



Course Name:	JSC 330 Arab and International Media
Class Time and Location:	TR 2:00 - 3:15 (Sage Hall G005)
Instructor:	Claudia Kozman
Credits Hours:	3
Semester:	Fall 2018

INSTRUCTOR

Claudia Kozman, Ph.D.

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Office: Nicol Hall 522

Hours: M: 12:30pm - 2:30pm

TR: 4:00pm - 6:00pm

COURSE DESCRIPTION

This course covers the development and particularities of some Arab and world communication systems and examines the effect of such contexts on media content. Media systems are examined as reflections of their socio-cultural environment and as agents affecting society at the same time.

PRE-REQUISITES

JSC 312 Media & Society

COURSE TYPE

Required

Elective

Selective Elective

COURSE LEARNING OUTCOMES

Upon completion of the course, students will be able to:

1. Develop a basic understanding of major theories of media systems
2. Differentiate between the various media systems around the world
3. Recognize the different structures and functions of media around the world
4. Identify the major milestones and developments in Arab and international media
5. Demonstrate the ability to understand the impact of media systems on media content
6. Apply knowledge about media systems to analyze media outlets
7. Evaluate the economic, political, and cultural influences on country media systems
8. Identify the major issues facing world media today

RELATIONSHIP BETWEEN COURSE OUTCOMES AND PROGRAM OUTCOMES

Student Learning Outcome	Course Learning Outcome
SLO1: Demonstrate knowledge of the functions and roles of various news production environments.	
SLO2: Apply critically major theories to various genres of journalism and media studies.	CLO 2, 4, 6
SLO3: Comprehend the historical, political, economical, and technological developments of the news industry globally and in the Arab region.	CLO 3, 4, 5, 6, 7, 8
SLO4: Adapt to trends and technological developments in the field.	CLO 2, 4
SLO5: Demonstrate competence in cross-platform media research, production, and information management.	CLO 1, 4, 5, 6
SLO6: Conduct research using quantitative and qualitative methods of scientific inquiry.	CLO 3, 4, 5, 6, 7
SLO7: Produce objective, accurate, balanced, and engaging news content that reflects a variety of voices.	
SLO8: Apply journalistic principles and legal and ethical standards across various news media platforms.	

TEXTBOOKS

All readings will be posted on Blackboard.

- Anderson, B. (1983). *Imagined communities: Reflections on the origin and spread of nationalism*. London, UK: Verso.
- Anderson, L. (2011). Demystifying the Arab spring: parsing the differences between Tunisia, Egypt, and Libya. *Foreign Affairs*, 2-7.
- Croteau, D., & Hoynes, W. (2013). *Media/society: Industries, images, and audiences*. Thousand Oaks, CA: Sage Publications.
- de Beer, A. (2008). *Global journalism: Topical issues and media systems*. Pearson, Allyn and Bacon.
- El-Richani, S. (2016). *The Lebanese media: Anatomy of a system in perpetual crisis*. Palgrave Macmillan.
- Grievies, K. (2012). *Journalism across boundaries: The promises and challenges of transnational and transborder journalism*. Springer.
- Hachten, W. A., & Scotton, J. F. (2016). *The world news prism: Digital, social and interactive* (9th ed.). West Sussex, UK: Wiley Blackwell.
- Harb, Z. (2017). *Reporting the Middle East: The practice of news in the twenty-first century*. IB Tauris.
- Khatib, L. (2006). *Filming the modern Middle East: Politics in the cinemas of Hollywood and the Arab world* (Vol. 57). IB Tauris.
- Mellor, N., Ayish, M., Dajani, N., & Rinnawi, K. (2011). *Arab media: Globalization and emerging media industries*. Cambridge: Polity.
- Northwestern University in Qatar (2016). *Media industries in the Middle East*. Retrieved from <http://mideastmedia.org>
- Northwestern University in Qatar (2017). *Media use in the Middle East: A seven-nation survey*. Retrieved from <http://mideastmedia.org>
- Pintak, L. (2010). *The new Arab journalist: Mission and identity in a time of turmoil* (Vol. 85). IB Tauris.
- Sakr, N., Skovgaard-Petersen, J., & Della Ratta, D. (2015). *Arab media moguls* (Eds.). IB Tauris.
- Seib, P. (2013). *Public diplomacy and the media in the Middle East*. Los Angeles: Figueroa Press.
- Shaheen, J. G. (2003). Reel bad Arabs: How Hollywood vilifies a people . *The Annals of the American Academy of Political and Social Science*, 588, 171-193.
- Siebert, F. S., Peterson, T., & Schramm, W. (1956). *Four theories of the press: The authoritarian, libertarian, social responsibility, and Soviet communist concepts of what the press should be and do*. University of Illinois Press.

