 30-day grace period at the rate of (1%) per month (12% annual rate).

Refund Policy

Students who withdraw from a course after the start of a semester or module are entitled to a refund of tuition in accordance with the following schedule:

Prior to the third class meeting 75 percent

Prior to the fifth class meeting 50 percent

Prior to the seventh class meeting 25 percent

After start of seventh class meeting 0 percent

A student who withdraws must file a withdrawal notice in writing with the Graduate Office. Refund credit will be computed from the time that official notice is received in the Graduate Office. Non-attendance of class does not constitute an official withdrawal. Fees, if any, are refunded on a prorated basis for unused weeks. Application fees, acceptance deposits, and initial registration fees are non-refundable.

Financial Aid

Graduate students who are United States citizens may receive [financial aid](#) from several sources. Graduate students may be eligible for \$20, 500 in a Direct Unsubsidized Stafford Loan. Students may also seek employment in the area or on-campus and may, in certain circumstances, qualify for federal work study funds. Depending upon an international student's immigration status, s/he may be eligible for on-campus employment. Occasionally, grants and scholarships from nonprofit organizations, professional organizations, and transportation-related companies become available. Students are encouraged to check with their local libraries or the web site for scholarship possibilities. When applying for financial aid, prospective and returning students must complete the Free Application for Federal Student Aid (FAFSA); and, in some cases, a verification worksheet may be required and

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will be requested by Maine Maritime Academy. MMA programs are approved for the enrollment of military personnel, veterans, and their eligible dependents under the various educational assistance programs (GI Bills). Programs are approved by the State Approving Agency, Division of Military and Veterans Education, or State Department of Education. Students who plan to receive veterans' education benefits must see the Registrar. Contact the Financial Aid Office, Maine Maritime Academy, Castine, ME 04420, 207/326-2205; FAX 207/326-2515, for further information and/or financial aid materials.

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Campus Information and Student Services

The Setting

CASTINE, A SMALL MAINE COASTAL COMMUNITY, is located at the head of majestic Penobscot Bay. Settled in 1613 and named for the French nobleman and trader, Baron de St. Castin, the town is rich in history, natural beauty, and maritime tradition. The town has a year-round population of roughly 1,500. White clapboard houses, a bustling harbor, museums, summer-theater, and the still evident traces of Revolutionary War forts make the pristine port an ideal setting for study.

Castine is close to Acadia National Park, Deer Isle, and other notable Maine attractions. Castine's climate undergoes a change of four seasons. Cool, wet springs give way to warm, mild summers. Overnight temperatures begin to cool as autumn approaches, and Downeast Maine usually receives its first snow by late November.

Maine Maritime's 35-acre, 18-building campus is located 35 miles south of Bangor, home of Bangor International Airport. If arriving by highway from the south, take I-95 north from Portland to Augusta and follow Rte. 3 East to Belfast and then Rte. 175 and Rte. 166, making a right-hand turn at any intersection where a choice exists. We encourage you to visit both Maine Maritime (<http://www.mainemaritime.edu/>) and Loeb-Sullivan School (<http://ibl.mainemaritime.edu/>) websites.

Campus Buildings

Campus Map: <http://sailmaker.mma.edu/map3.htm>

Nutting Memorial Library is located in Platz Hall.

The Harold Alfond Student Center houses dining facilities and offices, Dean of Student Services, and public affairs offices, conference rooms, graduate and undergraduate classrooms, the Way Point Snack Bar, the campus post office, and a multi-media lecture hall.

Dismukes Hall houses the registrar, classrooms, the Kennaday Planetarium, and laboratories, for science, writing, and mathematics.

Leavitt Hall houses administrative and faculty offices, network services offices, the Continuing Education department, Delano Auditorium, conference rooms and guest rooms.

Capt. Quick Alumni Hall contains the Graduate Seminar Room; Alumni Affairs, Career Services, and Cooperative Education offices.

Pilot House is the center for the Loeb-Sullivan School of International Business and Logistics and its administration and Graduate Study Room.

Margaret Chase Smith Building houses a gymnasium, locker rooms, and offices for coaches.

Oakey Logan Alexander Physical Education Center contains a fieldhouse with basketball, tennis, and volleyball courts, a climbing wall, the Cary W. Bok Swimming Pool, racquetball and handball courts, fitness and weight training equipment, the Public Works office, and workshops.

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The Harold Alfond Complex consists of athletic and recreational facilities, including Ritchie Field with its all-weather in-filled synthetic turf.

The Bath Iron Works Center for Advanced Technology contains a navigation and shiphandling simulator, CAD lab and power plant simulator, small-scale operating steam plant, an electrical power lab, and a multi-media lecture hall for humanities instruction.

Rodgers Hall houses classrooms, the machine shop, and engineering laboratories, as well as classrooms and oceanography laboratories serving the Corning School of Ocean Studies.

Andrews Hall features a flow through seawater system and aquaria for biological research, and engineering and marine transportation lab space.

Payson Hall includes classrooms, engineering laboratories, and boat repair and maintenance facilities.

The Robert S. Walker Admissions and Financial Aid Center contains the Admissions and Financial Aid offices.

The Commons provides apartments for graduate and older undergraduate students.

Curtis Residence Hall is the major residential complex on campus and includes a Bookstore, Security Offices, Residential Life office, Commandant's offices, Student Health Services, student lounge and recreational area, and student government and activities offices.

