



AMERICAN UNIVERSITY *of* KUWAIT

ACADEMIC CATALOG

2010-2011



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AMERICAN
UNIVERSITY
of KUWAIT

2010 - 2011 EDITION

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2010-2011 ACADEMIC CALENDAR

FALL 2010

September

12-13	Su-M	Eid Al-Fitr ends. University closed
14	Tu	University Re-opens
22	Th	Last day Tuition and Fees due De-Registration process for non-payment of Tuition for Fall semester courses at close of business
26	Su	Fall semester and 1st Block courses begin.
30	Th	Fall semester and 1st Block Drop/Add deadline Last day to submit a Pass/Fail Option form Last day to submit a Permission to Audit form Last day to submit an Independent Study form Last day to submit an Internship form Last day to withdraw from the University with a 90% refund

October

07	Th	Last day to withdraw from individual Fall semester and 1st Block courses with a 50% refund Last day to withdraw from the University with a 50% refund
28	Th	Last day to withdraw with a W from 1st Block courses
31	Su	First Tuition Installment due "Must Declare Major" holds placed on students

November

04	Th	Disbursement of Fall semester refunds
11	Th	Last day of 1st Block courses
15	M	Waqfat Arafat. University Closed
16-18	Tu-Th	Eid Al-Adha starts. University closed
20	Sa	Midterm grades for Fall semester courses due via AUK Self Service by 11:59 PM
21	Su	University re-opens and classes resume Midterm grades for Fall semester courses available to students via AUK Self Service effective 9:00 PM 2nd Block courses begins 1st Block final grades due via AUK Self Service by 11:59 PM
22	M	1st Block final grades available to students via AUK Self Service effective 9 PM
25	Th	2nd Block Drop/Add deadline
30	Su	Second Tuition Installment due

December

02	Th	Last day to withdraw from individual 2nd Block courses with a 50% refund
07	Tu	Islamic New Year. University closed
08	W	University reopens

12	Su	Academic Advising for Spring and Summer 2011 begins
15	Tu	Advance Registration for Spring 2011 and Summer 2011 begins
24-31	Su-F	Winter Break begins. No Classes

January

01-02	Sa-Su	Winter Break continues. No Classes
03	M	Classes resume Last day to withdraw with a W from Fall semester and 2nd Block courses Third Tuition Installment due
13	Th	Advising for Declared majors stops until February 8
18	Tu	Last Day of classes for Fall semester and 2nd Block courses
20	Th	Final Exams begin (see exam schedule on web)
30	Su	Final grades for Fall semester and 2nd Block courses due via AUK Self Service by 11:59 PM

February

01	Tu	Final grades for Fall semester and 2nd Block courses available to students via AUK Self Service effective 9 PM
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SPRING 2011

February

09	W	Tuition and Fees due for Spring 2011 semester De-Registration process for non-payment of Tuition for Spring semester courses at close of business
13	Su	Spring semester and 1st Block courses begin
16	W	Spring semester and 1st Block Drop/Add deadline Last day to submit Permission to Audit form Last day to submit a Pass/Fail Option form Last day to submit an Independent Study form Last day to submit an Internship form Last day to withdraw from the University with a 90% refund
17	Th	Prophet's Birthday observed. University closed
20	Su	University reopens. Classes resume
23	W	Last day to withdraw from individual Spring semester and 1st Block Courses with a 50% refund Last day to withdraw from the University with a 50% refund
27	Su	National Day observed. University closed
28	M	University re-opens. Classes resume

March

06	Su	"Must Declare Major Hold" placed on students
17	Th	Last day to withdraw with a W from 1st Block courses
20	Su	Disbursement of Spring semester refunds
31	M	Last day of 1st Block courses First Tuition Installment due

April

03	Su	2nd Block courses begin
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		1st Block final grades due via AUK Self Service by 11:59 PM Midterm grades for Spring semester courses due via AUK Self Service by 11:59 PM
04	M	1st Block final grades available to students via AUK Self Service effective 9:00 PM Midterm grades for Spring semester courses available to students via AUK Self Service effective 9:00 PM
07	Th	2nd Block Drop/Add deadline (90% refund on 2nd block courses)
10	Su	Spring Break begins. No Classes
17	Su	Classes resume Academic Advising for Fall 2011 begins for Undeclared majors Last day to withdraw from individual 2nd Block courses with 50% refund
18	M	Academic Advising for Fall 2011 begins for Declared majors
24	Su	Advance Registration for Fall 2011 begins

May

01	Su	Second Tuition Installment due
16	M	Last day to withdraw with a W from Spring semester courses and 2nd Block courses
30	M	Last day of classes for Spring semester and 2nd Block Courses
31	Tu	Third Tuition Installment due

June

01	W	Final Exams begin (see exam schedule)
11	Sa	Final grades for Spring semester and 2nd Block courses due via AUK Self Service by 11:59 PM
13	M	Final grades for Spring semester and 2nd Block courses available to students via AUK Self Service effective 9 PM
16	Th	Graduation

SUMMER 2011 Undergraduate – Summer Full Semester**June**

15	W	Tuition and Fees due for Summer 2011 semester De-Registration process for non-payment of Tuition for Summer semester courses at close of business
19	Su	Summer Full semester courses begin
23	Th	Summer Full semester Drop/Add deadline Last day to submit Permission to Audit form Last day to submit a Pass/Fail Option form Last day to submit an Independent Study form Last day to submit an Internship form Last day to withdraw from Summer and IEP with a 90% refund if all courses are Full semester
29	W	Last day to withdraw from individual Summer Full semester courses with a 50% refund Last day to withdraw from Full Summer the University with a 50% Refund

30 Th Prophet Ascension (Isra' Wa Maraj). University closed

July

03 Su University re-opens
 13 W Disbursement of Summer Full semester refunds
 First Tuition Installment due
 17 Su Midterm grades for Summer Full semester courses due via
 AUK Self Service by 11:59 PM
 19 M Midterm grades for Summer Full semester courses available
 to students via AUK Self Service effective 9:00 PM
 28 Th Last day to withdraw with a W from Summer Full Semester
 courses

August

01 M Holy Month of Ramadan begins
 07 Su Second Tuition Installment due
 09 Tu Last day of classes for Summer Full semester courses
 10 W Final Exams for Summer Full semester courses begin
 11 Th Final Exams for Summer Full end
 14 Su Final grades for Summer Full courses due via AUK
 Self Service by 11.59 PM
 16 Tu Final grades for Summer Full courses available to
 Students via AUK Self Service effective 9 PM

SUMMER 2011 Undergraduate – Summer 1st Block

June

15 Th Tuition and Fees due for 1st Block Summer 2010 semester
 De-Registration process for non-payment of Tuition for
 Summer 1st Block semester courses
 19 Su Summer 1st Block semester courses begin
 20 M Last day to withdraw from University with a 90% refund if
 all courses are 1st Block
 Summer 1st Block semester Drop/Add deadline
 Last day to submit Permission to Audit form
 Last day to submit a Pass/Fail Option form
 Last day to submit an Independent Study form
 Last day to submit an Internship form
 Last day to withdraw from the University with a 90% refund if
 all courses are 1st Block
 26 Su Last day to withdraw from individual Summer 1st Block
 Semester courses with a 50% refund
 Last day to withdraw from the University with a 50% refund if
 all courses are 1st Block
 30 Th Prophet Ascension (Isra' Wa Maraj). University closed

July

03 Su University re-opens
 13 W Last day of classes for Summer 1st Block semester Courses
 Disbursement of Summer 1st Block refunds
 First Tuition Installment due

14	Th	Final exams for Summer 1st Block semester courses
17	Su	Final grades for Summer 1st Block semester due via AUK Self Service by 11.59 PM
18	M	Final grades for Summer 1st Block semester courses available to students via AUK Self Service effective 9 PM

SUMMER 2011**Undergraduate – Summer 2nd Block****July**

13	W	Tuition and Fees due for 2nd Block Summer 2010 semester De-Registration process for non-payment of Tuition for Summer 2nd Block semester courses
17	Su	Summer 2nd Block semester courses begin
18	M	Summer 2nd Block semester Drop/Add deadline Last day to submit Permission to Audit form Last day to submit a Pass/Fail Option form Last day to submit an Independent Study form Last day to submit an Internship form Last day to withdraw from the University with a 90% refund if all courses are 2nd Block
24	Su	Last day to withdraw from individual Summer 2nd Block semester courses with a 50% refund Last day to withdraw from the University with a 50% refund if all courses are 2nd Block

August

01	M	Holy Month of Ramadan begins Disbursement of Summer 2nd Block semester refunds
03	W	Last day to withdraw with a W from Summer 2nd Block semester courses
07	Su	Second Tuition Installment due
10	W	Last day of classes for Summer 2nd Block semester Courses
11	Th	Final exams for Summer 2nd Block semester courses
14	Su	Final grades for Summer 2nd Block semester courses due via AUK Self-Service by 11.59 PM
16	Tu	Final grades for Summer 2nd Block semester courses available to students via AUK Self-Service effective 9 PM

SUMMER 2011**Intensive English Program****June**

15	Th	Tuition and Fees due for Summer 2011 semester De-Registration process for non-payment of Tuition for Intensive English Summer semester courses
19	Su	Summer semester courses begin
23	Th	Summer semester Drop/Add deadline Last day to withdraw from the University with a 90% refund
29	W	Last day to withdraw from the University with a 50% refund
30	Th	Prophet Ascension (Isra' Wa Maraj). University closed

July

03	Su	University re-opens
13	W	Disbursement of Summer semester refunds First Tuition Installment due
24	Su	Midterm grades for Summer semester courses due via AUK Self Service by 11.59 PM
25	M	Midterm grades for Summer semester courses available to Students via AUK Self Service effective 9:00 PM

August

01	M	Holy Month of Ramadan begins
14	Su	Second Tuition Installment due
16	T	Last day to withdraw with a W from Summer semester courses
30-31	Tu-W	Eid El-Fitr begins. University closed

September

01	Th	Eid El-Fitr continues. University closed
04	Su	University reopens. IEP classes continue Last day of IEP classes for Summer semester
05	M	IEP Final Exams
06	Tu	Final grades for Summer semester due via AUK Self Service by 11.59 PM
08	Th	Final grades for Summer semester available to students via AUK Self Service effective 9 PM

** Islamic holidays are determined after sighting the moon. Thus, actual dates may not coincide with the dates in this calendar. In the event of loss of teaching days due to unscheduled closings, AUK reserves the right to extend the Academic Calendar as necessary.*

MESSAGE FROM THE PRESIDENT

Dear Students,



The American University of Kuwait welcomes you and offers you a diverse university curriculum patterned after the universally recognized American model of a liberal-arts college. Pursuing higher education in the classical tradition of broad Arts and Sciences is one of the most important and beneficial investments of time, energy, and resources you will ever make. Helping each individual student become a competent professional and an aware and ethical citizen is what liberal education (that is, education for free citizens) is all about. At AUK we encourage the fullest development of every student, intellectually, socially, and emotionally. Student activities at AUK offer numerous opportunities for the development of leadership skills, creativity, responsible risk-taking, personal development, and service. Inside and outside the classroom, AUK cultivates intellectual competence and

ethical judgment, preparing students for life, not just for a job, as it prepares its graduates to become leaders in all sectors of human society.

Our students' academic success has brought them and AUK national and international recognition. But education is not only about subjects and disciplines; it is also about ideas. We ask our undergraduates to conduct research, embrace knowledge, and develop critical thinking and communication skills.

This catalog is designed to help students understand the range of programs and courses we offer. We have responded to students' needs by identifying General Education graduation requirements and identifying the appropriate courses; also please consult the Glossary of academic terms. Each academic program section lists the requirements and pre-requisites, and contains a section on the learning outcomes and a four-year degree plan. The Bachelor of Engineering degree has been added to the already well-established undergraduate programs (please look under College of Arts & Sciences for the various programs leading to the Bachelor's degree). You should also know that our Intensive English Program, which prepares students for university life, has achieved international accreditation from the U.S.-based Commission on English-Language Program Accreditation, the first program to achieve this distinction in Kuwait.

On behalf of the entire AUK community I welcome you to the American University of Kuwait and encourage you to become involved in all of the activities that AUK offers. We wish you a successful, productive, and most enjoyable time of learning and growth as a member of the American University of Kuwait family.

Sincerely,

A handwritten signature in black ink that reads "Tim Sullivan". The signature is written in a cursive, flowing style.

Tim Sullivan
President

THE AMERICAN UNIVERSITY OF KUWAIT BOARD OF TRUSTEES

The Board of Trustees is AUK's governing body. The Board's terms of reference are outlined in the AUK By-Laws. The self-perpetuating and self-governing Board, currently composed of 15 members, regularly meets twice a year on the Salmiya campus in Kuwait.

Shaikha Dana Nasser Sabah Al-Ahmed Al-Sabah

Founder and Chair, Board of Trustees, American University of Kuwait
Chair, United Education Company
Executive Manager, Al-Futooh Investment Company
Board Member, KIPCO Asset Management Company

Mr. Meshal Ali

Co-Founder and Vice Chair, Board of Trustees, American University of Kuwait
CEO, National Offset Company

Mr. Wael Abdul-Ghafoor

Co-Founder, American University of Kuwait
Chair, American School of Kuwait

Mr. Faisal Al-Ayyar

Vice Chairman, Kuwait Projects Company (Holding)

Mr. Jassem Al-Mousa

Vice Chair, Kuwait Financial Center

The Honorable Nabeela Al-Mulla

Honorary Trustee
Ambassador of the State of Kuwait to the Kingdom of Belgium
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Former Chancellor, Alabama, Oregon and New York State
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Mr. Samer Khanachet

Chief Operating Officer, Kuwait Projects Company (Holding)

Member of the Corporation Development Committee and of the Educational Council of MIT

Member of the Advisory Board, Center for Middle Eastern Studies, Harvard University.

Walid E. Moubarak, Ph.D.

Director, Institute of Diplomacy and Conflict Transformation

Lebanese American University (LAU)

Adnan Shihab-Eldin, Ph.D.

Advisor and Member

Kuwait National Nuclear Energy Committee (KNNEC)

Tim Sullivan, Ph.D.

Interim President

American University of Kuwait

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ABOUT THE AMERICAN UNIVERSITY OF KUWAIT

THE UNIVERSITY

The American University of Kuwait (AUK) is an independent, private, equal opportunity, and coeducational liberal arts institution of higher education. The educational, cultural, and administrative structure, methods and standards of AUK are based on the American model of higher learning. The language of instruction is English.

Established by Amiri Decree 139 in 2003, AUK was accredited in 2006 and re-accredited in 2008, by the Private Universities Council, Ministry of Higher Education - State of Kuwait.

AUK offers students a quality education based on an American college model. The faculty, administration, and staff work hard to create a caring environment where every aspect of the student's development gets attention and support. The course of study is designed to prepare students for the contemporary world where critical thinking, communication skills, and life-long learning have become imperative. The Liberal Arts education fulfills students' educational goals and requires rigorous effort in the Major discipline (field of study); it also brings the rewards of a broad general education useful in their future career, whatever field they choose.

The AUK faculty is a highly qualified group of international academics with first-hand experience of the American style of higher education. There are over ninety faculty members, including over 50 undergraduate faculty with PhDs or terminal degrees. With a class size of 10 to a maximum of 32 students, it is easy for students to get to know their professors and classmates.

AUK currently offers thirteen degree programs. In addition, students receive instruction in academic skills, time management, and stress reduction. At AUK students will find opportunities for internships, creative talent development, health and fitness maintenance, and community involvement. Advising is very important in the American-college Liberal Arts model, so students should be sure to seek guidance from the academic advisors and counselors at the Student Success Center and their professors.

MISSION STATEMENT

The American University of Kuwait is a liberal arts institution, based on the American model of higher education. It is dedicated to providing students with knowledge, self-awareness, and personal growth experiences that can enhance critical thinking, effective communication, and respect for diversity. AUK seeks to create leaders and life-long learners who aspire to the highest standards of moral and ethical responsibility in their societies.

VALUES

The values that guide AUK:

- AUK values freedom of thought and expression and emphasizes the need for students to learn to think critically, to develop the art of questioning, to understand cause and effect, to communicate effectively, to write expressively, to learn about the world and to become life-long learners.
- AUK values self-awareness with a moral and ethical responsibility throughout its learning community.

- AUK values the importance of a strong and diverse educational experience and knowledge in varied fields.
- AUK values a multi-cultural and diverse environment and an active campus life.
- AUK values staff commitment to service.
- AUK values the role of faculty in teaching, scholarship, creative expression and service.

UNIVERSITY CULTURE

The American University of Kuwait is committed to creating an enlightened and progressive educational culture in which all students, faculty and staff, regardless of nationality, creed, or position, will co-exist and help create a dynamic and equitable environment. All members of AUK are expected to respect the diverse nature of the AUK community and interact in a manner that is respectful of such, and that supports a commitment to life-long learning and the pursuit of academic excellence in higher education. The University encourages the freedom to engage in academic inquiry, and the fair exchange of ideas, and as such supports open access to and dissemination of information.

The University founders uphold the philosophy that one cannot create a true enlightened academic environment without practicing the very virtues and ideals it hopes to instill in its students. In upholding the highest standards of professional behavior and ethical conduct among its faculty, staff and students, the University hopes to create a community of scholars and students who will benefit from AUK's collegial atmosphere. Through these principles, AUK is prepared to reinvent and improve itself continuously as a community of life-long learners.

UNIVERSITY FACULTY

The faculty of the American University of Kuwait is a group of highly qualified and trained academicians and professionals who are committed to high standards of teaching excellence and proficient in the use of technology in teaching and research. Full-time teaching faculty members have acquired terminal degrees from institutions in the United States and elsewhere in addition to having taught in a variety of international systems of higher education. The AUK faculty is a diverse group of exceptionally talented teachers-scholars, several of whom have been awarded competitive fellowships and grants, such as the Fulbright grant.

AUK AND DARTMOUTH COLLEGE

The American University of Kuwait (AUK) and Dartmouth College in Hanover, New Hampshire (USA), have worked closely together since 2003, when the two institutions signed a Memorandum of Understanding that facilitated a series of advisory, consultative, and cooperative projects. That initial agreement was renewed in June 2008 to extend through 2013. The two institutions share a commitment to excellence in higher learning, and the agreement between them reflects AUK's growing stature as a premier academic institution in the Gulf region and beyond. With its deep and historic commitment to the liberal arts, Dartmouth recognizes the importance of AUK's mission and works to support the University as it develops a superlative education, based on the principles of critical inquiry, mastery of subject material, depth of curriculum, and a vibrant, out of the classroom experience.

Dartmouth and AUK collaborate on numerous programs, and Dartmouth provides a wide range of administrative and academic consulting services to AUK. The two institutions have developed

a flourishing relationship that involves faculty, students, and staff in both locations. Dartmouth experts in engineering, information technology, library sciences, communications, governance, and other areas routinely visit Kuwait while students, faculty, and staff from Kuwait travel to the United States to work with their counterparts at Dartmouth. AUK's commitment to providing a premier learning environment based on the American model resonates with Dartmouth's history and its understanding of the importance of higher learning in a global context. Since the relationship began, the two institutions have steadily deepened and expanded their partnership, creating a dynamic, evolving, and unique cross-cultural collaboration.

CAMPUS ENVIRONMENT

The AUK Campus is located in Salmiya on Salem Al-Mubarak Street in the middle of one of Kuwait's most vibrant neighborhoods.

AUK opened its doors in the Fall of 2004 and conducts its academic activity in new, rehabilitated and refurbished facilities, which will be expanded and developed as needed in the coming years. AUK's Campus has spacious, modern classrooms; computer, science, and language laboratories, an administration building, a state-of-the-art Library, coffee shops, restaurants, shops, and recreation courts; nearby parking available for students, staff, faculty and visitors. Next to the Library and central campus classrooms are a beautifully designed and landscaped central courtyard and garden which serve to provide shade and respite from the day's activities, offering AUK students, faculty and staff a pleasant place to enjoy, relax and study.

Campus life is an integral part of a student's university experience at AUK and helps to bring students, faculty, and staff together as one community. Students are encouraged to participate in Campus events and use the resources available on Campus to further enhance their educational experience at AUK. For example, the Student Success Center provides students with assistance in their academic work, offering faculty and peer tutoring assistance in all subjects.

Campus life contributes to making the time students spend on Campus a continuous and valuable learning experience. Through both classroom learning and extracurricular activities, AUK students learn the critical thinking skills, knowledge, and values needed to succeed effectively in today's modern societies in the region and internationally. Participation in extracurricular activities allows students to learn new skills and discover hidden talents, thus enhancing not only their educational experience, but personal development.

The University has a Student Government Association, a student-run newspaper and student journal, intramural and intercollegiate athletic clubs and organizations, theater, academic organizations and activities in which students can participate.

AUK's location in Salmiya adds an important dimension to Campus life. It is located within walking distance of the country's most renowned restaurants, coffee shops, shopping malls, and movie theaters, as well as the seafont and the Scientific Center of Kuwait.

SEGREGATION

As per law no. 34 of 2000 on the "Establishment of Private Universities: in the State of Kuwait (Article 6), private universities/colleges and branches of foreign universities shall abide by the following:

- 1) Operate its buildings to ensure gender segregation in all departments, disciplines and student activities.

- 2) Observe Islamic values and time-honored traditions in relation to students' costumes and activities.

A SAFE AND SUBSTANCE-FREE CAMPUS

AUK offers 24-hour security service to ensure the safety of its community. The laws of the country prohibit the consumption of alcoholic beverages and the use of drugs. AUK has a zero tolerance policy towards the use of alcohol or any narcotic substance, weapons and dangerous materials brought to Campus or any University sanctioned event, and physical altercations. Any person who is found guilty of alcohol consumption, substance abuse, carrying and/or using weapons or dangerous materials, or participation in a physical altercation is subject to immediate removal from the University.

SMOKING POLICY

Smoking is not permitted in University buildings or vehicles.

ACADEMIC RESOURCES

UNIVERSITY LIBRARY

The mission of the Library at the American University of Kuwait is to support and advance education by facilitating access to scholarly collections and information resources. To achieve this mission, the Library provides access to print and electronic information resources and offers information literacy workshops and lectures to students and faculty. This opens the door for Library users to browse through the spectrum of information resources as they seek to achieve their educational aspirations.

The University Library occupies a beautiful, two-story modern space. It is a state-of-the-art, electronically wired building. The Library houses a collection of books and periodicals in English, Arabic and other languages related to the disciplines (fields of study) and degree programs that the University offers. The Library also has reference books, journals and media materials (DVDs, videotapes, audiotapes, etc.) to support course work. The Library is fully computerized and has online subscriptions to academic and intellectual journals needed for classroom instruction and academic research. Within the Library, there are computer workstations that allow access to the Library's online catalog and electronic databases, as well as the Internet. All Library resources are available to members of the AUK Community and other authorized users with a valid AUK I.D.

As an important resource for learning, teaching and research, the University Library provides academic support for students, faculty and staff to help them identify, locate and use the Library's resources. The Library staff coordinates collection development, cataloging and utilization of print and electronic resources.

In addition to the above, the Library maintains a Reserve section for instructional purposes. Faculty can place course materials on Reserve, which are then available for use for a limited time period within the building.

The University Library is distinguished by its emphasis on the student and the learning experience. As knowledge in all disciplines (fields of study) changes, one of the primary tasks of the Library user is the mastery of information strategies and skills that are transferable across subject areas and practical for a lifetime. The University Library attempts to provide students, faculty and staff with the tools and skills necessary to enhance their learning experiences, to increase their efficiency in retrieving, creating and communicating scholarly information, and to become life-long learners.

- **Online Resources and Databases:**

The library subscribes to 30 bibliographic and full-text databases including Access Science, Columbia International Affairs Online (CIAO), Columbia Gazetteer of the World Online, Encyclopedia Britannica Online, Encyclopedia of Islam Online, Grove Art Online, Grove Music Online, Islamic Studies Online, Oxford, Literature Online & Literature Collection, OED – Oxford English Dictionary, Academic Search Complete, AnthroSource, Business Source Complete, Humanities E-Books, Ingenta, JSTOR, Lexis-Nexis Academic, Library, Information Science & Technology Abstracts, MLA International Bibliography, MLA Directory of Periodicals, Philosopher's Index, Project MUSE, PsycINFO, PsycARTICLES, Regional Business News, SocIndex with Full Text, IEEE, Association for Computing Machinery, the Chronicle of Higher Education, and Artstor. The University has access to approximately 38,500 electronic journals and 1,700 E-books.

- **Print Resources:**

The library print resources include over 15,000 Books, 234 Reserve collection, over 2,900 Reference collection titles, 82 Periodicals, and almost 1,963 Audio-Visual DVDs and CD-ROMs.

- **Information Literacy/Instruction Program (How to Access & Interpret Information)**

Information literacy and instruction programs are designed to familiarize students with Library services and resources. Library instruction, guided tours and in-class orientations are offered at various times throughout the academic year, generally upon the request of a faculty member.

STUDENT SUCCESS CENTER

The Student Success Center (SSC) provides academic, personal and career support to all currently enrolled students. Programs include academic advising, academic support (tutoring, supplemental instruction and success skills workshops), retention, disability services, personal and career counseling. The Director of the Student Success Center serves as the University Student Ombudsman.

Student records with the Student Success Center are independent of all University records. Information is released only with the express written consent of the student unless the situation is considered a dire health and safety risk. It is the Center's professional and ethical responsibility to respect and consider confidential all information including academic records/status, family information, health (mental/physical), and all other issues derived from the student. Parents or any other family member must obtain a signed consent from the student to receive confidential information regarding a student's record from any SSC staff member.

For additional information about the Student Success Center please visit the office on the 5th Floor of the Liberal Arts (B) Building, or contact by phone at **Ext. 242**, or email: **success@auk.edu.kw**.

WRITING CENTER

The Writing Center at the American University of Kuwait promotes an understanding of writing as a way of thinking, learning, and teaching. To serve this mission, the AUK Writing Center aims to:

- Cultivate an environment of collaborative inquiry with students seeking help with a variety of writing and reading needs, concerns, and goals.
- Develop students' understanding of the variety of writing purposes, audiences, genres, and styles.
- Develop students' strategies for critically reading and engaging with a variety of texts.
- Support students' efforts in all stages of their writing processes.

- Provide thoughtful and constructive feedback.
- Support faculty efforts to develop and integrate a variety of writing assignments into their courses.
- Provide resources on writing for the entire University community.

UNIVERSITY LABORATORIES

COMPUTER LABORATORIES

The Information Technology Department (IT) maintains a computer network that serves students, faculty, and staff. The University has 18 instructional computer labs - 16 Windows-based labs and 2 Macintosh labs - as well as an open lab and a PC- equipped Library. The total number of computers that are available to students for research and learning purposes is around 600 PC's.

Several academic software applications such as SPSS, Peachtree for Accounting, 3D Studio Max, Dr. Java, Oracle, Textpath, Adobe CS3, Adobe Premiere, to name a few, are deployed in the computer labs on an as-needed basis.

All computers are connected to the internet. AUK's computer network uses state-of-the-art fiber optic cables and both wired and wireless access points to ensure complete network coverage of the Campus. AUK has internet links from two service providers totaling a bandwidth of 5 Mbps on which internet filtering is applied to ensure that bandwidth is available for academic and administrative usages. An additional sponsored 8 Mbps internet link offers free access to the internet to the whole AUK community via the wireless network.

SCIENCE LABORATORIES

AUK maintains instructional science laboratories in the main scientific disciplines: biology, chemistry, and physics. AUK also maintains instructional laboratories in the discipline of computer engineering. These labs are fully equipped for instructional laboratory exercises. Standards of use are established and rigorously enforced by the faculty and the lab assistants to help ensure safety.

COMMUNITY RESOURCES

THE AMERICAN CORNER

The American Corner, located in the AUK Library, is a program that operates under a Memorandum of Understanding between the American University of Kuwait and the U.S. Embassy in Kuwait. American Corner lectures and discussions cover topics including but not limited to: U.S. politics and foreign policy, civic education, sports, culture and arts, economic development, religion, and journalism.

The American Corner also consists of the American Corner Collection, which includes selected books, periodicals, CD-ROMs and DVDs, videos, and electronic resources about the United States. The Collection is maintained by the staff of the AUK Library, in particular the American Corner Collection Coordinator. In addition, the American University of Kuwait Library maintains Digital Video Conferencing (DVC) capability, which allows AUK faculty and students to interact with experts from the United States and other countries on subjects related to course curricula.

CENTER FOR CONTINUING EDUCATION

The Center for Continuing Education (CCE) offers programs and services which complement those of the College of Arts and Sciences and the Intensive English Program. The Center's target audiences include:

- **Adults who wish to:**
 - advance or change their careers
 - update or upgrade their knowledge, skills and abilities
 - achieve professional credentials or certifications
 - prepare for advanced studies or exams such as the GMAT
 - fulfill continuing professional education requirements
 - pursue personal and professional development interests
 - prepare for life-changing events such as parenthood and retirement

- **Young adults who wish to:**
 - prepare for university studies
 - prepare for exams such as the TOEFL, IELTS, and SAT
 - participate in enrichment programs
 - increase knowledge and confidence in English skills such as conversation, reading, writing etc.
 - pursue personal interests

The Center for Continuing Education offers programs throughout the year. The majority of programs are offered at AUK's Salmiya Campus, but some may be offered at community sites or in specialized off-campus facilities. For more information on CCE, please visit the CCE website http://www.auk.edu.kw/cce/cce_main.jsp

GULF STUDIES CENTER

The Gulf Studies Center (GSC) at the American University of Kuwait seeks to enhance the understanding of the Gulf region and encourage informed scholarship in all academic disciplines. The Center also works to promote dialogue and understanding between Gulf Countries and the West. This is achieved through publications, lecture series, and academic conferences; cooperative programs with other universities and institutions; and the Gulf Studies Certificate Program.

The Gulf Studies Program is designed to allow visiting students or non-degree-seeking students to earn a Gulf Studies Certificate in one semester. Please refer to the "Gulf Studies Program" section of the Catalog for more information. The Gulf Studies Center and the Gulf Studies Program are supervised by distinct Faculty Coordinators.

ARABIAN HERITAGE PROJECT

The Arabian Heritage Project (AHP) is a center dedicated to fostering, documenting, and celebrating the folk cultures of the Arabian Peninsula and related traditions. Through presenting a variety of programs, events, and lectures by spearheading research, preservation, and publications, the Project serves to increase awareness and to educate both the local and international community about the vast cultural perspectives and contributions of Arabia. The Project is concerned with a myriad of customs, including folklore, music, handicrafts, poetry, literature, art, and community rituals. AHP regularly partners with government, local and international organizations and key individuals.

ON-CAMPUS SERVICES

AUK BOOKSTORE

The AUK Bookstore is located on the ground floor of the Administration Building. Students are able to purchase textbooks and educational supplies as well as books for general readership, including fiction and non-fiction, books on current, regional and international affairs in Arabic and English. In addition, the AUK Bookstore has a variety of clothing and gift items, some with the AUK logo as well as a wide selection of magazines ranging from politics and economics to healthcare and entertainment.

BANKING

For the convenience of the AUK community, an ATM machine provided by the National Bank of Kuwait (NBK) is located in the lobby of the Sciences Building.

BUSINESS CENTER

There is a business center on Campus which provides copying, mailing, and related business services.

ELECTRONIC MAIL SERVICE (E-MAIL)

Students, faculty, and staff are provided with an e-mail account. E-mail is the primary means of communication within the University. Important information is often communicated via email to the AUK community.

An AUK e-mail account is a privilege and subject to the computer usage policies of the University. University e-mail accounts are not for private or personal transactions. Abuse of the e-mail account will not be tolerated. Any purposeful activity of creating and/or disseminating computer viruses is a serious violation of the Code of Conduct and may result in suspension or dismissal from AUK.

MyAUK PORTAL

MyAUK is the SCT Luminis Platform IV University portal. MyAUK provides the AUK community with a solid foundation of infrastructure, enterprise applications and features required to support a digital campus. Over the past several years, Luminis has become the predominant portal used by universities running Banner. MyAUK provides a personalized single-sign-in access for students, faculty, and staff to existing services on campus targeting individual groups with information relevant to them.

In addition to Banner integration, features of the portal include channeled content and tabbed layout; publish-and-subscribe channel model; end-user customization; separate channels for e-mail, personal and campus announcements, and a channel for 'My Courses'. Luminis provides other portal channels such as group collaboration tools that can be used by departments, organizations and clubs. Over time, portal features will allow users to create an online environment customized by every member of the Campus community. Luminis also comes with a calendar, SunOne, which will be available to faculty, staff and students. You can access the portal through a link on the AUK Website or directly through the MyAUK URL: <http://myauk.auk.edu.kw>. Using your University username and password, you are all set to access this whole new digital campus experience.

FOOD SERVICES AND COFFEE SHOPS

There are two food service outlets on Campus. Starbucks is located on the ground floor of the Sciences Building and serves standard Starbucks' fare. The Diner is a full service cafeteria and is located on the ground floor of the Liberal Arts Building.

HEALTH CARE SERVICES

AUK maintains a health care clinic operated by the International Clinic of Kuwait. A nurse and receptionist provide first aid, primary medical assistance and minor emergency care for members of the University community at the Center. A primary care physician is always on-call. Emergencies and serious health cases are immediately referred to the nearby clinic or hospital facilities.

PARKING

The University has limited parking facilities for faculty and staff. However, the University has upgraded a public parking lot next to the Campus which is available to students, faculty, and staff. Handicap parking access is available to qualified students through the Student Success Center.

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Payment of Fees and Charges
De-registration
Non-Payment
Tuition Fees Refund
Finance Holds
Payment Options
Summer Term Tuition and Fees

ADMISSION, REGISTRATION GUIDANCE, AND TUITION

ADMISSIONS OVERVIEW

The American University of Kuwait places special emphasis on quality education in liberal arts. Applicants are considered on the basis of their educational qualifications regardless of race, color, gender, religion, age, disabilities, or national origin. Admission to the American University of Kuwait is competitive, based on evidence of potential for successful study, and on available space in the entering Admissions Class. In order to ensure AUK can provide disability accommodations if required, disclosure of accommodation requests should be made at the time of application. Prospective students will be informed if AUK has the resources to accommodate the request.

Each semester, the Office of Admissions will evaluate all qualified applications and extend offers of admission to academically deserving applicants. The following criteria are considered by the Office of Admissions during the admissions decision process: high school courses and grades, English proficiency, standardized test scores, any previous college level coursework and personal essay. Applicants are also encouraged to provide information regarding involvement in extracurricular activities. All applicants must abide by the application deadlines for full consideration.

Applications are accepted from individuals who have completed or are about to complete their secondary education and who have demonstrated academic achievement. The Office of Admissions is responsible for admitting all Undergraduate (First Year and Transfer) and Pre-University Intensive English students to the University. Students have the choice of being enrolled on a full-time basis (minimum of 12 credit hours and maximum of 18 credit hours per semester), or on a part-time basis (less than 12 credit hours per semester). Visiting and Non-degree students are also eligible for admission to the American University of Kuwait.

To learn more about the admissions process and University life, inquiries should be sent to: admissions@auk.edu.kw; or call to speak with an Admissions Counselor at **(+965) 2224-8399** Ext: **206**, or mail us at American University of Kuwait, Office of Admissions, P.O. Box 3323, Safat 13034, Kuwait. Applicants are encouraged to complete the online application which can be found on the AUK website at <http://www.auk.edu.kw>.

ADMISSION PROCESS

ADMISSION APPLICATION TIMELINES

Admission into the incoming class is competitive and limited. As the Office of Admissions will admit applicants on a first come, first serve basis until the incoming admissions class reaches full capacity, applicants are strongly encouraged to submit their admissions application and all required documentation as early as possible. AUK will not accept applications after the published application deadline or after the incoming admissions class has reached full capacity. Please refer to the Office of Admissions page of the AUK website for application deadlines. *The application deadlines are subject to change based upon capacity.*

International Student Admission Deadlines:

The Office of Admissions will accept and review admissions applications from international applicants according to the deadlines posted on the Office of Admissions page of the AUK website. *For more information and updates, please refer to the Office of Admissions or check the AUK website: <http://www.auk.edu.kw>.*

AUK APPLICATION FORM

Prospective students are encouraged to complete the online application which can be found on the AUK website at <http://www.auk.edu.kw>. Admissions Counselors are available to assist with any questions regarding the application process. It is the responsibility of each applicant to ensure that all required information is completed and sent directly to the Office of Admissions. The Application Form must be completed in full and signed by the applicant, guaranteeing that all information provided is complete, truthful and accurate. Submission of inaccurate and/or intentionally misleading information on the admissions application may result in the student's acceptance into AUK being rescinded.

PERSONAL ESSAY

Applicants must submit a typed personal essay written in English with the Application Packet. More information on the topic and format of the essay is provided on the Application Form. Similar to every other portion of the Application Packet, the personal essay is considered confidential, and will only be read by the AUK Admissions Counselor.

APPLICATION FEE

All applicants must submit a non-refundable application-processing fee of **KWD 35** with the Application Packet. Packets received without the fee will not be processed or reviewed. Only fees paid by check or money order made payable to the American University of Kuwait may be enclosed in the Application Packet envelope. If students wish to pay cash, they may do so at the AUK Finance Department and then submit a copy of their cash receipt with the Application Packet. **Government Scholarship students are also required to pay the admissions application fee.**

STEP I: APPLICATION

The complete Application Packet, including all material listed under Admission Requirements, must be submitted to the Office of Admissions by the publicized deadline. The Office of Admissions reviews applications as received. Applicants are encouraged to participate in the early admissions non-binding decision program. Applicants can expect to receive a decision regarding their admission status within 4 weeks of submitting their complete admissions application.

STEP II: CONFIRMATION AND ENROLLMENT DEPOSIT

Once an applicant has received an Offer of Admission from the American University of Kuwait, the applicant is required to confirm his/her intention to attend AUK. To confirm attendance and to reserve a seat in the entering class, the applicant must submit a KWD 100 non-refundable enrollment deposit. The deposit can be paid online or directly to the Finance Department. The deposit will be credited to the applicant's first semester tuition amount.

If the enrollment deposit is not received by the AUK Finance Department, applicants will not be allowed to sit for the Placement, Advisement and Registration program. Not paying the fee is considered to be an indication that the applicant is no longer interested in attending AUK. The applicant may lose his/her seat in the entering class.

STEP III: FINAL TRANSCRIPT(S)

All accepted applicants who choose to attend AUK will be required to submit an official final transcript upon graduation from high school, including any remaining test scores. All applicants must have their final high school transcript certified and stamped by the Kuwait Ministry of Education indicating that the student has met the Ministry's high school equivalency requirement.

If an applicant who is accepted into AUK submits a final transcript that no longer meets AUK's admission requirements or if the applicant cannot provide a final high school transcript certified by the Kuwait Ministry of Education, AUK will rescind the acceptance.

One official and sealed copy of an applicant's high school transcript must be submitted with the Application Packet, which should list the subjects studied, grades earned, and diploma awarded. Unofficial or unsealed copies of transcripts will not be accepted in lieu of official documents. If the transcript is in a language other than Arabic or English, the transcript should be accompanied by a certified English translation.

If an applicant is still in the final year of high school at the time of application, the transcript should include his/her GPA covering the first semester of that year. It is possible to accept applicants provisionally based upon nearly complete documentation. However, students who are provisionally accepted into AUK are still required to submit an official final transcript from their high school. The Office of Admissions reserves the right to adjust the admission status or deny admission to a provisionally accepted applicant if the GPA on the official final high school transcript fails to meet AUK admission standards or does not receive Ministry of Education's equivalency.

If an applicant has already graduated from high school, the transcript must be an official final transcript. Applicants who have completed their high school education in Kuwait must have the transcript certified and stamped by the Kuwait Ministry of Education. International high school applicants are responsible for securing the high school equivalency certification through the Kuwait Ministry of Education. Kuwait Ministry of Education certified transcripts are never considered expired by AUK. International students graduating from high schools outside of Kuwait must submit their final official transcripts and admissions application by the International Student Application deadline.

UNIVERSITY/COLLEGE TRANSCRIPT

Applicants who have attended another college or university are required to provide official transcripts from all institutions attended. This is a requirement regardless of academic standing, grade point average or whether transfer credit is being requested. *See below for university/college transfer information.*

Applicants with incomplete files will have an admission hold placed during the first term of enrollment. The hold will prevent the student from registering for the subsequent term until all admission documentation has been received.

ADMISSION CATEGORIES

Students accepted at The American University of Kuwait are classified into categories based upon their goals and educational backgrounds.

NEW FIRST –TIME COLLEGE STUDENTS

Undergraduate First-Year Students have never attended a college or university before acceptance at AUK or have earned less than 24 semester college or university credit hours. First year students meet the high school equivalency requirements and may have met the English proficiency requirement.

TRANSFER STUDENTS

Transfer Students are students who have previously attended another college or university and wish to continue their education at AUK. Transfer students must provide an official transcript from all previously attended colleges or universities. Regardless of whether students are seeking credit, all

previously attended institutions must be disclosed. Transfer students may be required to register in the Intensive English Program if the English proficiency requirement for admission purposes is not met.

PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM STUDENTS

Intensive English Program students meet all AUK admission requirements except the English requirement for admission purposes. Students who do not have the requisite TOEFL or IELTS score or are unable to demonstrate English proficiency for admission purposes through approved transfer credit will be classified as Intensive English Program students.

NON-DEGREE STATUS STUDENTS

The American University of Kuwait may offer non-degree admission to individuals who wish to enroll in undergraduate credit courses but are not pursuing an undergraduate degree program. Non-degree students may attempt up to 12 credit hours.

Credits earned in courses with a grade of “C” or better at the American University of Kuwait in non-degree status may be transferred and applied to a degree program in the College of Arts and Sciences if the student is subsequently admitted into an undergraduate degree program. Students seeking to change status to degree-seeking must meet all admission requirements and have a minimum cumulative 2.00 GPA in the non-degree status. Students are still required to meet English proficiency requirements for admissions purposes.

Academic Standards for Non-Degree Students

Non-degree status students are held to the same academic and AUK Student Code of Conduct standards as degree-seeking students. Students with less than a 2.00 GPA are subject to academic standards of progress limitations. Non-degree students are also subject to pre- and co-requisite requirements as defined in the catalog.

Transferring from Non-Degree Status to Degree-Seeking Status

To apply for degree-seeking status, a non-degree student must meet all AUK undergraduate admission requirements for the semester of intended admission and must submit all appropriate application materials and supporting documents to the Office of Admissions. Students may apply a maximum of 12 credit hours earned in courses passed with a grade of “C” or higher taken in non-degree status at AUK toward a degree program. Students are still required to meet English proficiency requirements for admissions purposes.

VISITING STUDENTS

Visiting students who plan to earn a degree from another institution and wish to take courses at the American University of Kuwait in the Fall, Spring and/or Summer semesters will be evaluated on a case-by-case basis. Students may visit for up to a maximum of one academic year or attempt up to a total of 30 semester hours. Special programs allow for students to visit up to two consecutive academic semesters. Visiting students must complete an Application Packet and meet the English proficiency requirement. In addition, students are to present documentation from their home institutions to the Office of Admissions certifying that they are currently enrolled at another institution, are academically eligible to return to their home institution and/or on a leave of absence, and are eligible to take courses at the American University of Kuwait. Visiting students should check with the Office of Admissions regarding registering for classes and tuition payment deadlines.

SECOND BACHELOR’S DEGREE STUDENTS

General Requirements

Students already possessing a Bachelor’s degree may earn a second, distinct Bachelor’s degree

in any of the following four degree programs at AUK: Bachelor of Arts, Bachelor of Business Administration, Bachelor of Engineering, or Bachelor of Science. Minimum requirements for completing a second Bachelor's degree include:

- 1) Earning a minimum of 30 credits beyond the first degree in *residence* at AUK.
- 2) Meeting major requirements for the second Bachelor's degree as specified by the relevant Division and Program (refer to individual Division and Program sections in this Catalog for specific major requirements).
- 3) Once accepted to the second Bachelor's degree program, students may not complete courses at another institution and transfer credit back to AUK.

To be eligible for Latin Honors at graduation, a second Bachelor's degree student must have completed a minimum of 60 credits of undergraduate work in the *second degree*.

Current AUK students and AUK alumni

Current AUK students and AUK alumni are assumed to have met all general education requirements and free electives through their first AUK Bachelor's degree. They are not subject to any further requirements beyond the general requirements listed above.

Non-AUK students

Students who earned their first Bachelor's degree at another institution must meet all AUK general education requirements. AUK will evaluate coursework from the first Bachelor's degree for possible transfer to the second Bachelor's degree program at AUK. No more than 90 credits may be transferred. Any general education requirements not satisfied by transfer credits must be taken in residence at AUK. Students may apply to pursue a second Bachelor's degree at AUK, subject to the following conditions:

- 1) Applicants must have earned their first Bachelor's degree from an institution approved by the Kuwait Ministry of Higher Education.
- 2) Applicants who earned their first Bachelor's degree from an institution whose language of instruction is not English must meet English proficiency requirements for Admissions purposes (see below for English proficiency requirements).

DEFERRED ADMISSION

Accepted students may defer admission to the American University of Kuwait for up to one academic year. Students who decide to defer admission to a future semester must notify the Office of Admissions in writing of this decision prior to the first day of classes of the admission semester. Deferred students wishing to matriculate within the initial deferral year must notify AUK of their intent by providing a deferral letter as well as updated transcripts in accordance with published admission deadlines.

ADMISSION REQUIREMENTS

ENGLISH PROFICIENCY

As instruction at the American University of Kuwait is in English, evidence of English proficiency is required of all undergraduate applicants for admission purposes. All applicants are required to demonstrate English proficiency with the exception of applicants who have completed high school (must have attended at least two years) in a country in which English is the native language.

Undergraduate applicants may satisfy the English proficiency requirement if they have fulfilled one of the following:

- 1) TOEFL score of 68 on internet based exam, 190 on computer based exam or 520 on paper based exam (valid for two years).
- 2) Critical Reading score of 450 or above on the SAT I.
- 3) IELTS (Academic) score of Band 5.5 or higher.
- 4) Successful completion of Pre-University Intensive English Program at the American University of Kuwait.
- 5) Completion of the AUK Language Placement Test with minimum score for the Undergraduate level.
- 6) Transfer students with more than 24 earned transferrable semester hours from a Ministry of Higher Education approved college or university where the language of instruction is English.

Applicants who do not qualify for admission to the undergraduate program due to lack of English proficiency will be considered for admission to the Pre-University Intensive English Program.

To have an official TOEFL score report sent to the Office of Admissions, AUK's official Designated Institution (DI) Code (84444) must be included in the appropriate place on the TOEFL exam paper. Official scores take anywhere between four to six weeks to reach AUK from the Educational Testing Services (ETS).

UNDERGRADUATE APPLICATION REQUIREMENTS - FIRST YEAR UNIVERSITY STUDENTS

Undergraduate applicants who have never attended another university or college are required to submit the following:

- 1) Complete Application Form with a non-refundable application fee.
- 2) Official high school transcripts complete up to the time of application. See below for Admission Grade Point Average requirements.
- 3) High School Equivalency certified by the Kuwait Ministry of Education.
- 4) Results of the TOEFL or IELTS or verification of English proficiency.
- 5) Official scores from any accelerated programs, such as International Baccalaureate (IB) or Advanced Placement (AP).
- 6) Typed Personal essay composed by the applicant.