TEACHING/LEARNING METHOD



Teaching and learning methods are designed to foster students' critical thinking abilities and information retention through various exercises that allow them to learn actively and assess their own learning throughout the semester. Methods of active learning (AL) and critical thinking (CT) are as follows:

Method	Example of method	Assessment type	AL / CT
Lectures	Instructor-led presentations and real-world examples	-----	
Readings	Students raise questions about the readings	Formative	✓
Tests	Tests on the readings and critical understanding	Summative	✓
Class discussions	Think-pair-share & group discussions help students exchange ideas about the readings and the news; Students engage in role playing to understand the various ideologies and perspectives of individuals	Formative	✓
Quizzes	Graded and ungraded quizzes evaluate students' critical thinking abilities	Formative/Summative	✓
Peer assessment	Students assess their classmates' story drafts	Formative	✓
Assignments	Experiential learning by application	Formative	✓






TOPICS COVERED IN THE COURSE






This schedule is tentative and subject to change depending on guest speakers. I will notify you of any changes in class or through email.

Date	Daily Plan	Assignments due
Aug 28	<p>INTRODUCTION: SYLLABUS & REQUIREMENTS</p> <p>In-class work:</p> <ul style="list-style-type: none"> Syllabus review Ice-breaker activity 	
Aug 30	<p>INTRODUCTION: SYLLABUS & REQUIREMENTS</p> <p>In-class work:</p> <ul style="list-style-type: none"> Syllabus review Ice-breaker activity 	
Sept 4	<p>INTRODUCTION TO GLOBAL COMMUNICATION</p> <p>In-class work:</p> <ul style="list-style-type: none"> Lecture: International communication and globalization, their major trends, and pros and cons <p>Readings:</p> <ul style="list-style-type: none"> Hachten & Scotton (Intro): <i>Fall and Rise of the Media</i> Hachten & Scotton (Ch 1): <i>Information for a Global System</i> 	
Sept 6	<p>OVERVIEW OF ARAB MEDIA</p> <p>In-class work:</p> <ul style="list-style-type: none"> Lecture: Introduction to media in the Arab world, their past, present, and future; Internet in the Arab world View: Freedom on the Net report; NUQ reports <p>Readings:</p> <ul style="list-style-type: none"> Mellor (Ch 2): <i>Pan-Arabism</i> Rinnawi (Ch 7): <i>Arab Internet</i> Pintak (Ch 9): <i>Journalistic Roles</i> OPTIONAL 	 Arab media
Sept 13	<p>THEORIES OF THE PRESS</p> <p>In-class work:</p> <ul style="list-style-type: none"> Lecture: The four theories of the press and their criticism; various theories of media systems Individual work: Importance of theories <p>Readings:</p> <ul style="list-style-type: none"> Siebert et al (Intro) de Beer (Ch 1): <i>Global Press Philosophies</i> 	
Sept 18	<p>MEDIA, CULTURE, & NATION</p> <p>In-class work:</p> <ul style="list-style-type: none"> Lecture: The intersection of media, culture, and nation-building Think-Pair-Share: Internet today <p>Readings:</p> <ul style="list-style-type: none"> Anderson (Ch 4): <i>Imagined Communities</i> Pintak (Ch 4): <i>Islam, Nationalism, and the Media</i> 	 Intersection
Sept 25	<p>MEDIA OWNERSHIP & INFLUENCES</p> <p>In-class work:</p> <ul style="list-style-type: none"> Lecture: Media concentration of ownership and their impact on media content and media economy 	