Dirigo House provides offices for the Corning School of Ocean Studies and other faculty.

Student Services

[Castine](#) is a quiet coastal village. Most events occur on campus or involve the surrounding beauty of the coast of Maine. Bangor and Ellsworth are the closest cities and are about 40 minutes away by automobile, and [Acadia National Park](#) is within an hour-and-a-half drive. Although the graduate program is a concentrated experience, breaks from the classroom may include hiking in [Witherle Woods](#), sailing, kayaking, swimming, and racquetball at campus facilities; and tennis and golf, directly adjacent to the campus at the [Castine Golf Club](#).

Room and Board

Residential graduate student suites are available on campus. However, as these units are in high demand, graduate students must reserve their rooms as early as possible and make a deposit before the deadline. They may be occupied by a single graduate student, a couple, or shared by two students. These are efficiency suites with living/study area, bedroom, private bath, and kitchen. Graduate students accompanied by children must plan to live off-campus. Limited private housing is available in Castine and surrounding communities. Additional information concerning housing and declining balance meal plan offered at the Student Center will be mailed to applicants who are accepted into the program. Prospective students may e-mail contact the graduate school (<mailto:info.ls@mma.edu>), call the Student Services Office (207/326-2138) before that time or click <http://reslife.mma.edu/> for further details. The Academy cannot assume responsibility for loss or damage to personal property through fire, theft, or other causes. Persons desiring protection against possible loss or damage should purchase an appropriate insurance policy. All vehicles must be registered at the Safety and Security Office if they are parked on Academy property. Limited parking space is available, for which an annual parking fee is charged. No vehicle uninsured for third-party liability may be registered on campus.

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Health Care

The Academy provides primary wellness care through a full-time nurse and a physician, contracted to provide services for a period each day. Professional personal counseling is also available through the Academy counselor by appointment. **Student Health Services** on the MMA campus is located in Curtis Hall (207-326-2295) (<http://www.mainemaritime.edu/healthservices/index.php?c1=HealthServices&c2=Index> for health care forms and other information). There is a registered nurse on campus Monday-Friday from 7:00 a.m. to 3:00 p.m. The academy physician, Dr. John Tyler, is available to see students between 8:00 a.m. and noon on Monday, Tuesday, Thursday and Friday. Hours are 11 a.m. to 3 p.m. on Wednesday. There is no fee for students to see the doctor or the nurse in Health Services.

All students are required to carry family or personal medical insurance. Coverage may be obtained through Maine Maritime at additional expense. ALL students must provide updated insurance information prior to the start of each academic year. If insurance information is not provided, students will be billed for MMA insurance. You will be able to provide your insurance information on-line through the Campus Portal. The on-line waiver will be available for you to complete here: (https://secure.mma.edu/mma_portal/portal.asp). If you do not fill out the on-line form prior to July 15th, you will be billed for MMA Student Health Insurance on your first bill (usually generated and mailed right around July 15th). You will still be able to complete the waiver and have the charge removed through August 15th. Since insurance coverage for medical and hospital services varies, not all charges by local physicians and hospitals may be covered.

Maine Maritime Academy requires that all students be immunized in accordance with 20-A MRSA Chapter 223 Sub- Chapter 2 § 6359. This law states that any person born after 1956 who attends school full time or who is a candidate for a degree, diploma, or graduate certificate must be immunized against the following diseases:

- Diphtheria/pertussis/tetanus (five doses)
- Adult tetanus/diphtheria booster within the last ten years
- Measles, mumps, rubella (MMR), 2 doses, one after 12 months of age and a second dose at least 1 month later
- Poliomyelitis (4 doses of OPV with the first one being six weeks after birth or 4 doses of IPV administered the same.)
- Varicella (chicken pox), 1 dose for all children entering kindergarten or documented history of the disease.

In addition to the above State requirements, Maine Maritime Academy also requires entering students to have proof of the following immunizations:

- Hepatitis A (one shot with a booster in six months)
- Hepatitis B (one shot with a booster in one month and a second booster in five months)
- Meningitis
- Mantoux
- Mantoux test for tuberculosis (PPD) within the last year

Students may also provide copies of laboratory evidence of immunity (titers) to satisfy their immunization requirements for MMR, Hepatitis A, Hepatitis B and Varicella. A student is exempt from immunizations if he/she has documentation from a physician that immunization against one or more diseases is medically inadvisable, or the student/guardian states in writing an opposition to immunization because of a sincere religious belief or philosophical reason. Students who choose one of these exemptions and do not provide proof of immunity will be excluded from taking classes or participating in activities during the danger period (15-23 days) if an outbreak of one of the above infectious diseases occurs.

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To demonstrate adequate immunization against each disease, you must present a certificate of immunization from the physician, nurse, public health official, or school provider who administered the immunization. The proof must specify the immunizing agent and the date it was administered. School health records are usually accepted to meet these requirements. A letter from your doctor is not acceptable. If immunization cannot be determined, re-immunization is required.

Before a student can register at MMA, he or she must have a physical exam on file on MMA's physical exam form or complete and submit the medical history form. The student's personal healthcare provider can perform the exam. The medical history form is available here: <http://www.mainemaritime.edu/healthservices/sitemap.htm>

The Academy Counselor [(207) 326-2419] provides professional personal counseling for students and serves as the Substance Abuse Prevention Education Coordinator. Prevention Education involves teaching students healthy lifestyle skills with the aim that these skills become habits. Other topics covered include personal responsibility, legal consequences, and social awareness. Services of the Academy Counselor are provided free of charge to students.