UNDERGRADUATE APPLICATION REQUIREMENTS - TRANSFERRING STUDENTS

Undergraduate applicants who graduated from high school, attended another college-level institution, and attempted one or more courses irrespective of credit earned are required to submit the following:

- 1) Complete Application Form with a non-refundable application fee.
- 2) Official transcript(s) of college-level courses attempted for each college/university attended. If courses are in progress at the time of application, a final and official college/university transcript must be sent to the Office of Admissions upon completion. Candidates are required to disclose all institutions at the time of application. Transfer institutions must be on the approved list from the Kuwait Ministry of Higher Education.
- 3) Official final high school transcript certified by the Kuwait Ministry of Education.
- 4) High School Equivalency certified by the Kuwait Ministry of Education.
- 5) Typed Personal Essay composed by the applicant.

- 6) Applicant must meet the English proficiency requirement for admission purposes.
- 7) Applicant must submit course descriptions and syllabi for courses s/he wishes to be evaluated for transfer to AUK.

Students Transferring with at Least 24 Attempted Semester Credit Hours:

Students seeking to transfer to AUK who have attempted at least 24 semester credit hours from colleges or universities approved by the Ministry of Higher Education must satisfy the following minimum requirements:

- 1) Must have a minimum cumulative transfer GPA of 2.00 from all prior institutions.
- 2) Courses taken at institutions approved by the Kuwait Ministry of Higher Education with a grade of “C” or above may be considered for transfer evaluation. Students who have completed English language courses at institutions where the primary language of instruction is not English must have earned a grade of “B” or above for the equivalent of the following AUK English courses: ENGL 101, 102, 108, 305. A maximum of 60 credit hours of transfer credit may be awarded to students admitted under Transfer admission. “C-” or lower grades are not eligible for transfer.
- 3) Must meet the AUK English proficiency requirement.
- 4) Students are required to submit an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.

Applicants must meet English proficiency for admission purposes. The awarding of English 101 credit is based upon the student meeting English proficiency for admission purposes and the evaluation of the credit earned. Students may be required to take the English Placement exam regardless of whether they have taken college level English at a previous institution.

Students transferring with 2-Year Diplomas:

Students who have completed a 2-year Diploma from an institution approved by the Kuwait Ministry of Higher Education and who seek Undergraduate admission to AUK must satisfy the following minimum requirements:

- 1) Must present a high school equivalency certified by the Kuwait Ministry of Education.
- 2) Have a minimum GPA of 2.00 from an institution approved by the Kuwait Ministry of Higher Education.
- 3) Courses taken at the approved institution with a grade of “C” or above may be considered for transfer evaluation. “C-” grades are not eligible for transfer. Students who have completed English language courses at institutions where the primary language of instruction is not English must have earned a grade of “B” or above for the equivalent of the following AUK English courses: ENGL 101, 102, 108, 305. A maximum of 60 credit hours of transfer credit may be awarded.*
- 4) Applicants are required to submit an official translation of courses to the American equivalent if the transfer institution is not based on the American model of higher education.
- 5) Applicants must meet the minimum English proficiency requirement.

* Not all transfer credit may equate to AUK credit.

Not all evaluated credit may apply to the chosen degree program requirements.

TRANSFER OF CREDITS

The undergraduate admission decision for transfer students is based upon cumulative transfer GPA (minimum 2.00) and earned credit from all prior undergraduate coursework. All coursework taken prior to the semester of admission to AUK must be evaluated for possible transfer credit as part of the admission process. Requests for evaluation and articulation of credit earned will not be considered if courses were not disclosed at the time of application to AUK.

Transfer applicants must submit an official transcript from each institution where courses were attempted along with course descriptions and syllabi. Attendance at all institutions must be reported, regardless of whether credit was earned or whether transfer credit is desired. Failure to report all previous academic work will be considered sufficient cause for rejection of an application or for rescindment of applicant's acceptance to AUK. Transcripts received after the applicant has been admitted will not be considered for evaluation.

Applicants must submit course descriptions and course syllabi for all courses s/he wishes to be evaluated for transfer to the American University of Kuwait. Failure to provide these documents may result in the rejection of applicants' requests for transfer credit evaluation.

Transfer of credits may only be considered if the institution where prior coursework was earned is accredited by the Kuwait Ministry of Higher Education. A listing of institutions accredited by the Kuwait Ministry of Higher Education can be found on their website at:

<http://www.mohe.edu.kw>.

The Office of the Registrar evaluates official documents showing previous college-level work completed, including Advanced Placement (AP), A-Level (IGCSE), and International Baccalaureate (IB) exams. AUK academic divisions determine how and if credit will apply toward degree programs.

Grades and quality points earned in courses accepted for transfer will not be included in the GPA earned at the American University of Kuwait; however, articulated credits at the 100-level and above will be applied toward the number of credit hours required for graduation.

A maximum of 60 credit hours from two-year and four-year institutions of higher education approved by the Ministry of Higher Education with a grade of "C" or above may be considered for transfer evaluation. Academic departments determine the credit hours that apply towards a specific degree program. Credit earned from AP, IB and A-Level (IGCSE) exams will also count towards the 60 transfer credit maximum. "C-" or lower grades are not eligible for transfer credit. Please refer to the chart on **page 61** for the standard conversion of percentage averages to letter grades.

Conversion of Quarter Hours to Semester Hours:

A quarter hour is worth only .67 of a semester hour. To convert quarter hours to semester hours, divide by 1.5 and vice versa. For example, 5 quarter hours earned is equal to 3.3 semester hours.

ADMISSION GRADE POINT AVERAGE REQUIREMENTS

The following is a list of common high school systems and the corresponding minimum high school GPA or equivalent requirements for admission to AUK. All applicants must provide official transcripts for all years in secondary school along with any final test scores. All applicants seeking admission to AUK must submit a high school equivalency certified by the Kuwait Ministry of Education.

First Year Admission:

All First Year students seeking admission to AUK must satisfy the following minimum high school GPA requirements in addition to the above:

HIGH SCHOOL SYSTEM	EQUIVALENCY	MINIMUM REQUIREMENT
Government System (Percentage)	Not- Required	60%
Government System (Modular)	Not- Required	2.00
American System	Required	2.00
Arabic Private	Required	60% or equivalent 2.00
Bilingual System	Required	2.00
British System	Required	6 IGCSE with minimum of “D” [1]
French Baccalaureate or equivalent	Required	Completion of Baccalaureate required with minimum average score of 10 or 60% cumulative average
Indian System	Required	Completion with a minimum cumulative average of 60% or equivalent for either: <i>Higher Secondary School Certificate;</i> <i>Intermediate Examination Certificate;</i> <i>Higher Secondary School Certificate;</i>
International Baccalaureate	Required	Completion of Baccalaureate with 6 subjects (at least 3 at the higher level) and a minimum score of 24
Iranian System	Required	Completion of degree required with minimum average score of 12 or 60% cumulative average
Pakistani System	Required	Higher Secondary School Certificate (Part II) required with a minimum average of 40 or 2.00 GPA equivalent

[1] Ministry of Education Arabic and Religious Studies may each substitute for an IGCSE.

High School systems not covered above will be reviewed on a case-by-case basis and will require at least a passing grade as well as Kuwait Ministry of Education equivalency.

ADDITIONAL INFORMATION FOR APPLICANTS

OPTIONAL EXAMINATIONS

SAT II: Subject Tests:

AUK does not require the SAT I Reasoning Test or any SAT II: Subject Tests for admission. However, applicants who have taken any of these tests are encouraged to submit these scores along with their Application Packet. High scores will help determine an applicant’s chance for success at AUK, and will add favorably to his/her overall application material.

AUK will not automatically award course waivers or course credits for any SAT II: Subject Tests. Scores will be used for admission and placement purposes only.

Scores should be no more than two years old at the date of application. The official score report must be sent to AUK directly by ETS. In order to have an official score report sent to AUK by ETS, AUK's official Distinguished Institution (DI) Code (4185) must be included in the appropriate place on the SAT II exam paper.

Advanced Placement (AP):

General Guidelines:

AP courses accepted by AUK are recorded as transfer credits (TR) on students' transcripts, and count towards the total credit hours required for graduation. These transfer credits will not be assigned grades, and therefore will not be factored into students' grade point average (GPA) calculations. Students cannot receive AP credit for an equivalent course taken at AUK or another university, and AP credit may be removed from a student's record if subsequent AUK coursework duplicates AP credit course content. Students may earn up to 30 transfer credits at AUK based on qualifying AP exam scores.

It is the responsibility of students seeking AP credit to provide the Registrar's Office with copies of their official AP score results. In cases where the AP exam has not previously been evaluated by AUK, students must also provide syllabi and other supporting documents pertaining to the AP subject matter so AUK faculty can complete an accurate transfer credit evaluation.

Three credit courses:

Transfer credits are typically granted for 3 credit courses in the area of General Education. Some major and minor programs will grant credit for certain AP exams. Specific exams, when a score of 4 or 5 is earned, are eligible for a total of six AUK credits (two courses of 3 credits each). These exams are: Studio Art, Art History, English Literature, French Language, and Spanish Language.

Four credit courses:

Four credits may be granted for Biology, Chemistry, and Physics (laboratory courses). For certain science laboratory exams where the score of 4 or 5 is earned, AUK will grant a total of eight AUK credits (two courses of 4 credits each).

Language Exams:

Credit will not be awarded to students who have passed AP language exams in their native languages.

Advanced Placement Exams and AUK Course Equivalencies and/or Placement:

- All AUK courses are 3 credits unless otherwise specified.
- Transfer eligibility for exams not listed below will be determined on a case-by-case basis by the relevant AUK Division.

AP EXAM TITLE	WITH AN AP SCORE OF 3 THE AUK COURSE/ PLACEMENT IS	WITH AN AP SCORE OF 4 OR 5 THE AUK COURSE/ PLACEMENT IS	COMMENTS
Art: Studio Art History	ART121 ART 101	ART121 & ART115 (total 6 credits); ART 101 & ART 215 (total 6 credits)	
Biology	BIOL101 & BIOL102 (8 credits)		
Calculus AB BC	MATH201 MATH201 & MATH203 (6 credits)		
Chemistry	CHEM101 (4 Credits)		
Computer Science A	CSIS120 (4 credits)		
Economics: Micro Macro	ECON 200 ECON 201		Core courses for the BBA programs
English Language	Exemption from placement test; exemption from ENGL099	Exemption from placement test; exemption from ENGL099; award of ENGL101 (3 credits)	<i>Credits for ENGL099 will not count towards graduation.</i>
English Literature	ENGL 2XX	ENGL 2XX and ENGL 2XX (total 6 credits)	These courses can count for the ENGL core courses 201, 203, 211, or 212, depending on which authors the student studied in their AP exam. Students who score 4 or 5 on the AP English Literature exam should provide a detailed AP course syllabus listing texts studied so the English Program may determine which of the four English Core courses, if any, the student should be granted credit.
Environmental Science	BIOL-105 (3 credits) & NSCI-1xx (1 credits)		
Government & Politics: U.S Comparative	PLSC203		

History: European United States World		INST205 AMST121 HIST1XX	
Language: English Spanish	FRNC101 SPAN101	FRNC 101 & FRNC 102 (total of 6 credits); SPAN 101 & SPAN102 (total of 6 credits)	<i>Credit not granted to native speakers of either language.</i>
Music: Music Theory	MUSC 220		
Physics B C Mechanics C Electricity & Magnetism	PHYS101 (4 credits) PHYS115 (4 credits) PHYS116 (4 credits)		
Psychology	PSYC101		
Statistics	STAT201		

A-Level (IGCSE):

AUK awards college credit for students earning A Level subjects above a minimum of 8 different IGCSE subjects with a minimum grade of “C” for each subject. Only subjects classified as academic (including arts and creativity group subjects) will be considered for corresponding AUK courses. Contact the Admissions Counselor for further information.

International Baccalaureate (IB):General guidelines:

IB courses accepted by AUK are recorded as transfer credits (TR) on students’ transcripts, and count towards the 120 total credit hours required for graduation. These transfer credits will not be assigned grades, and therefore will not be factored into the students’ grade point average (GPA) calculations. Students cannot receive IB credit for an equivalent course taken at AUK or another university, and IB credit may be removed from a student’s record if subsequent AUK coursework duplicates IB credit course content.

It is the responsibility of students seeking IB transfer credit at AUK to provide the Registrar’s Office with official copies of their IB diploma and/or certificate transcripts. Students must also provide course descriptions for each of the IB courses they wish to have transferred to AUK. Additionally, it is students’ responsibility to provide laboratory notebooks and reports when seeking laboratory credits.

Diploma-holders:

Students who have earned IB Diplomas, with a total score of 24 or higher, may earn up to 30 transfer credits at the American University of Kuwait.

Of the 30 possible transfer credits, 29 may be granted for specific AUK course equivalencies, based on student scores in individual subject area exams. The remaining 1 credit will be awarded if the student has completed successfully the Theory of Knowledge (TOK) component of the IB Diploma (score of A, B, or C), and will be awarded as 1 credit of “HUM 1XX.”

Individual subject area exam scores for diploma-holders will be awarded AUK transfer credits as follows:

EXAM TYPE	SCORE RANGE	MAXIMUM AUK CREDITS
Higher level (HL) exams	4-7	<u>Non-lab course:</u> 6 credits (2 x 3 credit course); <u>Lab course:</u> 8 credits (2 x 4 credit lab courses)
Standard level (SL) exams	5-7	<u>Non-lab course:</u> 3 credits <u>Lab course:</u> 4 credits
Theory of Knowledge	A-C	1 credit, "HUM 1XX"

Certificate-holders:

Certificate credits will be awarded to students who either 1) did not earn the IB diploma but earned scores of 5-7 on individual higher level (HL) exams or 2) took additional HL subject exams beyond the mandatory 6 diploma subjects and earned a score of 5-7.

Individual subject area exam scores for certificate-holders will be awarded AUK transfer credits as follows:

EXAM TYPE	SCORE RANGE	MAXIMUM AUK CREDITS
Higher level (HL) exams	5-7	<u>Non-lab course:</u> 6 credits (2 x 3 credit course); <u>Lab course:</u> 8 credits (2 x 4 credit lab courses)

International Baccalaureate Exams and AUK Credit Equivalencies:

All IB exams will be evaluated for AUK course equivalency by the appropriate Division(s).

Subject Groups	IB Exam Title	IB Diploma Program		IB Certificate	
		Standard Level (SL) Exam with score of 5-7	Higher Level (HL) Exam with score of 4-7	Standard Level (SL) Exam not accepted as certificate	Higher Level (HL) Exam with score of 5-7
GROUP 1: Language A1	45 Languages Available	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
GROUP 2: Second Language	Language ab initio	One 3 credit course	Not offered in IB curriculum	Not accepted	Not offered in IB curriculum
	Language B	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Language A2	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
GROUP 3: Individuals & Societies	Business & Management	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Economics	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Geography	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	History	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Information Technology in a Global Society	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Islamic History	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Philosophy	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Psychology	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)

	Social & Cultural Anthropology	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
GROUP 4: Experimental Sciences	Biology	One 4 credit course if lab included; one 3 credit course if no lab	Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab	Not accepted	Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab
	Chemistry	One 4 credit course if lab included; one 3 credit course if no lab	Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab	Not accepted	Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab
	Design Technology	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Physics	One 4 credit course if lab included; one 3 credit course if no lab	Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab	Not accepted	Two 4 credit courses (8 credits total) if lab included; two 3 credit courses (6 credits total) if no lab
GROUP 5: Mathematics & Computer Science	Mathematical Studies	One 3 credit course	Not offered in IB curriculum	Not accepted	Not offered in IB curriculum
	Mathematical Methods	One 3 credit course	Not offered in IB curriculum	Not accepted	Not offered in IB curriculum
	Mathematics	Not offered in IB curriculum	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Further Mathematics	One 3 credit course	Not offered in IB curriculum	Not accepted	Not offered in IB curriculum

GROUP 6: The Arts	Film	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Music	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Theater	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
	Visual Arts	One 3 credit course	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)
Trans-disciplinary Subjects	Environmental Systems & Societies	Not offered in IB curriculum	Two 3 credit courses (6 credits total)	Not accepted	Two 3 credit courses (6 credits total)

MEDICAL/HEALTH DISCLOSURE

AUK is committed to providing equality of opportunity and meaningful access for all qualified students. AUK does not discriminate in its admissions, programs or services on the basis of disability and/or medical conditions. In an effort to determine the necessity and availability of required accommodations, individuals are strongly encouraged to disclose pertinent information of any learning disability, physical limitation, or medical condition. AUK will make every effort to provide reasonable accommodations to each student based upon his/her documented condition, individual needs, and University policy.

Reasonable accommodations support students in their efforts to meet the academic rigors of college life, such as organizing and manipulating information, reproducing and applying what has been learned and meeting course objectives. Such accommodations may include the use of audio equipment, tutor support, extended time on exams, assistance with note-taking, and the use of readers and scribes when appropriate. Students with limited mobility may receive special parking assistance and adaptive chairs and desks. Requests for accommodations are managed on a case-by-case basis by the Student Success Center. Medical and health information is treated confidentially; however, it may be necessary to disclose limited information to faculty and/or staff in order to facilitate accommodations or special arrangements. The medical/health disclosure form is provided to every admitted student and can also be found in the student self-service portal.

READMISSION AND REINSTATEMENT

Any student at the American University of Kuwait who voluntarily withdraws or is dismissed for academic deficiency must apply for readmission in order to re-enroll. All students who have attempted course work at other colleges or universities must have their transcripts sent to the Office of Admissions. Transfer students must meet GPA requirements and all admission requirements and deadlines. In making readmission or reinstatement decisions the following guidelines will be used:

- 1) Students who voluntarily withdraw from the American University of Kuwait in good academic standing and are seeking readmission must meet all admissions requirement as per the catalog at the time of re-entry.
- 2) Students who have been dismissed from the American University of Kuwait for academic deficiency will be considered for reinstatement following the prescribed suspension period. Reinstated students may return to AUK with specific conditions. If the reinstated student

has not increased his/her cumulative AUK GPA to a minimum of 2.00 by the end of the first semester of readmission, the student will be 2nd dismissed without an appeal option.

- 3) Students who voluntarily leave the American University of Kuwait while on academic probation may be reinstated, but must meet the academic standards listed on **page 67**.

Readmitted and reinstated students must follow the same admission timelines required of all other applicants, unless written permission to study at another collegiate institution was secured in advance. Students who have been granted an official leave of absence may resume their studies without applying for readmission if within one academic year of last enrolled semester.

AUK ACADEMIC SCHOLARSHIPS

AUK awards a limited number of merit-based academic scholarships. Students who are awarded a scholarship must maintain a 3.50 GPA or better and complete at least 75% of courses attempted in order to retain their scholarship. Scholarship applications will be evaluated on various academic measures, including but not limited to, high school and/or university GPA, TOEFL scores, and class rank.

AUK SCHOLARSHIP APPLICATION PROCESS

The following documents must be submitted before the Scholarship Application is considered complete:

- 1) Complete Admissions Application
- 2) Complete Scholarship Application

Scholarship Application Deadline:

To be eligible for consideration for an academic scholarship, completed scholarship applications must be submitted to the Office of Admissions a month prior to the beginning of the Fall Academic Year.

Complete applications will be reviewed by AUK's Scholarship Committee. All applicants will be informed of their status two weeks prior to the start of the Academic Year. For more information, please contact the Office of Admissions.

OTHER/EXTERNAL SCHOLARSHIPS

AUK Students on Scholarship from agencies other than AUK are requested to contact the Scholarship Coordinator at the Office of the Registrar prior to any change in enrollment status. It is the responsibility of the student to understand and apply all rules and regulations pertaining to their scholarship. Government scholarship students are not allowed to change their major at AUK before receiving prior approval from PUC.

REGISTRATION GUIDANCE

PLACEMENT, ADVISING AND REGISTRATION (PAR)

Prior to the start of the Fall, Spring and Summer semesters, the University conducts a mandatory Placement, Advising and Registration (PAR) program for all incoming undergraduate students. PAR includes placement testing (English, Math, and Arabic) for undergraduate courses, academic advisement, and registration. **PAR is required for all first time AUK students.**

PLACEMENT TESTING

AUK wants all students to be successful in accomplishing their educational goals. Therefore, it is important to evaluate the admittee's level of preparation in English, Math, and Arabic as part of the registration process. All new undergraduate students admitted into AUK are required to take the ACCUPLACER exam for assessment in English and Math as well as an Arabic exam as part of the registration process. Students whose placement scores do not meet the required college level scores for registration in College English or Math will be required to remediate. Students will be placed in courses known as college preparatory courses, which are designed to provide the skills to enhance chances of success in collegiate level courses. College preparatory courses are required but will not be used for credit towards completion of the bachelor's degree. Transfer students who have articulated college English or Math may be exempt from the Placement exam for that subject. All students sit for an Arabic Placement exam to determine the appropriate Arabic language course to meet general education requirements.

Students placing into remedial courses are required to complete those courses during the first term of enrollment.

ADVISEMENT

All incoming and non-declared students receive academic advising through the Student Success Center. For first time admits to AUK, the student educational plan is based upon placement results and intended major area of interest. To help facilitate the advisement process, students are encouraged to become familiar with the catalog and requirements for degree completion. The academic or peer advisor will assist the student in the identification and selection of courses to meet general degree requirements. Once the courses are identified in the advisement session, the student is then eligible to begin registration.

REGISTRATION

The registration process at AUK occurs online through Self-Service. Students are trained on the use of Self-Service during the PAR program. Through Self-Service students will be able to search for classes and develop a schedule that meets their academic goals. Registration in absentia or through a proxy is not permitted. Students are expected to make sure that all documents required for completing the admission file are submitted to the Office of Admissions before the term begins. Students with incomplete files will not be allowed to register for subsequent terms.

STUDENT TUITION FEES AND CHARGES 2010 - 2011

The following student tuition fees and other charges are scheduled for the 2010-2011 academic year. Fees and tuition are subject to change without notice by the Board of Trustees. Updated fee information, and payment deadlines and procedures are available on the AUK website at: <http://www.auk.edu.kw>.

STUDENT FEES AND CHARGES

STUDENT FEES and CHARGES	KWD	
TUITION FEES (1)		
Undergraduate Degree Program (2)	175	Per credit hour
Intensive English Program	1,635	Per semester
Application (3)	35	Non-refundable
Enrollment Deposit	100	Non-refundable, but adjusted with tuition fees
OTHER FEES and CHARGES (4)		
Special Course and Activity (5)	as determined	Per course/activity
Library (6)	15	Per semester
Technology (6)	50	Per semester
Student Activity (6)	50	Per semester
Graduation	50	Per graduate
Diploma Re-Issuance Fee	10	Per diploma
Deferred Payment Service Charge	10	Per installment
Late Payment (7)	25	Per payment

NOTES:

- 1) Tuition fees are 90% refundable before the last day of the first week of classes, 50% refundable before the last day of the second week of classes, and non-refundable thereafter (except in extenuating circumstances).
- 2) Tuition fees for courses in the Undergraduate Degree Program are applicable to all students.
- 3) The application fee is charged for processing a candidate's application and must be included with the Application Packet or paid in the AUK Finance Department.
- 4) Other fees and charges are non-refundable.
- 5) A Special Course and Activity fee may be charged for courses and activities with extraordinary costs as determined by the Executive Director of Finance and Administration.
- 6) Library, Technology, and Student Activity fees are reduced by 50% for Summer semester.
- 7) Students will be charged the amount of KWD 25 when paying any of the monthly installments 15 days after the due date (end of each of month).
- 8) Fees and charges for Continuing Education courses, programs, and activities are determined on a course/program/activity basis.
- 9) Library fines are determined and administered by the Director of Library.
- 10) Students are responsible for the cost of their textbooks and other course materials and supplies.
- 11) Siblings attending AUK may be eligible for a tuition fee discount – contact the AUK Finance Department for further information.

Fees and charges are payable in the AUK Finance Department located on the first floor of the Administration Building, or online through the payment gateway in Banner Self-Service.

ENROLLMENT DEPOSIT

Once an application has been accepted and the applicant has received an Offer of Admission from AUK, the applicant is required to confirm his/her enrollment in AUK by submitting a KWD 100 non-refundable Enrollment Deposit to the Finance Department. The deposit will be credited to the student's outstanding tuition balance.

If the AUK Finance Department does not receive the Enrollment Deposit, it is considered that the applicant will not be attending AUK, and s/he cannot register for courses.

LEGAL OBLIGATION

By registering for AUK courses, a student becomes financially bound and obligated to pay all associated tuition and fees, including any non-refundable fees.

PAYMENT OF FEES AND CHARGES

Before classes begin, students are expected to settle accounts or to have made satisfactory arrangements for payment of their fees and charges. Fees and charges are payable online through the payment gateway in Self-Service or in the AUK Finance Department.

The Finance Department accepts the following methods of payments:

- 1) On-line payment through the payment gateway of Self-Service
- 2) In person at the Finance Department

Means of payment at the Finance Department:

- Cashier's Checks
- Debit Cards
- Credit Cards
- Cash

Students should retain a copy of receipt of payment for their records.

DE-REGISTRATION

All registered students who have not paid their tuition fees or made financial arrangements with the Finance Department will be automatically dropped from their courses at the close of business on the day that tuition and fees are due. The University is not responsible for the re-registration of students dropped for non-payment.

NON-PAYMENT

AUK reserves the right to recover the total amount due, including any additional costs incurred as a result of a collection process or legal action, and, if necessary, to forward financial obligations owed to AUK to a collection agency and/or to initiate legal proceedings.

TUITION FEES REFUND

Students may apply for a refund of tuition as follows:

- 1) Dropping courses per the provision outlined in the University Catalog,
- 2) Withdrawal from AUK per the provision outlined in the University Catalog, or
- 3) Due to "extenuating circumstances." [2]

Students petitioning for a refund based on extenuating circumstances must:

- 1) Withdraw from courses by completing a Withdrawal (from AUK) Form and submitting it to the Office of the Registrar.
- 2) Provide a letter of request and verifiable written documentation supporting the request to the Director of Finance.

Petitioning for a refund does not guarantee that a refund will be awarded. Students will receive refunds in Cash or Check in their names.

FINANCE HOLDS

The AUK Finance Department will place a “hold” on students who fail to meet their financial obligations, including on-time payment of their respective payment plan. A “hold” prevents students from, among other things, collecting their AUK transcripts and registering for future classes.

PAYMENT OPTIONS

Students may elect to finance their tuition and fee payment in two ways:

1) Full Payment

All tuition and fees are paid by the payment deadline. This means that students pay in full the tuition and fees upon completion of their registration. For example; if a student registers for 15 credit hours (each credit hour is KWD 175), s/he pays KWD 2,625, plus KWD 115 for other fees (Library Fee, Student Activities Fee and Technology Fee) for a total of KWD 2,740. For students who have paid an enrollment deposit, the total is KWD 2,640.

2) Deferred Payment Scheme

Should students decide to participate in the Deferred Payment Scheme, they pay 50% of their tuition and fees upon completion of their registration (inclusive of the enrollment deposit for newly admitted students). The remaining 50% is paid over a 3-month period, with each payment made on or before the 30th of each month following the month of registration. A University service charge of KWD 10 is added to each installment.

SUMMER TERM TUITION AND FEES

Summer Term tuition and fees are due by the payment deadline. Library, Technology, and Student Activity fees are reduced by 50% for the Summer term. Students should consult the AUK website for fee deadlines.

[2] “**Extenuating circumstances**” may include death of an immediate family member parent, sibling, or grandparent, call to military duty or medical illness requiring hospital stay.

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GENERAL UNIVERSITY ACADEMIC INFORMATION

STUDENT RESPONSIBILITIES

Students are individually responsible for complying with regulations in the Catalog. Failure to read, understand and/or comply with Catalog regulations does not exempt students from requirements. Students must:

- Consult regularly with their Academic Advisors, and seek approval for their planned academic programs;
- Keep their own records of transactions with the University; and
- Retain copies of all tests, papers, and other assignments submitted for courses in which they are formally registered.

ACADEMIC POLICIES

ACADEMIC ADVISING

General Guidelines:

The process of academic advising assists students in selecting appropriate courses, enhancing their academic performance, planning for graduation, and maintaining an on-going dialogue with their advisors about academic goals and career objectives commensurate with their interests and abilities. Academic advisors are responsible for assisting students with understanding and interpreting academic policies and guidelines, helping students develop an educational plan and monitoring advisee progress towards degree completion. Advisors meet with students each semester to discuss course selection for the upcoming term and provide the RAC (Registration Access Control) number. Students are responsible for contacting their advisors before each registration period or when help is needed. Undeclared students seeking academic advisement can walk-in to the Student Success Center. Declared students generally set an appointment with their assigned faculty advisor or meet with them during office hours. Once the courses have been identified and the RAC number received, students are responsible for completing the online registration.

Undeclared Students:

All first year and new transfer undergraduate students are assigned to the Student Success Center (SSC) for advising. The SSC also advises declared Major students on academic probation. Students enrolled in Level III of the Intensive English Program should seek advising assistance from the Student Success Center to facilitate a smooth transition to the undergraduate program.

Declared Students:

When a student completes 60 credits of undergraduate work, s/he will be required to declare a major. All declared major students will be assigned a faculty advisor based upon the student's major and advisor availability. Students may seek advice from any member of the faculty, but the assigned faculty advisor is primarily responsible for working with the student on such issues as course selection and academic challenges. Students may request a change of faculty advisor by submitting a request in writing to the Division Head. The request must be signed by the current advisor, the new advisor, and the Division Head or Program Lead. The Registrar's Office should be informed of the change to update in the student system.

MATRICULATION TO THE UNDERGRADUATE DEGREE PROGRAM

Students may complete their General Education requirements from the catalog under which they entered the American University of Kuwait as undergraduate students, or from any subsequent catalog. Students may complete their Major requirements from the catalog under which they declared their Major, or from any subsequent catalog. Students who withdraw and then return after one year to the American University of Kuwait must follow the graduation requirements from the catalog under which they are re-admitted, or any subsequent catalog.

CLASS ATTENDANCE

General Guidelines:

The educational process requires that students attend regularly all classes, laboratories, and/or required fieldwork. A student who misses classes, laboratories and/or required fieldwork is responsible for the work that is covered, and for any announcements that are made, during his/her absence. Any absence may affect the student's grade, in accordance with the policy outlined in the course syllabus.

- Instructors are expected to maintain attendance records and to draw students' attention to attendance requirements noted in the course syllabus.
- Instructors are not obligated to give substitute assignments or examinations to students who miss class. If a student misses an examination or quiz, s/he must present an excuse considered valid by the instructor of the course. The course instructor may then require the student to take a make-up examination. Should there be a question about the validity of any excuse presented by the student, the matter should be referred to the Division Head who oversees the course in question.
- In the event that a student misses more than three weeks of course instruction (or the equivalent in a summer or block session) for any reason, the instructor will send an email to the student requesting him/her to withdraw from the course before the official withdrawal deadline. If the official withdrawal deadline passes and the student has not chosen to withdraw from the course despite the instructor's request, the instructor will assign a grade of "F".
- If two of the three weeks of absences are caused by proven illness or other emergency, the student may be assigned a grade of "I" for incomplete work, and allowed to complete the coursework by the mid-point of the following academic term.
- Students sanctioned with academic or non-academic suspension are required to make up all course work due or assigned during the suspension period. Suspension does not constitute an excused absence.
- Instructors are requested to excuse the absences of students who must miss class due to instructional activities, university activities, or national athletic activities. Students are required to make up all course work due or assigned during their absences.

GRADING SYSTEM

Passing grades are "A," excellent; "B," good; "C," fair; and "P," passing (see Pass/No Pass option on [page 62](#)). These grades may be modified by a plus or minus, with the exception of the grades of "C-," "D+," and "D-," which are not awarded at the American University of Kuwait. Although a "D" is a passing grade in most cases, it represents less than satisfactory work (see "Failing and Course Repetition" for more information).

A student will be given credit only once for any passed course counted toward their degree or in the calculation of the GPA. Grades for all courses completed at AUK will be recorded on the student's AUK transcript. Repeated courses will be designated in order to distinguish them from other courses

The Grade Point Average (GPA) is based on grades earned in courses at the American University of Kuwait, and is calculated based on the following equivalencies:

AUK GRADE SCALE			
GPA	Letter Grade	Percentage Conversion	Letter Grade Explanation
4.00	A	94-100	An "A" is the highest grade possible to achieve at AUK. An "A" is not automatically awarded to the highest grade in the course. An "A" in the course reflects a student's outstanding performance on assignments and exams, as well as attendance and conduct. This grade denotes comprehensive mastery of course learning outcomes and their integration with previously-learned material. An "A" student is usually one who proactively presents originality of thought, independent creativity, and insightful reasoning above and beyond that of his/her peers.
3.70	A-	90-93	A-
3.30	B+	87-89	B+
3.00	B	84-86	A "B" in the course represents excellent achievement within the course, demonstrating an understanding of concepts and a presentation of work within high standards. This student is an active participant in the class and frequently demonstrates leadership qualities, such as originality and critical inquisitiveness.
2.70	B-	80-83	B-
2.30	C+	77-79	C+
2.00	C	74-76	A "C" in the course represents satisfactory work, demonstrating a basic comprehension of the material presented as well as basic achievement of course learning outcomes. This grade implies that the student has met the minimum standards necessary to pass the course. The student must have a minimum cumulative GPA of 2.00 ("C") to graduate from AUK.
1.70	C-	70-73	A 1.70 GPA is equivalent to an overall average of "C-", however, AUK does not award the grade "C-" in its courses.
1.30	D+	67-69	A 1.30 GPA is equivalent to an overall average of "D+", however, AUK does not award the grade "D+" in its courses.

1.00	D	64-66	A “D” in the course represents substandard work done for the course. This grade implies the student has a limited understanding of the course material and concepts and does not display leadership in thought. It signifies that coursework falls below the acceptable standards in quality and quantity. A “D” is a passing grade for some General Education courses that are not required for the Major.
0.70	D-	60-63	A 0.70 GPA is equivalent to an overall average of “D-”, however, AUK does not award the grade “D-” in its courses.
0.00	F	0-59	An “F” in the course represents work done that has not met the standards set by the course and by AUK, incomplete comprehension of the material, and incomplete submission of materials required for the course. An “F” is a failing grade.
0.00	FN	0-59	Failure for non-attendance (used by the Intensive English Program only)

Grade notations that are not calculated in the GPA:

I	Incomplete
AU	Audit - no credit
P	Pass (for Pass/No Pass option only)
NP	No Pass (for Pass/No Pass option only)
W	Withdrawal
NR	Not Reported

The Pass/No Pass option is provided to encourage students to enrich their educational experience by venturing outside their areas of concentration or competence except for Internships. Students interested in enrolling in a course using the Pass/No Pass option should consult with their respective Academic Advisor beforehand. To earn a pass under the Pass/No Pass option, students must perform at the “C” level or above. A grade of Pass “P” will count toward graduation, but will carry no grade points and will not be used in computing the GPA. The grade “NP” indicates a failing performance in courses taken on the Pass/No Pass option. No credits will be added to the student’s record, nor will the average be affected. It has no quality points. The following restrictions apply.

- A student electing the Pass/No Pass option must be in good standing (not on academic probation) and should be of sophomore standing or above.
- A student electing the Pass/No Pass option must do so at registration by completing a Pass/No Pass Option Request: No change may be made after the Drop/Add period.
- No more than 6 credit hours may be taken under the Pass/No Pass option toward a degree program, and no more than one course may be taken under the Pass/No Pass option in any one semester.
- No course taken on the Pass/No Pass option may be used to satisfy the General Education requirements or be taken in the student’s Major or Minor degree program, except for internships that are required by the Major.
- A course may be repeated once on a Pass/No Pass option, in the case of an “NP” grade earned. A course for which the grade “P” has been received may not be repeated except for courses numbered 388, 389, and 470.

Computing the Grade Point Average:

Quality points per course are computed by multiplying the number of semester credit hours per course by the grade points earned in each course. The GPA is computed by dividing the total number of quality points by the total number of credit hours taken.

A cumulative GPA of 2.00 or higher on all work completed at AUK is required for graduation. In addition, students must obtain a grade of “C” or higher in all required Major or Minor courses. Some programs may impose higher requirements for continuance in the program or graduation.

The following types of credits are not used in computing a student’s GPA, but may be accepted towards the degree program: credits earned from Advanced Placement exams, International Baccalaureate exams, and A Level exams; credits transferred from accredited institutions; credits earned through extension work; and credit for courses taken on a Pass/No Pass basis.

Failing and Course Repetition:Failing:

A student is considered to have passed a course when s/he receives a passing grade of “A”, “B”, or “C.” The grade of “D” may satisfy only free electives or General Education Requirements under the following restrictions:

A student must have declared his/her Major in the 2006 – 2007 Catalog or subsequent catalogs. The following General Education Requirements must be completed with a grade of “C” or better:

- Arabic Language
- Arabic Culture
- English Language
- Any course that is a prerequisite for a Major or Minor course, or a Major requirement in a degree program.

Students must receive at least a “C” in all core courses required for their declared Major and/or Minor. Students must have a “C” average for all Major electives. All students must have a minimum of 2.00 GPA to graduate.

Course Repetition Policy:Repetition Due to Failure:

If a student fails a course, no re-examination is permitted. If a course is required for graduation, students failing that course must repeat the course the next term it is offered at AUK. The course may not be repeated outside AUK. A student may not attempt a course more than two times, including withdrawals. Students wishing to register for the third attempt will be referred to the Dean of the College of Arts and Sciences for review and recommendation. Failure in a required course may not be addressed by substitution or waiver. Courses with an earned grade lower than a “C” may be repeated one time without the approval of the Dean of the College of Arts and Sciences.

Repetition for Improvement of Grade:

Students may repeat up to 12 credit hours with a minimum earned grade of “C.” Transfer credits may not replace AUK courses. A student will receive credit only once for any course, with the exception of courses numbered MUSC 110; 369 (Short Course), 388 (Independent Study), 389 (Special Topics), and 470 (Internship). Students may repeat short courses, independent studies, and special topics courses for credit provided the course material is sufficiently distinct. The highest grade earned is counted in the calculation of the GPA. Grades for all courses completed at AUK will be recorded on the student’s AUK transcript, and repeated courses will be so designated, to distinguish them from other courses.

Incomplete Grades and Make-Up Requirements:

Requirements noted on the course syllabus must be completed by the last day of the semester. An Incomplete grade “I” may be given when a compelling and verifiable emergency prevents timely completion of course requirements, provided that the student was doing passing work at the time of the emergency. In case of unexcused incomplete work, a score of zero or grade of “F” may be given for the missing work, and the final course grade computed accordingly.

If an Incomplete “I” grade has been entered by the instructor, it is the responsibility of the student to complete or fulfill the incomplete course requirements. An assigned “I” will automatically convert to an “F” grade at the mid-term of the subsequent Fall or Spring academic term.

Not Reported:

A grade code of “NR” will be entered for grades that are not reported by the instructor. This coding will automatically convert to an “F” grade at the mid-term of the subsequent Fall or Spring academic term.

Course Grade Appeals:

Faculty members are expected to evaluate student work thoughtfully, and assign grades in a timely manner. Grade assignments are presumed to be correct and based on criteria stated in the course syllabus. It is the responsibility of the student appealing his/her grade to demonstrate that the course instructor committed a clerical error or else engaged in prejudicial or inconsistent evaluation.

Only final course grades may be appealed, and only by the student to whom the grade was assigned. A grade appeal must be initiated within two calendar weeks of the date final grades are made available to students, regardless of the student’s enrollment status. Failure to begin the process in a timely fashion will preclude any possibility of subsequent action. Students should note that grade appeals initiated for Spring semester courses may be addressed when faculty members return for duty in the subsequent Fall semester.

The following steps apply to the Grade Appeal process, as per the AUK Policy on Grade Appeals:

- 1) When a student does not agree with the final grade assigned for a course, s/he should first meet with the faculty member to discuss it. At this time, the student should state that s/he is initiating the formal “Grade Appeal Process.” Additionally, the student should explain the grounds for believing the grade to be in error, and provide concrete evidence of the alleged error. The faculty member may choose to respond at the meeting, or at a later time, but should respond within three calendar weeks. Regardless of the outcome, the faculty member should sign the student’s completed “Grade Appeal Form” as evidence that the student-instructor meeting has taken place.
- 2) If a meeting cannot be arranged (e.g., the faculty member has left the University), or if the faculty member’s response does not satisfy the student, or a response is not made within the required time, the student may proceed to an appeal before the relevant Divisional Committee. Students may appeal to the Divisional Committee by filing a completed and signed “Grade Appeal Form” with the Division Head. The student must file the “Grade Appeal Form” within two calendar weeks of receiving the response from the faculty member subsequent to the meeting referred to above. Failure of the faculty member to respond within the three calendar week period specified above shall be deemed a negative response from the faculty member. Under no circumstances shall a Division Head accept a “Grade Appeal Form” prior to the student’s receipt of a response from the faculty member.
- 3) Upon receiving the “Grade Appeal Form”, the Division Head will forward it to the chair of the Grade Appeal Committee, who will convene a meeting within three

calendar weeks of the student's request. The Grade Appeal Committee shall have the power to raise a grade or leave a grade unchanged.

- 4) Within one calendar week of their decision, the Committee shall communicate their decision, together with their justification for it, to the student, the course instructor, the Division Head, and the Dean of the College of Arts and Sciences. The decision of the Divisional Grade Appeal Committee is final and binding on all parties.
- 5) The decision of the Divisional Committee may only be appealed on grounds of procedural error or defect. An appeal must be directed to the Dean of the College of Arts and Sciences within one calendar week of receipt of the Committee's written report. The Dean will act on the appeal within one calendar month by stating his/her decision in writing, together with his/her justification, to the Grade Appeal Committee members, the student, the faculty member, and the Division Head. The Dean's decision will be final and binding on all parties.

Student Complaints Concerning Faculty:

General Guidelines:

A "student complaint" is an allegation that a faculty member has harmed a student by violating a University or course policy, rule, or regulation, or by engaging in perceived unprofessional or inappropriate conduct. Student complaints against faculty include but are not limited to: faculty member deviated from the syllabus; exams did not reflect material covered; faculty lectures did not provide fundamental knowledge necessary for completing assignments/exams; assignments were not explained; homework was excessive to course level or requirements; undue influence entered into the determination of the grade; or the faculty member used language offending the student's religious values. Student complaints do not include grade appeals (which are covered by the grade appeal policy, above). Complaints regarding allegations of discrimination or sexual harassment, or other conduct for which immediate disciplinary action or suspension could result, are covered under the Code of Conduct and adjudicated by the Division of Student Affairs.

Students' complaints have serious consequences for both parties, apart from requiring time and resources for their resolution. False, frivolous, or malicious complaints may lead to disciplinary or legal actions, and are reported to Student Affairs and dealt with under the Code of Conduct (University Code of Conduct standard 2-3; Student Code of Conduct section 4.2).

Procedure:

Step 1: Consultation with the faculty member

When students have a concern, they are responsible for arranging a meeting with the faculty member to discuss it. A complaint must be initiated during the semester when the concern arises, or within two calendar weeks after the first day of instruction of the next regular semester. Failure to begin the process in a timely fashion will ordinarily preclude any possibility of subsequent action. Students should explain the nature of the concern and may ask for a specific action on the faculty member's part. The faculty member may elect to respond at the meeting, or at a later time, but should respond within two calendar weeks. This stage of the procedure is neither a judicial nor a disciplinary process.

If a meeting cannot be arranged, or if the faculty member's response does not satisfy the student, or a response is not made within the required time, the student may go to step 2.

Step 2: Mediation by the Division Head

Students may request assistance from the Head of the relevant Division by filing a complaint form (available on the AUK Registrar's Office webpage under "Student Forms") with the Division within one calendar week of the meeting with the faculty member, or the expiry of the two week period. The Division Head will forward to the faculty member a copy of the complaint form and confirm with him/her the date and place set for a meeting of the parties, which will ordinarily be within two calendar weeks of the student's request. In the event that the complaint cannot be amicably resolved, the Division Head may dispose of the complaint as s/he deems warranted. The Division Head shall communicate to the parties his/her disposition of the complaint within 72 hours of the meeting. If the Division Head considers that step 2 is inappropriate in a particular case, s/he may refer the complainant(s) directly to step 3.

Step 3: Appeal to the Dean or designee

Parties not satisfied with the outcome of earlier steps may request further review by delivering the student complaint form to the Dean of the College of Arts and Sciences within one calendar week of return of the form. Upon receiving the form, the Dean (or Dean's designee) will convene an advisory panel to review the complaint.

The panel will consist of three members of the faculty. The Dean and panel will arrange to meet with the parties separately. The panel may gather additional information, conduct interviews, or arrange for a joint meeting with the student(s) and the faculty member. Following this fact-finding process, the Dean will issue a written report. All parties will be provided with a copy. The Dean will complete this process within a calendar month, or will notify the parties of the need for additional time.

If the Dean determines that the complaint is without merit, the only record will be a copy of the student complaint form, upon which such a notation will be made. The form will be placed on file with the student's permanent record. If the Dean determines that the complaint is justified, an appropriate action will be initiated.

Step 4: Appeal

The decision of the Dean may only be appealed on grounds of procedural defect. An appeal must be directed to the Office of the President within one calendar week of receipt of the Dean's written report. The President's decision will be final and binding on all parties.

NOTE: Divisions will maintain a record of the number of complaints (without names of either party) received at Step 2, and whether complaints are resolved at that step. This information shall be forwarded to the Office of Institutional Research.

Tests & Examinations:General Guidelines:

Following the American model of higher education, evaluations of a student's performance may be via quizzes, tests, projects, and examinations, as well as other advanced assessment tools. Students' scholastic performance is measured by at least three assessment tools. Students will take a minimum of two examinations (a midterm and final examination), and the third measure of assessing student performance may take the form of papers or projects. Instructors may require more quizzes or tests. Students should consult the syllabus of each course. These assessment measures will demonstrate understanding of information presented primarily during lectures.

Exam Logistics:

Examinations are usually announced in course syllabi. Students must take examinations during the scheduled time period. A student may be asked to show photo identification, preferably the AUK ID, in order to enter the examination room. These proctored exams will be closed-book exams, and students will not be allowed to refer to texts, notes, or other materials while taking the exam. Additionally, students must abide by the AUK Code of Academic Honesty and Integrity when undertaking examinations. As per the Code, dishonest behavior during exams “includes the use of unauthorized materials, receipt of information and/or answers from others during the examination, or the transfer of unauthorized materials, information or answers to another student.”

Students are not obligated to sit for more than three examinations per day during the formal examination period. The fourth examination may be rescheduled as a make-up exam. A student missing an exam because of an illness or legitimate emergency must present an excuse considered valid by the instructor of the course. The course instructor will then determine whether the student can take a make-up examination. This policy may be noted in the instructor’s course syllabus.