	<ul style="list-style-type: none"> • Video: <i>Jon Stewart's Daily Show - Family Matters</i> <p>Readings:</p> <ul style="list-style-type: none"> • Skovgaard-Petersen (Ch 1): <i>Arab Media Moguls</i> • Croteau & Hoynes (Ch 2): <i>The Economics of the Media Industry</i> 	
Sept 27	<p>BARRIERS TO MEDIA DEVELOPMENT</p> <p>In-class work:</p> <ul style="list-style-type: none"> • Lecture: Types of barriers (physical, economic, technological, etc.) that stand in the way to media development • Individual work: significant barriers <p>Readings:</p> <ul style="list-style-type: none"> • de Beer (Ch 4): <i>Barriers to Media Development</i> 	
Oct 2	<p>ENTERTAINMENT & THE FILM INDUSTRY</p> <p>In-class work:</p> <ul style="list-style-type: none"> • Lecture: Entertainment and cinema in Hollywood, Bollywood, and the Arab world; prevalent stereotypes in entertainment • Group work: identifying stereotypes <p>Readings:</p> <ul style="list-style-type: none"> • Mellor (Ch 6): <i>Arab Cinema</i> • Video: <i>Kanopy - I Am Not Your Negro</i> 	 <i>I Am Not Your Negro</i>
Oct 4	<p>THE MIDDLE EAST IN THE MEDIA</p> <p>In-class work:</p> <ul style="list-style-type: none"> • Lecture: Coverage of the Middle East in Western and Arab media; stereotypical representations of Arabs in the media • Video: Katy Perry's Dark Horse music video <p>Readings:</p> <ul style="list-style-type: none"> • Shaheen (2003): <i>Reel Bad Arabs</i> • Sinjab (Ch 11): <i>Reflections and Observations on Covering the Middle East</i> • Esfandiary & Esfandiary (Ch 8): <i>Stoning Iran</i> OPTIONAL 	 <i>Dark Horse (K Perry)</i>
Oct 9	<p>FOREIGN CORRESPONDENCE & WAR REPORTING</p> <p>In-class work:</p> <ul style="list-style-type: none"> • Lecture: History of war reporting and foreign correspondence in the US; current trends in reporting war and terrorism • Individual work: minute-paper on themes in war coverage • Guest speaker: <i>The New York Times</i> correspondent <p>Readings:</p> <ul style="list-style-type: none"> • Hachten & Scotton (Ch 13): <i>Reporting War</i> • Hachten & Scotton (Ch 12): <i>Reporters Abroad</i> OPTIONAL • Video: <i>Kanopy - Independent Media in a Time of War</i> 	 <i>Independent Media</i>
Oct 11	<p>ADVERTISING & PUBLIC RELATIONS IN THE WORLD</p> <p>In-class work:</p> <ul style="list-style-type: none"> • Lecture: Advertising and PR in the West and the Arab world <p>Readings:</p> <ul style="list-style-type: none"> • de Beer (Ch 7): <i>Global Advertising and PR</i> 	
Oct 16	<p>PUBLIC DIPLOMACY & PROPAGANDA</p> <p>In-class work:</p> <ul style="list-style-type: none"> • Lecture: The image governments cultivate to communicate with others; similarities and differences between public diplomacy and 	