Handicapped Students

The Academy complies with all relevant federal and state legislation regarding accommodation for disability. Students needing accommodations should contact the Accessibility Services office: 207-326-2489, accessibility@mma.edu

Drug Testing

All students enrolled at Maine Maritime Academy/Loeb-Sullivan School are required to participate in the random drug testing program. Maine Maritime Academy complies with Title 46 Code of Federal Regulations 16.230 mandating periodic, random, pre-employment, post-incident, and reasonable cause drug testing for all students and employees.

Student Records

Upon written request, students, alumni, and former students are authorized access to records of their attendance, performance, and scholastic achievement. This policy is in accordance with the Family Educational Rights and Privacy Act of 1974 as amended. The regulations are available to interested persons upon request and, as an official part of the Academy's rules and regulations, are disseminated to all students. Any individual, who believes his /her rights under this act have been infringed upon, may appeal to the Vice President for Academic Affairs or the President of Maine Maritime Academy, or directly to the Secretary of Education, Washington, D.C.

Student transcripts are issued by the Registrar upon written request. A nominal fee is charged for this service. The Registrar can be reached by phone at (207) 326-2441. Persons with outstanding financial obligations may not be furnished with official copies of Academy records until these obligations are met. Unless specifically requested in writing not to do so, the Academy reserves the right to publish directory information as defined by the Family Educational Rights and Privacy Act of 1974. Such information, relating to student activities at Maine Maritime, includes a student's name, address, date and place of birth, participation in athletics and other student activities, degrees, awards, classroom schedules, and other similar information.

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Career Services

The Career Services office (<http://careers.mma.edu/>) at Maine Maritime Academy provides:

- Job counseling and career planning
- Recruitment visits by employers
- On-campus job fair
- Regularly updated job listings and on-line “Job Bulletin Web Page”
- Co-operative education programs
- Individual/group sessions on resume writing and interview strategies
- Career & Co-op Services web page

Graduate students are encouraged to register with the MMA Career & Co-op Services Office located in Captain Quick Hall. The Career Services personnel will help students develop personal marketing strategies that will aid in achieving individual career goals. One-on-one sessions assist students in conducting a job search, resume and cover letter writing, and interview techniques. Alumni are urged to keep in touch should they need information about current job openings or assistance in obtaining new positions. A data bank of available jobs is maintained and updated daily by the Career Services Office. Alumni may subscribe to the free online web service. The office is also helpful to international students who must comply with immigration laws and regulations when looking for practical training and/or employment opportunities in the United States.

The MMA Community Code of Conduct

All societies place restraints both formal and informal upon their members in order to function as intended. An academic community such as Maine Maritime Academy (MMA) is no exception. Our Community Code of Conduct is intended to provide students with an understanding of the expectations they must meet in order to be successful here. Community life and a successful experience here depend upon a commitment to a sense of responsibility for oneself and for other people.

Members of our academic community are expected to act with honesty and integrity, and to treat others and their property with respect. Our expectations, as expressed through the policies, rules and procedures encompassed within [the MMA Student Handbook](#), the [Regimental Manual](#), the [MMA Catalog](#), and this catalog are designed to support our community values of respect, self-discipline, accountability and responsibility to the college, local and state communities.

Our Online community is held to these same high standards with the additional requirement that all Online students must maintain the integrity of their identity at all times. It is assumed that the student who registers for an online course will also be the same student who completes all requirements for the course.

The Loeb-Sullivan School of International Business & Logistics subscribes to the Maine Maritime Academy Community Code of Conduct as reflected in the their current Student Handbook, Parts I – IV specifically and Part V with the exception of the following Board(s). The Graduate School has a slightly different member composition for their Hearing Review Boards as noted below:

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The Graduate School Drug & Alcohol Hearings Board

1. *Composition:* The Graduate School Drug & Alcohol Hearings Board shall consist of the following members: the IBL Associate Dean and at least one IBL faculty or staff appointee, and the possible appointment of a graduate student representative at the discretion of the IBL Associate Dean. The pool of potential members to be appointed shall be limited to those full-time faculty and staff currently employed by MMA and full-time graduate students who are currently enrolled. The appointments will be for one hearing.

The Graduate School Honor Board

1. *Composition:* The Graduate School Honor Board shall consist of the following members: the IBL Associate Dean and at least one IBL faculty or staff appointee, and the possible appointment of a graduate student representative at the discretion of the IBL Associate Dean. The pool of potential members to be appointed shall be limited to those full-time faculty and staff currently employed by MMA and full-time graduate students who are currently enrolled. The appointments will be for one hearing.

Title IX

Pursuant to Title IX of the Education Amendments of 1972, “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance ...”

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits sex discrimination in educational programs receiving federal funds. Some of these programs and activities include: admissions, recruitment, financial aid, academic programs, athletics, housing and employment. Title IX also protects students from unlawful sexual harassment in school programs or activities. Title IX protects both male and female students from sexual harassment, regardless of who is the harasser.

Maine Maritime Academy, as a recipient of federal funds, has an obligation to operate in a nondiscriminatory manner. More important is Maine Maritime Academy’s own mandate of providing an educational, working and living environment free from discrimination and harassment.