Change of Final Grade:

Faculty may change a student’s final grade by submitting a “Change of Grade Request Form” to the Office of the Registrar. Instructors may not change a student’s originally assigned grade beyond the mid-point of the subsequent Fall or Spring semester in which the grade was originally earned. If a student fails a course, no re-examination is permitted in order to raise the grade.

Challenging Educational Materials:

Challenges to educational materials, whether in the classroom or the library, may come from any AUK faculty, student, or staff member. When a library material challenge occurs, the individual will fill out a “Challenged Materials Form” and submit it to the Library Director. For classroom materials, the form will be submitted to the Dean of the College of Arts and Sciences. The Dean will convene a panel to review the form and determine an appropriate action. The outcome will be communicated to the individual who has completed the form.

ACADEMIC PROBATION

A student will be placed on academic probation if, at the end of a regular academic semester, his/her earned cumulative AUK GPA falls below 2.00. Students whose GPA falls below 2.00 for three consecutive semesters will be dismissed from AUK.

Initial Probation:

A student goes on academic probation at the end of the first semester when his/her earned cumulative AUK GPA falls below 2.00. In order to regain good academic standing, students on probation may register for a maximum of 13 credit hours per semester, should achieve a “C” or better in repeated courses, and should participate in academic success initiatives, under the guidance of a Retention Specialist.

Final Probation:

After the end of the second consecutive semester with an earned cumulative AUK GPA below 2.00, the student is considered “at risk,” and is required to meet with the Retention Specialist. A Retention Specialist will review and adjust the student’s schedule in order to help the student improve her/his scholastic performance. Students on final probation may register for a maximum of 13 credit hours per semester, and are required to participate in the academic support program initiatives, under the guidance of a Retention Specialist. If the semester GPA is between a 2.0 and 4.0, but the cumulative remains below 2.0, the student will not be academically dismissed but will continue on Final Probation.

Academic Dismissal:

At the end of the third consecutive semester with an earned cumulative AUK GPA below 2.00, a student will be academically dismissed from AUK. Academically dismissed students may apply for reinstatement to AUK after a semester of separation. Dismissed students who return to AUK must meet with a Retention Specialist, who will assist them with the development of a schedule designed to help the student improve her/his scholastic performance. Students may register for a maximum of 13 credit hours per semester and are required to participate in the academic support programs specified by a Retention Specialist. Failure to comply with the program as defined by the Retention Specialist jeopardizes the student's continued enrollment at AUK.

A reinstated student will begin the term on continued final probation. If the student does not have a semester GPA that falls between 2.0 and 4.0 or does not increase his/her cumulative earned GPA to a minimum of 2.00 by the end period of one regular semester, the student will be permanently academically dismissed from AUK. Such students are not eligible to appeal or reapply to AUK.

Removal of Academic Probation:

Academic probation is removed at the end of the semester following the semester in which the student's cumulative earned AUK GPA increased to 2.00 or above.

REGISTRATION

Students register for classes online via AUK Banner Self-Service, based on scheduled registration times published by the Office of the Registrar. Registration through a proxy is not permitted. The registration times and priority are based upon the student's earned credit hours.

Registration Holds:

Students may have a "hold" that prevents registration. "Holds" may be placed by the Finance Department, Admissions, Registrar, Library, as well as other University departments. All holds must be cleared by the appropriate office before students are allowed to register for the next term. Students can view their hold information via AUK Self-Service.

Drop and Add:

Students are allowed to drop and add courses online via AUK Self-Service through the end of the Drop/Add period. The Drop/Add period during the Fall and Spring semesters is usually the first week of classes, and the Drop/Add period during the Summer is usually the first two days of classes. Dropped courses are not considered attempts and there is no financial obligation; after the Drop/Add period, any course in which the student is enrolled is considered an attempt. Students are financially obligated for any course attempted. Students "withdraw" from courses after the Drop/Add period (refer to section on withdrawal). Students are responsible for verifying the accuracy of their course registration on AUK Self-Service throughout the semester(s) in which they are enrolled.

WITHDRAWAL

Withdrawal from Individual Courses:

Students are permitted to withdraw from individual courses, with the understanding that in order to maintain full-time status, the student must be registered in a minimum of 12 credits per semester. Withdrawal from individual courses is permitted up until the withdrawal deadline for the respective block or semester, generally two weeks before the last day of classes for the semester, or 10 days before the last days of classes of the block.

A grade of "W" will be recorded in the student's transcript for the course from which the

student has voluntarily withdrawn after the Drop/Add deadline for the block or semester. At withdrawal, a student still has financial obligations, but is free from the academic responsibilities associated with the course. For additional information regarding the individual course withdrawal deadline, students should visit the Office of the Registrar website at www.auk.edu.kw. Students are also encouraged to consult the tuition refund schedule before withdrawing from a course.

Withdrawal from the University:

Students may withdraw from the American University of Kuwait by submitting a completed and signed “Withdrawal from AUK” request to the Office of the Registrar. This request must be completed before the semester or block withdrawal deadline. If submitted after the withdrawal deadline, the action will be recorded for the following term.

In the event that a student withdraws from the University before the last day of the first week of classes, 90% of tuition and fees will be refunded. If the student withdraws before the last day of the second week of classes, 50% of tuition and fees will be refunded. After the end of the second week, no refunds of tuition or fees will be made.

AUDITING

Auditing allows a student to enroll in a course without having to complete all the work of the course. Students are still required to pay the tuition and fees associated with the course. No grade is awarded for an audit, but the audited class will be recorded on the student’s transcript with a grade notation of Audit. Students should contact the faculty member for requirements for auditing, and must register for an audit through the Office of the Registrar. Students may only change to or from audit status through the end of the Drop/Add period.

LEAVE OF ABSENCE

Students desiring a leave of absence for reasons other than studying at another institution of higher education must obtain formal permission. Undeclared students should obtain permission from the Director of the Student Success Center, and declared students from the Dean of the College of Arts and Sciences. If the student is in good academic standing (with a GPA of 2.0 or above) and the leave request seems appropriate, the Director of the Student Success Center (undeclared students) or the Dean of the College of Arts and Sciences (declared students) will sign the “Leave of Absence Request Form”, guaranteeing the student automatic readmission to the same degree program. There is a limit of one academic year for the guarantee of readmission. The guarantee is voided if the student attends any domestic or foreign institution of higher education during the leave.

Resuming Study at AUK:

Students who cease to attend the University for an entire semester or longer, whether voluntarily or not, may not resume study until they have been formally readmitted or reinstated. Unless other arrangements have been agreed to in writing by the Dean of the College of Arts and Sciences before the beginning of such an absence, readmitted students are subject to all regulations and must meet all requirements in place when studies are resumed.

Readmitted students who change their degree program are subject to the regulations or requirements in effect at the time of readmission and must complete all requirements and abide by all regulations in effect at the time of readmission.

STUDY AT ANOTHER INSTITUTION

General Guidelines:

An AUK student who plans to take courses at another institution and transfer the credit to the American University of Kuwait must be in good academic standing and must complete the “Study Away Request Form”, obtaining the necessary signatures from his/her academic advisor, the Division Head relevant to the course(s) requested, and the Dean of the College of Arts and Sciences. The completed form must then be submitted to the Office of the Registrar for processing. AUK is not under obligation to accept transfer credits unless the programs and courses are agreed upon in advance by the relevant AUK Divisions. All students desiring to study away must have earned at least 45 credit hours toward AUK residency. Non-Kuwaiti students must be alert to the Kuwait residency implications of a request to study at another institution. International Students studying at AUK and planning to take courses at another institution are to contact the Visa and Residency section at the Human Resources Department to inquire about the Kuwait residency implications prior to the completion of the “Study Away Request Form”.

Study Abroad: Institutions Outside of Kuwait:

A student is allowed to take courses at institutions outside of Kuwait if s/he has met the following criteria:

- 1) The institution is on the approved list of the Kuwait Ministry of Higher Education AND
- 2) The student may not study away during his/her senior year at AUK.

Failure to meet any of the above criteria will result in automatic denial of the student’s request.

Study Abroad at an AUK-Approved Study Abroad Program or AUK Exchange Program:

Students at AUK who choose to enroll in an AUK-approved Study Abroad program or AUK exchange program will earn transferable credits that will be counted within the 60 credit maximum for transfer credits. Additionally, students enrolled in an approved AUK-exchange program or AUK-approved Study Abroad program may take classes at another institution during their senior year.

Study at Institutions in Kuwait:

A student is allowed to take courses at institutions in Kuwait if s/he has met the following criteria:

- 1) The course is required for the student’s degree program and will not be offered at AUK prior to the student’s graduation AND
- 2) The institution is on the approved list of the Kuwait Ministry of Higher Education.

Failure to meet any of the above criteria will result in automatic denial of the student’s request.

ACADEMIC SCHOLARSHIPS

AUK awards a limited number of merit-based academic scholarships to our most academically-deserving continuing students. Students who are awarded a scholarship must maintain a 3.00 AUK GPA or better and complete at least 75% of courses attempted in order to retain their scholarship. Scholarship applications will be evaluated on various academic measures, including but not limited to the AUK cumulative GPA and total earned hours at AUK.

Continuing Student AUK Scholarship Application Process:

The following documents must be submitted before the Scholarship Application is considered complete:

- Complete Scholarship Application, which may be found on the Office of the Registrar webpage under Academic Scholarships.

Scholarship Application Deadline:

To be eligible for consideration for an AUK academic scholarship, a completed continuing student scholarship application must be submitted to the Office of the Registrar by the scholarship deadline identified on the Office of the Registrar's webpage under Academic Scholarships.

COURSES AND CLASS SCHEDULES

COURSE SCHEDULES

Each semester, the University publishes its schedule of course offerings for the following semester, available through AUK Self-Service. The schedule provides information on the courses to be offered, the meeting schedule and frequency, the time schedule (time of the day and days of the week), and the classrooms and laboratories for the respective courses. Students should consult the class offerings on AUK Self-Service and prepare a draft of their desired courses before seeking advice from their Academic Advisor. Students are responsible for verifying the accuracy of their course schedules on AUK Self-Service throughout the semester in which they are enrolled.

COURSE PREFIX, LEVEL, TITLE AND CREDIT HOURS INFORMATION

Each course offered by the University is identified by a three- or four-letter prefix signifying the academic discipline (field of study), followed by a three-digit number indicating the level of the course content. For example, "ENGL 201 World Literatures in Translation I (3)" is a sophomore course in English Literature that follows freshman course(s) at the 100 level such as "ENGL 101 Approaches to Critical Reading and Writing (3)." The number in parentheses following the title of a course indicates the number of credit hours for the course. All courses are valued in credit hours. Generally, each credit hour is equal to 15 contact hours. Each credit hour of laboratory is equal to at least 40 hours of laboratory experience.

If the frequency of a specific course offering is not indicated, it is offered at the discretion of the program or Division. Students should be careful to establish when the course will next be offered, in order to remain on target with their educational plan. Inquiries should be directed to academic divisions and programs.

PREREQUISITES

Prerequisites are courses or conditions that must be satisfactorily completed before enrolling in certain courses. Upper-level courses, typically with 300 and 400 designations, may require one or more prerequisites. Specific prerequisites are usually noted in the course description, with the prefixes and numbers. Equivalent courses with a grade of "C" or better completed at an accredited institution of higher education may meet the prerequisite requirement through transfer of credit. Prerequisite transfer equivalency is determined by AUK. It is the responsibility of the student to enroll in the course only after completing the appropriate prerequisite(s). Students who do not satisfy the course prerequisites will have their registration for that course removed by the Office of the Registrar unless they present an approved form granting them permission to enroll.

CO-REQUISITES

A co-requisite course may be taken at the same time as another specified course, or courses, as designated by the department. Specific co-requisites are noted in the course description.

INDEPENDENT STUDY COURSES

An Independent Study course is an individually supervised, upper-level course, which offers a student the opportunity for focused study in a specific area of interest. These courses are restricted to juniors and seniors who have received Instructor approval and have a cumulative GPA of at least 3.00. Students may not take more than six (6) credit hours of Independent Study toward the 120 semester credit minimum required for graduation.

COURSE SUBSTITUTIONS

Students are allowed to substitute courses of an equal or higher level, in the event the original course is not offered prior to the student's graduation from AUK. The substituted course must be in the same field of study as the original course, and contain similar content according to the course syllabi; however, credit-bearing courses may not substitute for 000 level courses. All course substitutions require the approval of the Program Lead and Division Head. General education courses are not subject to substitution.

UNIVERSITY ACADEMIC OPERATION AND CLASS PERIODS

The University offers courses on a five-day schedule, from Sunday through Thursday. Courses are valued in credit hours, and normally meet either two days a week for seventy-five minutes per class session, or three days a week in sessions of fifty minutes. Laboratory, workshop, and specialized courses meet for two-to-three hour sessions per week. Upper or higher level courses, Independent Study, and other specialized programs may have unique meeting schedules but normally are valued at three credit hours, the equivalent of 45 contact hours. Class duration and meeting frequency may differ during the Summer term.

COURSE DESCRIPTIONS AND SYLLABI

The "Course Descriptions" section of this Catalog contains descriptions of approved courses in the University curriculum, listed alphabetically by discipline (field of study), and then by course number, title, and credit hours. Non-recurring or Special Topics courses are published each semester online via AUK Self-Service. Course syllabi provide a detailed outline of the course content with the dates for the assignments, exams, and other requirements indicated. Syllabi are distributed in hard copy by the Instructor at the start of the course.

ACADEMIC LOAD

FULL-TIME STUDENTS

Full-time students must carry a course load of 12 - 18 credit hours per regular semester. Full-time students may enroll in a maximum of 9 credit hours, or 10 in the case of a lab, for the entire Summer term. No student may register for more than 7 credits in one Summer block.

PART-TIME STUDENTS

Students are considered part-time if they carry a load of 11 or fewer credit hours per regular semester. Part-time students must complete the AUK application process and abide by the same academic policies as full-time students. Part-time students seeking full-time status are allowed to do so without obtaining permission.

MAXIMUM COURSE ENROLLMENT

Full-time students with a cumulative GPA of 3.00 or higher and in their semester of graduation may petition to register for 19-21 credit hours during a regular semester by completing a “Credit Hours Increase Request Form”, to be signed by their Academic Advisor and the Dean of the College of Arts and Sciences. Full-time students with a cumulative average of 3.00 or higher and in their term of graduation may petition to register for 11-13 credit hours during the Summer term by completing a “Credit Hours Increase Request Form”, to be signed by their Academic Advisor and the Dean of the College of Arts and Sciences. No student may register for more than 7 credits in one Summer block.

COURSE LOAD REDUCTION

Students who must reduce their course load below 12 credits must first obtain the approval of the Director of the Student Success Center and the Dean of the College of Arts and Sciences (undeclared students), or the Division Head and Dean of the College of Arts and Sciences (declared students). Scholarship students must contact the Scholarship Coordinator in the Office of the Registrar prior to any change in enrollment status.

CATEGORIES OF STUDENTS AND CLASS STANDING

A student who has completed up to 29 credit hours is considered a Freshman or first-year; from 30 – 59, Sophomore or second-year; from 60 – 89, Junior or third-year; from 90 – 120, Senior or fourth-year. Students who have completed more than 120 credits are considered fifth-year.

DEGREE PROGRAMS AND MAJOR REQUIREMENTS

The University offers four bachelor’s degrees: Bachelor of Arts, Bachelor of Science, Bachelor of Business Administration, and Bachelor of Engineering. The term “Major” refers to the specialty (major field of study) in the Degree Program. Within all Bachelor’s Degree Programs, students may choose one or more majors. All Degree Programs include Major requirements as well as General Education requirements (see Graduation Requirements table). No General Education Requirements may apply toward the first Major in any Degree Program. Students are also to complete at least 21 credit hours of upper-level (300 and 400 level) courses in residence at AUK; individual majors or Degree Programs may require additional upper-level courses. Students may indicate their intended field of study at the time of application, but admission to AUK does not guarantee acceptance into any specific program as a certified Major or degree candidate.

DECLARATION OF MAJOR IN THE DEGREE PROGRAM

Upon admission to the American University of Kuwait, undergraduate students are admitted with an undeclared major, placed in the College of Arts and Sciences, and assigned to the Student Success Center (SSC) for academic advising. A student’s first two years are usually spent satisfying General Education Requirements.

Students must formally choose and declare a Major by the end of their sophomore year or second year of full-time coursework (60 credit hours) by completing the “Degree Program, Major, and/or Minor Declaration Request Form”. After students declare a Degree Program and Major field and the declaration is certified, they are assigned to the appropriate Faculty Advisor. For information and forms for declaring a degree program and major within the degree (if appropriate), students are advised to visit the webpage of the Office of the Registrar:

http://www.auk.edu.kw/student_affairs/registrar_main.jsp

Government Scholarship recipients must declare the same AUK Major as their Government Scholarship Major. If a Government Scholarship recipient wishes to change her/his Major, the student must see the Scholarship Coordinator in the Office of the Registrar.

CHANGE IN DEGREE PROGRAM, MAJOR AND/OR MINOR

Changing from one Degree Program or Major to another in the College of Arts and Sciences requires approval of the Division Head of the prospective program and completion of at least one full semester of work in the current Degree Program or Major. Transfer forms (Degree Program, Major, and/or Minor update Request) are available at the Office of the Registrar website. The transfer form must be cleared with the SSC and submitted to the Division Head of the prospective program at least three weeks before the end of the semester. If approved, the transfer becomes effective in the following semester. Government Scholarship students must meet the Scholarship Coordinator in the Office of the Registrar before seeking permission to transfer to another Degree Program or Major.

COMPLETION OF THE MAJOR IN THE DEGREE PROGRAM

Each course in the Major requires a final grade of “C” or better. Persistent failure to maintain the required GPA may result in the student being decertified from the Major. Courses required for the Major that receive grades lower than “C” must be repeated or an equivalent course taken to satisfy the specific Major or Degree Program requirement.

DOUBLE MAJOR

Students may complete two Majors by satisfactorily completing all the Major and Major-related coursework required by the two Majors.

A Double Major must be pursued within the same degree program: i.e., two Majors in the Bachelor of Business Administration programs, two Majors in the Bachelor of Arts programs or two Majors offered in the Bachelor of Science programs. No more than three courses (a total of 9 credit hours) earned for General Education Requirements may be applied to the second Major. No more than three courses (a total of 9 credit hours) earned for requirements in the first Major may be applied to the second Major. Credit hours taken for any course at AUK will only be counted once toward the total 120 credit hours for graduation.

SECOND BACHELOR’S DEGREE

General Requirements:

Students already possessing a Bachelor’s degree may earn a second, distinct Bachelor’s degree in any of the following four degree programs at AUK: Bachelor of Arts, Bachelor of Business Administration, Bachelor of Engineering, or Bachelor of Science. Minimum requirements for completing a second Bachelor’s degree include:

- 1) Earning a minimum of 30 credits beyond the first degree in residence at AUK.
- 2) Meeting major requirements for the second Bachelor’s degree as specified by the relevant Division and Program (refer to individual Division and Program sections in this Catalog for specific major requirements).
- 3) Once accepted to the second Bachelor’s degree program, students may not complete courses at another institution and transfer credit back to AUK.

To be eligible for Latin Honors at graduation, a second Bachelor's degree student must have completed a minimum of 60 credits of undergraduate work in the second degree.

Current AUK students and AUK alumni:

Current AUK students and AUK alumni are assumed to have met all General Education Requirements and free electives through their first AUK Bachelor's degree. They are not subject to any further requirements beyond the general requirements listed above.

Non-AUK students:

Students who earned their first Bachelor's degree at another institution must meet all AUK General Education Requirements. AUK will evaluate coursework from their first Bachelor's degree for possible transfer to their second Bachelor's degree program at AUK. No more than 90 credits may be transferred. Any General Education Requirements not satisfied by transfer credits must be taken in residence at AUK. These students may apply to pursue a second Bachelor's degree at AUK, subject to the following conditions:

- 1) Applicants must have earned their first Bachelor's degree from an institution approved by the Kuwait Ministry of Higher Education.
- 2) Applicants who earned their first Bachelor's degree from an institution whose language of instruction is not English must meet English competency requirements for Admissions purposes (see [page 39](#) for English competency requirements).

MINOR REQUIREMENTS AND DECLARATION OF MINOR(S)

A Minor is a group of courses that constitutes a limited focus or emphasis in a given academic discipline (field of study) or program outside a student's chosen Major or Degree Program. A Minor is not a Degree Program or Major. All AUK Minor programs consist of a minimum of 18 credit hours, at least 9 credit hours of which must be taken in residence at AUK. No more than 6 credit hours in the first Major or another Minor may be counted toward a Minor. No General Education Requirements may apply toward any Minor.

Specific course requirements for Minors are noted under the requirements for the Degree Programs. Students must consult their advisers about the procedure for declaring a Minor.

A grade of "C" or better is required for each course used to satisfy the requirements of the Minor. Forms for Degree Program, Major, and/or Minor Declaration Request are available on the Office of the Registrar page of the AUK website under Student Forms.

COMPLETION OF THE MINOR

Each course in the Minor requires a final grade of "C" or better. Failure to maintain the required minimum GPA of 2.00 may result in the student being decertified from the Minor. Courses required for the Minor that receive grades lower than "C" must be repeated or an equivalent course taken to satisfy the specific Major or Degree Program requirement. The Minor will be noted on the student's transcript. It does not appear on the diploma.

UNDERGRADUATE CERTIFICATES

The undergraduate certificate may be pursued by non-degree seeking students as well as students completing a specific program, such as the Gulf Studies Program. Undergraduate certificates are available on request to a student who has completed a minimum of 12 credit hours toward a

certificate program in residence at the American University of Kuwait. The student must have a grade of “C” or higher for each course in the certificate and a minimum cumulative GPA of 2.00.

GRADUATION

ELIGIBILITY FOR GRADUATION AND CREDIT HOUR REQUIREMENTS

This chart provides a brief overview of the general requirements for attaining an AUK degree. Please refer to individual Degree Programs for their specific requirements.

GRADUATION REQUIREMENT	STANDARD	REMARKS
Credit hours	120 credit hours	Minimum: More may be required, depending on the Degree Program, Major and/or Minor(s) pursued
General Education Requirements	45 credit hours	See Catalog page 85 for distribution
Upper division credit hours	21 credit hours; individual majors or Degree Programs may require more	Numbered 300 or above
Grades	“C” or better in courses in the Major or Degree Program	Courses in the Major or the Degree Program with grades below “C” must be repeated
GPA	2.00 cumulative GPA	Earned AUK GPA
Residence requirement	60 credit hours, the last 30 of which must be at AUK	Senior year must be spent at AUK or in AUK-approved exchange programs. Exchange program courses will count in the AUK residency requirement.
Maximum number of credits that can be transferred	60 credit hours	Only grades of “C” or better transfer; all previous colleges attended must be declared at the time of application. Not all transferred courses may apply to the chosen Major/Degree Program.
Application for graduation	Must be made by deadline (see Registrar’s webpage)	Reminder sent to students with ≥ 90 credit hours
Eligibility for participation in ceremony	Completion of all requirements. Exception: Ten or fewer credit hours remaining.	Must be completed in Summer semester immediately following the ceremony
Graduation Fee	A graduation fee applies	The fee must be paid in full in order to graduate regardless of whether the student is participating in ceremony.

APPLICATION FOR GRADUATION

The American University of Kuwait confers degrees at the end of each academic term (Spring, Summer, and Fall). Candidates for graduation must submit a completed “Application for Graduation”

to the Office of the Registrar. Reminders will be sent to the AUK e-mail address of students who have minimum of 90 earned credit hours towards their degree. After the application has been filed, the Registration Coordinator will perform a degree audit and inform the student and his/her advisor of the remaining requirements.

The report of the “Degree Audit” will list the remaining degree requirements, as well as those completed and in progress. The audit assumes successful completion of courses in progress. Students who will not complete all degree requirements by the end of the semester for which they applied to graduate may participate in the ceremony if they have ten or fewer credit hours remaining; however, the actual awarding of the degree will not take place until the semester all requirements are completed.

The Registrar, on behalf of the University, will certify all candidates whose academic records indicate that they can satisfy degree requirements by the end of the semester for which they have applied. All applicants must satisfy all graduation requirements as specified by the Private Universities Council.

Students are advised that their names on the American University of Kuwait degree diploma will be spelled exactly as they appear on the “Application for Graduation”.

While academic advisors and the Office of the Registrar continue to assist students with requirements for graduation, students are ultimately responsible for ensuring that they have met all degree requirements for graduation, including curriculum and cumulative GPA requirements.

CONFERRAL OF DEGREES AND THE GRADUATION CEREMONY

The American University of Kuwait confers degrees at the end of each academic term (Spring, Summer, and Fall). The Commencement exercises are held in June. Students who complete graduation requirements in the Fall or Spring semester of the academic year or the Summer semester immediately following the June Commencement may participate in the commencement exercises. Fall, Spring, and Summer graduates (of that academic year) who wish to participate in June commencement should notify the Office of the Registrar of their intention by completing the appropriate form and submitting it to the Office of the Registrar no later than the date specified on the Registrar’s website.

The diploma will note the student’s degree. If the student pursues and has acquired two degrees, the student will receive two diplomas, listing one degree on each diploma. AUK degrees are as follows:

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in English
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in International Studies
- Bachelor of Arts in Social and Behavioral Sciences

- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Economics
- Bachelor of Business Administration in Finance
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

- Bachelor of Engineering in Computer Engineering

- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

The transcript or permanent record of the graduate is appropriately noted with the student's degree, the date the degree was awarded, the Major or Majors (if appropriate), and the Minor or Minors (if appropriate).

Eligible students will be notified about applying for graduation, the degree audit, cap and gown information, and rehearsal information via e-mails and newsletters. Students should also consult the Office of the Registrar website for information.

ADDITIONAL DIPLOMAS

Additional diplomas may be ordered through the Office of the Registrar. Students who request an additional copy of their diploma will be charged a KWD 10 fee per diploma.

STUDENT ACADEMIC RECORD

PERMANENT RECORD

Every student who registers at the University has a permanent record, maintained in the Office of the Registrar under the student's AUK ID number. Students may access their academic records through their AUK Self-Service accounts. Academic advisors and professional staff may access students' academic records through the Banner database.

TRANSCRIPTS

Students may obtain unofficial transcripts of their own academic records through their AUK Self-Service account. Official AUK transcripts must be requested from the Office of the Registrar. Transcripts are released only upon the signed request of the student concerned. The University only issues complete transcripts and does not release any documents from the student file (e.g., copies of the non-AUK transcripts or other documents which may be part of the student's file).

DISCLOSURE OF STUDENT RECORDS

Student academic records are considered confidential. Students wishing to access their own official records must present a valid AUK Student ID to the appropriate office. With the exceptions noted below, student records will only be released when the student has completed and signed the "Disclosure of Academic Records Form" available on the AUK website:

http://www.auk.edu.kw/student_affairs/student_forms/academic_disclosure_form_20JUL09.pdf

Without the student's written consent, parents, guardians, and other parties may only receive limited information, such as enrollment status, declared major and class standing.

Undeclared students should submit the completed "Disclosure of Academic Records Form" to the Director of the Student Success Center, who will obtain the requested information from the appropriate instructor(s) or staff member(s) and share it with the parents, guardians, or other parties. If the parents, guardians, or other parties request to meet with the instructor(s) directly, the Director of the Student Success Center will assist in making arrangements through the office of the relevant Division Head.

Declared students should submit the form to their Division Head, who will assist the parents, guardians, or other parties in obtaining the requested information and/or arranging meetings with the instructor(s).

The University may disclose information, including academic records, without prior written consent of the student:

- When the University is presented a subpoena
- For health and safety reasons at the discretion of the appropriate University official
- To University officials, academic advisors and faculty on a need to know basis

UNIVERSITY HONORS AND AWARDS

DEAN'S HONOR LIST

The Dean's Honor List will be published at the end of each semester. To be placed on the Dean's Honor List for the semester, a student must:

- be registered for a minimum of 12 credit hours in graded courses numbered 100 or above;
- not be on probation and have no "I," "W," "NP," or "F" grades at the end of the semester;
- have a 3.50 GPA or better;
- not have been found in violation of the Code of Academic Honesty and Integrity during the semester.

PRESIDENT'S HONOR ROLL

The President's Honor Roll will be published at the end of each semester. To be placed on the President's Honor Roll for the semester, a student must:

- be registered for a minimum of 12 credit hours in graded courses numbered 100 or above;
- not be on probation and have no "I," "W," "NP," or "F" grades at the end the semester;
- have a 4.00 GPA;
- not have been found in violation of the Code of Academic Honesty and Integrity during the semester.

GRADUATION HONORS

The University grants Latin Honors at graduation. To be eligible for graduation honors, students must have completed a minimum of 60 credit hours required for their degree in residence at the American University of Kuwait and have achieved the requisite cumulative GPA. These are:

Summa cum laude	"With the greatest honor"	3.90 - 4.00
Magna cum laude	"With high honor"	3.70 - 3.89
Cum laude	"With honor"	3.50 - 3.69

Latin Honors are listed on the Commencement Program, the student's permanent record, and the diploma.

UNIVERSITY LIABILITY

The University bears no liability should a student ignore the advice of his/her Academic Advisor(s) or fail to abide by or comply with the Catalog regulations.

COLLEGE OF ARTS & SCIENCES

DEAN OF THE COLLEGE OF ARTS AND SCIENCES

OFFICE OF THE DEAN

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Bachelor of Business Administration (BBA) in Finance (FINC)

Bachelor of Business Administration (BBA) in Management (MGMT)

Bachelor of Business Administration (BBA) in Marketing (MRKT)

Bachelor of Business Administration (BBA) in Economics (ECON)

Minors in the Division of Business and Economics

Accounting

Finance

Management

Marketing

Economics



DIVISION OF HUMANITIES AND ARTS

Mission Statement

Major Degree Programs

Minors

Disciplines (Fields of Study)

Degree Programs in the Division of Humanities and Arts

Bachelor of Arts (BA) in Communication and Media (COMM)

Bachelor of Arts (BA) in English (ENGL)

Bachelor of Arts (BA) in Graphic Design (GDES)

Minors in the Division of Humanities and Arts

Communication and Media

English

Graphic Design

Division of Humanities and Arts Internship Process and Assessment

DIVISION OF SCIENCES AND ENGINEERING

Major Degree Programs

Minors

Disciplines (Fields of Study)

Degree Programs in the Division of Sciences and Engineering

Bachelor of Engineering (BE) in Computer Engineering (CPEG)

Bachelor of Science (BS) in Computer Science (CS)

Bachelor of Science (BS) in Information Systems (IS)

Minors in the Division of Sciences & Engineering

Computer Science

Environmental Studies

Information Systems

Division of Sciences and Engineering Internship Process and Assessment

DIVISION OF SOCIAL SCIENCES

Mission Statement

Major Degree Programs

Certificate Programs

Minors

Disciplines (Fields of Study)

Degree Programs in the Division of Social Sciences

Bachelor of Arts (BA) in International Studies (INST)

Bachelor of Arts (BA) in Social and Behavioral Sciences (SBSA)

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History

Human Resources

International Studies

Social and Behavioral Sciences

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THE COLLEGE OF ARTS AND SCIENCES

DEAN OF THE COLLEGE OF ARTS AND SCIENCES

PROF. NIZAR HAMZEH

OFFICE OF THE DEAN

WELCOMING NOTE

Welcome to the American University of Kuwait and the College of Arts and Sciences. The College offers excellent undergraduate programs leading to Bachelor's degrees (BA, BBA, BE, and BS). Students enroll in a diverse array of majors and minors, working closely with outstanding faculty and learning resource units, to pursue their educational goals. Our mission is to serve all undergraduate students with personalized, attentive, caring, and high-quality academic experiences that support their personal and professional development. We also prepare our students in their programs of study with the tools and specialized knowledge necessary for professional success. Our students receive a comprehensive education blended in the tradition of liberal arts education that helps them not only enter the workforce after graduation or continue their education in graduate or professional school, but also become well-rounded, engaged citizens.

The College of Arts and Sciences at the American University of Kuwait provides exceptional opportunities and experiences. It is an exciting place to be. On behalf of our faculty and staff, I extend to you best wishes for a successful academic year and continued progress toward your personal and professional goals.

Professor Nizar Hamzeh

Dean

College of Arts and Sciences

PERSONNEL OF THE OFFICE OF THE DEAN:

Associate Dean for Administration:

Professor John Russell

Assistant Dean for Accreditation and Curriculum:

Assistant Professor Rawda Awwad

Assistant to the Dean:

Ms. Sameera Al-Qenna

Executive Assistant to the Dean:

Ms. Emily Sharpe

Senior Faculty Support Coordinator:

Ms. Dalia Hassaan

MISSION

The College of Arts and Sciences, under the mission of the University, is committed to cultivating life-long learning that empowers men and women to pursue not only technical competency in professional fields, but also self-awareness, a sense of civic and moral responsibility, and breadth of vision in the tradition of Liberal Arts Education.

The College offers excellent undergraduate programs leading to Bachelor's degrees (BA, BBA, BE, and BS). It expects to offer graduate education leading to Master's degrees in selected fields in the future.

VISION

The vision of the College is to become the premier college offering professional and liberal arts education for students from Kuwait, the Gulf and the Middle East, excelling in teaching and providing high-quality research and service.

GOALS

The goals of the College of Arts and Sciences are:

- **Excellence in Education:** To provide excellent and fully-accredited professional and liberal arts education for students. Students should receive an excellent education that offers a balance between the goals of liberal arts education and specialization in specific fields, either in a Major in the Arts and Sciences or through participation in the undergraduate program. The engagement of all its academic programs in achieving this goal is vital to the success of the College's mission and vision.
- **Scholarly Research and Creative Work:** To promote a high quality faculty and student research environment. Quality research and creative work are encouraged and supported by the College and the University, for the purpose of maintaining high standards of education, attracting high quality faculty and developing students' research skills.
- **Leadership and Integrity:** To foster within the University community the values of strong leadership, intellectual curiosity, ethical behavior, civic responsibility, mutual cooperation and social tolerance.

PROGRAMMATIC ACCREDITATION

American Academy for Liberal Education (AALE):

The programs in the Division of Humanities and Arts, and the Division of the Social Sciences are candidates for accreditation by the American Academy for Liberal Education (AALE), and agree to uphold the Academy's Education Standards for the institution's academic requirements, practices and performance in the pursuit of excellence in liberal education. Student concerns and complaints related to the Academy's measures of accreditation can be addressed to the American Academy for Liberal Education, 1050 17th ST NW, Suite 40, Washington, DC 20036, (202.452.8611) www.aale.org.

Association of Collegiate Business Schools and Programs (ACBSP):

The Business and Economics Division is seeking ACBSP accreditation of all five of the BBA majors. Based on the completed pre-self study, ACBSP has recommended that the Business and Economics Division may proceed with the self-study, to be submitted no later than January 2011. The ACBSP Site visit will take place in March 2011.

Accreditation Board for Engineering & Technology (ABET):

The Division of Sciences and Engineering will initiate its programmatic accreditation process with ABET in Fall 2010.

ACADEMIC DIVISIONS

The College of Arts and Sciences is administratively divided into four principal Academic Divisions:

- Business and Economics
- Humanities and Arts

- Sciences and Engineering
- Social Sciences

UNIVERSITY DEGREE REQUIREMENTS

The American University of Kuwait is committed to a liberal-arts model of education (including business), through which students are encouraged to take courses and participate in activities that go beyond their selected fields of study or Major. To cultivate this breadth of knowledge, the University requires of all students a foundational set of General Education Requirements upon which students build their University education. The University offers a wide range of specializations in the Arts and Sciences as well as opportunities for second Degrees, Double Majors, Minors and electives in a variety of disciplines (fields of study). AUK believes in strengthening the student's basic skills in writing and communication, logical reasoning, quantitative reasoning (through mathematics and statistics), and scientific reasoning. AUK's solid liberal arts and sciences curriculum is designed to instill in students the passion for life-long learning, academic excellence, and a sense of professionalism and leadership qualities.

To graduate with a Bachelor's degree (BA, BBA, BE, BS), students must complete a minimum of 120 credit hours. These 120 credit hours are composed of the General Education Requirements and all Degree Program or Major requirements. Any of the 120 credit hours remaining after the completion of all requirements may be used to complete a Minor in another discipline (field of study) or for free electives, or both. Students are encouraged to complete a Minor either in a field related to their Degree Program or Major, or in any other area of their interest. The Degree Programs and the University General Education Requirements are detailed in the following pages.

The College of Arts and Sciences at the American University of Kuwait offers the following degrees:

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in English
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in International Studies
- Bachelor of Arts in Social and Behavioral Sciences

- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Economics
- Bachelor of Business Administration in Finance
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

- Bachelor of Engineering in Computer Engineering

- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

GENERAL EDUCATION

The General Education Requirements reflect AUK's liberal arts philosophy, and constitute an important component of all the Bachelor Degree programs offered at AUK. Most of the General Education courses should be completed in the first two years of studying toward a Bachelor's Degree. The English General Education Requirements should be completed in the first year of the student's course work.

MISSION STATEMENT FOR GENERAL EDUCATION

General Education at the American University of Kuwait offers students a broad interdisciplinary learning platform for the acquisition, application, integration, evaluation and production of knowledge, combined with intellectual and practical skills that render this knowledge useful. It provides the foundation upon which further academic and professional study is possible, and serves to create a student body that understands the interconnectedness of various academic disciplines. General Education marks the beginning of the student's journey toward civic responsibility, leadership, and propensity for life-long learning.

Students are to complete forty five (45) General Education credit hours in the following areas:

FORTY FIVE (45) GENERAL EDUCATION CREDIT HOURS IN THE FOLLOWING COURSES:		
COURSES	CREDIT HOURS	COURSE CODE
English Language Requirement	(6)	[E]
Oral Communication Requirement	(3)	[C]
Arabic Language and Culture Requirement	(6)	Language: [A] Culture: [K]
Mathematics Requirement	(6)	[M]
Computer Science and Information Systems Requirement	(3)	[T]
Health and Wellness Requirement	(1)	[F]
Essentials of Learning Requirement	(1)	[L]
Humanities Requirement	(6)	[H]
Social Sciences Requirement	(6)	[S]
Sciences Requirement	(7)	[P]

Each General Education Requirement will be noted in the Course Description listings with a course code. This course code designates which area the course satisfies with regards to General Education Requirements.

Grades earned in courses numbered 099 and below are not computed into the GPA, and the credit hours earned for these courses are not applied towards the total hours required for graduation.

GENERAL EDUCATION LEARNING OUTCOMES

Upon completion of the General Education Requirements, the student will be able to:

- 1) Examine social, economic, political, cultural and scientific phenomena
- 2) Identify problems
- 3) Apply the principles of independent inquiry
- 4) Assess qualitative and quantitative information through inductive and deductive reasoning
- 5) Link theory and research, and formulate generalizations and/or recommendations
- 6) Communicate information and recommendations effectively

1) Examine social, economic, political, cultural and scientific phenomena:

AUK students and graduates will be keenly aware of their global surroundings and contribute positively to any society in which they live and work. With an increased awareness of their

environments enhanced by their intercultural knowledge, they will be able to understand societal interactions, human behavior, and the dynamics of human relationships. This understanding will guide them in making decisions that adhere to universal norms of moral and civic behavior.

2) Identify problems:

AUK students and graduates will be able to pose important intellectual and academic questions in the fields of arts and sciences, which is a foundational process upon which solutions are developed. They will be able to contribute towards developing a model of a problem-solving intellect at work.

3) Apply the principles of independent inquiry:

AUK students and graduates will be able to harness broad and deep knowledge acquired in discipline-specific and interdisciplinary coursework. This knowledge will encourage engagement in unfettered and unhampered academic inquiry. They will be able to conduct research that aims at answering both the “what” and the “why” questions. They will be able to employ such an understanding in their professional, intellectual, public, and private lives.

4) Assess qualitative and quantitative information through inductive and deductive reasoning:

AUK students and graduates will be able to analyze patterns in any given data. They will be able to logically piece together processes and information. Through critical and analytical methods of inquiry, they will build the foundations for responsible decision-making.

5) Link theory and research, and formulate generalizations and/or recommendations:

Through linking theory and research, AUK students and graduates will be able to arrive at thoughtful generalizations. They will be able to make sound decisions and recommendations. They will be able to develop leadership skills important in recognizing areas of society requiring strengthening, and consequently spearhead societal reform.

6) Communicate information and recommendations effectively:

AUK students and graduates will be able to express a broad range of ideas in a variety of communication platforms in both written and verbal applications. They will be able to critique, defend, argue, and evaluate information in public and private forums to a range of audiences in English and Arabic.

ADEQUATE ADVANCEMENT TOWARD THE MAJOR IN THE DEGREE PROGRAM

All remedial and foundation courses in English, Math and EDUC must be completed within the first three semesters as an Undergraduate student at AUK. This will be enforced using Banner software pre-requisites. These courses include: ENGL 099, MATH 095, EDUC 100, ENGL 101, ENGL 102 and ENGL 108.

After the student spends his/her first two years completing the General Education Requirements, the student will be able to obtain the skill sets to advance towards Degree Program or Major requirements. The student generally declares his/her Degree Program or Major after completion of the General Education Requirements, which normally is at the end of the second year (fourth semester). All students must declare their Majors by the time they complete 60 credit hours. Students may not apply any General Education credit hours toward their first major and vice versa.

THE GENERAL EDUCATION REQUIREMENT “D” GRADE

A student is considered to have passed a course when s/he receives a passing grade of “A”, “B”, “C”, or “P.” The grade of “D” may satisfy only free electives or the General Education Requirements under the following restrictions:

- A student must have declared his/her Major with the 2006 – 2007 Catalog onward
- The following General Education Requirements must be completed with a grade of “C” or better:
 - Arabic Language
 - Arabic Culture
 - English Language
 - Any course that is a prerequisite for a Major or Minor course, or a Major requirement.

Students must receive at least a “C” in core courses required for their declared Major and/or Minor. Students must have a “C” average for all degree electives. All students must have a minimum GPA of 2.00 to graduate.

UPPER-LEVEL COURSES

Students are required to complete a minimum of 21 credit hours of upper-level (300 or 400 level) courses in residence at AUK. Some Majors or Degree Programs require additional upper-level courses to graduate; refer to individual program sections for more information.

GENERAL EDUCATION REQUIREMENTS

[E]: English Language Requirement (6 credit hours)

Students can satisfy the English Requirement with a grade of “C” (2.00 GPA) or better by taking the following two courses:

ENGL 101 Approaches to Critical Reading and Writing (3) [E]
This course should be completed by the end of the first year.

AND

ENGL 102 Writing and Information Literacy (3) [E]
This course should be completed by the end of the first year.

[C]: Oral Communication Requirement (3 credit hours)

Students can satisfy the Oral Communication Requirement by taking the following course:

ENGL 108 Public Speaking (3) [C]
This course should be completed by the end of the first year.

[A], [K]: Arabic Language and Culture Requirement (6 credit hours)

To fulfill the General Education Requirement for Arabic, students must take 1 course (3 credit hours) on Arabic language or literature and 1 course (3 credit hours) on Arab culture or society. These courses must be passed with a grade of “C” or better. The following are guidelines for fulfilling the Arabic Language and Culture Requirement:

[A]: Arabic Language Requirement

Fulfilled by taking one of the following courses:

ARAB 101 Arabic as a Second Language (3) [A]

OR

ARAB 114 Arabic Basic Language Skills (3) [A]

OR

ARAB 215 Arabic Composition

(3) [A]

OR

ARAB 220 Readings in Arabic Heritage

(3) [A]

Proficiency level is determined by an Arabic Placement Exam. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested (an exception to this being ARAB 215; students may take ARAB 215 after having passed ARAB 220 to improve their Arabic composition).

[K] Arab Culture Requirement

May be fulfilled by any course listed as satisfying the General Education Requirement for Arab Culture (see course descriptions).

[M]: Mathematics Requirement (6 credit hours)

For some degree programs, specific MATH courses are required or may be prerequisites for Major courses. If the student knows what s/he wishes to major in, the student is encouraged to refer to his/her degree program in order to satisfy both a General Education Requirement as well as a Major prerequisite. Students can take 2 of the following college-level mathematics or statistics courses:

MATH 100 College Algebra	(3) [M]
MATH 101 Finite Mathematics	(3) [M]
MATH 102 Introduction to Modern Mathematics	(3) [M]
MATH 103 Mathematics for Business	(3) [M]
MATH 110 Pre-Calculus	(3) [M]
MATH 201 Calculus I	(3) [M]
MATH 203 Calculus II	(3) [M]
MATH 210 Differential Equations	(3) [M]
MATH 213 Discrete Mathematics	(3) [M]
STAT 201 Statistics	(3) [M]

[T]: Computer Science and Information Systems Requirement (3 credit hours)

To fulfill the CSIS General Education Requirement, students may take any 100-level CSIS [T] course excluding CSIS 150.

[F]: Health and Wellness Requirement (1 credit hour)

To fulfill the Health and Wellness Requirement, students may take any HFIT [F] course.

[L]: Essentials of Learning Requirement (1 credit hour)

To fulfill the Essentials of Learning Requirement, students may take:

EDUC 100 Essentials of Learning (1)	[L]
<i>This course should be completed by the end of the first year.</i>	

Students who transfer 24 or more semester credit-hours with a grade of "C" or better from another institution will be allowed to waive the EDUC 100 course. However, the one credit must be made up in another area to satisfy degree credit hour requirements.

[H]: Humanities Requirement (6 credit hours)

Students can fulfill the Humanities Requirement by taking a total of six (6) credit hours from among the following areas:

Arabic (ARAB) (150, 205, 220, 303, 304, 308, 310, 312, 313, 316, 318, 400)	[H]
Art (ART)	[H]
Drama (DRAM)	[H]
English (ENGL)) (200-level courses or above)	[H]
French (FRNC)	[H]
Music (MUSC)	[H]
Philosophy (PHIL)	[H]
Religion (RELG)	[H]
Spanish (SPAN)	[H]

[S]: Social Sciences Requirement (6 credit hours)

Students can fulfill the Social Sciences Requirement by taking a total of six (6) credit hours from the following areas:

History (HIST)	[S]
International Studies (INST)	[S]
Psychology (PSYC)	[S]
Political Science (PLSC)	[S]
Social and Behavioral Sciences (SBSA)	[S]

[P]: Science Requirement (7 credit hours)

Students are required to take a total of seven (7) credit hours to fulfill the Science Requirement; one science course with a lab (4 credit hours) as well as one science course without a lab (3 credit hours). Students can take science courses from the following areas:

Biology (BIOL)	[P]
Chemistry (CHEM)	[P]
Environmental Studies (ENVS)	[P]
Natural Sciences (NSCI)	[P]
Physics (PHYS)	[P]

INTERNSHIPS

An internship is a supervised experience where the student is able to gain professional knowledge and training in an occupation, either working directly in the occupation or as an apprentice to an employee of the occupation. Students involved in internships, or “interns,” are not always working in a paid position.

- Students may be interested in participating in an internship for reasons relating to their Degree Programs or Majors. Some degree programs require an internship, while others recommend participation in an internship. Internships are graded on a Pass/No Pass basis.