	<p>propaganda; USA's use of public diplomacy to reach Arab audiences</p> <p>Readings:</p> <ul style="list-style-type: none"> Hachten & Scotton (Ch 14): <i>Public Diplomacy and Propaganda</i> Seib (2013): <i>Public Diplomacy and the Media in the Middle East</i> 	
Oct 18	TEST 1	 Test 1
Oct 23	<p>MEDIA SYSTEMS: LEBANON</p> <p>In-class work:</p> <ul style="list-style-type: none"> Lecture: The Lebanese media system View: RSF & Freedom House's Lebanon report <p>Readings:</p> <ul style="list-style-type: none"> El-Richani (Ch 1): <i>The Political System of Lebanon</i> El-Richani (Ch 3): <i>Anatomy of the Lebanese Media</i> 	 Int'l collaboration
Oct 25	<p>MEDIA SYSTEMS: SYRIA, IRAQ, JORDAN, PALESTINE</p> <p>In-class work:</p> <ul style="list-style-type: none"> Lecture: Media systems in Syria, Iraq, Jordan, and Palestine View: RSF & Freedom House's report on the Middle East Guest speaker: Cyber security in the MENA <p>Readings:</p> <ul style="list-style-type: none"> de Beer (Ch 15): <i>The Middle East and North Africa</i> Ayish (Ch 4): <i>Television Broadcasting in the Arab World</i> Ayish (Ch 5): <i>Radio Broadcasting in the Arab World</i> <p>Guest speaker: Ali Sibai</p>	
Oct 30	<p>MEDIA SYSTEMS: GULF STATES</p> <p>In-class work:</p> <ul style="list-style-type: none"> Lecture: Media systems of countries in the Gulf View: RSF & Freedom House's report on countries in the Gulf <p>Readings:</p> <ul style="list-style-type: none"> de Beer (Ch 15): <i>The Middle East and North Africa</i> Ayish (Ch 4): <i>Television Broadcasting in the Arab World</i> Ayish (Ch 5): <i>Radio Broadcasting in the Arab World</i> 	
Nov 1	<p>MEDIA SYSTEMS: NORTH AFRICA, IRAN, & TURKEY</p> <p>In-class work:</p> <ul style="list-style-type: none"> Lecture: Media system of North Africa, Iran, and Turkey Group work: Recap of media systems in the Middle East View: NUQ, RSF & Freedom House's report on NA, Iran, and Turkey <p>Readings:</p> <ul style="list-style-type: none"> de Beer (Ch 15): <i>The Middle East and North Africa</i> 	 Speaker reaction
Nov 6	<p>MEDIA SYSTEMS: THE AMERICAS</p> <p>In-class work:</p> <ul style="list-style-type: none"> Lecture: Overview of media in the USA, Canada, and Latin America; role of American news agencies in the world View: RSF & Freedom House's report on USA, Canada, and Latin America <p>Readings:</p> <ul style="list-style-type: none"> de Beer (Ch 20): <i>North America</i> OPTIONAL de Beer (Ch 3): <i>Global and National News Agencies</i> Video: <i>Kanopy - The Myth of the Liberal Media</i> 	 Media event  <i>The Myth of the Liberal Media</i>



Nov 8	<p>MEDIA SYSTEMS: WESTERN AND SOUTHERN EUROPE</p> <p>In-class work:</p> <ul style="list-style-type: none"> • Overview of media in Western and Southern Europe; role of British news agencies in the world • View: RSF & Freedom House’s report on countries in Western and Southern Europe <p>Readings:</p> <ul style="list-style-type: none"> • de Beer (Ch 13): <i>Western Europe</i> 	
Nov 13	<p>MEDIA SYSTEMS: EASTERN EUROPE AND RUSSIA</p> <p>In-class work:</p> <ul style="list-style-type: none"> • Lecture: Overview of media in Eastern Europe and Russia • View: RSF & Freedom House’s report on countries in Eastern Europe <p>Readings:</p> <ul style="list-style-type: none"> • Hachten & Scotton (Ch 7): <i>Russian Media</i> 	
Nov 15	<p>MEDIA SYSTEMS: CHINA, INDIA, AFRICA</p> <p>In-class work:</p> <ul style="list-style-type: none"> • Lecture: Overview of media in China, India, and Africa; News agencies in East Asia • View: RSF and Freedom House’s report on countries in East Asia and Africa <p>Readings:</p> <ul style="list-style-type: none"> • Hachten & Scotton (Ch 8): <i>India</i> • Hachten & Scotton (Ch 9): <i>China</i> • Hachten & Scotton (Ch 10): <i>Africa</i> 	<p> Extra credit</p> <p> Country analysis draft (Nov. 20)</p>
Nov 27	WORK ON FINAL PROJECT (in class)	<p> Country analysis peer assessment</p>
Nov 29	TEST 2	
Dec 4	FINAL PROJECT PRESENTATIONS (Date: Nov. 27-28)	
Dec 6	FINAL PROJECT PRESENTATIONS (Date: Nov. 27-28)	<p> Country analysis</p>

Note: Instructions for homework will be provided in class.