The Title IX Coordinator serves as the entry point for Title IX complaints of discrimination. The objective of the complaint handling process is to, as promptly as possible, resolve the complaint of discrimination in a fair, thorough and impartial manner. Important components of the process include ascertaining the basis for the complaint and examining strategies or tools for its resolution. The complaint handling process may include an inquiry as to whether an objective, factual basis exists to support the allegation.

Kate Grimes has been designated the individual responsible for the administration and implementation of Maine Maritime Academy’s Title IX compliance efforts. Complaints or concerns related to Title IX can be directed to:

Title IX Coordinator
2nd Floor, Leavitt Hall
Office of the President
Maine Maritime Academy
Castine, ME 04420
207-326-2220

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Title IX Grievance Procedure

Title IX and its implementing federal regulations prohibit Maine Maritime Academy from discriminating on the basis of sex in its programs and activities. The Academy is committed to maintaining an educational, working and living environment free from discrimination and harassment, including maintaining an environment in which no student, faculty or staff member is excluded from participation in or denied the benefits of its programs and activities as a result of one's gender.

If any student, faculty or staff member, or other participant in the Academy's programs and activities ("Community Member") feels that the Academy has discriminated against him/her on the basis of sex, that Community Member may utilize the Title IX grievance procedures set forth below to bring their complaint to the attention of the Academy's Title IX Coordinator. Kate Grimes has been designated the Maine Maritime Academy Title IX Coordinator. Complaints alleging discrimination should be addressed to Ms. Kate Grimes, Office of the President, 2nd Floor Leavitt Hall, Castine, ME 04420. She can also be contacted by phone at (207) 326-2220.

Grievance Procedures

The Academy Title IX Coordinator welcomes an informal presentation of a complaint that the Academy has violated Title IX and is available to address complaints through counseling, advice, mediation and informal resolution. However, the Academy's Title IX Coordinator is also fully prepared to receive and address such complaints through the formal grievance procedures.

The Academy Title IX Coordinator has the authority to investigate a Title IX complaint even absent the filing of a formal grievance, or its subsequent withdrawal. In addition, the Academy Title IX Coordinator may proceed with investigating a formal or informal complaint even if the complainant specifically requests that the matter not be pursued. In such a circumstance, the Academy Title IX Coordinator will take all reasonable steps to investigate and respond to the matter in a manner which is informed by the complainant's articulated concerns.

Informal Resolution

In many instances, counseling, advice, mediation or informal discussion may be useful in resolving concerns that the Academy failed to meet its obligations under Title IX. Complainants who wish to resolve their concerns informally should bring them to the attention of the Title IX Coordinator.

In working to resolve the matter, the Academy's Title IX Coordinator ordinarily will interview the complainant and, as appropriate, others who may have knowledge of the facts underlying the grievance. At any point, including while the informal process is ongoing or afterward, the complainant may elect to end the informal process in favor of filing a formal grievance.

Formal Grievances

Complainants who are considering bringing a formal grievance may at any time meet with the Academy Title IX Coordinator, who will discuss the matter and describe the formal grievance process. Alternatively, a complainant may choose to submit a written grievance to the Academy Title IX Coordinator.

1. A formal grievance process is initiated when a complainant submits a written statement alleging a Title IX violation to the Academy's Title IX Coordinator. Prompt submission of formal grievances is encouraged.
2. The written statement should include the name, address, telephone number, class year (if applicable) of the reporting party and a detailed description of the conduct that is allegedly discriminatory, name(s) and contact information of the person(s) against whom the complaint is made (or, if the alleged discrimination involves a department or unit rather than an individual, a representative of that department/unit), and the names and contact information of any witnesses.

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3. The Academy Title IX Coordinator will consider and review the written statement and may dismiss the grievance without further process or review if the Academy Title IX Coordinator determines it to be frivolous, not credible, clearly without merit, or outside the scope of these grievance procedures.

4. If the grievance is not dismissed, the Academy Title IX Coordinator will interview the individual who submitted the written statement. The Academy Title IX Coordinator may also interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the grievance.

5. The Academy Title IX Coordinator will determine whether a Community Member was excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of sex under any Academy program or activity. The Academy Title IX Coordinator will consult with other Academy offices as necessary in reaching a decision regarding the written grievance. The Academy Title IX Coordinator will prepare a written report setting forth findings, conclusions, and actions to be taken, if any, and will determine with whom to share the report.

6. While the time it may take to investigate and resolve a Title IX grievance will depend on a variety of factors, including the nature and scope of the allegations, the Academy Title IX Coordinator will seek to resolve the grievance within 45 working days of receipt of the grievance. Throughout the process, the Academy Title IX Coordinator will, as appropriate, keep the participants informed of the status of the grievance process.

These Title IX grievance procedures are separate from student disciplinary processes. However, regardless of whether student disciplinary proceedings are pending, the Academy shall take steps to meet the Academy's responsibility to provide an environment where no member of our community is, on the basis of sex, excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity.

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Admissions Requirements and Procedures

LOEB-SULLIVAN SCHOOL invites applications from all individuals interested in pursuing challenging new opportunities in international business/maritime management/supply chain management. For the benefit of participants and the program, the Graduate Admissions Committee seeks a group of students with comparable managerial aspirations, but with diverse skills and experiences. Applications are accepted until June 1 of the entering year.