The student interested in an internship must have satisfied the following prerequisites:

- The student must have declared his/her Degree Program or Major.
- The student must be either a Junior (3rd year, at least 60 earned credit hours) or a Senior (4th year, at least 90 earned credit hours).
- The student must be enrolled in a “470” (Internship) course while participating in the internship. Students must register for the 470 designation that is consistent with his/ her Degree Program or Major. 470 courses are available in the following areas: Accounting, Communication and

Media, Computer Engineering, Computer Science and Information Systems, Economics, English, Finance, Graphic Design, International Studies, Management, Marketing, Psychology, and Social and Behavioral Sciences.

- Enrollment in an internship course is restricted. Students must have permission from a faculty member who will serve as the internship supervisor to register for a 470 course.
- The student must have a minimum GPA of 2.0.
- The student is limited to a maximum of 6 credit hours of internship. Only 3 credit hours may be applied toward any one Major, if the Major requires an internship. If a student wishes to take another 3 credits of internship, the credits may be applied to another Degree Program, another Major, or towards a student's free electives.

INTERNSHIP APPLICATION PROCESS

After the student has ensured that AUK Internship prerequisites are satisfied, s/he should follow the Internship Application Process:

(Each Division has distinct guidelines and application processes for internships. The student should consult the individual Division's requirements, located in the Degree Programs section of this Catalog, as well as in each Division's documents, handbooks, and materials, located in the Division Head's office. Students are to request specific advising from their faculty advisor and Division Head.)

- 1) The student, with the support of the internship supervisor, identifies internship opportunities that are related to his/her Major. The student must receive approval from the internship supervisor to apply to programs that are related to the student's Degree Program or Major.
- 2) The student is responsible for following the internship application guidelines. The process may include formal application, interview, presentation, or competency exam.
- 3) Once the internship site has been secured, the student and employing supervisor will determine the number of hours, responsibilities, expectations, and learning outcomes of the experience, and contact information. The student is responsible for articulating the information about the internship to the internship supervisor. Students must keep in mind the number of credits awarded for the successful completion of the internship are based upon the number of hours worked.
- 4) It is the responsibility of the student to obtain an internship contract from the company or organization where s/he interns. It should be signed by the internship supervisor and the employer supervisor.
- 5) It is expected that the employer supervisor create and send an assessment of the student's progress to the internship supervisor.
- 6) The student should create or organize any reports, assessments, internship supervisor– employer supervisor meetings, projects, etc., relating to the internship as is required by his/her Degree Program or Major program and/or internship supervisor.
- 7) The final evaluation of the student is conducted by the “on-the-job” supervisor, who communicates his/her evaluation in writing to the student's internship supervisor. The evaluation letter will be used by the internship supervisor in determining whether or not the student receives a passing grade.
- 8) If the student receives a “pass,” s/he will earn the following credit hours:

Every 1 credit is equivalent to 40 - 42 work hours, thus:

- 3 credit hours for successfully completing 120 - 126 hours of supervised work

- 9) All awarded credit hours are contingent upon the student being registered for the appropriate 470 internship course.
- 10) Some information about internships can also be found in the Student Success Center. The Student Success Center may also enhance the student's chances of success by providing assistance, such as mock interviews, interview assessments, or résumé critiques.

LOYAC INTERNSHIPS

AUK has signed an agreement with the Lothan Youth Achievement Center (LoYAC), a Kuwaiti institution that assists students with identification and placement into internships with recognized local organizations and companies. This program is only open for academic credit for AUK students who have met the Internship prerequisites stated above. The following are steps for participation in the LoYAC program:

- 1) The student must complete an application form located on the LoYAC website:
<http://www.loyac.org>.
- 2) LoYAC will provide internship opportunities to registered AUK students who have filled out an internship application form. LoYAC will ensure that the internship opportunities provided to the AUK student corresponds to the student's Degree Program or Major. The AUK internship supervisor will verify that the internship opportunities provided to the AUK student corresponds to the student's Degree Program or Major.
- 3) Once LoYAC guides the student to an internship opportunity at a certain establishment, the student must apply at the establishment itself by presenting his/her resume and undergoing the interview process.
- 4) If the student successfully obtains the internship, s/he will have an AUK internship supervisor as well as an employer supervisor at the establishment where s/he interns. The student will be responsible for informing the AUK internship supervisor of the successful obtainment of the internship and must communicate all necessary information about the internship to the internship supervisor. LoYAC will be supervising the internship and will be creating assessment reports on the AUK student.
- 5) It is the responsibility of the student to obtain an internship contract from the company or organization where s/he interns. It should be signed by the internship supervisor and the employer supervisor.
- 6) LoYAC will be responsible for conducting at least one assessment of the student during the student's participation in the internship program and for communicating the assessment to the AUK internship supervisor.
- 7) The student should create or organize any reports, assessments, AUK internship supervisor – employer supervisor meetings, projects, etc., relating to the internship as is required by his/her Degree Program or Major program and/or internship supervisor.
- 8) The final evaluation of the student is conducted by the “on-the-job” supervisor, who communicates his/her evaluation via letter or personal communication to the student's internship supervisor. The evaluation letter will be used by the internship supervisor in determining whether or not the student receives a passing grade.

9) If the student receives a “pass,” s/he will earn the following credit hours:

Every 1 credit is equivalent to 40 - 42 work hours, thus:

- 3 credit hours for successfully completing 120 - 126 hours of supervised work

10) All awarded credit hours are contingent upon the student being registered for the appropriate 470 internship course. If the student has not registered for the appropriate course and paid tuition for the course, the student may not be awarded credit hours.

DIVISION OF BUSINESS AND ECONOMICS

DIVISION HEAD: DR. MOHSEN BAGNIED

MAJOR DEGREE PROGRAMS

The Division of Business and Economics oversees Bachelor of Business Administration programs with Majors in the following disciplines:

- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Economics
- Bachelor of Business Administration in Finance
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

MINORS

The Division of Business and Economics oversees the following Minor programs:

- Accounting
- Economics
- Finance
- Management
- Marketing

DISCIPLINES (FIELDS OF STUDY)

The Division of Business and Economics includes the following disciplines:

- Accounting (ACCT)
- Business Ethics and Law (BEAL)
- Economics (ECON)
- Entrepreneurship (ENTR)
- Finance (FINC)
- Management (MGMT)
- Marketing (MRKT)

ACADEMIC AND PROFESSIONAL SKILLS DEVELOPED BY THE DEGREE PROGRAMS

The study of business administration and management provides students with concepts and skills useful for decision-making in public and private commercial organizations.

The undergraduate curriculum of the BBA program at AUK covers accounting principles, economics principles, and functional areas of business administration including marketing, management, finance and accounting. The curriculum is also designed to develop the range of mathematical and computer skills needed in a business career.

While specializing provides specific skills, the liberal arts background will ensure broad academic experiences in the humanities, sciences, arts, and social sciences that teach students to think critically, analyze problems, reach creative solutions, and communicate clearly.

The approach is towards analytical problem-solving and business-related case studies. The social and leadership opportunities at AUK encourage students to develop the ability to deal effectively with people, to learn and practice organizational and management skills, and to develop their potential for leadership in their careers and their communities.

An excellent way to prepare for a career is to supplement academic education with on-the-job experience. The BBA program at AUK is designed with that purpose in mind. Students pursuing a Business Administration degree are required to participate in an internship, where student interns learn how to apply their business knowledge. AUK helps students find a position that suits their needs and skills. National and international opportunities for internships are available. Internships give students insights into practical business experience, more confidence in job interviewing, and an opportunity that could lead to further career opportunities.

The skills gained through the BBA program are transferable to many career fields, but they are particularly appropriate for students who wish to start their careers in business administration. This unique program partners special training with the flexibility, adaptability and creativity necessary for growth and job satisfaction in our rapidly changing global society.

Careers in business are varied but the following is a list of possibilities:

- **Accounting:** Controllership, Management Information Systems, Strategic Planning, Cash Management, Auditing
- **Finance:** Banking, Portfolio Management, Investment Analysis, Financial Analysis, Currency Exchange
- **Management:** Private Enterprise, Manufacturing, Product Assembly Operations, Real Estate, Government
- **Marketing:** Public Relations, International Marketing, Retailing and Supply/Chain Management, Marketing Research, Advertising and Promotion
- **Economics:** Research, Consulting, Planning, Banking, Resource Management

OVERVIEW OF REQUIREMENTS FOR THE BACHELOR OF BUSINESS ADMINISTRATION PROGRAMS

Division Head: Dr. Mohsen Bagnied

Program E-mail: Business@auk.edu.kw

ADMISSION TO THE PROGRAM:

A cumulative GPA of 2.25 upon declaration of the Major.

UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS):

To receive a Bachelor of Business Administration in Accounting, Finance, Management, or Marketing, students must complete at least 120 credit hours:

- General Education Requirements (45)
- Business Administration Core Courses (34)
- Internship (3)
- Specialty Program Requirements (18)
- Electives (20)
- **Students must complete a minimum of 39 upper level credits of which 27 credits should be in residence at AUK.**

GENERAL EDUCATION REQUIREMENTS:

Students who plan on a BBA degree are required to complete the following General Education Requirements. These courses are prerequisites for many Business courses.

ENGL 101	Approaches to Critical Reading and Writing	(3) [E]
ENGL 102	Writing and Information Literacy	(3) [E]
MATH 103	Mathematics for Business	(3) [M]
STAT 201	Statistics	(3) [M]

Note 1: MGMT 201 is required for all BBA majors (except Economics)

Note 2: MATH 201 (Calculus I) is recommended for the BBA in Finance as a number of advanced Finance courses may require MATH 201 as a prerequisite.

BUSINESS ADMINISTRATION CORE COURSES (34 CREDIT HOURS):

All BBA students must complete the following core courses:

ECON 200	Principles of Microeconomics	(3)
ECON 201	Principles of Macroeconomics	(3)
ACCT 201	Principles of Financial Accounting	(4)
ACCT 205	Managerial Accounting	(3)
ENGL/MGMT 305	Professional Writing and Communication	(3)
FINC 332	Financial Management	(3)
MGMT 210	Research Methods for Business	(3)
MGMT 321	International Business Management	(3)
MGMT 345	Business Operations	(3)
MRKT 200	Principles of Marketing	(3)
AND		
BEAL 401	Legal Issues in Business	(3)
OR		
BEAL 403	Corporate Governance	(3)

INTERNSHIP 470 (3 CREDIT HOURS):

Program Lead: Dr. Athmar Al-Salem

All students must participate in an Internship Program for each BBA Major. The Internship Program provides students with an opportunity to demonstrate their capacity for leadership, teamwork, and business activity in the context of work experience. Internships are completed in the Junior or Senior year and while in residency at AUK. The Division's Internship Handbook provides extensive details of the internship process, requirements, and methods of assessment.

SPECIALTY PROGRAM REQUIREMENTS (18 CREDIT HOURS):

Students may select to pursue the Bachelor of Business Administration degree in: Accounting, Economics, Finance, Management, or Marketing. Students who choose to pursue one of these Majors must follow the specified guidelines for completing the Business Administration Core Requirements (applicable to Accounting, Finance, Management, and Marketing) and the requisite 18

credit hours in the degree program of choice (Accounting, Finance, Management, and Marketing). Students Majoring in Economics must complete all required courses within the program. Courses in the BBA program are listed at the Junior (300 level) and Senior level (400 level) with the following prefix designations: **ACCT, BEAL, ECON, ENTR, FINC, MGMT, and MRKT.**

Students must also choose in consultation with their Academic Advisor 2 courses (6 credit hours) at the Junior (300 level) or Senior (400 level) from among the business administration, economics, and management electives.

Also, note that for all 400 level courses, “Senior Standing” is required for enrollment.

Double Major:

Students may elect to complete two majors in the BBA program (for example Accounting and Finance, Management and Marketing) by completing all the major and major-related coursework required by the two majors. Students must complete two 3 credit internships, one for each major. A maximum of 6 credits can be shared between the two majors.

ELECTIVES:

Students must take adequate and sufficient electives to complete the 120 credit hour requirement for graduation. BBA students are strongly advised to consult with their Academic Advisor for the best course choices.

DEGREE PROGRAMS IN THE DIVISION OF BUSINESS AND ECONOMICS

BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING (ACCT)

Program Lead: Prof. John Russell

Program E-mail: Business@auk.edu.kw

ACCOUNTING PROGRAM LEARNING OUTCOMES:

Upon completion of the AUK Major in Accounting, the student will be able to:

- Design reporting systems and critically assess the validity of financial transactions when employing an accounting information system.
- Acquire the analytical skills of cost determination (traditional and ABC), income and expense analysis, and long range capital and operational strategic planning.
- Professionally present reports of financial information.
- Display the understanding of basic technical skills such as double-entry and other generally accepted accounting principles and international standards of auditing.
- Reveal awareness of cultural differences in business environments and in accounting practices relative to domestic practice.
- Exhibit ethical commitment needed to ensure their work meets the highest standards of integrity, independence, and objectivity.

Students must complete the following 4 courses (12 credit hours):

ACCT 301	Intermediate Accounting I	(3)
	AND	
ACCT 305	Intermediate Accounting II	(3)
	AND	
ACCT 413	Accounting Capstone: Auditing	(3)
	AND	
ACCT 401	Advanced Managerial Accounting	(3)
	OR	
ACCT 405	Advanced Financial Accounting	(3)

Students must also choose in consultation with their Academic Advisor 2 courses (6 credit hours), 300-level or above, from among the business administration and management electives.

BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE (FINC)

Program Lead: Dr. Ralph Palliam

Program E-mail: Business@auk.edu.kw

FINANCE PROGRAM LEARNING OUTCOMES:

Upon completion of the AUK Major in Finance, the student will be able to:

- Present financial data with supporting justification for the data and employ an accounting information system.
- Acquire the analytical skills of cost determination (Western and Islamic) for a broad range of financial instruments, tranches, and documentary credits.
- Professionally present reports justifying premiums, discounts, and application of the time value of money to financial information.
- Demonstrate the understanding of basic technical skills such as the application of calculus and mathematical solutions to critical financial calculations.
- Demonstrate awareness of cultural differences in finance environments and in practices relative to domestic practice.
- Apply ethical reasoning and teambuilding practices in financial analysis and projection.

Students must complete the following 4 courses (12 credit hours):

FINC 341	Corporate Finance	(3)
FINC 345	Investment and Securities Analysis	(3)
FINC 355	Financial Markets and Institutions in Kuwait and the Gulf	(3)
FINC 413	Finance Capstone: Financial Markets and Institutions	(3)

Students must also choose in consultation with their Academic Advisor 2 courses (6 credit hours), 300-level or above, from among the business administration and management electives.

Students interested in Majoring in Finance (undeclared students) are strongly encouraged to take STAT 202, Statistics for Business.

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT (MGMT)

Program Lead: Dr. Mourad Dakhli

Program E-mail: Business@auk.edu.kw

MANAGEMENT PROGRAM LEARNING OUTCOMES:

Upon completion of the AUK Major in Management, the student will be able to:

- Create an application of management reporting systems and critically assess the performance employing management information systems.
- Acquire the analytical skills for the evaluation of an organizational strategic plan compared with actual results and provide solutions to problems arising.
- Demonstrate the ability to communicate and ensure internal controls are professionally implemented and provide assurance for users of financial statements.
- Demonstrate the understanding of basic technical skills such as the application of variance, ratio, and comparative entity analysis in order to control activity and protect corporate assets.
- Demonstrate awareness of cultural differences in business environments and in practices relative to domestic practice.
- Apply ethical reasoning and teambuilding practices in business management.

Students must complete the following 4 courses (12 credit hours):

ENTR 201	Principles of Entrepreneurship	(3)
MGMT 301	Leading and Managing Organizational Change	(3)
MGMT 333	Organizational Behavior	(3)
MGMT 413	Management Strategy and International Affairs	(3)

Students must also choose in consultation with their Academic Advisor 2 courses (6 credit hours), 300-level or above, from among the business administration and management electives.

BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING (MRKT)

Program Lead: Dr. Mohsen Bagnied

Program E-mail: Business@auk.edu.kw

MARKETING PROGRAM LEARNING OUTCOMES:

Upon completion of the AUK Major in Marketing, the student will be able to:

- Critically assess the target market for product and planning acquisition of planned target market share.
- Acquire the analytical skills for survey analysis to examine the make-up of merchandise and manufacturing markets.
- Professionally present analysis of market potential and communicate unique product attributes.
- Demonstrate the understanding of basic technical skills such as market research survey and assessment techniques and comparative analysis of product markets.
- Demonstrate awareness of cultural differences in the product market and in practices relative to domestic markets.
- Apply ethical reasoning and teambuilding practices in marketing goods and services.

Students must complete the following 4 courses (12 credit hours):

MRKT 329	International Marketing	(3)
MRKT 355	Promotion and Advertising	(3)
MRKT 401	Marketing Research	(3)
MRKT 413	Marketing Strategy	(3)

Students must also choose in consultation with their Academic Advisor 2 courses (6 credit hours), 300-level or above, from among the business administration and management electives.

B.B.A. 2010-2011 4-YEAR PLAN

Courses Required to Graduate				ACCT		FINC		MGMT		MRKT	
				By Year/Semester 1/2, 3/4, 5/6, 7/8							
				Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr
Gen. Ed. Requirements			Credit Hrs								
English [E]	ENGL	101	3	1		1		1		1	
	ENGL	102	3		2		2		2		2
Oral [C]	ENGL	108	3	3		3		3		3	
Arabic [A]	ARAB		3	1		1		1		1	
Arabic Culture [K]			3		2		2		2		2
Math [M]	MATH	103	3	1		1		1		1	
	STAT	201	3		2		2		2		2
CSIS [T]	CSIS		3	3		3		3		3	
Health [F]	HFIT		1	1		1		1		1	
Learning [L]	EDUC	100	1	1		1		1		1	
Humanities [H]			3	1		1		1		1	
			3		2		2		2		2
Social Sciences [S]			3	3		3		3		3	
			3		4		4		4		4
Sciences [P]			4	5		5		5		5	
			3		4		4		4		4

B.B.A. Business Core		Credit Hrs	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr
ACCT	201	4	3		3		3		3	
ACCT	205	3		4		4		4		4
ECON	200	3	3		3		3		3	
ECON	201	3		4		4		4		4
ENGL	305	3	5		5		5		5	
MRKT	200	3	3		3		3		3	
MGMT	210	3		4		4		4		4
MGMT	321	3	5		5		5		5	
FINC	332	3		6		6		6		6
MGMT	345	3	5		5		5			
BEAL	401/403	3		8		8		8		8
BBA Admission Requirement		GPA Above 2.25	34							

B.B.A. Program Requirements				Credit Hrs	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr
ACCT	FINC	MGMT	MRKT									
ACCT	FINC	ENTR	MRKT	3	5		5		5		5	
ACCT	FINC	MGMT	MRKT	3		6		6		6		6
ACCT	FINC	MGMT	MRKT	3	7		7		7		7	
ACCT	FINC	MGMT	MRKT	3		8		8		8		8
Related Reqs: (300 level or above)												
				3		6		6		6		6
				3	7		7		7		7	

18

Internship		Credit Hrs	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr
[3-6 Credit Hrs)	470	3		6		6		6		6

3

Electives	Credit Hrs	Fall	Spr	Fall	Spr	Fall	Spr	Fall	Spr
MGMT 201 (Required Pre-Requisite)	3	3		3		3		3	
	3		4		4		4		4
	3	7		7		7		7	
	3		6		6		6		6
	3	7		7		7		7	
	3	7		7		7		7	
	2		8		8		8		8
Special Req: Minimum 39 Cr Hrs @ 300	20								

	GPA	
GRADUATION REQUIREMENT	Above 2.00	120

ECONOMICS (ECON)

The Division also oversees the Bachelor of Business Administration in Economics.

ACADEMIC AND PROFESSIONAL SKILLS DEVELOPED BY THE DEGREE PROGRAM

Economics is the science of making choices when resources are scarce. These choices are made by individuals who act through numerous social institutions such as families, business firms, financial institutions, governments, labor unions, trade associations, and charities. Economics applies a rigorous method for analyzing choices-constrained maximization-to investigate how these institutions make decisions to purchase, produce, and trade resources and goods that satisfy human needs and desires. The Economics Degree program at AUK provides the student with the comprehensive study of domestic and international economics. The student will learn the principles of economics, the theories and methods of economic analysis, the nature of international economic activity, the character of regional Arab economics and the economics of oil and energy. In this Program, students will also examine economic issues including labor, trade, finance and investment.

Graduates with a Bachelor of Business Administration in Economics are often sought after by banks, businesses, international corporations, government agencies and non-government organizations. In addition, the degree program in economics at AUK will provide the student with a solid foundation to continue graduate work in economics. Furthermore, the study of economics is a very useful adjunct to the study of management and business administration and other social sciences, including anthropology, political science, and sociology and is helpful for students intending to pursue graduate programs in business, law, accounting, finance and public administration.

BACHELOR OF BUSINESS ADMINISTRATION IN ECONOMICS

Program Lead: Dr. Ebrahim Merza

Program E-mail: Business@auk.edu.kw

ECONOMICS LEARNING OUTCOMES:

Upon completion of the AUK degree in Economics, the student will be able to:

- Critically assess the target economic market by utilizing the skills learned in microeconomics and macroeconomics, such as being able to determine the biological and physical impact variables on economies, identify correlative factors within the market, and distinguish empirical statistical data findings from normative results.
- Acquire analytical skills such as comparative advantage and exchange to identify efficient market resource allocation as well as acquire the ability to determine the opportunity cost of alternatives and to compare static data analyses.
- Professionally present an interpretation and analysis of economic data and markets.
- Demonstrate the understanding of basic technical skills when organizing and analyzing statistical data and presenting visual information.

ADMISSION TO THE PROGRAM:

- Students should apply and be approved for formal admission into the degree program (or Major) by the second semester of the sophomore or second year.
- Students must have a minimum 2.25 GPA.
- Students must have completed STAT 201 with a grade of “C” or better.

UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To receive a Bachelor of Business Administration in Economics, students must complete at least 120 credit hours:

- General Education Requirements (45)
- Core Requirements (36)
- Economics Electives (15)
- Free Electives (24)

GENERAL EDUCATION REQUIREMENTS (45 CREDIT HOURS)

Students who plan on a BBA degree in Economics are advised that they need to complete the following General Education Requirements courses. These courses are prerequisites for many Economics courses and must be completed with a grade of “C” or better.

ENGL 102	Writing and Information Literacy	(3) [E]
MATH 103	Math for Business	(3) [M]
MATH 201	Calculus I	(3) [M]
STAT 201	Statistics	(3) [M]

ECONOMICS CORE REQUIREMENTS (36 CREDIT HOURS)

Students must take the following 12 Core Courses (36 credit hours):

ECON 200	Principles of Microeconomics	(3)
ECON 201	Principles of Macroeconomics	(3)
ECON 300	Intermediate Microeconomics	(3)
ECON 301	Intermediate Macroeconomics	(3)
ECON 304	Economics of Labor	(3)
ECON 305	International Economics	(3)
ECON 351	Money and Banking	(3)
ECON 405	Comparative Economic Systems	(3)
ECON 409	Economic Development	(3)
ECON 452	Econometrics	(3)
ECON 470*	Internship in Economics	(3)
ECON 485	Seminar in Economics	(3)

Students are limited to a maximum of 6 internship credit hours when taking ECON 470, “Internship in Economics.”

ECONOMICS ELECTIVES (15 CREDIT HOURS)

Students are encouraged to choose in consultation with their Academic Advisor 5 courses (15 credit hours) from the following areas: SBSA, ENTR, FINC, HIST, PLSC and others that may fit the student career objectives if approved by the advisor.

FREE ELECTIVES (24 CREDIT HOURS)

Choose 8 courses (24 credit hours) in consultation with the Academic Advisor. Students interested in Majoring in Economics (undeclared students) are strongly encouraged to take STAT 202, Statistics for Business.

ECONOMICS 2010-2011 4-YEAR PLAN

				Spring	Fall
General Education Requirements:					
			Hrs		
English [E]	ENGL	101	3	1	
	ENGL	102	3		2
Oral [C]	ENGL	108	3	3	
Arabic Lang [A]	ARAB		3	1	
Arab Culture [K]	.		3		2
Math [M]	MATH	103	3	1	
	STAT	201	3		2
CSIS [T]	CSIS		3	3	
Health [F]	HFIT	101	1	1	
Learning [L]	EDUC	100	1	1	
Humanities [H]	.		3	1	
	.		3		2
Social Science [S]	.		3	3	
	.		3		4
Science [P]	.		3	3	
	.		4		4
			45		

BA Economics Core		Hrs		
ECON	200	3		2
ECON	201	3		4
ECON	300	3	3	
ECON	301	3		4
ECON	304	3	5	
ECON	305	3	5	6
ECON	351	3		6
ECON	405	3	7	
ECON	409	3	7	
ECON	452	3		8
ECON	470	3		8
ECON	485	3		8
		36		
Economics Electives		Hrs	Spring	Fall
<i>Select from SBSA, ENTR, FINC, HIST, PLSC, & all B&E Division courses at the 300 level or above</i>				
.		3	5	
.		3	5	
.		3	3	
.		3		6
.		3		6
		15		
Free Electives		Hrs		
.		3		4
.		3	5	
.		3		6
.		3	7	
.		3	7	
.		3	7	
.		3		8
.		3		8
		24		
<i>Special Req: Min 39 Cr Hrs @ 300</i>				
		GPA		
GRADUATION REQUIREMENT		Above 2.0		120

MINORS IN THE DIVISION OF BUSINESS AND ECONOMICS

Students may elect to complement their Major with a Minor, defined as specialization in a discipline (field of study) outside their chosen Major.

The Division oversees the following Minors:

- Accounting
- Economics
- Finance
- Management
- Marketing

The Minors in Accounting, Finance, Management, and Marketing are designed for students already Majoring within the BBA degree. For example, a student can complete their BBA in Accounting with a Minor or Minors that provide specialization(s) in one or more of the following disciplines: Finance, Management, Marketing, or Economics. Students receiving a BA, BE, or BS degree may not Minor in these four areas.

The Minor in Economics is designed for students Majoring in any degree program (BA, BBA, BE, or BS). It is not designated for students taking the BBA in Economics.

GENERAL REQUIREMENTS FOR A MINOR

Students wishing to complete a Minor must complete a minimum 18 credit hours.

No more than 9 credit hours in the student's Major or another Minor, may be counted toward a Minor. Internship credits may not be used to substitute for courses comprising the requisite minimum 18 credit hours in a Minor program.

REQUIREMENTS FOR A MINOR IN ACCOUNTING, FINANCE, MANAGEMENT, OR MARKETING

Students choosing to add a Minor in Accounting, Finance, Management, or Marketing should consult Program Leads in the appropriate discipline (field of study):

- | | |
|----------------------|--------------------|
| • Accounting: | Prof. John Russell |
| • Finance: | Dr. Ralph Palliam |
| • Management: | Dr. Mourad Dakhli |
| • Marketing: | Dr. Mohsen Bagnied |

However, a partial indication of the Minor requirements may be gained from the Catalog by reviewing courses listed under the 18 hours of program requirements in the appropriate discipline. For the Division of Business and Economics, these 18 credit hours are comprised of 4 compulsory courses (12 credit hours) plus 2 courses (6 credit hours), 300-level or above, from among the business administration and management electives chosen in consultation with the student's Academic Advisor and Program Lead.

Specific details of the course requirements for the Minor in Economics is given on the next page.

MINOR IN ECONOMICS (18 CREDIT HOURS)

Program Lead: Dr. Ebrahim Merza

Students must complete 6 courses (18 credit hours) for the Minor.

The following 2 courses (6 credit hours) are core courses for the Economics Minor:

ECON 200	Principles of Microeconomics	(3)
ECON 201	Principles of Macroeconomics	(3)

In addition, students must choose in consultation with their Academic Advisor 4 courses (12 credit hours) from among the following:

ECON 300	Intermediate Microeconomics	(3)
ECON 301	Intermediate Macroeconomics	(3)
ECON 304	Economics of Labor	(3)
ECON 305	International Economics	(3)
ECON 351	Money and Banking	(3)
ECON 405	Comparative Economic Systems	(3)
ECON 409	Economic Development	(3)
ECON 452	Econometrics	(3)
ECON 470	Internship in Economics	(3)
ECON 485	Seminar in Economics	(3)

Up to 2 non-economic courses (e.g. **HIST, PLSC, MGMT**) can be taken instead of 2 from the above in consultation with the student's Academic Advisor.

DIVISION OF HUMANITIES AND ARTS

DIVISION HEAD: DR. CRAIG LOOMIS

MISSION STATEMENT

As a keystone of the liberal arts experience, the humanities and arts emphasize intelligent communication and logical analysis. Students examine, interpret and evaluate expressions of cultural achievement in world traditions. Through creative processes and critical inquiry, students gain a fuller appreciation of the values of mutual respect and diversity as they cultivate their moral judgment, aesthetic sensibilities and emotional maturity in preparation for becoming socially responsible members of their local, national and global communities.

MAJOR DEGREE PROGRAMS

The Division of Humanities and Arts oversees Bachelor of Arts programs with Majors in the following academic disciplines:

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in English
- Bachelor of Arts in Graphic Design

MINORS

The Division of Humanities and Arts oversees the following Minor programs:

- Communication and Media
- English
- Graphic Design

DISCIPLINES (FIELDS OF STUDY)

The Division of Humanities and Arts includes the following disciplines (fields of study):

- Art (ART)
- Arabic (ARAB)
- Communication and Media (COMM)
- Drama (DRAM)
- Education (EDUC)
- English (ENGL)
- French (FRNC)
- Graphic Design (GDES)
- Music (MUSC)
- Philosophy (PHIL)
- Religion (RELG)
- Spanish (SPAN)
- Translation (TRAN)

DEGREE PROGRAMS IN THE DIVISION OF HUMANITIES AND ARTS

COMMUNICATION AND MEDIA (COMM)

The American University of Kuwait Communication and Media program allows students to explore different communication theories that try to explain how, why, when, what, and where humans, of diverse cultural and ethnic backgrounds, communicate differently and similarly. Overall, the Communication and Media program teaches students skills in critical thinking and analysis, writing, and public speaking.

To accomplish this, the AUK Communication and Media program employs a flexible approach that allows students to become a communication generalist. The student is exposed to various fields of Communication and Media, such as advertising, journalism, and public relations. Laboratory courses sharpen students' skills, while lecture courses enable students to view the profession from a variety of perspectives.

Classes are taught in state-of-the-art computer labs in a fully digital environment. The networked labs are equipped with the latest software and served by in-house servers and databases. Separate Mac and PC labs designed for video editing, graphics, photo-journalism and multimedia are each equipped with appropriate film and flatbed scanners, CD and DVD drives and burners, DV decks and printers.

Communication and Media graduates can embark upon rewarding and prosperous careers in fields such as government, advertising management, marketing communications, mediation, public affairs, public policy, media policy and regulation, speech writing, print or electronic reporting, editing, media planning, promotions, public relations, and media sales.

BACHELOR OF ARTS IN COMMUNICATION AND MEDIA

Program Lead: Dr. Ildiko Kaposi

Program E-mail: COMM@auk.edu.kw

COMMUNICATION AND MEDIA LEARNING OUTCOMES:

Upon completion of the AUK Major in Communication and Media, the student will:

- Examine the manner in which communication impacts social processes
- Recognize the manner in which communication is influenced by and influences political, cultural and economic dynamics
- Demonstrate appropriate knowledge and use of communication theory and research principles
- Apply appropriate technology in the development and dissemination of media messages
- Develop effective communication practices based on ethical principles
- Design media messages for diverse target audiences

ADMISSION TO THE PROGRAM:

- Students wishing to Major in Communication and Media should apply for Major declaration by the end of their sophomore year.
- Cumulative GPA of 2.0 or better.
- Grade of "C" or better in ENGL 101 and in ENGL 102.

UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To receive a Bachelor of Arts in Communication and Media, students must complete at least 120 credit hours:

- General Education Requirements (45)
- Communication Core Courses (27)
- Communication Area Courses (18)
- Communication Electives (9)
- Free Electives (21)
- A grade of “C” or better in all courses required for the Major.

Communication and Media Core Requirements (27 credit hours)

COMM 101	Introduction to Mass Communication	(3)
COMM 110	Introduction to Digital Media Design	(3)
COMM 201	Principles of Journalism	(3)
COMM 205	Writing for Mass Media	(3)
COMM 210	Research Methods in Communication	(3)
COMM 225	Theories of Communication	(3)
COMM 230	Principles of Advertising	(3)
COMM 240	Principles of Public Relations	(3)
COMM 470*	Internship in Communication	(3)

* Information on internship assessment for internships offered by the Division of Humanities and Arts is also located at the end of the “Division of Humanities and Arts” section of the Catalog.

Communication Area Courses (18 credit hours)

Students are to complete each course in each area.

Advertising courses:

COMM 455	Advertising Media Planning	(3)
COMM 460	Advertising Campaigns	(3)

Journalism courses:

COMM 310	Broadcast Journalism	(3)
COMM 312	News Reporting and Editing	(3)

Public Relations courses:

COMM 360	Public Relations Writing	(3)
COMM 402	PR Campaigns	(3)

Communication Electives (9 credit hours)

Students are to complete three additional COMM or GDES courses (9 credit hours) of their choice in consultation with their Academic Advisor. At least two of these three courses must be a 300-level course or higher.

Free Electives (21 credit hours)

Students may take 21 credit hours of free electives.

A minimum of 21 hours of upper-level (300 or 400) coursework should be completed in residence at AUK.

COMMUNICATION AND MEDIA 2010-2011 4-YEAR PLAN

Year 1		Semester-1	
Prefix	Number	Title	Prerequisite/s
ENGL	101	Approaches to Critical Reading and Writing	
COMM	101	Introduction to Mass Communication	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
Year 1		Semester-2	
Prefix	Number	Title	Prerequisite/s
ENGL	102	Writing and Information Literacy	ENGL 101
COMM	110	Introduction to Digital Media Design	
ENGL	108	Public Speaking	
General		General Education Requirement	
General		General Education Requirement	
Year 2		Semester-1	
Prefix	Number	Title	Prerequisite/s
COMM	201	Principles of Journalism	COMM 101
COMM	230	Principles of Advertising	COMM 101
COMM	240	Principles of Public Relations	COMM 101
General		General Education Requirement	
General		General Education Requirement	
Year 2		Semester-2	
Prefix	Number	Title	Prerequisite/s
COMM	205	Writing for Mass Media	ENGL 101
COMM	210	Research Methods in Communication	COMM 101 & STAT 101
COMM	225	Theories of Communication	ENGL 101 & COMM 101
General		General Education Requirement	
General		General Education Requirement	
Year 3		Semester-1	
Prefix	Number	Title	Prerequisite/s
COMM	310	Broadcast Journalism	COMM 201

COMM	312	News Reporting and Editing	COMM 201 or COMM 205
COMM	360	Public Relations Writing	COMM 240
General		Upper Level General Education Requirement	
Elective		Free Elective	
Year 3			
Semester-2			
Prefix	Number	Title	Prerequisite/s
COMM	402	PR Campaigns	COMM 240
COMM	460	Advertising Campaigns	COMM 230
COMM/ GDES		Additional Course in COMM or GDES	
General		General Education Requirement	
Elective		Upper Level Free Elective	
Year 4			
Semester-1			
Prefix	Number	Title	Prerequisite/s
COMM	455	Advertising Media Planning	COMM 230
COMM/ GDES		Upper Level Additional Course in COMM or GDES	
Elective		Upper Level Free Elective	
Elective		Free Elective	
Elective		Free Elective	
Year 4			
Semester-2			
Prefix	Number	Title	Prerequisite/s
COMM	470	Internship in Communication	
COMM/ GDES		Upper Level Additional Course in COMM or GDES	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	

ENGLISH (ENGL)

In keeping with the liberal arts tradition, the mission of the English Program is to provide AUK students with the ability to use English language effectively so that they can think creatively and critically, cultivate a lifelong process of inquiry, and can reach their full potentials as individuals and as productive citizens. Through the development of students' cultural awareness and information literacy, the program prepares students for the increasingly complex challenges of the 21st Century.

For students Majoring or Minorng in English, the program provides a sound foundation in the structure of the English language and its literary traditions; it also educates students in the exploration of the relationships of language and literature to the individual and society, and to history and politics. The program also provides a broad range of American, British, and world literature carefully selected by the faculty to include work by women and men of diverse backgrounds and in a variety of literary forms and periods.

Thus, students' command of written language, their ability to analyze concepts, and their broad understanding of human nature and social realities may give them a competitive advantage in the pursuit of careers in a variety of fields, including education, media, business, and civil service or, with appropriate graduate work, in professions such as law and higher education.

BACHELOR OF ARTS IN ENGLISH

Program Lead: Dr. Kathryn Kleypas

Program E-mail: English@auk.edu.kw

ENGLISH LEARNING OUTCOMES:

Upon completion of the AUK Major in English, the student will be able to:

- Recognize a wide range of literary works of world cultures, sub-cultures and minority groups
- Compare and contrast texts produced in different periods and genres
- Identify and discuss representative authors, works and movements
- Analyze cultural and literary texts using theory
- Develop independent thought and judgment to carry out research projects
- Develop and communicate ideas clearly in writing
- Evaluate cultural and literary texts within socio-political, historical and economic contexts

English Majors begin their coursework with surveys of Western Literature and World Literatures in English and then advance to courses that focus on particular motifs, genres, critical approaches, time periods, authors or countries.

ADMISSION TO THE PROGRAM:

Formal admission to the Major requires a cumulative GPA of 2.00.

UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To receive a Bachelor of Arts in English, students must complete at least 120 credit hours:

- General Education Requirements (45)
- English Core Requirements (18)
- English Electives (27)
- Free Electives (30)

English Core Requirements (18 credit hours)

Students must complete the following 6 courses (18 credit hours):

ENGL 201	Foundations of Western Literature I	(3)
ENGL 203	Foundations of Western Literature II	(3)
ENGL 211	World Literatures in English I	(3)
ENGL 212	World Literatures in English II	(3)
ENGL 300	History of the English Language	(3)
ENGL 415	Literary Theory and Criticism	(3)

English Electives (27 credit hours)

In consultation with their Academic Advisor, students must take 9 courses (27 credit hours) from any remaining ENGL 300 or 400 level courses, or ENGL 207.

Free Electives (30 credit hours)

Choose 10 courses (30 credit hours) in consultation with the Academic Advisor.

A minimum of 21 hours of upper-level (300 or 400) coursework should be completed in residence at AUK.

NOTE: ENGL 485, Senior Thesis (3 credit hours), applies as an English Elective. Upon successful defense of a thesis, students who select this option may have “Honor Thesis” reflected on their transcript.

NOTE: Information on internship assessment for internships offered by the Division of Humanities and Arts is also located at the end of the “Division of Humanities and Arts” section of the Catalog.

ENGLISH 2010-2011 4-YEAR PLAN

Year 1		Semester-1	
Prefix	Number	Title	Prerequisite/s
ENGL	101	Approaches to Critical Reading and Writing	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
Year 1		Semester-2	
Prefix	Number	Title	Prerequisite/s
ENGL	102	Writing and Information Literacy	ENGL 101
ENGL	108	Public Speaking	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
Year 2		Semester-1	
Prefix	Number	Title	Prerequisite/s
ENGL	201	Foundations of Western Literature I	ENGL 101
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
Engl. Elective		English Elective	
Year 2		Semester-2	
Prefix	Number	Title	Prerequisite/s
ENGL	203	Foundations of Western Literature II	ENGL 101
General		General Education Requirement	
General		General Education Requirement	
Engl. Elective		English Elective	
Elective		Free Elective	
Year 3		Semester-1	
Prefix	Number	Title	Prerequisite/s
ENGL	211	World Literatures in English I	ENGL 101
Engl. Elective		English Elective	

Engl. Elective		Upper Level English Elective	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	
Year 3 Semester-2			
Prefix	Number	Title	Prerequisite/s
ENGL	212	World Literatures in English II	ENGL 101
Engl. Elective		English Elective	
Engl. Elective		Upper Level English Elective	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	
Year 4 Semester-1			
Prefix	Number	Title	Prerequisite/s
ENGL	300	History of the English Language	ENGL 101
Engl. Elective		English Elective	
Engl. Elective		Upper Level English Elective	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	
Year 4 Semester-2			
Prefix	Number	Title	Prerequisite/s
ENGL	415	Literary Theory and Criticism	ENGL 101
Engl. Elective		Upper Level English Elective	
Engl. Elective		Upper Level English Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	

GRAPHIC DESIGN (GDES)

The Graphic Design (GDES) degree program offers students the opportunity to pursue a degree emphasizing a balance of theory and practice in the art and science of visual communication. Both the teaching and practice are emphasized to foster critical thinking and problem solving that prepare the student for the real-world challenges one will face in the professional sphere. The program is also inspired by a vision that design methodology and technologies can support the creative exploration of traditional and modern design concepts and principles. The program includes history of graphic design, typography, symbols, information design, systems, 3D, and multi-media design.

Graphic Design program graduates are instilled with the skills of marketable designers and are prepared for employment in graphic design studios, publishing houses, corporations, non-profit institutions, film and video production companies, advertising, and multimedia firms.

BACHELOR OF ARTS IN GRAPHIC DESIGN

Program Lead: Ms. Maryam Hosseinnia **Program E-mail:** Graphics@auk.edu.kw

GRAPHIC DESIGN LEARNING OUTCOMES:

Upon completion of the AUK Major in Graphic Design, the student will be able to:

- Apply critical thinking, design concepts, and problem-solving methodologies to a variety of design problems and possibilities.
- Demonstrate an understanding of how design processes and skills are related to social and scientific issues and discourse.
- Produce a design portfolio showcasing sensibilities toward diversity for issues and discourse.
- Use professional skills and behaviors necessary to compete in the marketplace.
- Adapt and pursue a lifelong sense of communal responsibility locally and internationally.

ADMISSION TO THE PROGRAM:

- Students wishing to Major in Graphic Design should apply for Major declaration by the end of their sophomore year.
- Cumulative GPA of 2.0 or better.
- Grade of “C” or better in ENGL 101.
- Grade of “C” or better in any Art or Art History course.

UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To receive a Bachelor of Arts in Graphic Design, students must complete at least 120 credit hours:

- General Education Requirements (45 credit hours), composed of:
 - Graphic Design Program Prerequisites (6) applicable to General Education Requirements
 - Other General Education Requirements (39)
- GDES Major Requirements (60 credit hours), composed of:
 - Graphic Design Program Prerequisites (3) not applicable to General Education Requirements
 - Graphic Design Core Courses (30)
 - Graphic Design Electives (18)
 - Graphic Design Related Field Electives (9)

- Free Electives (15)
- A grade of “C” or higher in all courses required for the Major.
- Graphic Design Program Prerequisites (9 credit hours)

ART 101*	Art History	(3) [H]
ART 121*	Drawing I	(3) [H]
GDES 102	Creative Visualization	(3)

* Note: Two of these program prerequisites satisfy the Humanities General Education Requirement.

Graphic Design Core Requirements (30 credit hours)

GDES 110	Digital Foundations	(3)
GDES 115	Color Theory	(3)
GDES 220	Graphic Design I	(3)
GDES 221	Typography I	(3)
GDES 320	Graphic Design II	(3)
GDES 321	Typography II	(3)
GDES 420	Graphic Design III	(3)
GDES 421	Typography III	(3)
GDES 470	Internship in Graphic Design	(3)
GDES 490	Senior Portfolio	(3)

Graphic Design Electives (18 credit hours)

Students must select 6 courses (18 credit hours) from the following:

GDES 111	Images in Media	(3)
GDES 208	Film Production I	(3)
GDES 242	Digital Imaging I	(3)
GDES 337	Environmental Design	(3)
GDES 342	Digital Imaging II	(3)
GDES 345	Film Production II	(3)
GDES 351	Web Design	(3)
GDES 369	Short Course	(1-3)
GDES 388	Independent Study	(1-3)
GDES 389	Special Topics	(3)
GDES 452	3D Modeling & Animation	(3)
GDES 453	Motion Graphics	(3)

Graphic Design Related Field Electives (9 credit hours)

Students must select 3 courses (9 credit hours), in consultation with their Academic Advisor, from the following designations: ART, COMM, and SBSA.

Free Electives (15 credit hours)

Students must take 5 courses (15 credit hours) among other disciplines (fields of study) in consultation with their Academic Advisor.

A minimum of 21 hours of upper-level (300 or 400) coursework should be completed in residence at AUK.

NOTE: Information on internship assessment for internships offered by the Division of Humanities and Arts is also located at the end of the “Division of Humanities and Arts” section of the Catalog.

GRAPHIC DESIGN 2010-2011 4-YEAR PLAN

Year 1	Semester-1		
Prefix	Number	Title	Prerequisite/s
ENGL	101	Approaches to Critical Reading and Writing	
ART	101	Art History	
GDES	102	Creative Visualization	
GDES	110	Digital Foundations	
General		General Education Requirement	
Year 1	Semester-2		
Prefix	Number	Title	Prerequisite/s
ENGL	102	Writing and Information Literacy	ENGL 101
ENGL	108	Public Speaking	
GDES	115	Color Theory	
ART	121	Drawing I	
General		General Education Requirement	
Year 2	Semester-1		
Prefix	Number	Title	Prerequisite/s
GDES	220	Graphic Design I	ART 101 & GDES 110 & ART 121
GDES		Graphic Design Elective	
Related		Graphic Design Related Field Elective	
General		General Education Requirement	
General		General Education Requirement	
Year 2	Semester-2		
Prefix	Number	Title	Prerequisite/s
GDES	221	Typography I	ART 101 & ART 121 & GDES 110 & GDES 115
GDES		Graphic Design Elective	
Related		Graphic Design Related Field Elective	
General		General Education Requirement	
General		General Education Requirement	
Year 3	Semester-1		
Prefix	Number	Title	Prerequisite/s
GDES	320	Graphic Design II	GDES 220 & GDES 221
GDES	321	Typography II	GDES 221

GDES		Upper Level Graphic Design Elective	
General		General Education Requirement	
General		General Education Requirement	
Year 3 Semester-2			
Prefix	Number	Title	Prerequisite/s
GDES	421	Typography III	GDES 321
GDES		Upper Level Graphic Design Elective	
GDES		Upper Level Graphic Design Elective	
General		General Education Requirement	
General		General Education Requirement	
Year 4 Semester-1			
Prefix	Number	Title	Prerequisite/s
GDES	420	Graphic Design III	GDES 320
GDES	470	Internship in Graphic Design*	Minimum GPA 2.00
Related		Graphic Design Related Field Elective	
Free		Upper Level Free Elective	
Free		Upper Level Free Elective	
Year 4 Semester-2			
Prefix	Number	Title	Prerequisite/s
GDES	490	Senior Portfolio	GDES 420
GDES		Upper Level Graphic Design Elective	
Free		Upper Level Free Elective	
Free		Upper Level Free Elective	
Free		Free Elective	

* The Graphic Design Program recommends that Majors take GDES 470 Internship in Graphic Design over the Summer, between their Junior and Senior year at AUK.