COURSE GRADING DISTRIBUTION

	Percentage	Course learning outcomes
Participation & class discussions	10%	CLO 1, 2, 3, 4, 5
Quizzes	5%	CLO 1, 2, 3, 4, 5
Test 1	10%	CLO 1, 2, 3, 4, 5, 8
Test 2	10%	CLO 1, 2, 3, 4, 5, 8
Peer assessment	5%	CLO 3, 4, 5, 6
Assignments		
Speaker reaction paper	10%	CLO 5, 7, 8
International collaboration	10%	CLO 3, 4, 5, 7, 8
Media event analysis	15%	CLO 5, 6, 7
Country media system analysis	20%	CLO 1, 3, 4, 5, 6, 7, 8
Country media system analysis presentation	5%	CLO 1, 3, 4, 5, 6, 7, 8
Extra Credit	5%	



Participation & Class Discussions: Attendance is important, but just sitting in class is not enough. Active participation in a professional class environment will help you better understand and engage with the material. Participation includes coming to class well prepared, completing assigned homework, respecting time and deadlines, respecting your colleagues, and taking part in class discussions.

Punctuality in attendance and appearing at appointments on time is mandatory. Please plan to come to class and to appointments before the scheduled time. Here is a breakdown of grade deductions you will incur when violating participation and punctuality policies:

- You will lose 10% for each unexcused absence.
- You will lose 5% the first time you are late. You will not be allowed to enter class any subsequent time.
- You will lose 5% for each session in which you are not actively participating.
- You will lose 5% every time you do not complete an activity/exercise in class or at home.
- You will lose 5% every time you leave the classroom (including bathroom breaks).
- You will lose 5% every time your phone rings or you are caught using your mobile in class.
- You will lose 5% every time you are working on a class assignment for another course, using the computer for non-class purposes, or doing any other activity that does not relate to class, including chatting with other students on non-class matters.
- I reserve the right to deduct additional points for other violations related to participation and punctuality.

Quizzes: There will be unannounced quizzes about assigned readings.

Speaker Reaction paper: This paper is a reaction of about 500 words about any one of our speakers. As there is no set date for this assignment, the paper will be due a week after the talk you choose. The reaction should consist of three elements: a brief introduction of the speaker and his/her background; how the talk fits into the overall framework of the class; and your own reaction/reflection of the talk.

International Collaboration:

This project is an international collaboration with students at Marquette University. This collaboration will take place on Facebook, where students from both universities will create meaningful discussions about media in their respective countries.

Media Event:

This project is an analysis of the media coverage of a current event of your choice, with particular focus on the similarities and differences in the stories among different countries and systems. This project requires you to follow the coverage of an event for at least two weeks.

Country Media System analysis:

This paper is an analysis of the media system of an Arab country of your choice, with particular focus on its past, present, and future. In your analysis, you will delve deeper into one media outlet, using it as a case study to examine what we learned in class. You will do an extensive background research on the country to understand its past and how it has shaped its present, analyzing its current state in terms of the business model that it operates under and projecting how the outlet could do better.

Country Media System presentation:

The presentation should be in a PowerPoint format. Both group members are required to take part in the preparation and the delivery of the presentation.

Test 1 and Test 2:

The tests cover class lectures and assigned readings. Students are advised to study after each class session, reviewing their notes and understanding how the concepts apply. The tests will measure students' critical thinking and ability to understand the material and apply it to answer compare and contrast questions. Test 1 covers material up to the day of the test, whereas Test 2 covers material after Test 1. The tests consist of:

- 50% close-ended questions in multiple-choice and T/F format
- 50% open-ended questions that require short, essay-like responses

Peer assessment: Students will assess (provide feedback and grade) one classmate's draft of two major assignments

Extra credit:

The extra credit assignment can be taken as a speaker reaction paper, where the same rules and rubric apply. The grade of the extra credit assignment will be averaged with the grade of the original assignment.