Applicants must possess an accredited baccalaureate degree or equivalent. A baccalaureate degree in business is not a pre-requisite. Applicant selection is based on evidence of academic capability demonstrated by college grade-point average, scores on either the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT) (one or the other is **required**), and evidence of motivation for completing the program as demonstrated by the candidate's personal statement of intent and letters of recommendation. Applicants whose language of education is not English **must submit** results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Please see the "International Student Admission Policy" below.

The Graduate Admissions Committee will consider the following primary criteria in determining admission to the graduate program:

- Ability to produce high-quality work
- Potential contribution to the class and the program
- Potential as a manager
- Level of maturity and motivation for completing the program
- Relevant professional experience

All application materials are available on-line at the Loeb-Sullivan School website:
(Home Page ~> Apply Now) and at the LSS Graduate Catalog (Table of Contents ~> Apply Now)

<http://ibl.mainemaritime.edu> (<http://www.mainemaritime.edu/ibl/307>)

Applicants are encouraged to make use of this option for faster service.

Alternatively, mail application materials to:
The Administrative Assistant
Loeb-Sullivan School
Maine Maritime Academy
Castine, ME 04420 USA

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International Student Admission Policy

To ensure the applicability of credentials and expedite the processing of Loeb-Sullivan School applications, the policy of the Loeb-Sullivan School of International Business & Logistics is that all non-U.S. diplomas, certificates, licenses, and transcripts must be evaluated by an approved clearinghouse. Clearinghouses verify international transcripts for: authenticity, grade and course equivalency, and transfer credits awarded.

The Loeb-Sullivan School of International Business & Logistics recognizes the following two evaluation service providers: (cut & paste the web addresses into your browser to connect to the web sites)

World Education Services

www.wes.org

Bowling Green Station

P.O. Box 5087

New York, NY 10274-5087

(212) 966-6311

(212) 739-6100 – fax

Globe Language Services, Inc.

<http://www.globelanguage.com/>

Evaluation Service

305 Broadway Suite 401

New York, NY 10007

(212) 227-1994 - phone

(212) 693-1489 - fax

An application for evaluation is available through their respective on-line service. This service *does* require a fee directly to the provider. The fee varies depending on which service you choose and what type of evaluation you request. Maine Maritime Academy requests that prospective international students do an undergraduate course-by-course breakdown of credits, a calculation of credit hours, and a verification of authenticity.

Information about the GRE, GMAT, and TOEFL & IELTS exams:

MMA's reporting code for GMAT, GRE, and TOEFL & IELTS is **3505**.

GRE-Graduate Record Examinations

Educational Testing Service

660 Rosedale Road

Princeton, NJ 08541-6000 USA

Tel. 1-609-921-9000

Fax 1-609-734-5410

Web site: <http://www.ets.org/>

GMAT-Graduate Management Admission Test

Educational Testing Service

P.O. Box 6101

Princeton, NJ 08541-6101 USA

E-mail: <https://www.mba.com/service/contact-us.aspx>

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Web site: <https://www.mba.com/service/contact-us.aspx>

AMERICAS: GMATCandidateServicesAmericas@pearson.com

Web: <http://www.gmat.org>

Telephone (toll-free): 1-800-717-GMAT (4628)

Fax: 1-952-681-3681

ASIA PACIFIC: GMATCandidateServicesAPAC@pearson.com

Telephone: 6038318 9961

In India: +91 120-439-7830

Fax: 6038319 1092

CHINA: gmatservice@neea.edu.cn

Web: GMAT.etest.edu.cn

Telephone: +86-10-82345675

Fax: +86-10-61957800

EUROPE/MIDDLE EAST/AFRICA:

GMATCandidateServicesEMEA@pearson.com

Telephone: +44 (0) 161 855 7219

Fax: +44 (0) 161 855 7301

TOEFL Services

Educational Testing Services

P.O. Box 6151

Princeton, NJ 08541-6115 USA

Tel. 1-877-863-3546 United States,

Tel. 1-609-771-7100 All other locations

E-Mail: http://www.ets.org/toefl/contact/contact_form

Web Site: <http://www.ets.org/toefl>

MMA's reporting code for GMAT, GRE, and TOEFL & IELTS is 3505.

IELTS Services

http://www.ielts.org/contact_us.aspx

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Pleasant St. - Pilot House

Maine Maritime Academy

Castine, ME 04420 USA

Telephone: 207-326-2212

207-326-2411 FAX

E-mail: info.ls@mma.edu

Web site: <http://ibl.mainemaritime.edu>

Maine Maritime Academy

1-800-464-6565 in Maine

1-800-227-8465 in the U.S.

207-326-2276 Career Services

207-326-2339 Financial Aid

207-326-2426 Registrar

207-326-2280 Student Services (Housing)

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Administration, Faculty, and Consultants

President.....	Dr. William J. Brennan
VP for Academic Affairs.....	Dr. John Barlow
Associate Dean Loeb Sullivan School.....	Dr. William Dewitt III
Administrator of Loeb Sullivan School.....	Patrick Haugen
Registrar.....	Christina Stephens
Director of Financial Aid.....	Kathy Heath
Director of Career Services.....	Tim Leach
Director of Library Services.....	Brent Hall

PRESIDENT

Dr. William J. Brennan:

Ph.D., University of Maine; M.A., University of Rhode Island; B.S., University of Maine; Sawyer Professor of Ocean Studies at the Corning School of Ocean Studies, Maine Maritime Academy; President of Maine Maritime Academy; Appointed 2010

VP ACADEMIC AFFAIRS AND DEAN OF FACULTY

JOHN BARLOW:

Ph.D., University of Maine; B.S., University of Rhode Island; Professor of Ocean Studies; VP for Academic Affairs and Dean of Faculty; Appointed 1970.