MINORS IN THE DIVISION OF HUMANITIES AND ARTS

MINOR IN COMMUNICATION AND MEDIA (21 CREDIT HOURS)

Program Lead: Dr. Ildiko Kaposi

The Minor requires a minimum of 21 credit hours, including the core of 4 COMM courses (12 credit hours) listed below and 3 COMM or GDES elective courses (9 credit hours). At least 3 credit hours must be in upper-level courses and at least 9 credit hours must be taken in residence at AUK. Courses taken for the Minor must be passed with a grade of “C” or better.

ADMISSION TO THE PROGRAM:

- Students enrolling in the Communication Minor should have normally completed a minimum of 30 credit hours of coursework and be in good academic standing.
- Students seeking a Minor in Communication must complete the following courses or their equivalents. All course prerequisites must be satisfied.

Minor Core Requirements in Communication (12 credit hours):

COMM 101	Introduction to Mass Communication	(3)
COMM 110	Introduction to Digital Media Design	(3)
COMM 225	Theories of Communication	(3)
COMM 205	Writing for Mass Media	(3)

Minor Electives (9 credit hours):

Students must complete at least 3 courses (9 credit hours), in consultation with their Academic Advisor, from recommended COMM and GDES courses. One course (3 credit hours) must be at the 300- level or above.

MINOR IN ENGLISH (18 CREDIT HOURS):

Program Lead: Dr. Kathy Kleypas

Students wishing to Minor in English are required to take six (6) courses (18 credit hours). Students must take any three (3) courses (9 credit hours) of the following four core courses:

ENGL 201	Foundations of Western Literature I	(3) [H]
ENGL 203	Foundations of Western Literature II	(3) [H]
ENGL 211	World Literatures in English I	(3) [H]
ENGL 212	World Literatures in English II	(3) [H]

Students must also take three (3) additional courses (9 credit hours) from any 300 or 400-level English courses.

MINOR IN GRAPHIC DESIGN (21 CREDIT HOURS):

Program Lead: Ms. Maryam Hosseinnia

The Graphic Design Minor provides students with the tools necessary to compete creatively in a professional arena. The classes taught are designed to prepare students for real world situations. Students will develop basic portfolios that meet with international Graphic Design standards. The ability to visually illustrate ideas that affect the advertising and marketing fields is a quintessential asset to have in the commercial art and communication market.

The Minor requires a minimum of 21 credit hours including the core of 6 GDES courses (18 credit hours) listed below and 1 course (3 credit hours) from the GDES electives list. Please check the Graphic Design Major listing for the GDES electives list.

Minor Core Requirements in Graphic Design (18 credit hours):

GDES 110	Digital Foundations	(3)
GDES 115	Color Theory	(3)
GDES 220	Graphic Design I	(3)
GDES 221	Typography I	(3)
GDES 320	Graphic Design II	(3)
GDES 322	Typography II	(3)

Minor Electives (3 credit hours):

Students must complete at least 1 course (3 credit hours) in consultation with their Academic Advisor from the GDES electives list at the 300-level or above.

DIVISION OF HUMANITIES & ARTS INTERNSHIP PROCESS AND ASSESSMENT

The Internship process and assessment is completed in the following stages:

Program discussion: Newly declared Majors are advised of the internship requirement and encouraged to seek internships as they enter their final year of study. Faculty advise students on past internship experiences and potential sites.

Internship package: Students are provided with an internship package that outlines all the basic rules of the internship and contains the necessary forms for sign-up, process, and summative evaluation.

Learning contract: Students apply to various companies for intern positions. When employers agree to provide the students with the internship opportunities, the students collaborate with the employers to complete their learning contracts which outline the duties and schedule as well as expectations of each party. If the learning contract is acceptable in terms of scope and objectives, the supervising faculty member (470 instructor) accepts the contract and signs it. Where necessary, the 470 instructor makes inquiries with or about the organization to ensure that the students will have the appropriate experience. After the learning contract is signed by the 470 instructor, the 470 instructor signs a "Permission to Enroll Form" for the student to enable their registration.

Sites: 470 instructors often visit sites that can provide internship opportunities. When students obtain internships at well established organizations such as local television stations, 470 instructors usually need to ensure that the student's specific duties meet the expectations of their Major program. 470 instructors also routinely call and e-mail site supervisors to check on the progress of student interns.

Worksite supervisor/student reports: Students are required to file monthly reports of their activities on the internship site that are signed by their on-site supervisor. These reports index weekly activities and achievements and serve as an ongoing check of site and activity appropriateness.

Final Reports/Materials: There are two components to the final reports. Site supervisors complete a form outlining the student's achievements during the internship and commenting on their performance. Students also complete a form evaluating the site as a provider of an appropriate learning experience. The student form is delivered privately to the 470 instructor and used to determine whether problems were encountered and to guide future site choices. Students are routinely also asked to provide copies of any and all materials that they may have worked on at the sites including photographs, videos and other evidence of their activities.

Final Grade: Instructors assign final grades according to the grading system outlined in the course syllabus.

DIVISION OF SCIENCES AND ENGINEERING

DIVISION HEAD: DR. SHEREEF ABU AL-MAATI

MAJOR DEGREE PROGRAMS

The Division of Sciences and Engineering oversees degree programs with Majors in the following academic disciplines:

- Bachelor of Engineering in Computer Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

MINORS

The Division of Sciences and Engineering oversees the following Minor programs:

- Computer Science
- Environmental Studies
- Information Systems

DISCIPLINES (FIELDS OF STUDY)

The Division of Sciences and Engineering includes the following disciplines (Fields of Study):

- Biology (BIOL)
- Chemistry (CHEM)
- Computer Engineering (CEG)
- Computer Science and Information Systems (CSIS)
- Electrical Engineering (ELEG)
- Engineering (ENGR)
- Environmental Studies (ENVS)
- Mathematics (MATH)
- Natural Sciences (NSCI)
- Physics (PHYS)
- Statistics (STAT)

DEGREE PROGRAMS IN THE DIVISION OF SCIENCES AND ENGINEERING

COMPUTER ENGINEERING (CEP)

The world we live in has become increasingly dependent on advances made in part by technology and computer engineering. The impact of technology spans a wide spectrum of products and services, ranging from communication systems, to computers and computer networks, to instruments for all sectors of society from entertainment to health care, from space exploration to ocean exploration. These products are in part the result of creations of computer engineers. Computer engineers embed computers in other machines and systems, build networks to transfer data, and develop ways to make computers, faster, smaller, and more capable. Computer engineers are improving the ability of computers to “see” and “think.” They are making computers more mobile, and even incorporating computers into fabrics, clothes, and building materials.

The Computer Engineering program at AUK prepares future engineering leaders through an innovative Computer Engineering education that bridges science and technology, enterprise and society. AUK’s Computer Engineering curriculum is built on four pillars: Math & Science; Computer Engineering Design; Arts Humanities & Social Sciences; and Entrepreneurship. The Math & Science sequence teaches fundamental ideas and techniques in science and math whose application makes engineering possible. Under the Design pillar, students complete design projects that enable them to apply technical and non-technical knowledge and skills, develop understanding of design process, identify and define problems and muster the resources necessary to realize solutions. This process comes to a synthesis in a year-long capstone design course. Under the Arts, Humanities & Social Sciences pillar, students develop a broad knowledge of social, cultural and humanistic contexts and foster the ability to apply contextual thinking in the study of computer engineering and other disciplines (fields of study). Entrepreneurship is the process of identifying opportunities, fulfilling human needs, and creating value. Under this pillar, AUK Computer Engineering students will demonstrate a capacity to identify social, technical, and economic opportunities, to predict challenges and the cost associated with the pursuit of opportunities, and to make decisions about which opportunities are worthy of pursuit.

Typical industries hiring computer engineers, include both private & government sectors such as financial services, computer software & hardware companies, petroleum & chemical companies, defense & interior contractors, consulting, transportation, manufacturing, and consumer goods, to name a few. Computer engineers are equally successful in large multinational firms and small startups. If you would like to be a part of this exciting development and would like to have a wide choice of career opportunities in industry, government, and graduate studies, then you will want to major in Computer Engineering at AUK.

The American University of Kuwait offers a Dual Degree Program in conjunction with Dartmouth College’s Thayer School of Engineering, which allows AUK students to earn a Bachelor of Engineering (BE) degree in Computer Engineering at AUK and a Bachelor of Engineering (BE) degree in General Engineering from the Thayer School of Engineering after five years of study. For more information on the Dual Degree Engineering Program, please refer to [page 138](#).

BACHELOR OF ENGINEERING IN COMPUTER ENGINEERING

Program Lead: Dr. Issam Damaj

Program E-Mail: CPEG@auk.edu.kw

COMPUTER ENGINEERING LEARNING OUTCOMES:

Upon completion of the AUK degree in Computer Engineering, the student will be able to:

- Have a solid grounding in fundamental principles of mathematics, science, and computer engineering, and the ability to apply this knowledge to the design, analysis, and implementation of engineering systems.
- Develop creative solutions that are responsive to technical, social, economic and other realistic constraints and considerations.
- Demonstrate the ability to recognize opportunity and to take initiative, communicate effectively and to work effectively on teams, and understand the broad social, economic, and ethical implications of their work, and will be cognizant of their professional responsibilities.
- Possess a broad understanding of the arts, humanities, social sciences, English, Arabic and entrepreneurship, and build on this foundation throughout their careers to identify and respond to emerging technical and social developments.

ADMISSION TO PROGRAM:

Admission to the Computer Engineering program takes place in the 2nd year of the engineering program after the student has completed all required first year program prerequisites with an overall University GPA of 2.70 (B-) or higher on the selected program prerequisites shown below. The program prerequisites are MATH 201, MATH 203, CSIS 120, CSIS 130, PHYS 115, PHYS 116, and CHEM 101. These program prerequisites satisfy all General Education Requirements in the Sciences, Mathematics, and Computer Science fields. A program fee may apply upon certification of the declaration of the Major.

Transfer equivalencies from ABET accredited programs or equivalent will be considered.

We also do accept transfer from non accredited programs for the courses that do not fall under the prefixes CSIS, CPEG, ELEG or ENGR. However, it is possible to transfer 100 level CSIS courses. Students who took courses equivalent to CSIS 120 and/or CSIS 130 will have to take a placement test. Those who fail the placement test will be placed into CSIS 120 or 130 accordingly.

UNIVERSITY DEGREE REQUIREMENTS (131 CREDIT HOURS)

To receive a Bachelor of Engineering in Computer Engineering, students must complete at least 131 credit hours:

- General Education Requirements (45 credit hours), composed of:
 - Program Prerequisites (16 credit hours) applicable to General Education Requirements
 - Remaining General Education Requirements (29 credit hours)
- Program Prerequisites (10 credit hours) not applicable to General Education Requirements
- Major Requirements (76 credit hours), composed of:
 - Computer Engineering Core (46 credit)
 - Computer Engineering Electives (9 credit hours)
 - Related Field Requirements (21 credit hours), composed of
 - Math (12 credit hours)
 - Entrepreneurship (9 credit hours)
- Minimum upper division courses (33 credit hours)

Program Prerequisites (26 credit hours)

MATH 201	Calculus I	(3) [M]
MATH 203	Calculus II	(3) [M]
CSIS 120	Introduction to Computer Programming I	(4) [T]
CSIS 130	Introduction to Computer Programming II	(4) [T]
PHYS 115	General Physics I	(4) [P]
PHYS 116	General Physics II	(4) [P]
CHEM 101	General Chemistry I	(4) [P]

Major Requirements

Students must complete all 14 courses (46 credit hours) listed in the Computer Engineering Core courses, 3 courses (9 credit hours) from the Computer Engineering elective courses and 7 courses (21 credit hours) in Related Field Requirements which is composed of Math 4 courses (12 credit hours) and Entrepreneurship 3 courses (9 credit hours).

Computer Engineering Core Courses (46 credit hours)

CPEG 210	Digital Logic Design	(4)
CPEG 220	Computer Organization and Architecture	(3)
CPEG 330	Microprocessors and Interfacing	(4)
CPEG 340	Embedded System Design	(3)
CPEG 470*	Senior Design Capstone I	(3)
CPEG 475	Senior Design Capstone II	(3)
CSIS 210	Data Structures & Algorithms	(3)
CSIS 310	Operating System	(3)
CSIS 322	Net-Centric Computing	(3)
CSIS 330	Software Engineering	(3)
ELEG 220	Electric Circuits	(4)
ELEG 270	Electronics	(4)
ELEG 320	Signals & Systems	(3)
ENGR 330	Engineering Economics	(3)

Computer Engineering Elective Courses (9 credit hours)

Three Computer Engineering elective courses (9 credits), selected in consultation with the Academic Advisor, from any 200-level or higher CSIS or CPEG courses. At least one of the elective courses should be 300-level or higher upper level courses.

Related Field Requirements (21 credit hours)

Students must complete:

Math Requirements: 4 courses (12 credit hours)

MATH 206	Calculus III	(3) [M]
MATH 210	Differential Equations	(3) [M]
MATH 213	Discrete Mathematics	(3) [M]
STAT 214	Statistics for Engineers	(3) [M]

Entrepreneurship Requirements: 3 courses (9 credit hours)

MGMT 201	Principles of Management	(3)
ENTR 201	Principles of Entrepreneurship	(3)
ENTR 301	Intermediate Entrepreneurship	(3)

* Information on internship assessment for internships offered by the Division of Sciences and Engineering is also located at the end of the "Division of Sciences & Engineering" section of the Catalog.

COMPUTER ENGINEERING 2010-2011 4-YEAR PLAN

Semester 1		
MATH 201	Calculus I	3
CHEM 101	General Chemistry I	4
CSIS 120	Computer Programming I	4
PHYS 115	General Physics I	4
ENGL 101	Critical Reading & Writing	3

TOTAL 18

Semester 2		
MATH 203	Calculus II	3
ENGL 102	Writing & Info. Literacy	3
CSIS 130	Computer Programming II	4
PHYS 116	General Physics II	4
CHEM 101	General Chemistry	4

TOTAL 18

Semester 3		
MATH 210	Differential Equations	3
CPEG 210	Digital Logic	4
CSIS 210	Data Structures & Algorithms	3
ELEG 220	Electric Circuit Analysis	4
MATH 213	Discrete Math	3

TOTAL 17

Semester 4		
MATH 206	Calculus III	3
ELEG 270	Electronics	4
CPEG 220	Computer Organizations & Architecture	3
ENGL 108	Public Speaking	3
MGMT 201	Principles of Mgmt	3

TOTAL 16

Semester 5		
CPEG 330	Microprocessors and Interfacing	4
CSIS 322	Net-Centric	3
	Arabic I	3
ENTR 201	Principles of Entrepreneurship	3
CSIS 310	Operating System	3

TOTAL 16

Semester 6		
ENGR 330	Engineering Economics	3
ELEG 320	Signals & Systems	3
STAT 214	Statistics for Engineers	3
CSIS 330	Software Engineering	3
CPEG 340	Embedded System Design	3

TOTAL 15

Semester 7		
CPEG 470	Senior Capstone Design I	3
ENTR 301	Intermediate Entrepreneurship	3
	Upper Level Engr Elect 1	3
	Upper Level Humanities I	3
	Social Sciences I	3
	Arabic II	3

TOTAL 18

Semester 8		
CPEG 475	Senior Capstone Design II	3
	Upper Level Engr Elect 2	3
	Upper Level Engr Elect 3	3
	Upper Level Social Sciences II	3
	Humanities II	3

TOTAL 15

GRAND TOTAL: 131

DUAL DEGREE PROGRAM WITH DARTMOUTH'S THAYER SCHOOL OF ENGINEERING

This initiative provides an opportunity for AUK students to come to Thayer School of Engineering at Dartmouth for a summer term (preferably sophomore year), and then to return for a 5th year after completing the requirements for the AUK Bachelor of Engineering (BE) degree in Computer Engineering. Upon successful completion of their AUK BE and the 5th year at Dartmouth, students would earn an ABET-accredited BE degree at Dartmouth. The Thayer School of Engineering degree is in **General Engineering**, (not in Computer Engineering).

Thayer is one of the top engineering schools in the United States. It is known for a distinctive curriculum, which emphasizes breadth of engineering training in a highly collaborative learning environment.

AUK students admitted to this special program will study with Dartmouth faculty and students in Thayer's state of the art facilities.

See: <http://engineering.dartmouth.edu/about/maclean.html>

Admission to the summer program at Dartmouth is based on prior academic performance and recommendation letters. Admission to the 5th year program is based primarily on performance in the summer program at Dartmouth. No more than 10 students annually will be accepted into the program in its first two years; this is subject to admissions criteria. The cap may be adjusted after a trial period of two years.

Incoming students will receive program-specific orientation at Dartmouth, and AUK students will have seen substantial amounts of the material for Engineering Sciences 21 (ENGS 21), which will ease their transition. ENGS21 is essential preparation for the 190-290 sequence of courses students will take upon their return to Dartmouth for the 5th Thayer BE year. AUK students will take all of the core courses required of Dartmouth AB and BE students (see list below). These courses are listed in the Thayer School of Engineering Catalog:

<http://engineering.dartmouth.edu/undergraduate/index.html>

SUMMER TERM

ENGS 21

ENGS22

ENGS33 (or 25)

SAMPLE BE YEAR PROGRAM (YEAR 5)

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
ENGS 190 (2A)	ENGS 290 (arr)	ENGS 112 (11)
ENGS 91 (12)	ENGS 27 (2)	ENGS 23 (9L)
ENGS 116 (10)	ENGS 24 (10)	ENGS 31 (12)

There are variations possible on this schedule depending on student interests; some students may choose to pursue a different branch of Engineering in this year, as they may have taken CS/CEng courses at AUK.

For more information on Thayer School of Engineering, see:

<http://engineering.dartmouth.edu/about/index.html>

COMPUTER SCIENCE AND INFORMATION SYSTEMS PROGRAM (CSIS)

Computers are everywhere in our society. The infrastructure of business, government, science, and everyday life are increasingly based on computers and digital communication. Whether you are listening to your digital music player, text messaging with a friend, driving a modern car, trading stocks, producing a movie, buying anything on the Internet, flying an airplane, searching for information, performing or being subject to a medical procedure, or playing a video game, you depend on networks of computers that store, exchange and process information in increasingly elaborate ways. Understanding the foundations of this technology, what it can do, what its limitations are, how it relates to information processing in living things and society, and how you can use it will put you in a better position to understand, create, and decide in whatever career, further education, or personal pursuits you choose. Computing is a critical tool for controlling and shaping the processes of modern society. If you want to take advantage of what this Major has to offer, consider one of the several options that the Computer Science and Information Systems program at AUK offers, from single introductory courses through a Minor to a BS Major.

The Computer Science and Information Systems (CSIS) program at AUK encompasses the principles of computing that enables students to keep abreast of developments in a rapidly changing technology. CSIS students not only gain a solid foundation in the theory and design of modern computing systems, but are exposed to a variety of applied applications, both in lab assignments as well as in internships and in a semester based senior capstone project course. The students are also encouraged to explore cross-disciplinary connections by completing a Minor in a related field.

BACHELOR OF SCIENCE IN COMPUTER SCIENCE

Program Lead: Dr. Amir Zeid

Program E-mail: CSIS@auk.edu.kw

COMPUTER SCIENCE LEARNING OUTCOMES

Upon completion of the AUK degree in Computer Science, the student will be able to:

- Demonstrate the ability to use fundamental concepts of computer science in the modeling, design, and implementation of computer based systems of varied complexity.
- Maintain a solid understanding of the math and sciences concepts used in computer science in addition to the core computer science concepts.
- Demonstrate the ability to verbally communicate ideas and concepts clearly and in an organized manner for a variety of audiences.
- Demonstrate the ability to write system documentation, user documentation, and research reports for a variety of audiences.
- Work effectively in teams in order to design and implement software systems.
- Demonstrate the awareness of key ethical and legal issues affecting computer science and their personal responsibilities as computer science professionals.
- Demonstrate proficiency in at least one high-level programming language with general knowledge of several programming languages.

ADMISSION TO PROGRAM:

Once a student completes CSIS 120, CSIS 130, MATH 201, MATH 213, and eight (8) credit hours in Science in Biology, Chemistry, or Physics with a grade of “C” or higher, they can proceed to declare their Major and be accepted into the Computer Science Program. Students are encouraged to declare their Major by the end of their second (Sophomore) year.

Transfer equivalencies from ABET accredited programs or equivalent will be considered.

We also do accept transfer from non accredited programs for the courses that do not fall under the prefixes CSIS, CPEG, ELEG or ENGR. However, it is possible to transfer 100 level CSIS courses. Students who took courses equivalent to CSIS 120 and/or CSIS 130 will have to take a placement test. Those who fail the placement test will be placed into CSIS 120 or 130 accordingly.

UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To receive a Bachelor of Science in Computer Science, students must complete at least 120 credit hours:

- General Education Requirements (45 credit hours), composed of:
 - Program Prerequisites (16 credit hours) applicable to General Education Requirements
 - Remaining General Education Requirements (29)
 - English (9)
 - Arabic (6)
 - Humanities and Social Sciences (12)
 - Health and Fitness, Essentials of learning (2)
- Program Prerequisites (6 credit hours) not applicable to General Education Requirements
- Major Requirements (69 credit hours), composed of:
 - Computer Science Core Course Requirements (39 credit hours)
 - Computer Science Elective Courses (12 credit hours)
 - Related Fields Requirements (18 credit hours)
 - Math (9 credit hours)
 - Science (3 credit hours)
 - Business (6 credit hours)
- Minimum upper division courses (24 credit hours)

NOTE: Some program prerequisites do not count toward the General Education Requirements, as that area has already been filled. For example, the student is asked to complete 8 credit hours of computer science for the program prerequisite, however, only 3 credits may be counted toward General Education.

Program Prerequisites (22 credit hours)

CSIS 120	Computer Programming I	(4) [T]
CSIS 130	Computer Programming II	(4) [T]
MATH 201	Calculus I	(3) [M]
MATH 213	Discrete Mathematics	(3) [M]
BIOL 101	General Biology I	(4) [P]
	AND	
BIOL 102	General Biology II	(4) [P]
	OR	
CHEM 101	General Chemistry I	(4) [P]
	AND	
CHEM 102	General Chemistry II	(4) [P]
	OR	
PHYS 115	General Physics I	(4) [P]
	AND	
PHYS 116	General Physics II	(4) [P]

Major Requirements (69 credit hours)*Computer Science Core Course Requirements (39 credit hours)*

Students should earn a grade of “C” or better in the Major courses.

CSIS 210	Data Structures and Algorithms	(3)
CSIS 150	Professional and Ethical Issues in CSIS	(3)
CSIS 220	Computer Architecture and Assembly Language	(3)
CSIS 250	Database Systems	(3)
CSIS 255	Web Technologies	(3)
CSIS 310	Introduction to Operating Systems	(3)
CSIS 320	Principles of Programming Languages	(3)
CSIS 330	Software Engineering	(3)
CSIS 405	Analysis of Algorithms	(3)
CSIS 475	Compiler Construction	(3)
CSIS 400	Theory of Computation	(3)
CSIS 490	Computer Science Capstone I	(3)
CSIS 491	Computer Science Capstone II	(3)

Computer Science Elective Courses (12 credit hours)

Four CSIS courses (12 credit hours), selected in consultation with the Academic Advisor, from any 200-level or higher CSIS, CPEG, or ELEG courses

For a double Major in CS and IS, core electives should be mutually exclusive. Students will need an additional 9 credit hours of MATH (if choosing CS as the additional Major) and 15 credit hours of Core Courses. The student must complete, therefore, an additional 24 credit hours.

In general, Computer Science and Information Systems Majors do not need to take CSIS 101 to fulfill their General Education Requirements, as CSIS 120 will automatically fulfill that requirement.

*Related Field Requirements (18 credit hours)***Math Requirements (9 credit hours):**

Students who plan on a BS degree in Computer Science will take the following courses:

STAT 201	Statistics	(3)
MATH 203	Calculus II	(3)
Any other 200 or 300-level Math course up to the student's choice		(3)

Science Requirements (3 credit hours):

Students who plan on a BS degree in Computer Science must also complete 1 of the following course sequences:

BIOL 101	General Biology I	(4) [P]
BIOL 102	General Biology II	(4) [P]
OR		
CHEM 101	General Chemistry I	(4) [P]
CHEM 102	General Chemistry II	(4) [P]
OR		
PHYS 115	General Physics I	(4) [P]
PHYS 116	General Physics II	(4) [P]

An additional course (3 credit hours) in BIOL, CHEM, or PHYS

Business Requirements (6 credit hours)

MGMT 201	Principles of Management	(3)
ENTR 201	Principles of Entrepreneurship	(3)

NOTE: Information on internship assessment for internships offered by the Division of Sciences & Engineering is also located at the end of the “Division of Sciences & Engineering” section of the Catalog.

COMPUTER SCIENCE 2010-2011 4-YEAR PLAN

Year 1	Semester-1			
Prefix	Number	Title	Credits	Prerequisite/s
CSIS	120	Computer Programming I	4	
Math	201	Calculus I	3	
ENGL	101	Approaches to Critical Reading and Writing	3	
EDUC	100	Essentials of Learning	1	
		Science-1	4	
		TOTAL	15	
Year 1	Semester-2			
Prefix	Number	Title	Credits	Prerequisite/s
CSIS	130	Computer Programming II	4	CSIS 120
CSIS	150	Professional and Ethical Issues in CSIS	3	CSIS 120
Math	203	Calculus II	3	
General		GER-3	3	
		Science-2	4	
		TOTAL	17	
Year 2	Semester-1			
Prefix	Number	Title	Credits	Prerequisite/s
CSIS	210	Data Structures and Algorithms	3	CSIS 130 and MATH 213
CSIS	255	Web Technologies	3	CSIS 130
General		GR-4	3	
Math	213	Discrete Math	3	
General		GER-12	3	
		TOTAL	15	
Year 2	Semester-2			
Prefix	Number	Title	Credits	Prerequisite/s
General		GER-5	3	
Stat	201	Statistics	3	
CSIS	250	Database Systems	3	CSIS 130
Science		Elective	3	
CSIS	220	Computer Architecture and Assembly Language	3	CSIS 130
		TOTAL	15	

Year 3		Semester-1		
Prefix	Number	Title	Credits	Prerequisite/s
CSIS	310	Operating Systems	3	CSIS 210
Math		Math Elective	3	
General		GER-6	3	
General		GER-7	3	
CSIS	330	Software Engineering	3	CSIS 210
		TOTAL	15	
Year 3		Semester-2		
Prefix	Number	Title	Credits	Prerequisite/s
MGMT	201	Principles of Management	3	
CSIS		Upper Level CS Elective-1	3	
General		GER-8	3	
CSIS	320	Principles of Programming Languages	3	CSIS 210
CSIS	405	Algorithms	3	CSIS 210 and MATH 213
		TOTAL	15	
Year 4		Semester-1		
Prefix	Number	Title	Credits	Prerequisite/s
CSIS		Upper Level CS Elective-2	3	
CSIS	400	Theory of Computation	3	
ENTR	201	Principles of Entrepreneurship	3	MGMT 201
CSIS	490	Computer Science Capstone I	3	
General		Upper Level GER-9	3	
		TOTAL	15	
Year 4		Semester-2		
Prefix	Number	Title	Credits	Prerequisite/s
CSIS	475	Compiler Construction	3	
General		Upper Level GER-10	1	
CSIS		Upper Level CS Elective-3	3	
General		Upper Level GER-11	3	
CSIS	491	Computer Science Capstone II	3	CSIS 330
		TOTAL	13	

BACHELOR OF SCIENCE IN INFORMATION SYSTEMS

Program Lead: Dr. Amir Zaid

Program E-mail: CSIS@auk.edu.kw

INFORMATION SYSTEMS LEARNING OUTCOMES:

Upon completion of the AUK degree in Information Systems, the student will be able to:

- Demonstrate the ability to use theoretical knowledge and programming skills to design and implement software solutions to problems arising in the operations of business and commerce.
- Maintain a solid understanding of database concepts and fundamental information systems concepts, as well a general understanding of business concepts.
- Demonstrate the ability to verbally and technically communicate ideas and concepts clearly and in an organized manner as well as write clear system documentation, user documentation, and research reports for a variety of audiences.
- Work effectively in teams in order to design and implement software systems.
- Demonstrate the awareness of key ethical issues affecting information systems and their personal responsibilities as information system professionals.

ADMISSION TO PROGRAM:

Once a student completes CSIS 120, CSIS 130, MATH 213, and eight (8) hours of Science in Biology, Chemistry, or Physics with a grade of “C” or higher, they can proceed to declare their Major and be accepted into the Information Systems Program. Students are encouraged to declare their Major by the end of their second (Sophomore) year.

Transfer equivalencies from ABET accredited programs or equivalent will be considered.

We also do accept transfer from non accredited programs for the courses that do not fall under the prefixes CSIS, CPEG, ELEG or ENGR. However, it is possible to transfer 100-level CSIS courses. Students who took courses equivalent to CSIS 120 and/or CSIS 130 will have to take a placement test. Those who fail the placement test will be placed into CSIS 120 or 130 accordingly.

UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To receive a Bachelor of Science in Information Systems, students must complete at least 120 credit hours:

- General Education Requirements (42 credit hours), composed of:
 - Program Prerequisites (13 credit hours) applicable to General Education Requirement
 - Remaining General Education Requirements (29)
- Program Prerequisites (6 credit hours) not applicable to General Education Requirements
- Major Requirements (72 credit hours), composed of:
 - Information Systems Core Course Requirements (39 credit hours)
 - Information Systems Elective Courses (12 credit hours)
 - Related Fields Requirements (21 credit hours)
 - Math (6 credit hours)
 - Business (15 credit hours)
- Minimum upper division courses (21 credit hours)

Program Prerequisites (19 credit hours)

CSIS 120	Computer Programming I	(4) [T]
CSIS 130	Computer Programming II	(4) [T]
MATH 213	Discrete Mathematics	(3) [M]
BIOL 101	General Biology I	(4) [P]
	AND	
BIOL 102	General Biology II	(4) [P]
	OR	
CHEM 101	General Chemistry I	(4) [P]
	AND	
CHEM 102	General Chemistry II	(4) [P]
	OR	
PHYS 115	General Physics I	(4) [P]
	AND	
PHYS 116	General Physics II	(4) [P]

Major Requirements (72 Credit hours)

Information Systems Core Course Requirements (39 credit hours)

Students should earn a grade of "C" or better in the Major courses.

CSIS 110	Information Systems	(3)
CSIS 210	Data Structures and Algorithms	(3)
CSIS 150	Professional and Ethical Issues in CSIS	(3)
CSIS 220	Computer Architecture and Assembly Language	(3)
CSIS 250	Database Systems	(3)
CSIS 255	Systems Analysis and Design	(3)
CSIS 300	E-Commerce	(3)
CSIS 322	Net-Centric Computing	(3)
CSIS 330	Software Engineering	(3)
CSIS 440	Software Project Management	(3)
CSIS 490	Information Systems Capstone I	(3)
CSIS 491	Information Systems Capstone II	(3)

Information Systems Elective Courses (12 credit hours)

Four CSIS courses (12 credit hours), selected in consultation with the Academic Advisor, from any 200-level or higher CSIS, CPEG, or ELEG courses. At least one of the elective courses should be 300-level or higher upper level courses.

For a double Major in CS and IS, core electives should be mutually exclusive. Students will need an additional 9 credit hours of MATH (if choosing CS as the additional Major) and 15 credit hours of Core Courses. The student must complete, therefore, an additional 24 credit hours.

In general, Computer Science and Information Systems Majors do not need to take CSIS 101 to fulfill their General Education Requirements, as CSIS 120 will automatically fulfill that requirement.

*Related Field Requirements (21 credit hours)***Math Requirements (6 credit hours)**

Students who plan on a BS degree in Information Systems will take the following courses:

STAT 201	Statistics	(3) [M]
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Students will need one additional MATH course (3 credit hours)

Business (15 credit hours)

The following 2 courses are required for CSIS students:

MGMT 201	Principles of Management	(3)
ENTR 201	Principles of Entrepreneurship	(3)

Plus 3 other courses (9 credit hours) from the following prefix designation:
ACCT, ECON, BEAL, ENTR, FINC, MGMT, and MRKT.

NOTE: Information on internship assessment for internships offered by the Division of Sciences & Engineering is also located at the end of the “Division of Sciences & Engineering” section of the Catalog.

INFORMATION SYSTEMS 2010-2011 4-YEAR PLAN

Year 1	Semester-1			
Prefix	Number	Title	Credits	Prerequisite/s
CSIS	120	Computer Programming I	4	
CSIS	110	Information Systems	3	
ENGL	101	Approaches to Critical Reading and Writing	3	
EDUC	100	Essentials of Learning	1	
		Science-1	4	
		TOTAL	15	
Year 1	Semester-2			
Prefix	Number	Title	Credits	Prerequisite/s
CSIS	130	Computer Programming II	4	CSIS 120
CSIS	150	Professional and Ethical Issues in CSIS	3	CSIS 120
MATH	213	Discrete Mathematics	3	
MGMT	201	Principles of Management	3	
General		GER-5	3	
		TOTAL	16	
Year 2	Semester-1			
Prefix	Number	Title	Credits	Prerequisite/s
CSIS	210	Data Structures and Algorithms	3	CSIS 130 and MATH 213
CSIS	255	Web Technologies	3	CSIS 130
General		GER-4	3	
MATH		Elective	3	
ENTR	201	Principles of Entrepreneurship	3	MGMT 201
		TOTAL	16	
Year 2	Semester-2			
Prefix	Number	Title	Credits	Prerequisite/s
General		GER-6	3	
STAT	201	Statistics	3	
CSIS	250	Database Systems	3	CSIS 130
Electives		Business Electives	3	
CSIS	220	Computer Architecture and Assembly Language	3	CSIS 130
		TOTAL	15	

Year 3	Semester-1			
Prefix	Number	Title	Credits	Prerequisite/s
CSIS	260	System Analysis and Design	3	CSIS 210
Electives		Upper Level Business Electives	3	
General		Upper Level GER-7	3	
General		GER-8	3	
CSIS	330	Software Engineering	3	CSIS 210
		TOTAL	15	
Year 3	Semester-2			
Prefix	Number	Title	Credits	Prerequisite/s
Electives		Business Electives	3	
CSIS		Upper Level Elective-1	3	
General		GER-9	3	
General		Upper Level Elective	3	
CSIS	300	E-commerce	3	CSIS 210 and MATH 213
		TOTAL	15	
Year 4	Semester-1			
Prefix	Number	Title	Credits	Prerequisite/s
CSIS		Upper Level CS Elective-2	3	
CSIS	322	Net-Centric Computing	3	
		Science-2	4	
CSIS	490	Information Systems Capstone I	3	
General		Upper Level GER-10	3	
		TOTAL	16	
Year 4	Semester-2			
Prefix	Number	Title	Credits	Prerequisite/s
CSIS	470	Practicum in Computing and Information Systems	3	
General		GER-11	1	
CSIS		Upper Level CS Elective-3	3	
General		Upper Level GER-12	3	
CSIS	491	Information Systems Capstone II	3	CSIS 330
		TOTAL	13	

MINORS IN THE DIVISION OF SCIENCES AND ENGINEERING

MINOR IN COMPUTER SCIENCE (20 CREDIT HOURS)

Program Lead: Dr. Amir Zeid

Students must take the following four core courses (14 credit hours):

CSIS 120	Computer Programming I	(4) [T]
CSIS 130	Computer Programming II	(4) [T]
CSIS 210	Data Structures and Algorithms	(3)
CSIS 330	Software Engineering	(3)

AND any 2 additional courses (6 credit hours) from the Computer Science Major Core Course Requirements.

MINOR IN ENVIRONMENTAL STUDIES (18 CREDIT HOURS)

Program Lead: Dr. Neamat Mosad

The Environmental Studies Minor Program allows students to concentrate courses from a variety of disciplines (fields of study) in order to increase their awareness of the complex environmental issues faced by the human society.

The objective of the program is to provide students with a basic understanding of the scientific, technical, social, cultural, economic, and political issues that are related to global and regional environmental concerns, including the policy dimension of environmental issues. In addition, this program will allow students to refine their knowledge of environmental values, and prepare them to translate these values into practical actions in the society or simply as better informed individuals.

ADMISSION TO THE PROGRAM:

A grade of "C" or better in each course.

- At least 6 credit hours must be taken in upper level courses (300-level or above).
- To complete a Minor in Environmental Studies, students must complete the following courses:

ENVIRONMENTAL STUDIES CORE COURSES (3 CREDIT HOURS)

Choose from one of the following:

BIOL 105	Environmental Biology	(3) [P]
CHEM 105	Environmental Chemistry	(3) [P]
PHYS 105	Environmental Physics	(3) [P]

ENVIRONMENTAL STUDIES ELECTIVES (15 CREDIT HOURS)

Choose one natural science course, one math course, and three environmental studies courses:

NATURAL SCIENCES (3 CREDIT HOURS)

Choose one course from the following:

BIOL 220	Ecology	(3) [P]
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CHEM 200	Aqueous Environmental Chemistry	(3) [P]
CHEM 201	Atmospheric Environmental Chemistry	(3) [P]
ENVS 220	Energy & the Environment	(3) [P]
ENVS 230	Environmental Geology	(3) [P]

MATH (3 CREDIT HOURS)

Choose one course from the following:

STAT 201	Statistics	(3) [M]
ENVS 215	Environmental Data Analysis	(3) [P]

ENVIRONMENTAL STUDIES (9 CREDIT HOURS)

Choose three courses from the following:

ENVS 305	Environmental Health	(3) [P]
ENVS 310	Environmental Ethics	(3) [P]
ENVS 320	Global Environmental Policy	(3) [P]
ENVS 388	Independent Study	(1 – 3)
ENVS 389	Special Topics	(1 – 3)

**MINOR IN INFORMATION SYSTEMS
(20 CREDIT HOURS)**

Program Lead: Dr. Amir Zeid

Students must take the following four core courses (14 credit hours):

CSIS 110	Information Systems	(3) [T]
CSIS 120	Computer Programming I	(4) [T]
CSIS 130	Computer Programming II	(4) [T]
CSIS 210	Data Structures and Algorithms	(3)

AND any 2 courses (6 credit hours) from the Information Systems Major Core Course Requirements.

DIVISION OF SCIENCES & ENGINEERING INTERNSHIP PROCESS AND ASSESSMENT

The Internship process and assessment is completed in the following stages:

Program Discussion: Potential Interns (Junior or Senior Majors) are advised on the nature and purpose of an internship. The essential point is that they learn that there is a significant difference between the theory they learn in the classroom and the practice they will encounter during their internship.

Eligibility: A student with a departmental average of at least “B-” at the beginning of the Junior or Senior year may elect to pursue an internship course.

Internship Contract Signed: The next stage is to have a meeting with the organization which has agreed to provide the internship. At this meeting the nature of the internship is discussed and the student, the off-campus supervisor and the 470 instructor all sign the form. At this meeting special details of the internship are agreed in the format of a contract between the three parties.

Visit to Place of Work: At the time of the contract signing, or at a time near to this meeting, the 470 instructor visits the place of work where the student is going to be working and checks that the environment is suitable and that the nature of the work and the place of work go together.

Contact Off-campus Supervisor: Contact is established between the off-campus supervisor and the 470 instructor to ensure that if any problems arise during the internship there is a clear understanding of the roles each party will play in making sure that the student has a quality learning experience.

Bi-weekly Progress Reports from Intern: During the period of the internship, interns are expected to email the 470 instructor at least once a week to report on progress and activity. Students are expected to record their activities so that they can in the future review what activities have occupied their time while they are on an internship.

Mid-term Assessment of the Intern: Is initially made by results of the bi-weekly progress reports. Also, the off-campus supervisor will be consulted by the 470 instructor before the mid-term grade is posted.

Intern's Internship Final Report: At the end of an intern's period of work the intern is required to present a Report of Activity. This report is to record the activities that the student has completed. The program will provide a general template for the report. Students may add to the template. Once the report is submitted it is reviewed by the 470 instructor, additions may be requested during an interview and discussion with the student.

Final Presentation: The student has to give a public presentation to the program/division about his/her experience.

Final Assessment: The final assessment begins with a final assessment by the off-campus supervisor. This is submitted by the off-campus supervisor. The 470 instructor then confirms the off-campus supervisor assessment. The student will have to present his/her findings, the 470 instructor will then submit the final grade, of either Pass or No Pass.

GRADE DISTRIBUTION

1) Bi-weekly progress reports	30%
2) Work supervisor report	10%
3) Final report	40%
4) Final presentation	20%

GUIDELINES

- 1) The Division of Sciences and Engineering sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
- 2) The Division of Sciences and Engineering may assist students to find suitable employment.
- 3) Students are encouraged to find their own placements. However, the Division of Sciences and Engineering must be advised before a student approaches a prospective organization.
- 4) The 470 instructor will visit the place of work where the student will be working to determine if the environment is suitable and that the nature of the work and place of work are in synergy.
- 5) Contact will be established between the 470 instructor and on-site supervisor to ensure that if any problems arise during the internship, there is a clear understanding of the roles each party will play to ensure that the student has a quality learning experience.
- 6) A placement is not secured until it has been approved by the Program Lead and Division Head of Sciences and Engineering, and the student has signed and returned the Student Internship Agreement.
- 7) For the durations of the semester, students should work at least 2.5 hours per week (for 1 credit); 7.5 hours per week (for 3 credits); 10 hours per week (for 4 credits); and 15 hours per week (for 6 credits).
- 8) Students are required to meet with the 470 instructor at least once a week to report on progress and activity.
- 9) Any student who is dismissed from his/her internship must notify the Program Lead immediately, who, in turn, will notify the Division Head. Failure to do so within a reasonable amount of time will result in a failing grade.

DIVISION OF SOCIAL SCIENCES

DIVISION HEAD: PROF. SHOMA MUNSHI

MISSION STATEMENT

The Mission of the American University of Kuwait's Social Sciences Division is advancing knowledge through critical inquiry. The Division strives to achieve this Mission by employing qualitative and quantitative methodologies to explore systems and processes of human behavior, societies and cultures on the theoretical and practical levels.

MAJOR DEGREE PROGRAMS

The Division of Social Sciences oversees Bachelor of Arts programs with Majors in the following academic disciplines:

- Bachelor of Arts in International Studies
- Bachelor of Arts in Social and Behavioral Sciences

CERTIFICATE PROGRAMS

- Gulf Studies Certificate Program

MINORS

The Division of Social Sciences oversees the following Minor programs:

- History
- Human Resources
- International Studies
- Social and Behavioral Sciences

DISCIPLINES (FIELDS OF STUDY)

The Division of Social Sciences includes the following disciplines (fields of study):

- American Studies (AMST)
- Health and Fitness (HFIT)
- History (HIST)
- International Studies (INST)
- Political Science (PLSC)
- Psychology (PSYC)
- Social and Behavioral Sciences, Conc. Anthropology (SBSA)

DEGREE PROGRAMS IN THE DIVISION OF SOCIAL SCIENCES

INTERNATIONAL STUDIES (INST)

The International Studies program seeks to educate students through a traditional liberal arts and interdisciplinary curricula. The program is committed to teaching skills in critical thinking, problem solving, communication, perspective thinking, research, teamwork, and information technology.

The program is structured with a set of general core course requirements followed by Area Studies courses in global and regional studies. Regional studies consist of two tracks: Euro-American Region Studies and Arab, Islamic, and Other Region Studies. The program also participates in the Soliya Connect Program and regularly sponsors visits to important political and cultural sites in the region and abroad.

The program is ideal for those who want to pursue careers in diplomacy, media, local and national government, and international and non-governmental organizations. It is also an excellent stepping stone toward graduate programs in international relations, history, political science, public administration, law, and business.

It is strongly recommended that a student majoring in International Studies also Minor in History.

BACHELOR OF ARTS IN INTERNATIONAL STUDIES

Program Lead: Dr. Dmytro Roman Kulchitsky

Program E-mail: INST@auk.edu.kw

INTERNATIONAL STUDIES LEARNING OUTCOMES:

Upon completion of the AUK Major in International Studies, the student will be able to:

- Examine diverse theories and perspectives of international relations
- Identify problems, issues, patterns and questions relevant to the study of international politics
- Apply research methods involved in the study of contemporary international relations
- Assess both qualitative and quantitative data relevant to different political and economic systems and their institutional arrangements
- Apply critical thinking and writing skills when analyzing political and economic problems, issues, and arguments in a variety of local, national, regional, and international contexts
- Reconstruct concepts, models, and theories of international relations
- Communicate decisions as leaders in the national, regional, and international arena.

ADMISSION TO THE PROGRAM OF INTERNATIONAL STUDIES:

- High school Graduates of Scientific Section: 70% for Thanawiya Amma and British System (2.5 for Muqararat and American School)
- High school Graduates of Literary Section: 74% for Thanawiya Amma and British System (2.7 for Muqararat and American School)

UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To receive the degree of Bachelor of Arts with a Major in International Studies, students must complete at least 120 credit hours. Students should be mindful of the College requirement that a minimum of 21 hours of upper-level (300-level and above) courses must be completed at AUK.

- General Education Requirements (45)
- Major Requirements (42), composed of:
 - o Core Courses (15)
 - o Area Studies Courses (27)
- International Studies Electives (15)
- Free Electives (18)

Major Requirements (42 credit hours)

Major requirements include 5 required core courses (15 credit hours), followed by 9 Area Studies courses (27 credit hours) in Global Studies and Regional Studies:

Core Courses (15 credit hours)

Students must take the following core courses (15 credit hours):

HIST 201	History and Politics of Kuwait	(3)
INST 210	Methods of Research in International Studies	(3)
PLSC 200	Introduction to Political Science	(3)
INST 309	Dynamics of Globalization	(3)
AND		
INST 101	Introduction to International Studies	(3)
OR		
PLSC 202	International Relations	(3)

Area Studies Courses (27 credit hours)

Majors must complete, in consultation with the Academic Advisor, 3 courses (9 credit hours) in Global Studies, which must include the senior capstone course (INST 485, "Seminar in History and International Studies"). Majors must also complete, in consultation with the Academic Advisor, 3 courses (9 credit hours) in each one of the two areas of Regional Studies. Of these, 9 credit hours must be upper-division (300-level and above).

Global Studies (9 credit hours)

INST 485	Seminar in History and International Studies	(3)
AND		
INST 339	International Organization	(3)
INST 341	Public International Law	(3)
INST 345	Conflict Resolution	(3)
INST 389	Special Topics*	(3)
INST 412	Sustainable Development	(3)
PLSC 204	International Political Economy	(3)

* The student must consult with their Academic Advisor to ensure that the INST 389 "Special Topics" course offered that semester falls under the "Global Studies" category.

Regional Studies (18 credit hours)Euro-American Region Studies (9 credit hours)

AMST 121	US History Since 1900	(3)
HIST 317	Topics in English/British History	(3)
INST 204	Survey of European Political History	(3)
INST 205	Modern Europe	(3)
INST 386	Perspectives on US Foreign Policy in the Middle East (Soliya Connect Program)	(3)
INST 389	Special Topics*	(3)
INST 400	Colonialism	(3)
INST 405	Comparative Economic and Political Systems	(3)
PLSC 203	Comparative Politics	(3)
PLSC 302	Public Policy	(3)
PLSC 315	American Government	(3)
PLSC 316	Political and Social Forces in the U.S.	(3)
PLSC 322	Western Political Theory	(3)
PLSC 327	Comparative Ethnicity, Identity, and Ethnic Conflict	(3)
PLSC 334	E-Government	(3)
PLSC 335	Current Trends in Public Administration	(3)

* The student must consult with their Academic Advisor to ensure that the INST 389 “Special Topics” course offered that semester falls under the “Euro-American Region Studies” category.