Note: All assignment instructions and rubrics are attached in an appendix at the end of the syllabus.



LATE SUBMISSIONS POLICY

All assignments should respect deadlines with no exceptions. Late submissions will not be accepted, unless I have approved them. In such a case, proper documentation of the reason prior to the deadline is a must. Deductions for approved late submissions are as follows:

- Late 1 to 60 minutes: 3%
- Late 61 to 180 minutes: 5%
- Late 3 to 24 hours: 10%
- Late 24 to 48 hours: 20%
- After 48 hours: grade is 0

FORMATTING AND SUBMITTING ASSIGNMENTS

Most assignments need to be printed out AND submitted online on Blackboard Learn, unless stated otherwise. All projects and exercises should follow APA style and format and be typed in a 12pt font, double-spaced on one side of the page, proofread, and stapled. Set the page margin to one inch on all sides, and number all pages. You can find guidelines on APA on this link: <https://owl.english.purdue.edu/owl/resource/560/08/>. Use the following formatting rules for all submissions. Failure to do so these instructions will result in a 2-point deduction for each violation:

- Name your MS Word document starting with the name of the assignment, followed by your name:
`Assignment name_Lastname firstname.docx`
- Inside the document, center all information per APA style for title pages. This means you first put the assignment title, followed by your name, class number and name, and date, each on a separate line:

Assignment Title
Your name
Class number and name
August 28, 2018

ATTENDANCE POLICY

- Attendance is mandatory.
- For valid reasons, students may miss classes for a maximum equivalent to 4 classes.
- When exceeding the maximum number of absences, it is the instructor's prerogative to ask the concerned student to stop attending and drop the course. In this case, it is the student's responsibility to drop the course, otherwise a grade of "F" or "NP" will be given.
- In exceptional justified cases (long illness, etc...), where absences exceed the maximum, the student has to petition to the department Chair to be allowed to stay in the course.
- Students are held responsible for all the material presented in the classroom, even during their absence.
- Make-ups and Incompletes: Students are not automatically entitled to make-ups; F will be given until reasons in writing are presented.

WITHDRAWAL POLICY

WI is equivalent to Early Withdrawal

WP is equivalent to Withdrawal/Pass

WF is equivalent to Withdrawal/Fail

1. A student who withdraws after the Drop/Add period and by the end of the 5th week of classes will obtain a "WI" on that particular course. The student may process such request directly through the Registrar's Office.
2. A student who withdraws from a course between the 6th week and the end of the 10th week of classes will receive either a "WP" or a "WF". "WP" or "WF" will be determined by the instructor based on the achieved academic performance in that course till the time of withdrawal.
3. The "WI" and the "WP" will not count as a Repeat; whereas the "WF" will count as a Repeat.
4. "WI", "WP" and "WF" will not count towards the GPA calculation.
5. Deadline for the "WP" and "WF" withdrawal from courses: November 8, 2018 (It is the student's responsibility to drop the course.)



POLICY ON CHEATING AND PLAGIARISM

The following table defines the sanction(s) associated with each violation. In some cases and when the violation is too general, a range of sanctions is set for the pertinent committee to choose from depending on the specifics of each case. As for the second offense, the set sanctions apply regardless whether the violation has taken place in the same course or a different one, within the same semester or not.