FULL TIME

WILLIAM J. DEWITT III:

Associate Dean of the Loeb-Sullivan School of International Business and Logistics; Ph.D., University of Tennessee; MBA, University of Tennessee; B.A., Allegheny College; Professor of Business Logistics; Appointed 2007.

DONALD MAIER:

Ph.D., Benedictine University; M.S., Benedictine University; B.A., University of St. Francis; Certificate of Logistics, Penn State University

ELAINE S. POTOKER:

Ph.D., The Ohio State University; M.A.T., University of Chicago; B.A., State University College, Potsdam, New York; Fulbright Scholar 2007, Professor of Business; Appointed 1997.

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NAVNEET JAIN:

M.S. Maine Maritime Academy; B. Tech. Gujarat Agricultural University; Assistant Professor of Global Supply Chain Management; Appointed 2006

GEORGE L. SCHATZ:

M.S., University of Arizona; M.A., University of Chicago; B.A., Moorhead State University; Third Mate, Steam and Motor Vessels, Any Tonnage, Any Ocean; Associate Professor of Finance and Accounting; Appointed 1989.

MARK SHAUGHNESSY:

M.B.A. and B.S. Babson College; CPA; Assistant Professor of Accounting and Business Law; Appointed 2008

PART-TIME

RICK ARMSTRONG:

M.S., Massachusetts Institute of Technology; 1966, Massachusetts Institute of Technology; S.B, 1965; Adjunct Faculty in Logistics; Appointed 2008

MARYLOU CORMIER:

Ed. D., Vanderbilt University; M.Ed., U. Maine, Appointed part-time 2009

PATRICK LORENZ:

M.S., Ph.D., Southern Illinois University; B.A., St. John's University; Assistant Professor of Mathematics and Computer Science; Appointed 2004.

CHRISTOPHER H. PILOT:

Ph.D., Max Planck Institute, Germany; M.S., Technical University of Munich; B.A., Boston University; Professor of Physics; Appointed 1991.

LAURIE STONE:

C.A.S., Wesleyan University; M.A.T., University of Hartford; B.A., University of Connecticut; Associate Professor of Humanities and Communications; Appointed permanent, part-time 2000.

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Board of Trustees

Chair of the Board

COMMANDER VICTORIA LARSON, CDR, USN-Ret. - Windham, Maine

Victoria Larson, CDR, USN-Ret. is currently a Vice President for Technology at TD Commerce Bank, managing the Project Management Office. During her naval career she managed the World Wide Military Command and Control System at the Pentagon, was the Policies and Plans Director for the Naval Reserve Information Systems Command and served as Commanding Officer of two Naval Readiness and Naval Reserve Centers.

Vice-Chairman of the Board

RICHARD J. GROSH - Brooklin, Maine

Richard J. Grosh was chief executive officer of the Ranco Corporation from 1976 to 1987. Prior to that, he was president of Rensselaer Polytechnic Institute and before that, Dean of Engineering at Purdue University. He has also served on the boards of several larger corporations. He is a member of the National Academy of Engineering. He and Mrs. Grosh have 9 children, 16 grandchildren and 2 great grandchildren.

Treasurer

WILLIAM C. BULLOCK, JR. - Bangor, Maine

A graduate of Phillips Academy Andover with a B.A from Yale University, Bill's career in banking investments spans some 50 years, including stints at J. P. Morgan, before coming to Maine in 1969 as CEO of the old Merrill Bank, which made the first HUD dormitory loans at the Academy. Most recently, he was the Chairman and Founder of the new Merrill Merchants Bank of Bangor in 1992. He was Class A Director of the Federal Reserve Bank of Boston and has served on the Boards of many Maine companies, including the Bangor & Aroostook Railroad, Bangor Hydro-Electric, and Eastern Maine Healthcare. He has served on many non-profit Boards, including the Maine State Retirement System, and a previous five-year term on the Maine Maritime Academy Board in the early 1990s.

MORTEN ARNTZEN - New Canaan, Connecticut

Mr. Arntzen's distinguished career in the shipping industry spans nearly 30 years. In 2004, he was appointed President and Chief Executive Officer of Overseas Shipholding Group (OSG). During his tenure, OSG's fleet has

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almost doubled to more than 150 ships that transport petroleum and gas products worldwide. OSG employs nearly 4,000 seafarers and shoreside employees with offices throughout North America, Europe and Asia-Pacific. Prior to joining OSG, Arntzen was Chief Executive Officer of American Marine Advisors, Inc., a U.S. based merchant banking firm and before that, he ran the Global Transportation Group for Chase Manhattan Bank. In addition to serving on the boards of Royal Caribbean Cruises, Ltd and the Seaman's Church Institute of New York and New Jersey, he is active with the American Bureau of Shipping and is a trustee of the New Canaan Country School. Mr. Arntzen holds a bachelor of arts degree from Ohio Wesleyan University and a master of international affairs degree from Columbia University.