Arab, Islamic, and Other Region Studies (9 credit hours)

HIST 221	Survey of Gulf History	(3)
HIST 305	History of the Islamic World: 622 – 1800	(3)
HIST 307	Arab History in the Late Ottoman Period: 1800-1922	(3)
HIST 311	Ottoman History	(3)
HIST 333	Modern History of Kuwait and the Gulf	(3)
INST 310	20th Century Arab Middle East	(3)
INST 389	Special Topics*	(3)
INST 484	Islamic Militant Movements	(3)
PLSC 207	International Relations of Arab States	(3)
PLSC 304	Arab Politics	(3)
PLSC 317	Government and Politics in Kuwait	(3)
PLSC 321	Islamic Political Philosophy	(3)

* The student must consult with their Academic Advisor to ensure that the INST 389 “Special Topics” course offered that semester falls under the “Arab, Islamic, and Other Region Studies” category.

International Studies Electives (15 credit hours)

Students will choose 5 courses (15 credit hours), in consultation with their Academic Advisors, from the following prefix designations: ACCT, ART, BEAL, COMM, ECON, ENGL, HIST, INST, PHIL, PLSC, RELG, and SBSA.

Free Electives (18 credit hours)

Majors are expected to take 6 courses (18 credits hours) of their choice from among courses in Arts and Sciences.

NOTE: Information on internship assessment for internships offered by the Division of Social Sciences is also located at the end of the “Division of Social Sciences” section of the Catalog.

INTERNATIONAL STUDIES 2010-2011 4-YEAR PLAN

Year 1		Semester-1	
Prefix	Number	Title	Prerequisite/s
ENGL	101	Approaches to Critical Reading and Writing	
HIST	201	History and Politics of Kuwait	
EDUC	100	Essentials of Learning	
General		General Education Requirement	
General		General Education Requirement	
Year 1		Semester-2	
Prefix	Number	Title	Prerequisite/s
ENGL	102	Writing and Information Literacy	ENGL 101
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
Year 2		Semester-1	
Prefix	Number	Title	Prerequisite/s
INST	101	Introduction to International Studies	
PLSC	200	Introduction to Political Science	
INST	210	Methods of Research in International Studies	INST 101
ENGL	108	Public Speaking	
General		General Education Requirement	
Year 2		Semester-2	
Prefix	Number	Title	Prerequisite/s
INST Core		Euro-American Region Studies	
INST Core		Euro-American Region Studies	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
Year 3		Semester-1	
Prefix	Number	Title	Prerequisite/s
INST	309	Dynamics of Globalization	INST 101
INST Core		Upper Level Euro-American Region Studies	
INST Core		Upper Level Arab, Islamic, and Other Region Studies	

INST Elective		International Studies Elective	
Elective		Free Elective	
Year 3 Semester-2			
Prefix	Number	Title	Prerequisite/s
INST Core		Arab, Islamic, and Other Region Studies	
INST Elective		Upper Level International Studies Elective	
INST Elective		Upper Level International Studies Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	
Year 4 Semester-1			
Prefix	Number	Title	Prerequisite/s
INST	485	Seminar in History and International Studies	
INST Core		Upper Level Global Studies	
INST Core		Upper Level Arab, Islamic, and Other Region Studies	
General		General Education Requirement	
Elective		Upper Level Free Elective	
Year 4 Semester-2			
Prefix	Number	Title	Prerequisite/s
INST Core		Upper Level Global Studies	
INST Elective		Upper Level International Studies Elective	
INST Elective		Upper Level International Studies Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	

SOCIAL AND BEHAVIORAL SCIENCES (SBSA)

The Social and Behavioral Sciences Program is the study of human beings and societies across time and around the globe. Social and behavioral scientists study how human societies and cultures comprise, and are shaped by, natural and human-made environments, systems of social groupings and status relationships, material exchanges, and language-based capacities for symbolic expression and communication.

At the American University of Kuwait, Social and Behavioral Sciences offers a concentration in Anthropology. Social and behavioral scientists, with a concentration in anthropology, focus on the comparative study of “culture” - the past and present conditions and evolution of human environments, institutions, systems of thought, and their dynamic interconnections. Social and behavioral scientists with a concentration in Anthropology use qualitative (“ethnographic”) and quantitative methods, and investigate such contemporary issues as class formation, gender relationships, ethnicity and ethnic revitalization, religious movements, poverty and economic development, violence, visual culture and mass media, and migration.

Graduates of Social and Behavioral Sciences, with a concentration in Anthropology, find employment in government agencies, non-governmental organizations, international aid and development agencies, and in the private sector in management positions, community service, social service, and in media and research organizations. With knowledge of the quantitative and qualitative methods of social and behavioral sciences research, graduates can also be employed by research and consulting agencies, polling organizations, and print and electronic media institutions.

BACHELOR OF ARTS IN SOCIAL AND BEHAVIORAL SCIENCES

Program Lead: Prof. Shoma Munshi

Program E-mail: SBSA@auk.edu.kw

SOCIAL AND BEHAVIORAL SCIENCES LEARNING OUTCOMES:

Upon completion of the AUK Major in Social and Behavioral Sciences, the student will be able to:

- Recognize the fundamental concepts in social and behavioral sciences with regard to different societies and cultures
- Examine how categories of difference are socially constructed
- Examine how culture constructs behaviors of everyday life
- Demonstrate sensitivity to diverse cultural perspectives, critical in today’s global society
- Apply appropriate ethical standards in the study and research of other cultures
- Assess the impact of global media, telecommunication, travel, migration and immigration on societies and cultures.

ADMISSION TO THE PROGRAM OF SOCIAL AND BEHAVIORAL SCIENCES WITH A CONCENTRATION IN ANTHROPOLOGY:

- High school Graduates of Scientific Section: 70% for Thanawiya Amma and British System (2.5 for Muqararat and American School)
- High school Graduates of Literary Section: 74% for Thanawiya Amma and British System (2.7 for Muqararat and American School)

UNIVERSITY DEGREE REQUIREMENTS (120 CREDIT HOURS)

To receive a Bachelor of Arts in Social and Behavioral Sciences, students must complete at least 120 credit hours. Students should be mindful of the College requirement that a minimum of 21 hours of upper-level (300-level and above) courses must be completed at AUK.

- General Education Requirements (45)
- Major Requirements (36), composed of:
 - Core Courses (9)
 - Concentration Courses (27)
- Social and Behavioral Sciences Electives (15)
- Free Electives (24)

Major Requirements (36 credit hours)

The Major in Social and Behavioral Sciences has a core of 3 required courses (9 credit hours):

Core Courses (9 credit hours)

SBSA 101	Introduction to Social and Behavioral Sciences, Concentration in Anthropology	(3)
SBSA 200	Research Methods: Ways of Seeing and Knowing	(3)

Capstone Course in the senior year (3 credit hours):

SBSA 485	Seminar in Social and Behavioral Sciences, Concentration in Anthropology	(3)
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Concentration Courses (27 credit hours)

Students must complete, in consultation with their Academic Advisors, at least 3 courses (9 credit hours) in each of the two categories (total 18 credit hours). The remaining 9 credit hours must be upper-division (300-level and above) and may be taken from either category.

Category 1: Global Practices

SBSA 205	Fundamentals of Arab Society	(3)
SBSA 214	Lost Worlds	(3)
SBSA 224	Shopping and Consumerism	(3)
SBSA 230	Genocide and Refugees	(3)
SBSA 239	Nation and Migration	(3)
SBSA 270	The Indigenous Americas	(3)
SBSA 275	Secrecy and Secret Societies in Cross-Cultural Perspective	(3)
SBSA 280	Kinship and Family in the Global Era	(3)
SBSA 341	Women in Cross-Cultural Perspective	(3)
SBSA 344	Tourism and Cultural Change	(3)
SBSA 345	Globalization: In its Defense and its Discontents	(3)
SBSA 350	Health, Medicine and Curing	(3)

Category 2: Representation of Culture (9 credit hours)

SBSA 210	Arab Society and Culture	(3)
SBSA 218	Museums as Artifacts	(3)
SBSA 220	Culture and Visual Arts	(3)
SBSA 222	Global Media and Spaces of Identity	(3)
SBSA 226	The Material Culture of Clothing	(3)

SBSA 235	Identity, Difference, and Deviance	(3)
SBSA 249	Images of Women in Media	(3)
SBSA 260	Ethnographic Film	(3)
SBSA 265	South Asian Film: A Global Perspective	(3)
SBSA 366	Popular Culture in South Asia: Film and Beyond	(3)
SBSA 342	Gender Relations in the Arab World	(3)
SBSA 370	Music of the Arabian Peninsula	(3)

Social and Behavioral Sciences Electives (15 credit hours)

Students are strongly encouraged to choose 5 courses (15 credit hours), in consultation with their Academic Advisors, from the following disciplines (fields of study): AMST, HIST, PLSC, INST, PSYC, ECON and ART.

Free Electives (24 credit hours)

Majors are expected to take 24 credit hours of their choice from among courses in Arts and Sciences.

NOTE: Information on internship assessment for internships offered by the Division of Social Sciences is also located at the end of the “Division of Social Sciences” section of the Catalog.

SOCIAL AND BEHAVIORAL SCIENCES 2010-2011 4-YEAR PLAN

Year 1		Semester-1	
Prefix	Number	Title	Prerequisite/s
ENGL	101	Approaches to Critical Reading and Writing	
SBSA	101	Introduction to Social and Behavioral Sciences, concentration Anthropology	
EDUC	100	Essentials of Learning	
General		General Education Requirement	
General		General Education Requirement	
Year 1		Semester-2	
Prefix	Number	Title	Prerequisite/s
SBSA	200	Research Methods: Ways of Seeing and Knowing	SBSA 101
SBSA 1		Social and Behavioral Sciences, Category 1	
SBSA 2		Social and Behavioral Sciences, Category 2	
ENGL	102	Writing and Information Literacy	ENGL 101
General		General Education Requirement	
Year 2		Semester-1	
Prefix	Number	Title	Prerequisite/s
SBSA 1		Social and Behavioral Sciences, Category 1	
SBSA 2		Social and Behavioral Sciences, Category 2	
ENGL	108	Public Speaking	
General		General Education Requirement	
General		General Education Requirement	
Year 2		Semester-2	
Prefix	Number	Title	Prerequisite/s
SBSA 1		Social and Behavioral Sciences, Category 1	
SBSA 2		Social and Behavioral Sciences, Category 2	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

Year 3		Semester-1	
Prefix	Number	Title	Prerequisite/s
SBSA 1		Upper Level Social and Behavioral Sciences, Category 1	
SBSA 2		Upper Level Social and Behavioral Sciences, Category 2	
SBSA Elective		Upper Level Social and Behavioral Sciences Elective	
General		General Education Requirement	
General		General Education Requirement	
Year 3		Semester-2	
Prefix	Number	Title	Prerequisite/s
SBSA 1		Upper Level Social and Behavioral Sciences, Category 1	
SBSA Elective		Upper Level Social and Behavioral Sciences Elective	
SBSA Elective		Upper Level Social and Behavioral Sciences Elective	
SBSA Elective		Social and Behavioral Sciences Elective	
General		General Education Requirement	
Year 4		Semester-1	
Prefix	Number	Title	Prerequisite/s
SBSA Elective		Upper Level Social and Behavioral Sciences Elective	
General		Upper Level General Education Requirement	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	
Year 4		Semester-2	
Prefix	Number	Title	Prerequisite/s
SBSA	485	Seminar in Social and Behavioral Sciences, concentration Anthropology	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	

GULF STUDIES CERTIFICATE PROGRAM

Program Lead: Dr. Marjorie Kelly

E-mail: gulfcenter@auk.edu.kw

BENEFITS OF A GULF STUDIES CERTIFICATE PROGRAM

- Exposure to Gulf society, culture, and lifestyle.
- Opportunity to begin/expand Arabic language study.
- Enhanced understanding of Arab traditions, history, and culture.
- Preparation for careers in a variety of fields.

The Gulf Studies Certificate Program is designed for visiting students or non-degree-seeking students who wish to spend a semester at AUK focusing on regional history, politics, society, culture, and the arts. Students are required to take a total of 4 courses (12 credit hours) from the courses recommended by the Director of the Gulf Studies Program. These courses are listed in the Gulf Studies Center brochure, and the list is available at the Gulf Studies Center Office. Students are asked to see the Gulf Studies Program Coordinator Dr. Marjorie Kelly for current course listings.

All courses must be completed with a grade of “C” or better. Not all courses may be available every semester. As new courses are developed, more choices will become available for certificate electives. For students with no background in Arabic, ARAB 102 or ARAB 201 (Arabic as a Second Language I or II) is recommended. For students with a background in Arabic, ARAB 110 “Arab Composition” or ARAB 205 “Arab-Islamic Civilization” is recommended.

It is recommended that students choose courses applicable to the Gulf Studies Program in both the humanities (including the following prefixes: **ARAB**, **ART**, **COMM**, **ENGL**, and **MUSC**) and in the social sciences (including the following prefixes: **HIST**, **INST**, **PLSC**, and **SBSA**) in consultation with the Director of the Gulf Studies program and/or in consultation with their Academic Advisor.

MINORS IN THE DIVISION OF SOCIAL SCIENCES

MINOR IN HISTORY (18 CREDIT HOURS)

Program Lead: Dr. Christopher Ohan

HISTORY MINOR LEARNING OUTCOMES:

Upon completion of the AUK History Minor, the student will be able to:

- Demonstrate a basic historical understanding of modern world history
- Acquire familiarity with the uses of historical comparison as an analytic tool
- Demonstrate the capacity to deal with differences in interpretation
- Demonstrate an ability to recognize and interpret multiple forms of evidence (textual, visual, oral, statistical, artifacts from material culture)
- Apply basic historical methods of research
- Recognize the distinction between primary and secondary sources, understand how each are used to make historical claims.

Students wishing to Minor in History are required to take 6 courses (18 credit hours) of which at least 3 courses (9 credits hours) must be taken at AUK. Students must complete 3 core courses (9 credit hours):

HIST 105	World History since 1900	(3) [S]
INST 205	Modern Europe	(3) [S]

And one of the following:

HIST 110	Twentieth Century Middle East	(3) [S]
HIST 201	History and Politics of Kuwait	(3) [S]

Students must also take an additional three 300-level or above HIST courses (9 credit hours) and/or history courses in AMST or INST. Non HIST-prefix history courses are listed below:

AMST 121	US History since 1900	(3) [S]
AMST 320	American History from European Colonization to 1900	(3) [S]
AMST 402	American Social History in the Twentieth Century	(3) [S]
AMST 409	American Foreign Policy since WWII	(3) [S]
INST 204	Survey of European Political History	(3) [S]
INST 205	Modern Europe	(3) [S]
INST 310	Twentieth Century Arab Middle East	(3) [S]
INST 319	The British Empire	(3) [S]
INST 400	Colonialism	(3) [S]
INST 484	Islamic Militant Movements	(3) [S]

MINOR IN HUMAN RESOURCES (18 CREDIT HOURS)

Program Lead: Dr. Dmytro Roman Kulchitsky

The Minor is designed to introduce students to the basic concepts, processes, approaches, and policies that are reshaping the field of human resources administration.

HUMAN RESOURCES MINOR LEARNING OUTCOMES:

Upon completion of the AUK Human Resources Minor, the student will be able to:

- Discuss the importance of thinking systematically and strategically about managing human assets
- Discuss basic and in-depth issues confronting human resources policy formulation and implementation in private, public, and non-profit organizations
- Explain how cultures frame the options open to human resource managers around the world
- Examine the intellectual basis for human resource administration such as psychology (motivation), and political sciences (the environment)
- Assess human resource strategies using information and communication technology skills
- Formulate and implement human resource strategies using information and communication technology skills
- Evaluate human resource strategies using information and communication technology skills.

HUMAN RESOURCES MINOR CORE COURSES (9 CREDIT HOURS)

To complete a Minor in Human Resources, students must complete the following core courses:

ENGL 305	Professional Writing and Communication	(3) [E]
AND		
PLSC 205	Human Resources Administration and Development	(3)
OR		
MGMT 205	Human Resources Administration and Development	(3)
AND		
PLSC 333	Organization Theory	(3)
OR		
MGMT 333	Organizational Behavior	(3)

HUMAN RESOURCES MINOR ELECTIVES (9 CREDIT HOURS)

Students should complete at least 3 upper-level courses (9 credit hours of 300- or 400-level courses) from the following list:

ECON 315	Managerial Economics	(3)
FINC 343	Financial Services Management	(3)
INST 309	Dynamics of Globalization	(3) [S]
INST 405	Comparative Economic and Political Systems	(3)
MGMT 303	Management and Leadership Development	(3)
PLSC 302	Public Policy	(3) [S]
PLSC 334	E-government	(3) [S]
PLSC 335	Current Trends in Public Administration	(3) [S]
PSYC 337	Community Psychology	(3) [S]
SBSA 341	Women in Cross-Cultural Perspective	(3) [S]
SBSA 345	Globalization: In its Defense and its Discontents	(3) [S]

Students may also substitute upper-level courses approved by the Minor's Program Lead from the following prefix designations: **ACCT, BEAL, ECON, ENTR, FINC, MGMT, MRKT, PLSC, PSYC, and SBSA.**

MINOR IN INTERNATIONAL STUDIES (18 CREDIT HOURS)

Program Lead: Dr. Dmytro Roman Kulchitsky

Students wishing to Minor in International Studies are required to take 6 courses (18 credit hours) of which at least 3 courses (9 credits hours) must be taken at AUK. Students must complete the following three core courses (9 credit hours):

HIST 201	History and Politics of Kuwait	(3) [S]
INST 101	Introduction to International Studies	(3) [S]
PLSC 200	Introduction to Political Science	(3) [S]

Students must also take an additional three 300-level or above courses (9 credit hours) in the following prefixes: AMST, HIST, INST, and PLSC.

MINOR IN SOCIAL AND BEHAVIORAL SCIENCES (18 CREDIT HOURS)

Program Lead: Prof. Shoma Munshi

Students must complete the following course:

SBSA 101	Introduction to Social and Behavioral Sciences, Concentration in Anthropology	(3) [S]
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And 5 additional courses (15 credit hours), with at least 3 courses (9 credit hours) from the 300-level series in either category.

DIVISION OF SOCIAL SCIENCES INTERNSHIP PROCESS AND ASSESSMENT

ABOUT THE COURSE

The internship is a practicum course that explores Social Sciences through a variety of work experiences, both governmental and non-governmental. Students are expected to perform work for academic credit and submit, as part of their course requirements, written evaluative reports based on their experiences under the guidance of faculty of the Social Sciences Division, as well as an oral presentation at the end of the internship. Students with a general average of at least “C” at the beginning of the senior year may petition the department for internship approval.

Grading: The grading scale used will be the standard scale for the Division of Social Sciences. Grades will be determined as follows:

1) Field experience report	35%
2) Midterm Observations and Reflections	25%
3) Learning Logs	15%
4) Presentation to the Program/Division	25%

MAJOR ASSIGNMENTS

Field Experience Report: Students are required to turn in a comprehensive report that describes their field experience. Early in the semester students will receive detailed information regarding the expectations with respect to compiling their report.

Midterm Observations and Reflections: The on-site supervisor will make the initial assessment and forward this to the 470 instructor. Students must meet with their coordinating 470 instructor halfway through the internship to discuss their progress. Within one week following the observation, students should submit a brief reflection paper (3-4 pages typed, double-spaced, 12 pt. font) to the professor who observed them. Students’ reflection papers should contain their own critical reflection on their learning experience.

Learning Logs: The learning log is designed to be an ongoing collection of student’s day-to-day work in the course and their own self-assessment of that work, as well as a record of their growth in understanding during the course. This will also help in future review of activities during the internship.

Intern’s Internship Final Report: At the end of the student’s period of work, the student is required to present a Report of Activity. The Report is to record the activities that the student has completed. The report is reviewed by the 470 instructor. Additions may be requested after discussions with the student.

Presentation to the Program/Division: Students must prepare an oral presentation for the Program/Division.

FINAL ASSESSMENT

The final assessment begins with the on-site supervisor, who submits his/her report to the 470 instructor. The 470 instructor then confirms the on-site supervisor’s assessment; and if necessary, discusses it with the on-site supervisor.

The 470 instructor takes into account all the above mentioned points for grading (see Grading) and then submits the final grade.

OVERALL ASSESSMENT

The most positive assessment of the student comes when the student is either encouraged to return to the company where the internship is carried out; or as may happen in rare cases, the student is offered immediate employment.

The most important assessment for the student is his/her understanding of the differences in the work day between the tasks and deadlines in the academic environment and the tasks and deadlines in the work environment.

GUIDELINES

- 1) A student with a departmental average of at least “C” at the beginning of the senior year may elect to pursue an internship course.
- 2) The Social Sciences Division sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
- 3) The Social Sciences Division may assist students to find suitable employment.
- 4) Students are encouraged to find their own placements. However, the Social Sciences Division must be advised before a student approaches a prospective organization.
- 5) The 470 instructor will visit the place of work where the student will be working to determine if the environment is suitable and that the nature of the work and place of the work are in synergy.
- 6) Contact will be established between the 470 instructor and on-site supervisor to ensure that if any problems arise during the internship, there is a clear understanding of the roles each party will play to ensure that the student has a quality learning experience.
- 7) A placement is not secured until it has been approved by the Program Lead and Division Head, Social Sciences, and the student has signed and returned the Student Internship Agreement (see below).
- 8) A student must secure an internship for the entire semester.
- 9) Students should work at least 3 hours per week (for 1 credit); 8 hours per week (for 3 credits); 12 hours per week (for 4 credits); and 16 hours per week (for 6 credits).
- 10) Students are required to work with the 470 instructor at least once a week to report on progress and activity.
- 11) Any student who is dismissed from his/her internship must notify the Program Lead immediately, who, in turn, will notify the Division Head. Failure to do so within a reasonable amount of time will result in a failing grade.
- 12) All students will be treated equally and given the same opportunities.

ATTENDANCE

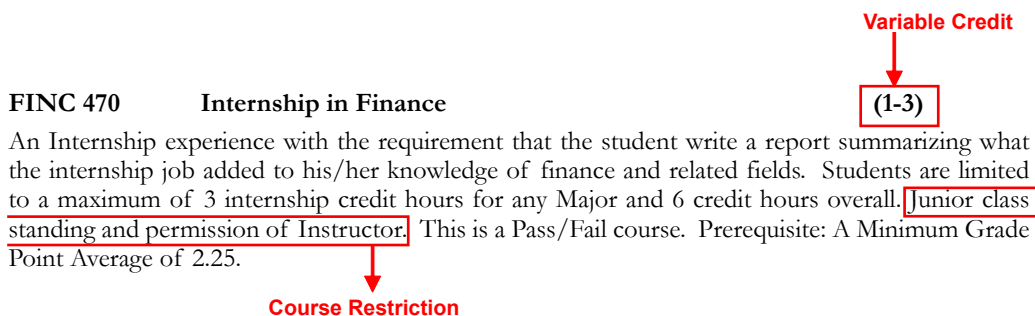
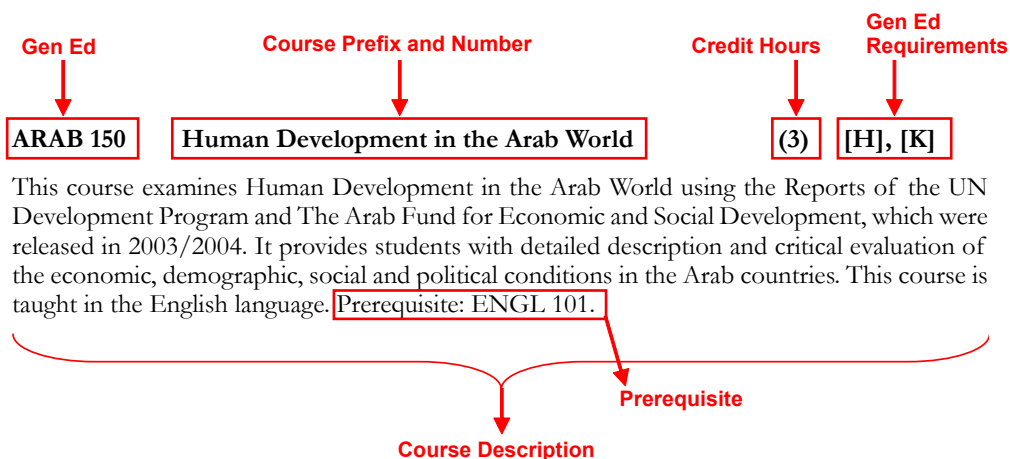
In accordance with AUK policy, the expectation is that students will be present, on time, and prepared for every class meeting with the 470 instructor. Students are also required to be present, on time, and prepared for their internship.

WRITING STANDARDS AND ACADEMIC INTEGRITY:

The quality of students' ideas as well as their presentation will be taken into consideration when assigning grades. They are expected to produce written documents that include no spelling errors, and are easily read, well-organized, clearly understood, and grammatically correct. Students are encouraged to use the grammar and spell-check capabilities of their word-processor, and to ask their peers or staff from the AUK Writing Center to proof-read their papers prior to submitting them to the professor. In accordance with AUK policy, a student's grade on any assignment may be reduced if s/he fails to attend to these aspects of his/her written assignments. Furthermore, the University policy on Academic Integrity will be strictly adhered to in this course.

COURSE DESCRIPTIONS BY DISCIPLINE (FIELDS OF STUDY)

EXPLANATION OF COURSE DESCRIPTIONS



GLOSSARY OF TERMS

Co-requisite:

A co-requisite is a course that can be taken before or during the course with the co-requisite.

Course Description:

The Course Description explains the content of the course.

Course Restriction:

A course restriction is a constraint placed upon a course to ensure that the student is prepared to take the course. Most of the time, there are no course restrictions on 100-level courses. In the example above, FINC 470, the student must be at least a Junior and must have the permission of the instructor to enter the course. In order to have the permission of the instructor, the student must fill out a form, receive the necessary signatures, and turn in the form to the Registrar.

Course Prefix and Number:

The course prefix is a four letter mnemonic that represents the discipline (field of study). In this example, "ARAB" is the prefix for Arabic. The course number denotes the difficulty level of the course material. In general, lower-level courses (100 and 200 level courses) are taken by Freshmen and Sophomore students, while upper-level courses (300 and 400 level courses) are taken by Junior and Senior students.

Course Title:

The course title denotes the name of the course.

Credit Hours:

The amount of credit hours reflects the numerical value of the course as it relates to course load. A student at AUK is expected to complete at least 120 credit hours in order to graduate. With an average course load of 15 credit hours per semester (usually around 5 courses), the student is expected to graduate in 4 years.

Cross-listed:

If a course is cross-listed, it means that the course is offered jointly by more than one discipline (field of study). Students may choose to take the course under the prefix (discipline/field of study) that aligns with the student's Major.

Gen Ed Requirement:

A "Gen Ed Requirement" is a General Education Requirement. All students of AUK must complete 45 credits of General Education, dispersed among 10 disciplines (fields of study) Upon completion of General Education, the student will have learned several skill sets and mental abilities.

Prerequisite:

A prerequisite is a course or courses that the student must take before s/he may take the course with the prerequisite[s]. In the example above, a student must take English 101 before taking the course Arabic 150.

Variable Credit:

Some courses have variable credit, meaning that the course may be worth 1, 2, or up to six credit hours. Verify the amount of credit hours with the instructor and/or Division Head before the class begins. Each student wishing to take a course with variable credit should fill out a form with the assigned number of credit hours and receive the appropriate signatures before turning the form into the Registrar.

DISCIPLINES (FIELDS OF STUDY)

- Accounting (ACCT)
- American Studies (AMST)
- Arabic (ARAB)
- Art (ART)
- Biology (BIOL)
- Business Ethics and Law (BEAL)
- Chemistry (CHEM)
- Communication Studies (COMM)
- Computer Engineering (CEPG)
- Computer Science (CSIS)
- Drama (DRAM)
- Economics (ECON)
- Education (EDUC)
- Electrical Engineering (ELEG)
- Engineering (ENGR)
- English (ENGL)
- Entrepreneurship Studies (ENTR)
- Environmental Studies (ENVS)
- Finance (FINC)
- French (FRNC)
- Graphic Design (GDES)
- Health and Fitness (HFIT)
- History (HIST)
- International Studies (INST)
- Management (MGMT)
- Marketing (MRKT)
- Mathematics (MATH)
- Music (MUSC)
- Natural Sciences (NSCI)
- Philosophy (PHIL)
- Physics (PHYS)
- Psychology (PSYC)
- Political Science (PLSC)
- Religion (RELG)
- Social and Behavioral Sciences (SBSA)
- Spanish (SPAN)
- Statistics (STAT)
- Translation (TRAN)

ACCOUNTING (ACCT)

- ACCT 201 Principles of Financial Accounting (4)**
An introduction and overview of financial accounting. Topics include basic concepts and principles of accounting; the accounting cycle, financial statements, cash, cash flow statement, receivables, inventories, assets and liabilities and merchandizing operations. Prerequisite MATH 103 or MATH 110.
- ACCT 205 Managerial Accounting (3)**
An introduction to internal accounting including cost measurement, product costing, cost-volume relationship, budgeting and budget variance analysis, performance evaluation. Prerequisite: ACCT 201.
- ACCT 301 Intermediate Accounting I (3)**
This course begins in-depth analysis of financial accounting. Topics include accounting standards and theory, the balance sheet, statement of cash flows, comprehensive income, revenue recognition, profitability analysis, receivables and investment valuation; inventory and departures from historic cost, operational assets and impairment. Sophomore class standing or Permission of Instructor. Prerequisite: ACCT 201 or ACCT 205.
- ACCT 305 Intermediate Accounting II (3)**
This course builds on applications, standards, and practices taught in ACCT 301, providing in-depth analysis of financial accounting, advancing to consider liabilities and owners' equity. Topics include accounting for current liabilities, contingencies, bonds, long term notes, pensions, leases, income tax and shareholders' equity, embracing contributed capital, retained earnings, and dividends and earnings per share. Sophomore class standing or Permission of Instructor. Prerequisite: ACCT 301.
- ACCT 334 Individual & Corporate Tax (3)**
An analysis of international taxation theory and the application of tax theory for domestic and international activity in Kuwait. Sophomore class standing or Permission of Instructor. Prerequisite: ACCT 205.
- ACCT 369 Short Course (1 - 3)**
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.
- ACCT 388 Independent Study (1 - 3)**
A research and writing project to be determined in consultation with the Instructor. Prerequisite: ACCT 205 and ENGL 305 or MGMT 305. Senior class standing and Permission of Instructor. Can be repeated for credit.
- ACCT 389 Special Topics (3)**
Permission of Instructor. Can be repeated for credit.
- ACCT 401 Advanced Managerial Accounting (3)**
Issues of cost management and its use to achieve organizational goals. Relationship of performance measurement, compensation, authority to organizational structure, organizational development and success. Senior class standing. Prerequisites: ACCT 205 and MGMT 345 and ENGL 305 or MGMT 305.
- ACCT 405 Advanced Financial Accounting (3)**
This course builds on disciplinary knowledge and techniques provided in earlier Financial Accounting courses to develop higher order cognitive skills needed to address complex issues emerging in

AMST 402 American Social History in the 20th Century (3)

The economic boom and the conservative/traditional 50s; the Civil Rights movement; the anti-war movement; the feminist movement; the counter-culture movement; the student movement; the response of the political right; the information revolution; transformation of the culture and the political landscape. Junior class standing. Prerequisite: Any 100 or 200-level HIST course, or AMST 121 or INST 204 or 205..

AMST 409 Amer Foreign Policy Since WWII (3)

Investigation of American foreign policy since World War II; the process of decision making; the role of the Presidency, the State Department and Pentagon bureaucracy, the Congress, and Public Opinion. Focuses on the Cold War and the Middle East. Junior class standing or Permission of Instructor.

ARABIC (ARAB)**ARAB 101 Arabic as a Second Language I (3) [A]**

This course introduces the student to the Arabic alphabet, the script of modern written Arabic, and develops the student's knowledge in the four language skill areas. The materials are designed in the effective modern approach to foreign language teaching. This course is taught in the Arabic language. Prerequisite: Arabic Admission Placement or Arabic Placement Exam score less than or equal to 4.

ARAB 114 Arabic Basic Language Skills (3) [A]

This course introduces students to basic Arabic language skills: listening, speaking, reading and writing. This course is taught in the Arabic language. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested. Prerequisite: Arabic Admission Placement or Arabic Placement Exam score between 5 and 14.

ARAB 150 Human Development in the Arab World (3) [H],[K]

This course examines Human Development in the Arab World using the Reports of the UN Development Program and The Arab Fund for Economic and Social Development, which were released in 2003/2004. It provides students with detailed description and critical evaluation of the economic, demographic, social and political conditions in the Arab countries. This course is taught in the English language. Prerequisite: ENGL 101.

ARAB 201 Arabic as a Second Language II (3)

This course extends ARAB 101 and is designed to enhance further the non-native speaker's knowledge and proficiency of Arabic. This course is taught in the Arabic language. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested. Prerequisite: ARAB 101.

ARAB 205 Survey of Arab-Islamic Civilization (3) [H], [K]

The course acquaints students with the past influence and present importance of Arab-Islamic civilization. It investigates how Islam has shaped many different cultures in Asia, Europe and Africa over the last 1400 years. The religious, political and cultural values associated with Arab-Islamic culture will be discussed. Furthermore, students will be familiarized with the historical forces that shaped the past, and what these forces mean for the world today. This course is taught in the English language. This course satisfies the General Education Requirement for Arab Culture. Prerequisite: ENGL 101.

ARAB 215 Arabic Composition I (3)

This course introduces native speakers of Arabic-with English curricula education-to intermediate reading and writing skills in Arabic. Using various literary and non-literary styles, students will be exposed to functional grammar, sentence structure and paragraph writing. This course is taught in the Arabic language. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested. Prerequisite: Arabic Admission Placement or Arabic Placement Exam 15 or higher.

ARAB 220 Readings in Arabic Heritage (3) [A],[H]

This course surveys selections of writings from classical Arabic works. The main aim of the selections is to reflect the intellectual, literary and cultural developments of the Arabs from pre-Islamic times up to the present day. The course is thematically organized to allow students the opportunity to study the continuity or changes of certain values and beliefs in Arabic culture. This course is taught in the Arabic language. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested. Prerequisite: Arabic Admission Placement or Arabic Placement Exam 25 or higher.

ARAB 221 Creative Writing (3)

This course introduces students to the skills of writing the genre of the short story and novel. This course is taught in the Arabic language.

ARAB 301 Arabic as a Second Language III (3)

This course builds on the earlier Arabic courses for non native speakers. It uses more advanced materials to strengthen the reading, writing, listening and speaking abilities of the student. This course is taught in the Arabic language. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested. Prerequisite: ARAB 201.

ARAB 303 Literature of the Arabian Gulf (3) [H], [K]

This course looks at the contribution of literary figures from the Arabian Gulf, especially those of Kuwait, to Arabic literature in general. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arabic Culture. Sophomore class standing or Permission of Instructor.

ARAB 304 Arabic Drama (3) [H], [K]

The course looks at the emergence of Arabic drama in the 19th century until the present day, and assesses prototype drama forms of the medieval period. Through a study of selected plays by prominent authors, a picture will emerge as the influence of Arabic drama on Arabic literature. A selection of video recordings will also accompany the course. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arabic Culture. Sophomore class standing or Permission of Instructor.

ARAB 308 Arab Women in History (3) [H]

An exploration of the diversity of voices of Arab women, both past and present, from a multidisciplinary perspective. Topics include women as revolutionaries and nationalists, male-female relations, women in the workforce, female circumcision, family structures and lifestyles. This course is taught in the Arabic language. Sophomore class standing or Permission of Instructor.

ARAB 310 Classical Arabic Prose (3) [H], [K]

This course surveys Classical Arabic prose. The main aim of the selections is to introduce a few of the outstanding literary achievements of the Arabs in prose from the 8th to the 14th centuries. Readings will include works by Ibn al-Muqaffa', al-Jahiz, Ikhwan al-Safa', Badi' al-Zaman al-Hamadhani, and others. This course is taught in the Arabic language. Sophomore class standing. Prerequisite: ARAB 220.

- ARAB 312 Modern Arabic Literature (3) [H], [K]**
 This course surveys modern and postmodern Arabic creative writing: novel, short story, drama, poetry and literary criticism. Themes in this course include, but are not limited to, love, death, exile, social pressures and political concerns. The course demonstrates the nexus between Arabic literary production and contemporary challenges of Arab life. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arab Culture. Sophomore class standing or Permission of Instructor. Prerequisite: ARAB 220.
- ARAB 313 Arab Women and Literature (3) [H], [K]**
 A survey of the history of Arab women's literature, from the medieval period to the present day. Special attention is paid to the questions of literary tradition. This course is taught in the Arabic language. Sophomore class standing or Permission of Instructor.
- ARAB 314 Classical Arabic Poetry (3) [H], [K]**
 This course focuses on selected masterpieces of classical Arabic poetry. Individual works are studied with an aim to understanding the historical context of their composition and to appreciating their literary value. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arab Culture. Sophomore class standing or Permission of Instructor. Prerequisite: ARAB 220.
- ARAB 315 Literature of Al-Andalus (3) [H], [K]**
 A survey of poetry and prose from the nearly eight centuries of Arab-Islamic civilization in Al-Andalus. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arab Culture. Sophomore class standing or Permission of Instructor. Prerequisite: ARAB 220.
- ARAB 316 Literature in the Abbasid Era (3) [H], [K]**
 This course involves the study of literature in the Abbasid Era, both early and later ages up to the fall of Baghdad in 1258. Through a literary analysis of poetry and prose of the Abbasid period, some of the historical characteristics of the period, as well as the development of music, cuisine and the arts will be highlighted. This course is taught in the Arabic language. Sophomore class standing. Prerequisite: ARAB 220.
- ARAB 318 Modern Arabic Novel (3) [H], [K]**
 This course focuses on the development of the Arabic novel, and surveys the main factors that led to the rise of the novel. Students will analyze a number of works by prominent Arab novelists: Naguib Mahfouz, Jamal Ghitani, Tayyib Saleh, Ghada Samman, and Ghassan Kanafani. Exile, post-colonialism, feminine discourse will be among the themes discussed. The readings will be supplemented with critical theory by leading Arab literary critics. This course is taught in the Arabic language. Sophomore class standing. Prerequisite: ARAB 220.
- ARAB 322 Media Arabic (3) [K]**
 This course familiarizes students with the language skills necessary to comprehend and contribute to a wide range of media communications: Writing, interviewing, broadcasting, reporting, news coverage, etc. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arab Culture. Sophomore class standing or Permission of Instructor.
- ARAB 369 Short Course (1 - 3)**
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.
- ARAB 388 Independent Study (1 - 3)**
 Permission of Instructor. Can be repeated for credit with different topic.

ARAB 389 Special Topics (3)

Permission of Instructor. Can be repeated for credit.

ARAB 401 Arabic as a Second Language IV (3)

This course concludes the sequence of Arabic courses as a Second Language. It further develops the four language skills and takes the student to the threshold of advanced proficiency. This course is taught in the Arabic language. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested. Junior class standing or Permission of Instructor. Prerequisite: ARAB 301

ART (ART)**ART 100 Introduction to Creativity (3) [H]**

This course introduces students to a variety of art media including drawing, painting, collage, and sculpture through studio exercises and/or lectures. It focuses on the mental processes involved in the generation of ideas or concepts necessary to develop a student's ability to imagine and construct, that is, to create.

ART 101 Art History (3) [H]

A chronological survey highlighting the developments in Western Art from the ancient Greeks to the 19th century.

ART 103 Arab and Islamic Art (3) [H],

[K] A critical survey of the chronological development of Islamic Art. This course satisfies the General Education Requirement for Arab Culture.

ART 115 Color Theory (3) [H]

This is an introductory studio course devoted to the development of the perception of color and its use as a tool for artists and designers. The exercises test the appearance of color relationships in complex structures, dealing with meaning and examining the appropriate use of color in the context of design problems. Cross-listed with GDES 115.

ART 121 Drawing I (3) [H]

A studio course that introduces drawing materials and methods. Students gain an understanding of the techniques of drawing, including perceptions, shading, line weight, and representation drawing.

ART 201 Art and Society (3) [H]

Focus on significant artists and artworks in the context of historical periods and requirements of the societies.

ART 211 Cities as Art (3) [H], [K]

An examination of various historic cities in or connected to the Islamic world, with a discussion of their history and evolution, important artworks, landmarks, and buildings. This course satisfies the General Education Requirement for Arab Culture.

ART 215 Modern Art (3) [H]

This course surveys the art and architecture of the late nineteenth and twentieth century Europe and North America. This course will introduce students to the major artists, architects, and artistic movements of the period, including Impressionism, Cubism, Surrealism, and Abstract Expressionism as well as develop the students' knowledge of the chronological development of Western art that was introduced in Art 101, Art History. Prerequisite: ART 101.

BIOL 105 Environmental Science (3) [P]
 This introductory course addresses the relationship between human activity and the environment. Emphasis on ecosystems, energy flow and nutrient cycling, populations dynamics, resource use and conservation, pollution, management and eradication of pollution, ethics and the environment.

BIOL 200 Structure of the Human Body (3) [P]
 A course designed to help students understand the biological basis of human health and disease. Study of cell and molecular biology, physiology, anatomy, reproductive biology, and function of various organs as they relate to humans. Emphasis will be placed on specific topics in human health and disease. Prerequisite: BIOL 101 or BIOL 103.

BIOL 215 General Microbiology (3) [P]
 A study of the structure, physiology, and growth of microorganisms; beneficial and harmful relationships between microorganisms and people are examined. Organisms studied include protozoa, algae, fungi, bacteria, and viruses. Prerequisites: BIOL 101 or BIOL 103.

BIOL 220 Ecology (3) [P]
 An examination of the interactions of living organisms with their physical and biological environments. Special attention will be given to population dynamics and the interactions among organisms that determine the structure, function, evolutionary development of biological communities, and the ecological role played by man. Prerequisite: BIOL 101 or BIOL 103 or BIOL 105.

BIOL 317 Introduction to Neurobiology (3) [P]
 A general introduction to basic anatomy and physiology of the brain. Specific topics include neuronal function, synaptic transmission, sensory processing, movement, sleep and wakefulness, hunger, thirst, caloric and body fluid homeostasis, recovery of function after brain damage, and various neurological and psychiatric disorders. Sophomore class standing or Permission of Instructor. Prerequisite: BIOL 101 or BIOL 103.

BIOL 369 Short Course (1 - 3)
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

BIOL 388 Independent Study (1 - 4)
 Permission of Instructor. Can be repeated for credit with different topic.

BIOL 389 Special Topics (3)
 Permission of Instructor. Can be repeated for credit with different topic.

BUSINESS ETHICS AND LAW (BEAL)

BEAL 369 Short Course (1 - 3)
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

BEAL 388 Independent Study (1 - 3)
 Permission of Instructor. Prerequisite: ENGL 305 or MGMT 305. Can be repeated for credit.

BEAL 389 Special Topics (3)
 Permission of Instructor. Can be repeated for credit.

BEAL 401 Legal Issues in Business (3)
Examines business legal issues such as; legal concepts, philosophy and functions of the court systems. Survey of contracts, sales, agency, legal forms of business and regulation of businesses. Prerequisite: MGMT 345 and ENGL 305 or MGMT 305 and Junior Class Standing.

BEAL 403 Corporate Governance (3)
The issues of human rights in labor relations in international business operations. International law, labor exploitation, child labor, piracy of intellectual rights and other issues. Senior class standing. Prerequisite: MGMT 345 and ENGL 305 or MGMT 305 [Cross-listed with PHIL 403.]

BEAL 407 International Business Law (3)
A Study of international investment law, the law of international trade, currency exchange and World Trade Organization regulations. Senior class standing. Prerequisites: MGMT 345 and FINC 341 and ENGL 305 or MGMT 305.

CHEMISTRY (CHEM)

CHEM 101 General Chemistry I (4) [P]
This introductory course covers the fundamental chemical principles, concepts and laws. Topics include chemical reactions, stoichiometry, gas laws, kinetic theory of fazes, thermochemistry, atomic structure and periodicity, the Bohr model, Lewis structures, ionic and covalent bonding, the solid state and crystallography, the liquid state and phase diagrams. Laboratory experiments illustrate principles discussed in the course. Co-requisite: MATH 201.

CHEM 102 General Chemistry II (4) [P]
Continuation of General Chemistry I. Covers properties of solutions; oxidation-reduction reactions, colligative and chemical properties; acid base and complex ion equilibria, laws of thermodynamics, enthalpy and free energy, electrochemistry, representative elements, transition metals, and nuclear chemistry. Laboratory includes experiments illustrating principles discussed in the course. Prerequisite: CHEM 101.

CHEM 103 Chemistry in Everyday Life (4) [P]
An introduction to the principles of chemistry and its role in our daily life. A number of topics will be addressed such as nuclear chemistry and the atomic bomb, acids and bases, petroleum, chemistry in the kitchen, food additives and coloring, perfumes, soaps and detergents, toxins and poisons, medicine and drugs, forensic chemistry and DNA fingerprinting, global warming, acid rain, air and water pollution. A required laboratory is part of the course.

CHEM 105 Environmental Chemistry (3) [P]
A study of the Chemistry of current environmental problems and potential solutions. Topics include water pollution and treatment, air pollution, photochemical smog, hazardous wastes, heavy metal soils, ground level pollution, and toxicology. It also includes issues of the ozone layer, global warming, acid rain, nuclear waste disposal and the problem and treatment of oil spills.

CHEM 200 Aqueous Environmental Chemistry (3) [P]
This course introduces students to properties and composition of natural waters. Topics include hydrologic cycle, water quality, partitioning, transport, chemical equilibria, pH, complexation, redox processes and water treatment. Prerequisite: CHEM 101 or CHEM 103 or CHEM 105.

CHEM 201 Atmospheric Environmental Chemistry (3) [P]
Introduction to structure, composition and chemical processes occurring in Earth's atmosphere, including interactions with solar radiation, stratospheric ozone layer, photochemical smog and acid rain. Prerequisites: CHEM 101 or CHEM 103 or CHEM 105

CHEM 300 Organic Chemistry (4) [P]
An introduction to organic chemistry. The course covers the chemistry of hydrocarbons and halogenated hydrocarbons; aromatic hydrocarbons; Chemistry of oxygen and nitrogen compounds, and chemistry of alcohols, ethers, carbonyl compounds and amines. Laboratory include experiments illustrating topics discussed in the course. Sophomore class standing or Permission of Instructor. Prerequisite: CHEM 101 or CHEM 103.

CHEM 369 Short Course (1 - 3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

CHEM 388 Independent Study (1 - 4)
Permission of Instructor. Can be repeated for credit with different topic.

CHEM 389 Special Topics (3)
Permission of Instructor. Can be repeated for credit with different topic.