Code #	Violation	First Offense	Second Offense
Cheating			
2.2.1	Using material or equipment (including mobile phones, electronic tablets, i-pads, calculators, and other devices) that is not authorized by the instructor in an examination, project, or graded assignment	zero on the deliverable with a warning	F on the course with a warning
2.2.2	Cheating, copying, collaborating with or aiding another Student in a manner not permitted by the instructor on an examination, project, or other graded assignment	zero on the deliverable with a warning	suspension
2.2.3	Distributing or aiding in the distribution of previous exams without authorization of the instructor	double warning - suspension	suspension - expulsion
2.2.4	Stealing, reproducing, or circulating an examination or other graded assignment before it has been administered	suspension	expulsion
2.2.5	Impersonating another Student or allowing another Student to impersonate one's self during an examination, presentation, or other graded assignment	suspension for both	expulsion
2.2.6	Impersonating an assistant, staff member, or faculty member for the purpose of (a) proctoring examinations without authorization or permission or (b) obtaining confidential information regarding coursework or examinations	suspension - expulsion	expulsion
2.2.7	Receiving, purchasing or selling a project, paper, or any academic document and presenting it as work other than that of the author	suspension - expulsion	expulsion
2.2.8	Submitting identical papers or coursework for credit in more than one class without the permission of the instructor	zero on the deliverable with a warning	F on the course with a warning
Plagiarism and Copyright Violations			
2.2.9	Failing to attribute language or ideas to their original source by not crediting the original author with an appropriate acknowledgement or citation	zero on the deliverable with a warning	F on the course with a warning
2.2.10	Using photocopied or electronic copies of textbooks, compact disks, films, music, online course materials, and other content beyond the fair use policy within University Premises	warning	double warning
2.2.11	Using copyrighted materials, including in written research reports and papers, without obtaining required permission, if any, from the rights holder	warning	double warning
Unauthorized Sale, Distribution, or Use of Course Materials			
2.2.12	Recording any lecture or presentation for personal use or public distribution without the prior consent of the course instructor. This applies to the unauthorized use of any medium including but not limited to mobile phones, electronic tablets, i-pads recorders, films, and other devices	warning	double warning
2.2.13	Selling academic materials by any Student, club, or group. This includes but is not limited to lectures, course recordings, class notes, and previous exams	warning	double warning

COURSE ONLINE EVALUATIONS

Completion of the online course evaluations is important for feedback and improvement. Students are highly encouraged to complete the course evaluations at the end of the semester. Online evaluations are anonymous, and faculty and administrators never receive any information about who submitted the evaluation. Faculty do not receive the results of the evaluations until after the semester is over (several weeks after the grades are posted).

UNIVERSITY GRADING SCHEME

90 and up: A	83 to 86: B +	73 to 76: C +	63 to 66: D +
87 to 89: A-	80 to 82: B	70 to 72: C	60 to 62: D
	77 to 79: B -	67 to 69: C -	Below 60: F



TIPS FOR SUCCESS

- Actively participate in class.
- Don't wait until the last minute to start your assignments.
- Keep up with homework and course activities.
- If you have disabilities of any sort, talk to me during the first week of classes so we can address the issues and accommodate your needs according to university rules.
- Please communicate with me if you have any questions, difficulties, or challenges. I am here to help.

ADDITIONAL POLICIES AND REMARKS

- **Readings:** Reading assigned materials is a must.
- **Classwork:** Students are responsible for all the material presented in the classroom during their absence.
- **Note taking:** Notes should be taken on paper and not on a computer.
- **Electronics:** No mobile phones are allowed in the classroom. Set your electronic devices – phones and tablets – to “silent” mode. Keep them in your bag and not on the desk. The first time you're caught using your phone, you will receive a warning. For every subsequent time, I will deduct 5% from your participation grade.
- **Communication:** You are responsible for checking Blackboard Learn and your email on a regular basis. You will be held accountable for all information I send you electronically.
- **Emails:** Always include the course number and reason for query in the subject field of any email you send me. Also, as a sign of respect, start your email with a greeting (hello or hi would do) and always include your name at the bottom of the email. Although I check my email regularly, you should expect a window of 48hrs to receive my replies. Please use email only for questions that require short answers or to schedule appointments. Lectures you might have missed will only be explained in person, during office hours.
- **Living green:** Do not use plastic folders for reports; use paper (environmentally safer) or reusable folders (to reduce waste).
- **Be advised:** Lack of planning on your part does not constitute an emergency on my part.