MARY LOU CORMIER – Castine, Maine

Mary Lou Cormier recently retired from the University of Maine at Augusta where she worked for more than 30 years in the field of health and human services. She was the recipient of the United Way of Penobscot Valley Distinguished Community Service Award and has also been recognized on several occasions for outstanding contributions to Human Services Education. She has a long history of service on various committees and task forces dealing with educational standards and competencies.

LANCE MEADOWS – Penobscot, Maine

Lance Meadows is currently in his second year in the Small Vessel Operations Bachelor's degree program at Maine Maritime Academy. A non- traditional student, he has experience in the hospitality industry, the insurance industry and a background in the maritime industry both in boatyard operations and as a mate on a traditional windjammer. Active in the Student Government Association, Lance has already proved himself a hard working representative of the student body at Maine Maritime Academy.

MARIAN MORGAN – Cape Elizabeth, Maine

Marian Morgan is an avid sailor who handled the logistics for Dodge Morgan's non-stop circumnavigation of the globe in *American Promise*. This led to an involvement with the Outward Bound schools and a life-long interest in education. Ms. Morgan was instrumental in bringing the arctic schooner *Bowdoin* to Maine Maritime Academy where it has since been used extensively in our sail training programs. She worked closely with then-President Kenneth Curtis in the Academy's first major capital campaign and has remained a good friend and strong supporter of MMA ever since. During her career she has worked for many non-profit organizations, most particularly those involved in education or the environment.

CAPTAIN ROBERT J. PEACOCK, II – Lubec, Maine

Captain Robert J. Peacock, II, USNR –Ret. is a native of Lubec, Maine and graduated from Maine Maritime Academy in 1971. He holds a U.S. Coast Guard unlimited Masters license for vessels of any gross tons with First Class Pilotage for the Great Lakes, Alaska, Texas, Maine, the Delaware River and Puerto Rico. He currently serves as harbor and river pilot for Eastport, Penobscot Bay & River and Bar Harbor. He owns and operates a seafood plant in Maine and acts as a consultant to plants processing seafood throughout the world. He also operates a sea urchin and scallop research hatchery and is active on many Boards and civic organizations.

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PAUL M. RICH – Edgecomb, Maine

A 1985 graduate of Maine Maritime Academy, Paul Rich served in the United States Navy as Lieutenant Commander for several years before earning a Master's Degree in Public Administration from Harvard University. He has served as a consultant for non-profit and for profit agencies including the Libra Foundation, Atlantic Energy Partners, and Unity Foundation. He currently is the Business Development Director for OEST Associates, a 90+ full-service A&E firm and currently holds the position of President of Maine Built Boats, Inc., leading the first-ever comprehensive marketing and branding effort for the boat builders of Maine. Mr. Rich also volunteers on the boards of a number of non-profit organizations, including the newly created Governor's Hydrogen Fuel Cell Partnership.

RODNEY P. RODRIGUE – Longwood, Florida

Following graduation from Maine Maritime Academy in 1967 with a degree in Marine Engineering, Rod Rodrigue received his Naval commission and served in the Naval Reserve for 10 years. As a U.S. Merchant Marine officer he was assigned tours in Viet Nam, Far East, Mediterranean and Africa. Attaining his Master's Degree in Business Administration from Fairleigh Dickinson University, Mr. Rodrigue embarked on a long and illustrious career in the field of engineering and manufacturing, working for US Texaco and American Export Lines in New York. Mr. Rodrigue founded Time Wise Management Systems, a private, national supply chain management consulting company specializing in the transformation of manufacturing enterprises. He and his wife established Ironwood, a residential treatment center in Morrill, Maine, committed to helping families in crisis with troubled teens. In 2008, he was inducted into the Maine Maritime Academy Wall of Honor.

ANNE MARIE SAMWAY – Hampton Falls, New Hampshire

A graduate of Merrimack College and Syracuse University, Anne Marie Samway has long been involved in higher education administration and governance as a two term college trustee. She served for many years as Director of Administration, Alumni Affairs and Development at Phillips Exeter Academy. She is an active member on the boards of the Boys and Girls Club of Lawrence, MA. and the Seacoast Hospice, NH. Anne Marie and her husband have strong ties to Maine and summer in Northport.

THE HONORABLE W. TOM SAWYER, JR. – Dedham, Maine

Born and brought up in Bangor, Tom graduated from the University of Denver where he earned a bachelor's degree in education but returned shortly thereafter to join the family-owned waste management and recycling business which thrived under his direction for the next 27 years. Sawyer was awarded the Entrepreneur of the Year by the U.S. Small Business Administration and was inducted into their Hall of Fame in 1990. Tom has a long history with Maine Maritime Academy: his father was a member of the class of '45 and Tom has previously served as both a Visitor and a Trustee. His list of public service is impressive and includes terms on the Bangor City Council, as Mayor, and as State Senator. Additionally, he is a member of numerous other boards, non-profit and for-profit, educational and philanthropic. Tom is an avid sailor, holds a current 100-ton Master's License with commercial towing and auxiliary sail endorsements and can often be seen patrolling Penobscot Bay as Flotilla Commander for the USCG Auxiliary aboard his 40' motor yacht.