COMMUNICATION STUDIES (COMM)

COMM 101 Intro to Mass Communication (3)
Examines the issues and concepts involved in the initial study of the mass media, (i.e., television, radio, newspapers, magazines and interactive outlets) and how they impact the individual and society.

COMM 110 Intro to Digital Media Design (3)
Introduces students to principles of design in digital media. Emphasis is placed on how to use relevant software, including Photoshop, Illustrator and InDesign. [Cross-listed with GDES 110]

COMM 111 Images in Media (3)
The power of images in media is examined through milestones including those in photography, film, video, and interactive media.

COMM 201 Principles of Journalism (3)
This course introduces students to the tenets of what makes news culture and how the modern journalist is shaped. Students will be introduced to various theoretical and practical matters that impact the journalist and affect the news media and the audience from professional standards and techniques for informing mass audiences; paradigms of reliability, confirmation, completeness in reportorial writing for news media. Prerequisite or Co-requisite: COMM 101

COMM 205 Writing for Mass Media (3)
Explores basic writing principles and techniques for influencing mass audiences. Exposes students to intensive practice in writing for various groups, including political, civic, and business organizations. Prerequisite: ENGL 101

COMM 208 Film Production I (3)
Introduces students to basics of cinematic storytelling through narrative genres and documentaries. Examines the basics of script-writing, directing, cinematography, and editing. Develops skills in all areas of the craft, and explores both the creative and the technical aspects of production. Includes a short project. Familiarizes students with the nature of filmmaking through lectures and working experiments with traditional narrative filmmaking, documentary, and new media. [Cross-listed with GDES 208].

- COMM 210 Research Methods (3)**
 Introduces students to social science research methods within a mass communication context. It emphasizes the scientific method and surveys basic concepts of theoretical and empirical research. Covers a variety of methodologies, elementary statistics and criteria for adequate research. Prerequisites: COMM 101 and STAT 201. STAT 201 can be taken as a Co-requisite.
- COMM 225 Theories of Communication (3)**
 A basic theory course for communications and media studies. Introduces prevailing communication theories, including agenda setting, uses and gratification, and diffusion constructs. Prerequisite ENGL 101 and COMM 101
- COMM 230 Principles of Advertising (3)**
 Provides students with an analysis of commercial advertising from a global perspective with attention to communication theory. Students will examine the structure of advertising messages, how they are adapted to specific audiences, and the social settings in which they occur. Issues of Internet advertising and e-commerce will be explored. Prerequisites: COMM 101 or MRKT 200.
- COMM 240 Principles of Public Relations (3)**
 Surveys the fundamentals and techniques involved in public relations operations, including the history, philosophy and ethics of the practice and functions of management, planning, research and communication. It explores the theoretical and practical applications of public relations in contemporary society. Prerequisites: COMM 101 or MRKT 200.
- COMM 309 Film Production II (3)**
 The course emphasizes the artistic film movement, the role of the American cinema, and its mark on the world. Explores the old and the new Hollywood and the relationships between aesthetics and expenses. Students will explore the Preproduction, the Production, and the Postproduction phases of filmmaking. Sophomore class standing or Permission of Instructor. Prerequisite: COMM 208 or GDES 208. [Cross-listed with GDES 345].
- COMM 310 Broadcast Journalism (3)**
 Introduces students to the principles of broadcast journalism as it occurs in radio and TV. The course includes discussions of technical, ethical, and legal issues affecting broadcast news, as well as lab / studio practice in writing, editing, producing and reporting broadcast stories. Sophomore class standing or Permission of Instructor. Prerequisite: COMM 201.
- COMM 312 News Reporting and Editing (3)**
 Explores and practices the skills of a working journalist. Students will build on what is being taught in COMM 201 and apply that knowledge to this class. Emphasis will be on the reporting, writing and the editing of features, hard news stories, broadcast copy, and writing for the Web. There will also be a focus on practical and professional-based skills such as reporting beats and newsroom procedures. Sophomore class standing or Permission of Instructor. Prerequisite: COMM 201 or COMM 205.
- COMM 313 Documentary Production (3)**
 Introduces students to the concepts of creating a documentary. Emphasis on the practice of documentary production through creation of short or/and semester long productions. Interviewing, shooting, lighting, framing and various narrative techniques are explored. Prerequisite: COMM 201 or COMM 208
- COMM 320 Mass Media Law (3)**
 Examines the law as it affects the mass media. Discusses such areas as libel, privacy, public records, criminal pretrial publicity, freedom of information and obscenity. Sophomore class standing or Permission of Instructor. Prerequisite: COMM 101.

- COMM 325 Mass Communication and Society (3)**
Provides students with an overview of the effect of media on culture and society. The course explores how media reflect and mould culture. It examines the role the media play in creating the global village. It also examines how the audience uses and is used by various media outlets and how that use affects the perception of various cultures. Sophomore class standing or Permission of Instructor. Prerequisite: COMM 101.
- COMM 328 Media and Democratization (3)**
Media's role in processes of democratization in Europe, Asia, and the Americas. Current debates and initiatives to make mass media systems more democratic. Sophomore class standing or Permission of Instructor. Prerequisites: COMM 101.
- COMM 332 Writing/Editing Opinion Edit (3)**
Principles of writing editorials and opinion columns; policies and practices of opinion writing in mass media; reviews; analysis of editorials, Op-Ed and other commentary. Sophomore class standing or Permission of Instructor. Prerequisite: COMM 201
- COMM 333 Writing Speeches and Delivery (3)**
The preparation and delivery of speeches and presentations, from research and writing to practical delivery. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 108.
- COMM 338 Copywriting for Advertising (3)**
Explores issues, strategies, theories, and practices in writing and editing advertising messages. Teaches the technical aspects of advertising: writing advertising copy and designing effective layouts. Students use their software design skills. Sophomore class standing or Permission of Instructor. Prerequisite: COMM 230
- COMM 350 Organization Communication and Leadership (3)**
Teaches students the role of communication in creating a productive organizational environment in terms of interpersonal and group behavior. Reviews the theory and practice of team building, conflict resolution and problem solving and explores how communication and organizational cultures relate to each other. Sophomore class standing or Permission of Instructor. Prerequisite: COMM 101 or MGMT 201. [Cross-listed with MGMT 350]
- COMM 360 Public Relations Writing (3)**
Introduces the student to the essentials of how to prepare and present written material for use in the practice of public relations. It teaches the student the techniques needed for creating effective written communication at a standard generally expected of persons entering into the practice of public relations. Sophomore class standing or Permission of Instructor. Prerequisite: COMM 240.
- COMM 369 Short Course (1 - 3)**
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.
- COMM 370 Political Communication (3)**
Political communication is fundamental to the political sphere. This course will introduce students to established routines in current contemporary political communication and election campaigns. Case studies from the US, UK, and other countries will be examined in institutional and cultural contexts that influence the processes of political communication. Junior class standing. Prerequisites: COMM 101.
- COMM 375 Rhetorics of Cultural Dissonance (3)**
This course examines the ways in which language creates, reflects, and transforms cultural identity and beliefs and, consequently, our understanding of local and global relations of power. Through

analyses of the various expressive contexts from which ideas about identity and culture emerge, students will develop a greater understanding of the origins and contemporary manifestations of conflict between and within “East” and “West” and “North” and “South.” Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101. [Cross-listed with ENGL 375].

COMM 380 Media Translation (3)

The course teaches the various theories and practical skills and techniques of translating, subtitling and dubbing media materials, particularly television programs. The course involves education and training based on TV materials related to Media, Economics, Politics, Law, Business, Literature, Culture, Medicine and Science.

COMM 388 Independent Study (1 - 3)

Permission of Instructor. Can be repeated for credit with different topic.

COMM 389 Special Topics (3)

Permission of Instructor. Can be repeated for credit with different topic.

COMM 402 PR Campaigns (3)

Capstone for public relations students. Class functions as a full-service public relations firm. The aim is to have students embark on a semester-long corporate communications project using all the relevant skills gained in other COMM and similar courses. Emphasis is given to advanced public relations writing skills aimed at creating, implementing, and machining positive corporate public image. Junior class standing or Permission of Instructor. Prerequisite: COMM 240.

COMM 405 International Mass Communication (3)

Examines world mass media systems: what they are like; how they operate; what impact they have on people; what policies are and could be used by the various countries to develop or regulate them; and how they are influenced by a country’s political, economic, social and cultural make-up. Junior standing. Prerequisite: COMM 101.

COMM 410 New Media and Society (3)

The rise and diffusion of new media had a profound impact on society. The course explains the complex relationship between new media and social change and looks at how communication theory is impacted by the changing media environment. Junior class standing or Permission of Instructor. Prerequisite: COMM 101.

COMM 420 Editing and Editorial Policies (3)

Fundamental principles and practices of editing, copy editing, wire editing, deadline writing, and editorial judgment; editorial policy; introduction to newspaper design and layout. Junior class standing or Permission of Instructor. Prerequisite: COMM 320 or COMM 312.

COMM 422 Writing/Edit Feature Articles (3)

Practices advanced writing and editing of feature stories. Instruction will also be given on developing stories through research, interviewing, and writing, followed by marketing and publication of stories. Junior class standing or Permission of Instructor. Prerequisite: COMM 312.

COMM 425 International Case Studies in Public Relations (3)

Exposes students to major issues in public relations, with a focus on the characteristics of successful cases in PR. The class lays the theoretical foundation for comparative analysis of public relations practice around the world and then examines national and regional examples. Junior standing.

COMM 427 Media and Arab Society (3)
A survey of the histories, roles, and institutions of media in Arab countries from printing to electronic media, from major publishing firms and publications to satellites and satellite broadcasters, including the Internet and publications in that medium. Junior Standing. Prerequisites: COMM 101.

COMM 430 Oral History (3)
A seminar that critically examines current issues via the method of oral history. Additionally, this seminar will enable students to apply methods of research and analysis from various university programs as they prepare for and analyze interviews. The course will involve participation in at least two oral history projects over the course of the semester. Prerequisites: COMM 101 or any HIST 100 or 200 level course or AMST 121 or INST 204 or INST 205.

COMM 455 Advertising Media Planning (3)
Examines media planning, buying, and sales as performed by advertising agencies, clients, and media. Students learn how to evaluate and select advertising media for various market situations. Examines target audience, media characteristics and data sources. Junior class standing or Permission of Instructor. Prerequisite: COMM 230

COMM 460 Advertising Campaigns (3)
Capstone for Advertising students. Class functions as a full-service advertising agency. Using all the relevant skills gained in other COMM and similar courses, students collaborate on a semester-long project that includes the conception, research, development, and execution of real-life advertising campaigns. Special emphasis is given to advanced copywriting, as well as to layout and production concerns for print, broadcast, and new media. Junior class standing or Permission of Instructor. Prerequisite: COMM 230.

COMM 470 Internship in Communication (1 - 3)
Students gain practical experience in the field. A weekly log accounting for activities required. Three credits are equivalent to 120 hours of internship. Junior class standing and Permission of Instructor. This is a Pass/Fail course.

COMM 480 Seminar in Communication (3)
Junior class standing and Permission of Instructor.

COMPUTER ENGINEERING (CPEG)

CPEG 201 Matlab Programming (3)
Matlab and its application for engineering analysis and problem solving. Command Window Operations, 2D plotting, Array Manipulation, Data Handling, Control Structures, Scripting and Function Files, 3D plotting; numerical methods, roots of nonlinear equations, systems of equations, differential equations, etc. Building Graphical User Interfaces. Simulink: Introduction to Model-based Design, Matlab Toolboxes. Prerequisite: CSIS 120; Prerequisite or Co-requisite: MATH 210.

CPEG 210 Digital Logic Design (4)
Number systems and codes, Boolean algebra, minimization methods, combinational circuit design and analysis, arithmetic blocks, programmable logic, latches and flip-flops, sequential logic design, state machines, registers, counters, memory elements, logic synthesis, high-level synthesis, an introduction to VHDL. A lab component is included in this course. Prerequisite: CSIS 120.

CPEG 220 Computer Organization and Architecture (3)
The fundamental elements of digital logic and their use in computer construction; register level description of computer execution and the functional organization of a computer; essential elements of computer architecture; major functional components of a modern computer system. Design principles associated with modern computer architectures; performance and cost considerations;

are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass/Fail course. Prerequisite: A Minimum Grade Point Average of 2.0.

CPEG 475 Senior Design Capstone I (3)

A supervised project in groups of normally three students aimed at providing practical experience in some aspect of computer engineering. Students are expected to complete a literature survey, project specification, critical analysis, and to acquire the necessary material needed for their intended end product. Senior class standing.

CPEG 480 Senior Design Capstone II (3)

A course that seeks to impart in students the skill to integrate the knowledge gained in different courses by asking them to develop a product that has passed through the design, analysis, testing, and evaluation stages. This course includes production of a professional report, design process and outcome, implementation and testing, and critical appraisal of the project. Prerequisite: CPEG 475.

COMPUTER SCIENCE (CSIS)

CSIS 101 Computers and Information Systems (3) [T]

An introduction to the use of computers. The hardware and system software of computers are described. Commonly-used software applications (word processing, spread sheets, databases, etc.) as well as communication (e-mail, World Wide Web, etc.) are reviewed and discussed. Students will have extensive hands-on training during supervised laboratory sessions.

CSIS 110 Information Systems (3) [T]

An overview of information systems. Topics include: computer hardware, operating systems, databases, telecommunications and networks, Internet, information systems software, designing information systems, applications and artificial intelligence.

CSIS 120 Computer Programming I (4) [T]

This course examines the fundamental programming constructs of an Object Oriented Language, Java: data types, variables, operators, expressions and statements, conditional and iterative control structures, classes, objects and methods.

CSIS 130 Computer Programming II (4) [T]

This course builds upon the material presented in CSIS120 and introduces more advanced Object-Oriented programming concepts and implementation details. Topics include: inheritance and polymorphism, exception handling, dynamic data structures, File I/O, and graphical user interfaces. Prerequisite: CSIS 120.

CSIS 150 Professional & Ethical Issues (3)

Legal, ethical, privacy, and security issues in Computer usage. Group work, student presentations, discussions, and student essays addressing the above issues. Case studies relating to computer ethics will be discussed. Prerequisite: CSIS 110 or CSIS 120.

CSIS 210 Data Structures and Algorithms (3)

The study of fundamental data structures, algorithms and their applications. Topics include lists and trees; queues and stacks, sort and search techniques; analysis and design of efficient algorithms; Recursion. Prerequisites: CSIS 130 and Corequisite MATH 213

CSIS 220 Computer Architecture and Assembly Language (3)

An introduction to digital computer hardware architecture and organization. Topics include digital logic, processor design, instruction sets, and system architecture. Programs written in assembly language will be used to gain hands-on experience with the underlying system architecture. Prerequisite: CSIS 130.

- CSIS 230 Programming in a Second Language (3)**
An introduction to a second computer programming Language. Students learn to read and write program in a second language. The language chosen is one with wide popularity and use. Prerequisite: CSIS 130
- CSIS 250 Database Systems (3)**
An introduction to database concepts, database advantages and users, data independence relational data model, object oriented model, database design by analysis and synthesis, relational algebra, data definition and manipulation languages, semantic integrity constraints, semantic query transformation and optimization. Prerequisite: CSIS 130.
- CSIS 255 Web Technologies (3)**
This course focuses on building Web applications and their associated technologies. Client and server languages, professional website development tools, databases on the web, and web servers. Students are expected to complete a project in the development and maintenance of web sites as well as web services. Prerequisite: CSIS 130.
- CSIS 260 System Analysis and Design (3)**
Study of the principles, tools and practices of information systems analysis. Emphasis on learning pragmatic aspects of working as a system analyst and employing the tools of systems analysis and design. Prerequisites: CSIS 210
- CSIS 300 E-Commerce (3)**
This course focuses on the evolution of electronic commerce where business is conducted between organizations and individuals relying primarily on digital media and transmission. Participants investigate the opportunities and challenges of exchanging goods and services over communications networks as well as the manner in which relationships are being reshaped. New forms of business arrangements are also examined. Course activities are designed to provide both managerial and entrepreneurial assessments of anticipated advances in information technology with respect to business systems and electronic markets. Sophomore class standing or Permission of Instructor. Prerequisite: CSIS 250
- CSIS 310 Intro to Operating Systems (3)**
Study of supervisory programs. System services and file systems; CPU scheduling; memory management; virtual memory; disk scheduling. Deadlock characterization, prevention, and avoidance; concurrent processes; semaphores; critical sections; synchronization. Distributed systems and communication protocols. Sophomore class standing or Permission of Instructor. Prerequisite: CSIS 210.
- CSIS 320 Principles of Programming Languages (3)**
Formal definition of programming languages including specification of syntax and semantics. A survey of programming paradigms (procedural, functional, and logic). History of programming languages, data types supported, control structures and run time management of dynamic structures. Sophomore class standing or Permission of Instructor. Prerequisite: CSIS 210.
- CSIS 322 Net Centric Computing (3)**
This course covers the fundamental concepts of computer networks. Topics include: OSI model; LAN/WAN architecture and design; network services and protocols such as TCP/IP, mobile IP; DNS, ICMP, telnet, ftp, etc; distributed object systems; and collaboration technology and groupware. Students are expected to complete a project that covers the essentials of setup, configuration and administration of multi-protocol servers and clients. Sophomore class standing or Permission of Instructor. Prerequisite: CSIS 210

DRAM 213 Shakespeare for Beginners (3) [H]
A broad survey course of selected scenes and other material from the dramatic works of William Shakespeare.

DRAM 250 Acting I (3) [H]
A continuation of Intro to Acting, with a focus on the Stanislavsky method and Chekhov. Prerequisites: DRAM 150 or Permission of Instructor.

DRAM 251 Acting II (3) [H]
Acting Lab focusing on a specific playwright or other dramatic form such as Comedia del Arte, Greek Chorus, movement, or puppetry. Prerequisites: DRAM 250.

DRAM 350 Shakespeare in Performance (3) [H]
An exploration into Shakespeare's prose and poetry through text and performance. Text analysis and scansion techniques will be discussed as well as sonnet composition. Sophomore class standing and Permission of Instructor.

DRAM 360 Theater Production (3) [H]
Faculty directed theater production. Specific dramatic material will vary. Students may participate in acting, stage management, dramaturgy, assistant direction, design (costume/ lighting/ scenic), or as other production staff. Sophomore class standing and Permission of Instructor.

DRAM 369 Short Course (1 - 3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

DRAM 388 Independent Study (3)
Permission of Instructor. Can be repeated for credit with different topic.

DRAM 389 Special Topics (1 - 3)
Permission of Instructor. Can be repeated for credit.

ECONOMICS (ECON)

ECON 101 Introduction to Contemporary Economic Issues (3)
Intertwining economic theory and real-world issues, the course provides a general education approach to economics. It illustrates how such ideas as opportunity cost, marginality, and aggregate demand and supply can be used to analyze issues in economics today, including: wage and price control, inflation, fiscal policy, international trade, and energy prices.

ECON 200 Principles of Microeconomics (3)
An introduction to microeconomics. The course focuses on supply, demand and product markets, production costs and pricing and output under different market structures. Prerequisite: MATH 101 or 103 or 110.

ECON 201 Principles of Macroeconomics (3)
An introduction to macroeconomics. The course focuses on national income and product accounts, consumption, investment, international trade, and output. It also provides students with a theoretical basis in macroeconomics, introduces them to the use of Macro models in a real-world context. Topics covered include the nature of risk and its impact, the use of forecasts, the volatility of foreign exchange markets, and the role of fiscal and monetary policy in stabilizing the economy. Prerequisites: MATH 101 or MATH 103 or MATH 110.

- ECON 300 Intermediate Microeconomics (3)**
Mathematically-based theory of relative prices of commodities and services under perfect and imperfect competition; theory of the firm; consumer demand. Sophomore class standing or Permission of Instructor. Prerequisites: ECON 200 and ECON 201.
- ECON 301 Intermediate Macroeconomics (3)**
Mathematically-based theory and concepts of national income determination, employment and economic growth. Sophomore class standing or Permission of Instructor. Prerequisites: ECON 200 and ECON 201.
- ECON 304 Economics of Labor (3)**
The application of economic theory to current labor problems, domestic and foreign. Problems include wage theory and wage differentials, training policy, poverty, unemployment and underemployment, migration, discrimination, issues of productivity, industrialization and union policies. Sophomore class standing or Permission of Instructor. Prerequisite: ECON 200 and ECON 201.
- ECON 305 International Economics (3)**
Theories and concepts of international trade; real flows; terms of trade; industry structure and resource differences; international competitiveness; the effects of international trade on the economies of importing and exporting countries; the effects of tariffs and quotas and other nontariff barriers on international trade. Also includes multinational corporations, trade and development, customs, and unions. Sophomore class standing or Permission of Instructor. Prerequisites: ECON 200 and ECON 201.
- ECON 315 Managerial Economics (3)**
The course focuses on the application of the concepts of economics to managerial issues. It integrates economic principles with modern management techniques and theory for the purpose of efficient managerial decision-making. Topics include optimization techniques, demand estimation and forecasting, production and cost analysis, market structure, and pricing practices. Sophomore class standing or Permission of Instructor. Prerequisites: ECON 200 and ECON 201.
- ECON 350 History of Economic Thought (3)**
Exposition and analysis of the development of economic history. Emphasis on tracing the evolution of economic theories out of specific historical contexts. Major theorists and schools of economic thought, from Adam Smith to the present will be reviewed. Sophomore class standing or Permission of Instructor. Prerequisites: ECON 200 and ECON 201.
- ECON 351 Money and Banking (3)**
Analysis of capital markets and the role of banks, and other financial institutions in the economy. Sophomore class standing or Permission of Instructor. Prerequisites: ECON 200 and ECON 201.
- ECON 363 Environmental & Natural Resources Economics (3)**
An introductory course in the environmental and natural resource economics, it is designed to help students explore the important role of economics in the design and implementation of policy and management of natural and environmental resources. Sophomore class standing or Permission of Instructor. Prerequisites: ECON 200 and ECON 201.
- ECON 369 Short Course (1 - 3)**
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

- ECON 388 Independent Study (1 - 3)**
Independent study by student with the requirement that the student writes a report summarizing the knowledge acquired during the period of study. Permission of Instructor. Prerequisite: ENGL 305 or MGMT 305.
- ECON 389 Special Topics (3)**
An analysis of contemporary issues in economic theory. Permission of Instructor. Can be repeated for credit with different topic. Prerequisites: ECON 200 and ECON 201.
- ECON 401 Economic History: 20th Century (3)**
Historical investigation of economic development; comparison of European and Third World development as contrastive case studies. Senior Class standing. Prerequisites: ECON 200 and ECON 201 and ENGL 305 or MGMT 305.
- ECON 405 Comparative Economic Systems (3)**
A theoretical and historical evaluation of different economic systems, planning strategies and their effects on economic growth, democracy, equity and effectiveness; assessment of the historical experience of the formerly socialist economies; distinctive features of European and Japanese economies and Third World societies. Senior class standing. Prerequisites: ECON 200 and ECON 201 and ENGL 305 or MGMT 305.
- ECON 409 Economic Development (3)**
Theories and policies of economic development; role of international institutions; impact of international trade policy, international capital flows, exchange rate policies, inflation, public finance, monetary policy, competitiveness, military expenditures; agriculture, population, and the environment. Senior class standing. Prerequisites: ECON 200 and ECON 201 and ENGL 305 or MGMT 305.
- ECON 429 Advanced Environmental & Energy Economics (3)**
The course will examine the principles, policy instruments, and current practice of using economics to analyze various environmental and natural resource problems, especially the economics of energy. It will address the study of environmental protection, resource conservation, evaluation of environmental costs and benefits, and optimal management of energy resources. Senior class standing. Prerequisites: ECON 200 and ECON 201 and ENGL 305 or MGMT 305.
- ECON 452 Econometrics (3)**
Review of econometric statistics and statistical techniques; the application of statistical models to economic data; regression analysis and estimation of economic models; the question of violations of the basic assumptions of the regression model, dummy variables and analysis of variance; index numbers and time series analysis. Senior class standing. Prerequisites: ECON 200 and ECON 201 and MATH 201 and STAT 201 and ENGL 305 or MGMT 305.
- ECON 470 Internship in Economics (1 - 3)**
An Internship experience with the requirement that the student write a report or summarizing what the internship job added to his/her knowledge of economics and related fields. Students are limited to a maximum of 3 internship credit hours. Senior class standing and Permission of Instructor. This is Pass/Fail course. Prerequisite: A Minimum Grade Point Average of 2.25.
- ECON 485 Seminar in Economics (3)**
A seminar for seniors; majors conduct research projects on varying relevant economic issues; presentation of research approaches, subjects and results; a group project and an individual research project may be allowed. Topics and Instructor may vary. Senior class standing. Prerequisite: ENGL 305 or MGMT 305.

EDUCATION (EDUC)

EDUC 100 Essentials of Learning (1) [L]

The course consists of modules that direct students in a methodical way through a sequence of active learning strategies. Several self-discovery units will lead students through practical activities which are designed to enhance their personal growth and development as active learners. Specifically, the course work is designed to provide students with tools to be successful as life long learners.

EDUC 200 Career Exploration (1)

A one-credit hour course offered during the Fall and Spring semesters. This course leads students through the Major and Career Planning Process, and provides them the opportunity to explore themselves and the world of work. Through a variety of methods, students will become aware of their unique interests, skills, values, needs, and personality type. This interactive course will acquaint students with practical and theoretical aspects of the career planning process. Through library research, computer research, and oral presentations, students will demonstrate their ability to make informed choices regarding careers selection. This elective course is not intended as a substitute for EDUC 100. Sophomore, Junior, or Senior class standing.

EDUC 369 Short Course (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

EDUC 388 Independent Study (1 - 3)

Permission of Instructor. Can be repeated for credit with different topic.

EDUC 389 Special Topics (3)

Permission of Instructor. Can be repeated for credit with different topic.

ELECTRICAL ENGINEERING (ELEG)

ELEG 220 Electric Circuits (4)

Introduction to the basic laws and techniques for electric circuits analysis, response of circuits with resistors, independent sources, controlled sources, operational amplifiers; Transient analysis of basic circuits with R, L, and C components. AC analysis and phasors; An Introduction to Matlab. A lab component is included in this course. Prerequisite: PHYS 116 and Co-requisite: MATH 210.

ELEG 270 Electronics (4)

Introduction to the basic electronic devices including diodes and transistors and their operating principles. Analysis of electronic circuits operating under dc bias and switching conditions. Applications of devices in digital electronic circuits. Prerequisite: ELEG 220.

ELEG 320 Signals & Systems (3)

Signals (functions of one or more independent variables) and Systems (devices that perform operations on signals) presents fundamental concepts that arise in a variety of fields. The ideas and techniques associated with these concepts inform such diverse disciplines as biomedical engineering, acoustics, communications, aeronautics and astronautics, circuit design, and the arts, humanities, and social sciences. Topics include transforms (Z, Laplace, Fourier), frequency analysis, convolution, FIR and IIR systems, stability, generalized functions, modulation (AM and FM), sampling, and digital filtering. Sophomore class standing or Permission of Instructor. Prerequisite: CPEG 230.

ELEG 369 Short Course (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

ELEG 388 Independent Study (1 - 4)

Permission of Instructor. Can be repeated for credit with different topic.

ELEG 389 Special Topics in Electrical Engineering (3)

Permission of Instructor. Can be repeated for credit with different topic.

ELEG 470 Internship in Electrical Engineering (1 - 3)

An Internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of Electrical Engineering and related fields. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass/Fail course. Prerequisite: A Minimum Grade Point Average of 2.0.

ENGINEERING (ENGR)

ENGR 200 Engineering Design (3)

An overview of engineering as a profession, ethics in engineering, team work, reporting, engineering graphics and communication skills for an engineer, reverse engineering, design and build a project, engineering modeling, cost-benefit tradeoffs, product design and performance, business and career planning, and professional practice.

ENGR 330 Engineering Economics (3)

Provides knowledge of economic consequences of engineering decision processes, and methods for evaluation of engineering design alternatives in terms of costs and benefits. Topics include time equivalence of money, annual cost method, present worth method, rate of return method, depreciation, benefit/cost, break-even analysis, income taxes, equipment replacement, and risk analysis. Sophomore class standing or Permission of Instructor. Prerequisite: ECON 200.

ENGR 369 Short Course (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

ENGR 388 Independent Study (1 - 4)

Permission of Instructor. Can be repeated for credit with different topic.

ENGR 389 Special Topics (3)

Permission of Instructor. Can be repeated for credit with different topic.

ENGLISH (ENGL)

ENGL 099 Fundamentals of Reading and Writing (12)

This course focuses on developing academic reading and language skills necessary for success in the academic environment. Under the close supervision of the instructor and using the workshop method, students will refine their reading, vocabulary, and sentence skills while producing a portfolio of multi-paragraph writings that demonstrates their ability to summarize, paraphrase, synthesize, analyze, and evaluate information and ideas taken from a variety of sources. Exit exam required. This course meets 20 hours per week. Credit earned cannot be used for graduation. Prerequisite: TOEFL 520 or a score of less than 80 on the Accuplacer reading exam or a score of less than 6 on the Accuplacer essay exam.

ENGL 101 Critical Reading and Writing (3) [E]

This course focuses on writing and reading for various academic and public purposes and audiences. Students will develop analytical, critical, and argumentative thinking, reading, and writing abilities, and will be introduced to research practices. Prerequisites: Score of 80 or higher on the Accuplacer

reading exam and a score of 6 or higher on the Accuplacer essay exam OR a grade of C or better in ENGL 099 OR IENG 030/031.

ENGL 102 Writing & Information Literacy (3) [E]

This course introduces students to the academic, intellectual, and public activities of research. Through a focus on research as a process of inquiry generated by particular purposes, audiences, and contexts, students will develop a more complex understanding of multiple research processes and genres. Students will formulate their own critical analysis of and response to a range of academic and public issues. Students will develop and conduct an extended research inquiry. The primary aim of this course is to develop students' critical and information literacy. Prerequisite: ENGL 101

ENGL 108 Public Speaking (3) [C]

This course focuses on the principles of public speaking in large and small group environments with emphasis on audience analysis, research and evidence, reasoning, rhetoric, organization and delivery. Through analyzing professional speeches and their effectiveness, the student practices the more common speech types: informative, persuasive, special occasion and impromptu.

ENGL 201 World Literatures in Translation I (3) [H]

This course focuses on world literatures written in languages other than English from antiquity to the 15th century. The course may include works such as *The Epic of Gilgamesh*, *Homer's Odyssey*, *The Thousand and One Nights*, or Murasaki Shikibu's *The Tale of Genji*. Prerequisite: ENGL 101.

ENGL 203 World Literatures in Translation II (3) [H]

This course focuses on world literatures written in languages other than English from the 16th century to the present. The course may include works such as Cervantes' *Don Quixote*, Cao Xueqin's *Deam of the Red Chamber*, Tolstoy's *The Death of Ivan Ilyich*, or Naguib Mahfouz's *Midaq Alley*. Prerequisite: ENGL 101.

ENGL 207 Oratory and Rhetoric (3) [H]

A study of rhetoric from its European roots in the literatures of the classical world to its many variations over time and culture. Central to the course will be the role of rhetoric and oratory in determining the way in which discourse is constructed to achieve specific ends. Prerequisites: ENGL 101.

ENGL 211 World Literatures in English I (3) [H]

This course will examine the body of literatures written in English, including and going beyond the British and American canons, in order to ground the study of these canons in the context of a world Anglophone literature. This course will begin with the Middle Ages and progress through the late 18th century, including early Anglophone writings from various regions of the world. This course often includes works such as Chaucer's *The Canterbury Tales*, Milton's *Paradise Lost*, and Swift's *Gulliver's Travels*. Prerequisite ENGL 101.

ENGL 212 World Literature in English II (3) [H]

This course will examine the body of literatures written in English, including and going beyond the British and American canons, in order to ground the study of these canons in the context of a world Anglophone literature. This course will cover material from the early 19th century to the current day, and include literary works such as Conrad's *Heart of Darkness*, Achebe's *Things Fall Apart*, and Joyce's *The Dubliners*. Prerequisite ENGL 101.

ENGL 300 History of English Language (3) [H]

The structure of present day English is radically different from that of Old and Middle English. This course explores the stages through which the English language has evolved to reach its present

form. This course will also examine the structure and social meanings of colonial varieties of English. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 301 Literature and Film (3) [H]

This course will involve viewing a variety of films and critical responses to those films. Students will demonstrate in their own written and oral responses to film their ability to use effectively the critical language and methodology of professional film criticism in its varied aesthetic, historical and ideological forms. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 303 English Poetry and Prose: 1500-1660 (3) [H]

Examination of Renaissance poetry and prose, not including Shakespeare; Renaissance literature and its impact on the “modern world.” Review and evaluation of the works of Sidney, More, Bacon, Marlowe, Johnson, Donne, and Milton. Also includes selections from the King James Bible for students of literature. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 304 English Poetry and Prose: 1660-1800 (3) [H]

The English Enlightenment; the Restoration and the Age of Reason figures including Dryden, Swift, Pope and Johnson. The rise of technology and technological culture and the impact of science and scientific methodology on Enlightenment literature. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 305 Professional Writing and Communication (3) [H]

This course explores professional approaches to communication in today’s global business environment. It also focuses on principles and practices needed for effective internal and external business communication (memos, letters, reports, proposals and presentations). Students learn to write successful business reports and communications. Also, students evaluate case studies in business and use appropriate style-guides to document sources. {Cross-listed with MGMT 305}. Prerequisite: ENGL 102.

ENGL 307 Shakespeare (3) [H]

An introduction to Shakespeare: intensive study of selected comedies, tragedies, history plays, and Shakespeare’s poetry. Works are discussed in their socio-historical context. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 308 Early American Literature (3) [H]

A historical study of American literary forms and intellectual life, writers and their contributions from the Seventeenth Century world of the Puritans to the work of the early Transcendentalists in the Nineteenth Century. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101

ENGL 309 19th Century British Literature (3) [H]

This course will examine major British literary texts from the Romantic and Victorian eras, including poetry and prose by Wordsworth, Shelley, Byron, Coleridge, Keats, Mary Shelley, Wollstonecraft, Ruskin, Eliot, Austen, Wilde, Tennyson, the Brontës, Dickens, Arnold, Hemans, Browning, Mill, and Carlyle. The course presents the relationship between each author’s works and various historical and cultural developments, such as the industrial revolution and colonialism. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101

ENGL 310 19th Century American Literature (3) [H]

This course will examine major American literary texts written by American writers of the nineteenth century, including poetry and prose by Emerson, Poe, Dickinson, Thoreau, Stowe, Melville, Chopin, Whitman, Cooper, Douglass, Jacobs, Twain, Hawthorne, and other writers concerned with issues of

gender, race, and social justice. The course presents the relationship between each author and his/her works and various historical and cultural developments, such as the Civil War and Abolition and Suffrage. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 311 English Novel (3) [H]

An examination of representative English novels from the beginning up to the Nineteenth Century. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 312 American Novel (3) [H]

An examination of representative American novels from the beginning up to the Nineteenth Century. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 314 Modernism/ Postmodernism (3) [H]

This course investigates the trends in the intellectual and aesthetic movements that inform twentieth century Western ideas about art. Rejecting many 19th century standards, modernist figures such as Woolf, Joyce, Stein, Eliot, Pound, Mallarme, Kafka, Stevens helped radically redefine literature and culture. Students will look at various modernist trends such as emphasis on impressionism and subjectivity, blurring of distinctions between genres, tendency toward fragmented forms, discontinuous narratives, etc., and will trace the continuation and/ or rejection of these early twentieth century trends in postmodernism. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101

ENGL 315 20th Century American Literature (3) [H]

Examines the major trends in 20th century U.S. Literature. Students may study artistic movements such as Naturalism, the Beats, the Harlem Renaissance, Lost Generation, and New Journalism, as well as literary responses to major historical events, such as the Great Depression, WW I and II, the Vietnam War, and major social movements of the second half of the century. Sophomore class standing or Permission of Instructor. Prerequisite ENGL101.

ENGL 319 Women and Literature (3) [H]

An examination of representations of women and womanhood over time and the way in which those representations are culturally constructed. The course will also offer an introduction to feminist theory and examine the resistant discourses of women writers. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 343 Poetry and Poetics (3) [H]

This course offers a comprehensive study of poetry as a genre and introduces the art of poetics. The course will explore various visual, rhythmic and performance aspects of poetry while covering a wide range of poets, styles, traditions, forms and subgenres. Prerequisite: ENGL 101.

ENGL 345 Creative Writing (3) [H]

The craft and practice of creative writing (short fiction and poetry) involving extensive writing throughout the semester. The course includes regular examination of professional models and the writing generated and revised by students. In addition, students will actively be involved in developing AUK's Arts and Literary Journal. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 349 Literature in Translation (3) [H]

The course is an aesthetic and cultural evaluation of a specific non-English literature in translation (i.e., Arabic, French, German, Spanish, etc.). Poetry and fiction of non-English authors will be studied. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101

- ENGL 355 Contemporary World Literature (3) [H]**
An exploration of the ways contemporary literature responds to the complex reality of our world; modernist and postmodernist fiction from a variety of national literatures; examples from Robbe-Grillet, Lessing, Boll, Mann, Duras, Morrison, Walker, Kundera, Atwood, Munro, Coetzee, Achebe, Eco and Garcia Marquez. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101
- ENGL 369 Short Course (1 - 3)**
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.
- ENGL 375 Rhetorics of Cultural Dissonance (3) [H]**
This course examines the ways in which language creates, reflects, and transforms cultural identity and beliefs and, consequently, our understanding of local and global relations of power. Through analyses of the various expressive contexts from which ideas about identity and culture emerge, students will develop a greater understanding of the origins and contemporary manifestations of conflict between and within “East” and “West” and “North” and “South.” Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101. [Cross-listed with COMM 375].
- ENGL 376 Language in the Arab World (3) [H], [K]**
This course introduces students to the sociocultural, political, and educational dimensions of language in the Arab World. The course covers the historical and current sociopolitical contexts of Arabic in relation to French and Berber in countries such as Morocco and Algeria. It explores the widespread use of English in the Arab World and the consequences it might have on the Arabic language. The course will also study the official and non official use of languages of non-Arab immigrants in the Gulf. Prerequisite: ENGL 101.
- ENGL 378 English and Globalization (3) [H]**
This course explores social, political, linguistic and educational issues related to the spread of English in the world. In addition to colonialism, the course examines the role of globalization in the emergence of English as an international language. The course also focuses on the variation in the structure of different varieties of English. Prerequisite: ENGL 101.
- ENGL 388 Independent Study (1 - 3)**
Permission of Instructor. Can be repeated for credit with different topic.
- ENGL 389 Special Topics (3)**
Permission of Instructor. Can be repeated for credit with different topic. Prerequisite: ENGL 101.
- ENGL 400 Seminar in British Authors (3)**
An in-depth study of the work of a significant British writer, or a small group of British writers. It will include the writer’s context, approach, and contributions to literature and society. Junior class standing or Permission of Instructor. Prerequisite: ENGL 101.
- ENGL 401 Seminar in American Authors (3)**
An in-depth study of work of a significant American author, or a small group of American writers. It will include the author’s context, approach, and contributions to literature and society. Junior class standing or Permission of Instructor. Prerequisite: ENGL 101.
- ENGL 402 History of Theater and Drama (3)**
A comparative study of major works in theatre and of theories of drama and performance from Ancient Greece and the Near East to the modern period. Special attention will be given to works representative to distinct periods and schools of theatre and drama. Junior class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 403 Modern Drama (3)

This course extends the subject matter of ENGL 402 into the 20th century by focusing both on major dramatists but also tracing the development of national and regional dramas. Special attention will be paid to transformations of classical conventions of character, plot and audience as well as a broadening of subject matter and use of a variety of vernaculars. Junior class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 405 Postcolonial Literature (3)

In this course students will read and discuss novels, short stories, poetry, and essays from former British colonies in Asia, Africa, and the Caribbean, as well as from the postcolonial Diasporas. Emphasis will be placed on the common experience of a postcolonial condition across various regions, with one of the primary themes being “Orientalism” or the image of the West in representative texts. Junior class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 406 Ethnic American Literature (3)

This course emphasizes the critical study of literature written by diverse ethnic American authors from colonial to contemporary times. It includes works by African-, Arab-, Asian-, European-, Hispanic-, and Native Americans. Junior class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 415 Literary Theory and Criticism (3)

An introduction to central issues in Literary Criticism; the concept of literature, the relationship of literature to criticism, and the establishment of literary canons; key schools of criticism, including formalism, structuralism, post, post- structuralism, deconstruction and reception theory, and post-colonialism and their respective historical contexts; required of Literature Majors. Junior class standing or Permission of Instructor. Prerequisite: ENGL 101.

ENGL 470 Internship in English (1 - 6)

An Internship experience with the requirement that the student write a report summarizing what the internship job added to his to her knowledge of English Language and Literature. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass/Fail course. Prerequisite: A Minimum Grade Point Average of 2.0.

ENGL 485 Senior Thesis (3)

English Majors apply their writing abilities, research skills, and knowledge in an independent study project. Students who select this course may have “Honor Thesis” reflected on their transcripts upon successful completion and defense of their thesis. Senior class standing and Permission of Instructor.

ENTREPRENEURSHIP STUDIES (ENTR)**ENTR 201 Principles of Entrepreneurship (3)**

The philosophy, motivation and characteristics of entrepreneurship. Social, psychological, economic, and business factors in the success and failure of entrepreneurship; the entrepreneur; identifying and evaluating entrepreneurial opportunities; planning and developing a new business venture; managing the new venture; applications to creation and management of stand-alone ventures and those developed within corporations. Prerequisite MGMT 201

ENTR 301 Intermediate Entrepreneurship (3)

Study of the nature and special conditions related to proprietorships, partnerships and small business enterprises. Sophomore class standing or Permission of Instructor. Prerequisite: ENTR 201.

ENTR 369 Short Course (1 - 3)
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

ENTR 388 Independent Study (1 - 3)
 Permission of Instructor. Can be repeated for credit with different topic. Prerequisite: ENGL 305 or MGMT 305.

ENTR 389 Special Topics (3)
 Permission of Instructor. Can be repeated for credit with different topic.

ENTR 470 Internship in Entrepreneurship (1 - 3)
 An Internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of entrepreneurship and related fields. Students are limited to a maximum of 3 internship credit hours for any major and 6 credit hours overall. Senior class standing and Permission of Instructor. This is a Pass/Fail course. Prerequisites: ENTR 201 and a Minimum Grade Point Average of 2.25.

ENVIRONMENTAL STUDIES (ENVS)

ENVS 215 Environmental Data Analysis (3) [P]
 This course will introduce students to statistics, data analysis, and probability to be able to evaluate and interpret environmental data. Topics will include: Statistics and data analysis; Frequency tables, bar charts, mean, standard deviation, and skewness; Linear regression; and Probability. Prerequisite: MATH 095.

ENVS 220 Energy and the Environment (3) [P]
 Study of key physics principles as related to environmental issues, including: Energy forms; Energy recourses and conversions; Past and present patterns of energy use; Projection of future demand and supplies of energy; Role and method of physics in fostering rational evaluations of environmental problems and in searching for potential solutions; Resources and technologies of future energy alternatives. Prerequisite: PHYS 101 or PHYS 105.

ENVS 230 Environmental Geology (3) [P]
 Fundamental earth science concepts are used to assess the impact of increasing global population and development on earth's natural resources and also examine how natural processes affect human activities. Topics include volcanic eruptions, earthquakes, flooding, tsunamis, soil erosion, landslides, stream flooding, and rock-falls.

ENVS 305 Environmental Health (3) [P]
 An overview of environmental issues affecting human health and survival. Students will be introduced to biological and chemical toxins in the general environment, environmental epidemiology, and relevant environmental regulations. Attention will be paid to environmental issues at home, in work settings, the community, and in the global context. Sophomore class standing or Permission of Instructor. Prerequisite: BIOL 105.

ENVS 310 Environmental Ethics (3) [P]
 This course examines normative issues in the study of the environment. Students will learn basic ethical concepts and theories and how to apply them to specific environmental concerns. Students will be asked to develop arguments to defend their own respective views regarding the environment and to develop viewpoints reflecting thoughtful and scholarly consideration of human duties, both individual and social, to the environment. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101. [Cross-listed with PHIL 310].

- ENVS 320 Global Environmental Policy (3) [P]**
A course that seeks to provide a broad overview of the key concepts, actors, and issues related to global environmental policy. This course outlines the evolution of environmental policy in facing global environmental challenges and how such policies have become inherently intertwined with government policy and business practice. Junior or Senior class standing.
- ENVS 369 Short Course (1 - 3)**
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.
- ENVS 388 Independent Study (1 - 4)**
Permission of Instructor. Can be repeated for credit with different topic.
- ENVS 389 Special Topics (3)**
Permission of Instructor. Can be repeated for credit with different topic.

FINANCE (FINC)

- FINC 207 Personal Finance (3)**
This is a course in personal investing for non-finance majors. This course will not count for credit towards a major in finance. It will cover money markets, mutual funds, and diversification.
- FINC 332 Financial Management (3)**
Financial statement analysis, pro forma financial statements, time value of money, discounted cash flow, stock and bond valuation, net present value. Sophomore class standing or Permission of Instructor. Prerequisites: MATH 103 or MATH 110 or MATH 201, and ENGL 102 and ACCT 201.
- FINC 341 Corporate Finance (3)**
Capital asset pricing model, cost of capital, capital structure and dividend policy. Sophomore class standing or Permission of Instructor. Prerequisites: ACCT 205.
- FINC 343 Financial Services Management (3)**
The course will focus on operations in financial services management including applications of competitive strategies and explorations of opportunities in various financial services sectors including banking, insurance, and personal finance planning. The course will also examine this sector in the context of the Kuwait financial services companies. Sophomore class standing or Permission of Instructor. Prerequisites: FINC 332 and FINC 341.
- FINC 345 Investment and Securities Analysis (3)**
This course will focus on the financial theories and empirical evidence useful for investment decisions based on risk and returns. It covers optimal portfolio choice, asset pricing models, fixed-income securities, funds performance measurement, and a brief introduction to behavioral finance which studies how investor psychology may affect their investment decisions and asset prices in the market. Sophomore class standing or Permission of Instructor. Prerequisites: FINC 332 and FINC 341.
- FINC 355 Financial Markets and Institutions in Kuwait and the Gulf (3)**
Organization of short-term money markets and long-term capital markets and institutions; investment instruments; investment constraints; resulting portfolios. Sophomore class standing or Permission of Instructor. Prerequisite: FINC 341.

FINC 365 International Finance (3)
Foreign Affairs, global capital markets, and international corporate finance. Sophomore class standing or Permission of Instructor. Prerequisite: FINC 341

FINC 369 Short Course (1 - 3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

FINC 388 Independent Study (1 - 3)
Permission of Instructor. Can be repeated for credit with different topic. Prerequisite: ENGL 305 or MGMT 305.

FINC 389 Special Topics (3)
An analysis of contemporary issues in Finance. Permission of Instructor. Can be repeated for credit with different topic.