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JOHN F. "DUGAN" SHIPWAY – Bath, Maine

Prior to joining Electric Boat division of General Dynamics in 2000, Shipway was a career Navy officer, retiring as Rear Admiral after 35 years of service. His last assignment on active duty was as Director of Strategic Systems Programs. He is a member of the Strategic Advisory Group of United States Strategic Command and in 2009; he was awarded the Navy League of the United States highest honor - the Fleet Admiral Chester W. Nimitz Award for exemplary leadership in the maritime defense industry. Shipway earned a Bachelor's degree in chemical engineering and a Master's degree in engineering both from the University of Louisville. He retired from his position as President of General Dynamics Bath Iron Works in the spring of 2009. He is a member of the Board of Directors of Mid Coast Health Services, and does private consulting.

ROBERT SOMERVILLE – Houston, Texas

Robert Somerville graduated from Maine Maritime Academy with a degree in marine engineering and has devoted his professional life to the marine industry. His early years were spent as a seagoing engineer and later in gaining experience at the Newport News shipyard. Following that, he began a thirty-five year career with the American Bureau of Shipping (ABS) holding increasingly senior positions as Field Surveyor, Senior Surveyor, Principal Surveyor, Regional Manager for Western Europe, and President and Chief Operating Officer of ABS Europe. For eleven years prior to his appointment to the position of Chairman, he served as President and Chief Operating Officer of ABS. He has received numerous awards in recognition of his contributions to maritime safety and currently serves as Vice Chairman of the International Association of Classification Societies.

WILLIAM WALSH – North Hampton, NH

William Walsh was born and brought up in Maine. He is the owner of several companies including Ocean Properties, which manages resorts throughout the United States, Canada and the Caribbean as well as Bar Harbor Whale Watch which operates four boats in the Gulf of Maine and Key West Express which operates boats offering tours and transport to several ports in Florida. Mr. Walsh's in-depth knowledge of the shipbuilding industry as well as his business experience in markets all over the world, coupled with his interest in the mission of Maine Maritime Academy make him a great asset to the Board.

ELIZABETH C. WARREN – Bangor, Maine

A Maine native, Elizabeth Warren has attended Dartmouth College, the University of Maine and the Bangor Theological Seminary. She and husband Richard Warren have three children. She has served on the boards of Acadia Hospital; the Bangor Children's Home and the Maine Center for the Arts Advisory Board and is currently an active member of the boards of Eastern Maine Medical Center, Merrill Bank and Bangor Theological Seminary.

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President & State Director
Maine International Trade Center

Jonathan Daniels

Executive Director
Port of Oswego Authority

John Henshaw

Executive Director
Maine Port Authority

Rebecca Moore (IBL '09)

Business Development
Cianbro

John Patriquin (IBL MS '09, MMA BS Engr.)

U.S. Director Supply Chain
DG (Hannaford Bros. Co.)

Rick Small

President
Good Shepherd Food Bank

Carl Spang

President
Falcon Performance Footwear

Nicole St. Pierre (IBL BS '08)

Regional Operations Manager
Walmart Private Fleet Transportation

Peter M. Tirschwell

Senior VP Strategy
UBM Global Trade - JOC

Joseph E. Valliere (IBL BS '01)

Manager
General Dynamics - Bath Iron Works

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Admissions Checklist

Each of the following items **is required** to process the application. Applications are accepted until **June 1** of the entering year.

- *Application for Admission:* Complete and return the application with the \$40 application fee, payable to Maine Maritime Academy. **Applications are accepted until June 1 of the entering year. Fee is waived if application is submitted electronically.**
- *Transcripts:* Ask each post-secondary institution you have attended to mail a copy of your transcript **directly** to Maine Maritime Academy, or submit all other evidence of education and training. **No email submissions or scanned copies will be accepted.**
- *Letters of Recommendation:* Ask two persons to evaluate your management capability and potential on the forms provided. You should complete the waiver statement on the forms provided before presenting them to the evaluators. **Evaluators must (E)-mail recommendation forms directly to us.** We will not accept recommendations submitted by the applicants.
- *Current Resume **and** Personal Statement of Intent (Cover Letter)*
- *GMAT or GRE, and TOEFL or IELTS:* Your Graduate Management Admission Test or Graduate Record Exam, and Test of English as a Foreign Language or International English Language Testing System will be mailed **directly** to Maine Maritime Academy, Loeb-Sullivan School Department of Graduate Studies by the testing agency. Our ID# is 3505.
- **Those students wishing to apply with other than United States credentials must have all non-U.S. diplomas, certificates, licenses, and transcripts evaluated by an approved clearinghouse.** Clearinghouses verify international transcripts for: authenticity, grade and course equivalency, and transfer credits awarded. The Loeb-Sullivan School of International Business & Logistics recognizes the following two evaluation service providers(copy & paste address into your browser)
- **World Education Service**
www.wes.org
- **Globe Language Services, Inc.**
www.globelanguage.com

MAINE MARITIME ACADEMY

Castine, ME 04420 USA

207-326-2212

1-800-464-6565 Maine

1-800-227-8465 Out-of-State

FAX 207-326-2411

E-mail: info.ls@mma.edu

Maine Maritime Academy (<http://www.mainemaritime.edu>)

Loeb-Sullivan School (<http://ibl.mainemaritime.edu>)

Campus map:

<http://www.mainemaritime.edu/pdf/MMACampusMap.pdf>