FINC 413 Finance Capstone (3)
A capstone course designed for a student's last semester in the university which may include analyses of cases, more in-depth study of specialized topics, current events in finance, financial analysis, and/or financial institutions. Senior class standing. Prerequisite: FINC 345 and FINC 355 and ENGL 305 or MGMT 305.

FINC 445 Portfolio Management (3)
This course develops modern portfolio theory and applies it to pricing both individual assets and portfolios of assets. Topics include the Markowitz portfolio selection model, the capital asset pricing model, arbitrage pricing theory, options. Futures. bonds, portfolio performance measurement, and issues of market efficiency. Senior class standing. Prerequisites: FINC 332 and FINC 341 and FINC 345 and ENGL 305 or MGMT 305.

FINC 470 Internship in Finance (1 - 3)
An Internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of finance and related fields. Students are limited to a maximum of 3 internship credit hours. Senior class standing and Permission of Instructor. This is a Pass/Fail course. Prerequisite: A Minimum Grade Point Average of 2.25.

FRENCH (FRNC)

FRNC 101 Introduction to French I (3) [H]
The objective of this course is to provide students with necessary skills and confidence to cope with everyday situations. The focus will be both on oral and written communication. Through extensive use of audio material, the course provides training and practice in all the language skills, with an initial emphasis on listening and speaking. The class is conducted almost entirely in French.

FRNC 102 Introduction to French II (3) [H]
This course continues to reinforce communication skills with more emphasis placed on reading and writing texts. It will develop the ability to communicate with accurate pronunciation and intonation. Students will be exposed to French culture with the use of video and other authentic material. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested. Prerequisites: FRNC 101 or Permission of Instructor.

- FRNC 201 Intermediate French (3) [H]**
 This course focuses on active communication skills, while working on spontaneous conversations related to daily-life topics. More emphasis is placed on writing and using a variety of formats with increasing control of grammar. Students will perfect their knowledge of French society through reading newspaper articles and literary texts. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested. Prerequisites: FRNC 102 or Permission of Instructor.
- FRNC 333 Language and Civilization (3) [H]**
 An advanced language course that improves student's oral, reading, and writing skills through an examination of French society. Themes covered include family, education, arts, gastronomy, politics, and immigration. Class discussions will be based on literary readings, articles from French newspapers internet materials, songs, a selection of French films, and field trips. Sophomore class standing and Permission of Instructor.
- FRNC 369 Short Course (1 - 3)**
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.
- FRNC 388 Independent Study (1 - 3)**
 Permission of Instructor. Can be repeated for credit with different topic.
- FRNC 389 Special Topics (3)**
 Permission of Instructor. Can be repeated for credit with different topic.
- FRNC 399 French Study Abroad (1 - 3)**
 Intensive French language course designed to increase proficiency in language skills and provide cultural awareness. Schedule varies each semester. Sophomore class standing and Permission of Instructor.

GRAPHIC DESIGN (GDES)

- GDES 102 Creative Visualization (3)**
 This introductory studio course teaches students the creative skills they need to visually communicate ideas. Students will learn how to deal with spatial relationships between images and words, unlock and decode ideas, as well as how to research, brainstorm, edit and enhance their creative thoughts.
- GDES 110 Digital Foundations (3)**
 This course introduces students to fundamental principles and applications of design, emphasizing critical and cultural awareness of design issues and developing of technical skills. The notion of creative problem solving is particularly emphasized. Students develop expertise in major industry standard software packages. This course lays the foundation for further study of design. [Cross-listed with COMM 110]. A lab fee may be required.
- GDES 115 Color Theory (3)**
 This is an introductory studio course devoted to the development of the perception of color and its use as a tool for artists and designers. The exercises test the appearance of color relationships in complex structures, dealing with meaning and examining the appropriate use of color in the context of design problems. [Cross-listed with ART 115]
- GDES 204 Digital Photography (3)**
 This course provides an introduction to digital photography and digital camera operations, covering lighting, composition, exposure and the fundamentals of traditional photographic concepts. Students

- GDES 337 Environmental Design (3)**
A studio course that explores wayfinding, storytelling, exhibit and information design in built and natural environments. Students will learn how to use the blend of two and three-dimensional design to move people and/or vehicles through spaces. Projects may include the study of zoos, museums, sport complexes, hospitals, or airports. Junior standing. Prerequisite: GDES 320.
- GDES 342 Digital Imaging II (3)**
Inspiration and storyboard are challenged to push the envelope of the traditional parameters expected during Image Production. The students blend different styles to produce aesthetically sound pieces. Different Image tracks may be chosen to focus on for the majority of the semester. Prerequisite: GDES 242. A lab fee may be required.
- GDES 351 Web Design (3)**
This course explores the process of designing and building web sites, as well as creating graphics, animations and rich content for the web. It also incorporates lectures relating to Internet issues and the different web-based media forms being utilized those days. Prerequisites: GDES 242 or Permission of instructor.
- GDES 369 Short Course (1 - 3)**
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.
- GDES 388 Independent Study (1 - 3)**
Permission of Instructor. Can be repeated for credit with different topic.
- GDES 389 Special Topics (3)**
Permission of Instructor. Can be repeated for credit with different topic.
- GDES 404 Professional Practice (3)**
The course is designed to prepare students for professional practice in graphic design. It is a guide to business aspects of design including best practices in business processes, self-promotion, negotiation and pricing, ethical standards and the designer's responsibility of practice. Senior class standing.
- GDES 420 Graphic Design III (3)**
This advance course further investigates system design, research analysis and development of a brand. Students will work in a collaborative environment, in an intense investigation of visual communication, critique session, group discussions, presentations and field trips. This is a studio course. Senior class standing. Prerequisite: GDES 320.
- GDES 421 Typography III (3)**
This advance course further investigates typographic form, history, hierarchy, context and sequence of information using image and type relationships. Lectures, critiques and individual in-class explorations are used to further these ideas. This is a studio course, Senior class standing. Prerequisite: GDES 321.
- GDES 452 3D Modeling and Animation (3)**
This course will introduce principles and techniques used for creating three-dimensional content in virtual space. Students will learn principles of model creation, texture manipulation, scene rendering and animation to enable them to conceptualize and produce meaningful and artistic visualizations. The class will also explore the implications of the work produced as students engage in mutual critique. Junior Standing. A lab fee may be required.

GDES 453 Motion Graphics (3)

In this advance level course, students experiment their learning outcomes on form and content through manipulation of movement, time, sequence and sounds. Students will learn and create visual effects, wide range of application in broadcast, film and video based communication. This is a studio course. Junior standing. Prerequisite: GDES 242.

GDES 470 Internship in Graphic Design (1 - 3)

An Internship experience with the requirement that the student write a report summarizing what the internship job added to his to her knowledge of Graphic Design. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass/Fail course. Prerequisite: A Minimum Grade point Average of 2.0.

GDES 490 Capstone (3)

The Capstone course is designed to teach GDES students how to visualize the complex intersection between personal voice, conceptual understanding, and the use of research for a graphic design exhibition. The course is largely self-directed and students are expected to select and investigate a topic using design as a means to present their findings. Senior class Standing or permission of Instructor.

HEALTH AND FITNESS (HFIT)**HFIT 101 Health and Fitness for Life (1) [F]**

An introduction to the physiological, social, and psychological factors in life-long health and fitness; self-responsibility for total wellness. Introduction to wellness concerns such issues as disease prevention, stress management and behavioral and mental health.

HFIT 103 Nutrition and Health (3) [F]

An analysis of the role and value of nutrition in maintaining health, mental health, and physical fitness; diet and nutrition; special needs of overweight and underweight individuals; food mythologies.

HFIT 110 Physical Activity (1) [F]

This course offers students an opportunity to participate in physical activities/sports such as aerobics, yoga, basketball, soccer, volleyball or other physical activities.

HFIT 369 Short Course (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

HFIT 388 Independent Study (1 - 3)

Permission of Instructor. Can be repeated for credit with different topic.

HFIT 389 Special Topics (3)

Permission of Instructor. Can be repeated for credit with different topic.

HISTORY (HIST)**HIST 105 World History Since 1900 (3) [S]**

May include but not limited to the following interpretations for understanding the modern world: Late Nineteenth Century political and economic history; the history of world warfare and revolution; the history of women; global society during the Cold War; de-colonization and history “from below; and the oral history of the recent past.

- HIST 110** **Twentieth Century Middle East** **(3) [S]**
 The course concentrates on ideologies and practices of colonial control, on local resistance and collaboration as defined by the emergence of new social classes and political movements, and on the definition of state and nation-building in the post colonial era. Topics include the 1950s, the Arab-Israeli conflict, the Iranian Revolution, and the Gulf Wars.
- HIST 201** **History and Politics of Kuwait** **(3) [S]**
 An introduction to the contemporary political, economic and social history of Kuwait.
- HIST 221** **Survey of Gulf History** **(3) [S]**
 A historical understanding of the Arab Gulf, it examines key issues in the politics and society of the region before the discovery of oil and focuses on different processes of state formation. It is designed to highlight the multi-faceted nature of Gulf politics, and to provide a continuity / change perspective on themes of regional unity versus political fragmentation.
- HIST 289** **Topics in World History** **(3) [S]**
 The rise and development of the modern world from various eighteenth and nineteenth century perspectives, including that of the French Revolution in the West, independence in the Americas, colonialism in Africa and India, the decay of the Ottoman Empire in the Near East, and the Opium War in China. Sophomore class standing.
- HIST 303** **Ancient History** **(3) [S]**
 Comparative examination of the rise and fall, social, political, and cultural influence of Greek and Hellenistic, Indian, Classical Roman, Han, and pre-Colombian American civilizations. Sophomore class standing or Permission of Instructor. Prerequisites: Any 100 or 200 - level HIST course, or AMST 121 or INST 204 or 205.
- HIST 305** **History of Islamic World: 1622-1800** **(3) [S]**
 Survey of Islamic history from the time of the Prophet Mohammad to 1800. Includes political, social and intellectual history. An introduction to the fundamental doctrines of Islam; Islamic institutions; classical and medieval Arab-Islamic history; major themes and disciplines that have informed the writing of Arab-Islamic history and their relation to Islamic law, theology, politics, ethics and science; selections from important and influential historians and historiographers. Sophomore class standing or Permission of Instructor. Prerequisites: Any 100 or 200 - level HIST course, or AMST 121 or INST 204 or 205.
- HIST 307** **Arab History in the Late Ottoman Period: 1800-1922** **(3) [S]**
 History of the Arab World in the late Ottoman period until the Great Arab Revolt. Includes European intervention in Arab domains of the Ottoman Empire. Major doctrines and ideologies of modern Islamic and Arab thought are outlined; intellectual history of Arab-Islamic writers; writings on history, Islam, Arabism and Arab nationalism of well-known historians and intellectuals that have contributed and shaped modern Islamic and Arab thought are required reading. Transformation of Arab societies as a result of integration into European capitalism. Sophomore class standing or Permission of Instructor. Prerequisites: Any 100 or 200 - level HIST course, or AMST 121 or INST 204 or 205.
- HIST 311** **Ottoman History** **(3) [S]**
 Survey of Ottoman History with emphasis on the Nineteenth and early Twentieth Centuries. European imperialism and Ottoman responses to European encroachment and intervention; Ottoman Reforms; Ottoman and Turkish nationalism. Sophomore class standing or Permission of Instructor. Prerequisites: Any 100 or 200 - level HIST course, or AMST 121 or INST 204 or 205.

INST 386 Prospectives on US Foreign Policy in the Middle East (3)

This course explores the major debates, both theoretical and applied that frame contemporary discussion about American foreign policy in the Middle East and illuminates the perspectives of different focal actors and institutions including: the presidency, government agencies, legislators, interest groups, the mass public and the media. It examines the interplay between policy development and institutions, and reviews normative and empirical models of American Foreign Policy. Course work is enriched with the Soliya Connect Program and accordingly it will run as a senior seminar. Prerequisite: Senior standing or permission of the Instructor.

INST 388 Independent Study (1 - 3)

Senior class standing or Permission of Instructor. Can be repeated for credit with different topic.

INST 389 Special Topics (3)

Sophomore, Junior or Senior class standing. Can be repeated for credit with different topic.

INST 400 Colonialism (3)

A comparative analysis of colonialism, its rise, justification, dynamics, and consequences on the colonized societies and the colonial powers. Issues of post-colonial problems including nation building, economic development, political stability, democracy and civil rights. Junior class standing or Permission of Instructor. Prerequisite: INST 101.

INST 405 Comparative Economic and Political Systems (3)

A theoretical and historical evaluation of different economic and political systems, planning strategies, and their effects on economic growth, democracy, equity, and effectiveness. The course examines the historical experience of political and economic institutional arrangements in formerly socialist societies, European countries, and nation-states in the Middle East. Junior class standing or Permission of Instructor. Prerequisite: PLSC 200.

INST 412 Sustainable Development (3)

The problem of sustainable development. A survey of development models and practices; assessment of development practices in the Third World in the last three decades; new theories for sustainability of social, economic, and political development. Junior class standing or Permission of Instructor. Prerequisites: INST 101 and ECON 409.

INST 470 Internship in International Studies (1 - 3)

An Internship experience with the requirement that the student write a report summarizing what the internship job added to his to her knowledge of International Studies. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. Prerequisite: A Minimum Grade point Average of 2.0.

INST 484 Islamic Militant Movements (3)

This course examines Islamic resurgence in modern society with special emphasis on theories of crisis conditions, Islamic ideology and practice, trans-national and global Islamists networks. In its militant and terrorist forms, current Islamic movements and societies, particularly those in the Arab world will be used as case studies. Senior standing or permission of the Instructor.

INST 485 Seminar in International Studies (3)

A senior seminar that examines selected critical issues in the field of International Studies. Prerequisite: Declared Junior and Senior majors in the International Studies Program.

MANAGEMENT (MGMT)

MGMT 201 Principles of Management (3)

Surveys of current management theories, research, and practice. Course content is a synthesis of behavioral sciences concepts that provide the basic framework for the practice of management. Topics include organizational goals and responsibilities, organizational control, decision making theory, planning, leadership, motivation, small group behavior, conflict and organizational development and change. Prerequisites: ENGL 102 and MATH 103 or MATH 110

MGMT 205 HR Administration & Development (3)

This course examines theories and practices of human resources management in local, regional, and global contexts. The course focuses on key aspects of human resources, planning, and their implications on public policy. It also studies major models that shape human resources development. [Cross-listed with PLSC 205].

MGMT 210 Research Methods for Business (3)

This course explains and describes the different aspects and stages of conducting business research. It presents the various analytical frameworks and methodological tools used for this purpose with emphasis on empirical approach, data collection, and analysis. Prerequisite: STAT 201.

MGMT 301 Leading Organizational Change (3)

An analysis of the key components necessary to effect organizational change including establishing vision, creating and motivating the team, creating a process and strategy to guide change, empowering others to take action, celebrating short-term and long-term accomplishments, and institutionalizing outcomes into standard operating procedures through effective knowledge management. Sophomore class standing or Permission of Instructor. Prerequisite: MGMT 201.

MGMT 303 Management and Leadership Development (3)

Develops the management leadership and organization perspectives essential to the success of small to large businesses and individual managers. Development of management and organization leadership, creativity and innovation are stressed. Enhancing the manager's communication and negotiation skills is a critical dimension to developing effective managers. Developing an understanding of management philosophy and values and their practical impacts on managing a business is stressed. Sophomore class standing or Permission of Instructor. Prerequisite: MGMT 201.

MGMT 305 Professional Writing and Communication (3)

This course explores professional approaches to communication in today's global business environment. It also focuses on principles and practices needed for effective internal and external business communication (memos, letters, reports, proposals and presentations). Students learn to write successful business reports and communications. Also, students evaluate case studies in business and use appropriate style-guides to document sources. {Cross-listed with ENGL 305}. Prerequisite: ENGL 102.

MGMT 315 Decision Making in Management (3)

The study of individual and group decision making in the organization. The process of arriving at a judgment based upon the feedback of multiple individuals and teams. Includes the use of decision making models and matrixes. Sophomore class standing or Permission of Instructor. Prerequisite: MGMT 201.

MGMT 321 International Business Management (3)

Analysis of the structure and scope of international trade and investment including currency exchange markets and documentary credits. Sophomore class standing or Permission of Instructor. Prerequisite: MGMT 201.

MGMT 333 Organizational Behavior (3)

This course studies human capital management. The course offers a synthesis of behavioral science theories providing a broad framework for understanding the motivation, planning, and control of business' most important assets. Sophomore class standing or Permission of Instructor. Prerequisite: MGMT 201. [Cross-listed with PLSC 333].

MGMT 343 Quantitative Research Methods (3)

Introduction to the scientific method, research design, data gathering, statistical analysis of data; computer applications for business issues; student develops the skills for becoming an active and informed consumer of research methodology and findings. Sophomore class standing or Permission of Instructor. Prerequisite: MATH 103 or MATH 110, and STAT 201.

MGMT 345 Business Operations (3)

Concepts and analytic tools for successful management of production of goods and services: from input of resources to finished goods and services; managing the production process, order fulfillment, inventory, and delivery. Sophomore class standing or Permission of Instructor. Prerequisites: ECON 200 and ECON 201 and MGMT 201.

MGMT 350 Organizational Communication and Leadership (3)

Teaches students the role of communication in creating a productive organizational environment in terms of interpersonal and group behavior. Reviews the theory and practice of team building, conflict resolution and problem solving and explores how communication and organizational cultures relate to each other. Sophomore class standing or Permission of Instructor. Prerequisite: COMM 325 or MGMT 201 [Cross-listed with COMM 350]

MGMT 369 Short Course (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

MGMT 388 Independent Study (1 - 3)

Permission of Instructor. Can be repeated for credit with different topic. Prerequisite: ENGL 305 or MGMT 305.

MGMT 389 Special Topics (3)

Permission of Instructor. Can be repeated for credit with different topic.

MGMT 413 Management Strategy and international Affairs (3)

This course focuses on the process of applying management concepts and techniques in a multinational, multicultural environment. Along with information technology, international management is the major strategic challenge facing organizations entering the new millennium. Senior class standing. Prerequisites: ECON 200 and ECON 201 and MGMT 201 and ENGL 305 or MGMT 305.

MGMT 470 Internship in Management (1 - 6)

An Internship experience with the requirement that students keep a journal and write a report summarizing what the internship job added to their knowledge of management and related fields. Students are limited to a maximum of 3 internship credit hours for any major and 6 credits overall. Junior class standing and Permission of Instructor. This is a Pass/Fail course. Prerequisite: A Minimum Grade Point Average of 2.25.

MARKETING (MRKT)

- MRKT 200 Principles of Marketing (3)**
Introduction to marketing decision making in business and nonprofit organizations. Particular attention is devoted to analysis of customer needs; segmenting markets; and developing product, promotion, pricing and distribution strategies. Relationships between consumers, business and government are explored. Prerequisite: ECON 101 or ECON 200 or ECON 201.
- MRKT 309 Principles of E-Commerce (3)**
Internet marketing; decision making regarding promotion, pricing and distribution strategies via the Internet; product development and e-marketing; electronic markets; Internet purchasing behavior; Internet and e-mail advertising; Web sponsorships; Internet marketing ethics. Case studies of U.S. and Kuwaiti companies that have active Internet presence. Sophomore class standing or Permission of Instructor. Prerequisite: MRKT 200.
- MRKT 329 International Marketing (3)**
Examines theories, practices, and contemporary issues related to global marketing management and the international marketing environment. The course discusses strategic decisions related to international product and policies and examines ethical issues, global marketing organizations, and multi-national economic integration. Applications of global marketing strategies will be discussed through case analysis. Sophomore class standing or Permission of Instructor. Prerequisite: MRKT 200.
- MRKT 349 Consumer Behavior (3)**
The course examines the patterns and factors influencing the consumer and organizational behavior. The course material also includes concepts and findings from behavioral sciences. Analysis includes an integrated model of consumer behavior and the elements that influence decision-making process. Consumer behavior in global markets is also emphasized. Sophomore class standing or Permission of Instructor. Prerequisite: MRKT 200.
- MRKT 355 Promotion and Advertising (3)**
Development of a promotional and advertising campaign for clients; formulation of advertising strategy, targeted audiences and consumer; multimedia campaign planning, campaign execution, and campaign evaluation. Sophomore class standing or Permission of Instructor. Prerequisite: MRKT 200.
- MRKT 369 Short Course (1 - 3)**
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.
- MRKT 388 Independent Study (1 - 3)**
Prerequisite: ENGL 305 or MGMT 305. Permission of Instructor. Can be repeated for credit with different topic.
- MRKT 389 Special Topics (3)**
Permission of Instructor. Can be repeated for credit with different topic.
- MRKT 401 Marketing Research (3)**
Applies the scientific investigation in solving marketing problems. Topics include problem/opportunity formulation, determination of objectives, creation of research design, selection of data collection method, data analysis, interpretation of results, report production, and follow-up activities. There is a focus on strategic implications of marketing research and real-life applications through case analysis. Senior class standing. Prerequisites: STAT 201 and MRKT 200 and ENGL 305 or MGMT 305.

MRKT 413 Marketing Capstone (3)
 Methodology of planning and development strategy for marketing consumer products and services; launching a new product or service; interfacing with sales forecasting, test marketing, marketing research, segmentation, positioning, analysis of the competition, research and development and profit. Case studies used. Senior class standing. Prerequisites: MRKT 200 and ENGL 305 or MGMT 305. Capstone Course.

MRKT 415 Supply Chain Management (3)
 Analyzes the various factors involved in designing and managing channels of distribution. The role of various channel members and their behavior, conflicts, cooperation, and motivation will be examined along with marketing logistics such as the impact of distribution policies on costs and customer service. Models and quantitative methods are utilized. Senior class standing. Prerequisite: MRKT 200 and ENGL 305 or MGMT 305.

MRKT 470 Internship in Marketing (1 - 3)
 An Internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of marketing and related fields. Students are limited to a maximum of 3 internship credit hours for any major and 6 credits overall. Junior class standing and Permission of Instructor. This is a Pass/Fail course. Prerequisite: A Minimum Grade Point Average of 2.25.

MATHEMATICS (MATH)

MATH 095 Preparatory Mathematics (3)
 This course is given at the elementary level. It is designed to strengthen a student's existing skills in elementary Algebra and Geometry and to prepare students to study College Algebra, Finite Mathematics, Introduction to Modern Mathematics, Mathematics for Business, and Statistics.

MATH 100 College Algebra (3) [M]
 Intermediate Algebra, review of polynomials and rational expressions, equations and inequalities, graphs, functions and their properties, polynomial (piecewise defined), and exponential and logarithmic functions. Prerequisite: MATH 095 or by Placement Test.

MATH 101 Finite Mathematics (3) [M]
 Review of Algebra, sets, linear equations and nonlinear equations and inequalities, interest, systems of linear equations, functions, graphs and elementary data analysis. Prerequisite: MATH 095 or by Placement Test.

MATH 102 Intro to Modern Mathematics (3) [M]
 A brief survey of several branches of mathematics that have arisen during the past 150 years. Topics are examined so their influence on modern life can be appreciated. They include the mathematics of voting, sharing and apportionment, graph theory, networks and fractal geometry. Prerequisite: MATH 095 or by Placement Test.

MATH 103 Mathematics for Business (3) [M]
 Sets, relations, functions, maxima and minima, sequences, power series; analytical geometry; conics; exponential, logarithmic, and inverse functions; rate of change, the derivative and applications, Taylor approximation, matrix Algebra, and applications. Prerequisite: MATH 095 or by Placement Test.

MATH 110 Pre-Calculus (3) [M]
 Polynomial, rational, exponential, logarithmic, and trigonometric functions and inverses, sequences, series, systems of linear and nonlinear equations and inequalities, complex numbers, vectors,

binomial theorem, mathematical induction, conics, and the use of technology for problem solving. Prerequisite: MATH 100 or by Placement Test.

MATH 201 Calculus I (3) [M]

Functions, limits and continuity, derivatives and applications, Riemann Sums, integration, transcendental functions, and introduction to the use of the computer algebra system Mathematica. Prerequisite: MATH 110 or by Placement Test.

MATH 203 Calculus II (3) [M]

Fundamental integration techniques, numerical integration, applications of integration, improper integrals, differential equations, infinite series, Taylor series, polar and parametric equations, cylindrical and spherical coordinates, and the use of computer package Mathematica. Prerequisite: MATH 201.

MATH 205 Linear Algebra (3) [M]

This is a first course in linear algebra. It is important to Calculus (MATH 206), engineering, and computer science. Topics include systems of linear equations, matrices, Gauss-Jordan elimination, determinants, vectors in two, three, and “n” dimensions, vector spaces, eigenvectors and eigenvalues, linear transformations, inner product spaces, complex vector spaces, and applications to various fields. Prerequisite: MATH 203.

MATH 206 Calculus III (3) [M]

Extends the methods of Calculus 201 and 203 to the representation and study of functions of several variables. Topics include Fourier series, parametric equations, polar coordinates, surfaces in space, quadric surfaces, functions of several variables, limits, continuity, partial derivatives, the chain rules, gradients, directional derivatives, total derivatives, Lagrange multipliers, double integrals, Fubini’s Theorem, triple integrals, cylindrical and spherical coordinates, vector fields, line integrals, Green’s Theorem, curl, divergence, and surface integrals. Prerequisites: MATH 203 and MATH 205.

MATH 210 Differential Equations (3) [M]

Differential equations of first order, applications, singular solutions, linear equations with constant coefficients, miscellaneous methods for equations of higher order, solution in series, total differential equations, qualitative methods, and the use of the computer package Mathematica. Prerequisite: MATH 203.

MATH 213 Discrete Mathematics (3) [M]

Logic of compound and quantified statements, elementary number theory, methods of proof, sequences, mathematical induction, set theory, functions, relations, graphs, and trees. Prerequisite: MATH 110.

MATH 325 Numerical Computing (3)

Introduction to numerical algorithms, root finding, Approximation of functions, collocation, numerical integration and differentiation. Sophomore class standing or Permission of Instructor. Prerequisites: MATH 203 and CSIS 120.

MATH 359 Principles of Operations Research (3)

Linear programming; integer programming, mathematical models, decision trees, network flow problems, graph algorithms, decision analysis, route planning, applications. Sophomore class standing or Permission of Instructor. Prerequisite: MATH 203.

MATH 369 Short Course (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

MATH 388 Independent Study (1 - 3)

Permission of Instructor. Can be repeated for credit with different topic.

MATH 389 Special Topics (3)

Permission of Instructor. Can be repeated for credit with different topic.

MUSIC (MUSC)**MUSC 101 Music Appreciation (3) [H]**

Chronological study of music styles of the western world, including an introduction to music elements and a review of the lives and works of famous composers.

MUSC 105 Introduction to World Music (3) [H]

An introduction to various music cultures through musical, social, and aesthetic approaches. The cultures featured can vary from semester to semester.

MUSC 110 Applied Lessons (1 - 2) [H]

Private instrument instruction. Attendance is mandatory. Students are required to be evaluated by a jury panel of faculty each semester. Students cannot take more than one section of MUSC 110 per semester. Extra fee per semester. Permission of instructor. May be repeated for credit if previous grade was a "C" or higher.

MUSC 160 Ensemble (3) [H]

Students sing and/or perform musical instruments in a group setting. Permission of Instructor. Can be repeated for credit.

MUSC 165 Percussion Ensemble (3) [H]

An introductory performing percussion ensemble class. Students work on technical and reading skills while rehearsing beginning level repertoire and acquiring crucial experience in the rehearsal/performance processes. The course will culminate with an end-of-semester performance. Prerequisite: Consent of instructor.

MUSC 215 Guitar Class (3) [H]

Development of basic guitar skills, including sight-reading and accompanying. It is recommended that MUSC 220 be taken before or concurrently with MUSC 215.

MUSC 216 Piano Class (2) [H]

A complete orientation to the keyboard for beginning pianists. Students are introduced to proper performance technique, etudes and scales, grand staff reading, sight reading, harmonization, solos and duets, and key signatures. It is recommended that MUSC 220 be taken before or concurrently with MUSC 216.

MUSC 220 Music Theory I (3) [H]

Skill development in the foundations of music. Students learn to read and write music notation, sing from musical scores, and analyze chords, melody, rhythm, and musical form.

MUSC 230 Music Theory II (3) [H]

This course is a continuation of MUSC 220 (Music Theory I). Students gain further understanding of how music is constructed through intermediate analysis of chords, melody, rhythm, musical form, and an examination of analytical techniques. Music Theory II is designed to help students acquire the knowledge and discipline necessary for success as a musician. Prerequisite: MUSC 220 with a grade of C or higher or permission of instructor.

MUSC 369 Short Course (1 - 3)
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

MUSC 370 Music of the Arabian Peninsula (3) [H], [K]
 Examination of music and poetic genres of Kuwait and regions of the Arabian Peninsula including structural analysis and study of the context in which creative forms exist. This course satisfies the General Education Requirement for Arab Culture. Junior class standing and Permission of Instructor. [Cross-listed with SBSA 370].

MUSC 388 Independent Study (1 - 3)
 Permission of Instructor. Can be repeated for credit with different topic.

MUSC 389 Special Topics (3)
 Permission of Instructor. Can be repeated for credit with different topic.

MUSC 399 Music and Culture Study Abroad (1 - 3)
 Introduces students to the dynamics of traditional cultures through ethnomusicological research and observance of live music, dance, and dramatic performances. The close interaction with other cultures enables students to better appreciate societies and sensibilities that may be different from their own. Schedule can vary each semester. Junior class standing and Permission of Instructor. Can be repeated for credit with different topic.

NATURAL SCIENCES (NSCI)

NSCI 100 Natural Sciences Lecture (3) [P]
 This course provides lectures relating to concepts presented in first year courses in Natural Sciences. It is intended for students needing to fulfill the general education requirements in General Sciences. Permission of Instructor.

NSCI 100L Natural Sciences Lab (1) [P]
 This laboratory course provides experiments and exercises relating to concepts presented in first year courses in Natural Sciences. It is intended for students needing to fulfill the general education requirements in General Sciences. Permission of Instructor.

NSCI 369 Short Course (1 - 3)
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

NSCI 388 Independent Study (1 - 4)
 Permission of Instructor. Can be repeated for credit with different topic.

NSCI 389 Special Topics (3)
 Permission of Instructor. Can be repeated for credit with different topic.

PHILOSOPHY (PHIL)

PHIL 100 Critical Reasoning (3) [H]
 Arguments, premises, conclusions, deduction, validity, truth fallacies, categorical logic, Boolean logic, syllogisms, Venn diagrams, symbolic logic, truth tables, and proof.

PHIL 101 Introduction to Philosophy (3) [H]

An introduction to basic doctrines and concepts in philosophy through an analytical reading of selections from the writings of Western philosophers who have had a major impact on the development of philosophical discourse. The course also addresses the relationship of philosophy to the development of other disciplines, such as theology, history, politics, social science, science, and literature. Some of the perennial issues in philosophy are identified and discussed.

PHIL 201 Medieval Arabic Philosophy (3) [H]

Survey of the works of major philosophers in Islam, such as Al-Ghazali, Ibn Rushd, the Sufis, and others. Course will include analysis of their religious and philosophical doctrines.

PHIL 203 Professional Ethics (3) [H]

This course examines ethical debates facing individuals in the professional work-place. This course will examine the ethical nature of various professional relationships, including between employer and employee, client and business, colleagues and issues of transparency. Questions surrounding the duties of report writing, ethical obligations regarding report writing, environmental duties, etc. are also discussed. The objective of the course is to provide students with a critical understanding of the ethical issues in their professional lives.

PHIL 220 Philosophy of Education (3) [H]

This course examines the purpose and method of education. Topics include the nature and meaning of knowledge, purpose of education and the role of various teaching methods in producing knowledge. Students will evaluate historical and contemporary educational theories, as well as formulate and defend their own theories of education. Students will also debate contemporary issues such as the role of technology in the classroom, gender segregation and multicultural education. Figures covered include Plato, Aristotle, Rousseau, Wollstonecraft, Marx, Dewey, Greene and Neill. Pre-requisite: EDUC 100. Co-requisite: ENGL 101

PHIL 240 Philosophy of Women (3) [H]

This course will provide you with a framework for a variety of feminist theories. Our goal is to offer students a broadly based understanding of contemporary feminist theory and a specialized focus on selected issues that inform current theoretical debates in women's studies, feminist political movements, and the politics of everyday life. This course will not only expand student comprehension of different feminist theories,, but it will also improve general theoretical skills: how to read theory, how to use theoretical language, how to write analytically and critically about social and personal issues. Discussed theories will include Wollstonecraft, various suffrage movements, Mill, de Beauvoir, postmodernism, liberal feminism and social feminism, among others. Co-requisite: ENGL 101

PHIL 280 International Ethics (3) [H]

This course raises ethical questions in a global or international context. Questions of cross-cultural, conflicting values are of particular concern in this course. Specific topics may include: the theoretical bases for human rights, ethical questions of social or political identity, individual versus the state, immigration and refugee issues as well as ethical issues surrounding the environment and globalization. The objective of this course is to improve student's critical awareness and reasoning about ethical issues in a global context. Pre-requisite: ENGL 101

PHIL 310 Environmental Ethics (3) [H]

This course examines normative issues in the study of the environment. Students will learn basic ethical concepts and theories and how to apply them to specific environmental concerns. Students will be asked to develop arguments to defend their own respective views regarding the environment and to develop viewpoints reflecting thoughtful and scholarly consideration of human duties, both individual and social, to the environment. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101. [Cross-listed with ENVS 310].

PHYS 102 Introduction to Physics II (4) [P]

This course is an introductory physics course for non-science majors. The course focuses on basic physics concepts and connections to everyday life in fields of electricity, magnetism, and optics. Course topics include electrostatic force and field, electromagnetism, DC and AC circuits, light and optical devices, and mirror and lenses. A required laboratory that offers experiments in basic physics concepts is part of this course.

PHYS 105 Environmental Physics (3) [P]

A one-semester course designed to explore the basic physical principles of light, heat and energy in the natural environment. Several key aspects of physics in the environment will be covered including energy (forms, conservation, sources and use), energy from fossil fuel, heat and the laws of thermodynamics, pollution of the atmosphere, environmental safety of nuclear energy and alternative sources of energy.

PHYS 110 Introduction to Astronomy (3) [P]

This course is a one semester introduction to astronomy. The course describes various important phenomena in astronomy, the physical principles underlying these phenomena, and methods of observing and interpreting them. Course topics include the principles of motion, universal gravitation, orbital motion, the nature of light and the operation of telescopes. Topics in astronomy include stellar astronomy, celestial coordinates, the Solar System, the Sun, the eight planets, and our Galaxy.

PHYS 115 General Physics I (4) [P]

An Introductory calculus based course covering motion in one dimension, projectile motion, Newton's laws of force, concepts of work, energy and momentum, circular motion and rotational dynamics with laws of conservation of energy and angular momentum. A required laboratory that offers experiments in mechanics, momentum, work and energy is part of this course. Prerequisite: MATH 101 or MATH 103 or MATH 110.

PHYS 116 General Physics II (4) [P]

The second semester of calculus-based physics covers electromagnetic wave theory, AC and RC circuits, magnetic theory and applications to magnetic storage devices, electromagnetic induction and optical phenomena with applications to optical devices. A required laboratory is part of this course with experiments in oscillatory motion, electricity, magnetism, and basic optics. Prerequisite: PHYS 115.

PHYS 212 Classical Mechanics (3) [P]

A calculus-based general physics course. Includes kinematics, conservation of momentum, elastic and inelastic collisions, the scalar product, Newton's Law of Gravitation, conservation forces and law, Kepler's Laws, circular motion, equilibrium and elasticity, laws, projectiles, angular momentum, rotational motion, simple harmonic motion, energy, temperature, heat and the first law of thermodynamics, sound and mechanical waves. Prerequisite PHYS 115

PHYS 216 Electricity and Magnetism (3) [P]

An introduction to the basic principles of electricity and magnetism including the contributions of Gauss, Faraday, Ampere, Maxwell, and others; capacitance, dc circuits, magnetic fields; electromagnetic propagation, antenna design, microwaves, radio wave transmission and reception, etc. Prerequisite PHYS 116.

PHYS 312 Modern Physics (3) [P]

An introduction to the history and nature of quantum mechanics; special theory of relativity; basic introduction to nuclear and elementary particle physics; discussion of classical laws, their modification and replacement to account for the behavior of atoms, subatomic particles, and matter at the macroscopic level; lasers, flux quantization. Sophomore class standing or Permission of Instructor. Prerequisite: PHYS 116.

PHYS 369 **Short Course** (1 - 3)
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

PHYS 388 **Independent Study** (1 - 4)
 Permission of Instructor. Can be repeated for credit with different topic.

PHYS 389 **Special Topics** (3)
 Permission of Instructor. Can be repeated for credit with different topic.

PLSC 200 **Intro to Political Science** (3) [S]
 An investigation into the nature of government and politics; exploration of the basic philosophies, principles, and concepts of governance, and of the structures and processes of political systems. Topics include the structure and function of states, forms of government, public administration, the nature and character of domestic, foreign, and national security policy, relations between states, the international system and international organizations.

POLITICAL SCIENCE (PLSC)

PLSC 201 **Intro to Public Administration** (3) [S]
 A course on the nature of public administration. Basic concepts, processes, and approaches in the field of public administration are introduced so that the student will develop a sense of appreciation for the role of public administration in modern society.

PLSC 202 **International Relations** (3) [S]
 An examination of the basic factors and conditions which determine or influence relations among governments and states. Analysis of conflict and cooperation in a rapidly-changing world; impact of non-state actors and international organizations such as the United Nations; determinants of foreign policy; and sources of national economic and political power. Some attention is paid to contemporary developments including the post-Cold War unipolar order.

PLSC 203 **Comparative Politics** (3) [S]
 Analysis of how varied Western and other polities address the enduring problems of order, political responsiveness, political change, and the legitimacy of government structures. The course includes the comparative investigation of the relationships between the individual, social groups, and the state. Issues of individual freedom and collective responsibility are also addressed.

PLSC 204 **International Political Economics** (3) [S]
 An examination of the interaction between politics and economies in international affairs. The course includes the effect of economic conditions on foreign military and security policy, and the impact of foreign and military policies on economic relations. Topics also include imperialism, globalization, regional economic systems and international economic institutions such as the WTO, World Bank and International Monetary Fund. Prerequisite: INST 101 or PLSC 200

PLSC 205 **Human Resources Administration and Development** (3)
 This course examines theories and practices of human resources management in local, regional, and global contexts. The course focuses on key aspects of human resources, planning, and their implications on public policy. It also studies major models that shape human resources development. [Cross-listed with MGMT 205]

PLSC 207 **International Relations of Arab States** (3) [S]
 Historical and contemporary analysis of the foreign policies of Arab States. Intra-Arab state relations; the Arab League; Euro-Arab relations, US-Arab relations, Arab-East Asian relations and Arab-African relations. Prerequisite: INST 101

Machiavelli, Hobbes, Locke, and contemporary political theorists such as Rawls. Sophomore class standing or Permission of Instructor. Prerequisites: PHIL 101 or previous INST/PLSC and ENGL 101. [Cross listed with PHIL 322].

PLSC 327 Ethnic Conflict (3) [S]

Comparative examination of the complex configuration of identity, identity politics, ethnicity, and the role of race, religion, culture and nationalism in ethnic identity, population, migration, and ethnic politics and conflict. The rise of ethnic conflict globally. Sophomore class standing or Permission of Instructor. Prerequisite: PLSC 200.

PLSC 333 Organization Theory (3) [S]

A course that explores the major debates, both theoretical and applied, that frame contemporary discussions about organizing in the public and nonprofit sectors. The course introduces organization theories about public organizations and the basic methods to study organizational behavior in non-private spheres. Sophomore standing or Permission of Instructor. Prerequisite: PLSC 201. [Cross-listed with MGMT 333].

PLSC 334 E-Government (3) [S]

This course explores the impact of information and communication technology on information management, government decision-making and communication, service delivery, and public policy in the public sector. Sophomore class standing or Permission of Instructor. Prerequisite: PLSC 201.

PLSC 335 Current Trends in Public Administration (3) [S]

A course that deals with the contemporary transformation of the public sector and its relationship with government and society. This course evaluates managerialism in the public sector, privatization, and entrepreneurial government. Sophomore class standing or Permission of Instructor. Prerequisite: PLSC 200 or PLSC 201.

PLSC 369 Short Course (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

PLSC 388 Independent Study (1 - 3)

A research and writing project to be determined in consultation with the Instructor. Senior class standing or Permission of Instructor. Can be repeated for credit with different topic.

PLSC 389 Special Topics (1 - 3)

Senior class standing or Permission of Instructor. Can be repeated for credit.

PSYCHOLOGY (PSYC)

PSYC 101 Introduction to Psychology (3) [S]

General Psychology introduces students to principles of human behavior. It explores individual differences in personality development, emotion, sensory functions and perceptions, learning, as well as psychopathology and clinical interventions.

PSYC 200 Research Design and Methods (4) [S]

An introduction to research design and methods in psychology and statistical applications. The course provides an overview of experimental and quasi-experimental methods, principles of measurement, correlational and observational methods, surveys and content analyses, and the applications of descriptive and inferential statistics. Includes laboratory component. Prerequisite: PSYC 101 and STAT 201, or permission of instructor.

PSYC 202 Developmental Psychology (3) [S]

This course is an introduction to human development from infancy through death, focusing on the interactions of personal and environmental factors in the development of perception, language, cognition, and sociality. Topics include developmental theories, infant perception, attachment, the development of language and memory; identity transitions; and peer relations, schools, families and communities as the contexts of life-cycle changes.

PSYC 203 Social Psychology (3) [S]

This course introduces students to theory and research about the dynamics of individuals and social groups. It includes studies of how we perceive ourselves and others, how we form our beliefs, judgments, and attitudes, social influences such as cultural or gender expectations, persuasion and pressures to conform, as well as our social relations, whether prejudicial, aggressive, intimate or helpful.

PSYC 204 Abnormal Psychology (3) [S]

This course orients students to a range of behaviors classified as “abnormal”, and to theories and research about the dynamics, diagnoses and treatments of neuroses, psychoses, character disorders, psychosomatic reactions, and other abnormal personality patterns. Prerequisites: PSYC 101

PSYC 235 Child & Adolescent Psychology (3) [S]

This course introduces the principles and theories of child development, from infancy through adolescence. It is a study of the physiological, cognitive, emotional and social changes that children go through within the socio-cultural context of their environment. Prerequisite: PSYC 101

PSYC 332 Personality Theories (3) [S]

This course provides an understanding of theories and research from each of the major approaches to the study of personality; psychoanalytic, learning, cognitive, dispositional, humanistic, and intervention strategies derived from these approaches. Offered Fall term only. Sophomore class standing or Permission of Instructor. Prerequisite: PSYC 101.

PSYC 335 Psychology of Addictions (3) [S]

This course assesses theory and research about the social impact, causes, characteristics, and treatment of addictions, including alcohol and drug addictions and eating disorders. Offered Spring term only. Sophomore class standing or Permission of Instructor. Prerequisite: PSYC 101.

PSYC 365 Marriage and Family Therapy (3) [S]

This course introduces students to treatment within the major models of family and couple therapy in Kuwait. Basic assumptions, major issues, primary theorists and techniques of each model will be considered, including working with diverse families and couples. This course is seminar based and its primary focus will be in-class discussions and the sharing of different opinions and ideas. Prerequisite: PSYC 101.

PSYC 369 Short Course (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

PSYC 388 Independent Study (1 - 3)

Prerequisite: PSYC 101 and PSYC 200. This course is open only for students who minor in Psychology. Permission of Instructor. Can be repeated for credit with different topic.

PSYC 389 Special Topics (3)

Permission of Instructor. Can be repeated for credit with different topic .

PSYC 440 Cognitive Psychology (3)
 This course offers current perspectives on how people acquire, represent, transform, and use verbal and nonverbal information. Topics include perception, attention, memory, action, thinking, language and representations of knowledge. Offered Fall term only. Junior class standing or Permission of Instructor. Prerequisite: PSYC 101.

PSYC 442 Sensation and Perception (3)
 In this course, students evaluate how we acquire information about the physical and social world through basic sensory systems, including vision, smell, hearing, and touch, and the impact of such sensations on our perceptions of objects, events and human interactions. Offered Spring term only. Junior class standing or Permission of Instructor. Prerequisite: PSYC 101.

PSYC 470 Internship in Psychology (1 - 3)
 An Internship experience with the requirement that the student write a report summarizing what the internship job added to his to her knowledge of Psychology. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass/Fail course. Prerequisite: A Minimum Grade point Average of 2.0.

PSYC 475 Current Issues (3)
 Seminar on current research, theory and applications of psychological principles. Offered Fall term only. Junior class standing or Permission of Instructor. Prerequisite: PSYC 101.

RELIGION (RELG)

RELG 101 Intro to Islamic Studies (3) [H]
 Analysis of the structure and dynamics of the Islamic belief system, including law, traditions, culture and society. Original readings illustrating the classical Islamic paradigm are assigned. Contemporary issues of reform, renewal, modernization and fundamentalism, as well as contemporary debates among Muslims are addressed.

RELG 315 Religions of the World (3) [H]
 Review and analysis of major religions of the world, including varieties of Christianity, Islam, Judaism, Hinduism, and Buddhism. Comparative social organization of religion and religious practices, currents in religious transformations; the rise of fundamentalism in the late twentieth century, and the role of religion in social, political and economic life are included. Sophomore class standing or Permission of Instructor.

RELG 369 Short Course (1 - 3)
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

RELG 388 Independent Study (1 - 3)
 Permission of Instructor. Can be repeated for credit with different topic.

RELG 389 Special Topics (3)
 Selected topics of interest in religion. Permission of Instructor. Can be repeated for credit with different topic.

SOCIAL AND BEHAVIORAL SCIENCES (SBSA)

SBSA 101 Introduction to Social and Behavioral Sciences- Concentration in Anthropology (3) [S]

An introduction to the study of human society from a multicultural perspective. The course covers such topics as language, food, economics, political systems, religion, art, kinship and descent, gender, marriage and family, health, and cultural change. A prerequisite for many SBSA courses.

SBSA 200 Ways of Seeing and Knowing (3) [S]

An introduction to ethnographic fieldwork and research design. The course covers both issues that confront researchers in the field as well as the methodology used to collect data. Among the methods to be presented are interviews with individuals, focus groups, surveys and questionnaires, data analysis and presentation. Students will have the opportunity to learn by doing. Prerequisite: SBSA 101.

SBSA 205 Fundamentals of Arab Society (3) [K], [S]

An overview of the structure of Arab society and its diversity. The course covers the relationship between environment and culture, the impact of history and religion on regional values, and the three basic subsistence strategies: Bedouin nomad, agricultural villager, and urban dweller. It also provides examples of social and cultural change.

SBSA 210 Arab Society and Culture (3) [K], [S]

This course explores the complexity and diversity of Arab society in its socio-cultural aspects. Among the topics to be covered are family life, gender roles, political culture and the military, economics, education, media, the arts, and the Arab communities in Europe and America.

SBSA 214 Lost Worlds (3) [S]

Explores various societies around the world known largely through the material remains uncovered by archaeology. Includes societies such as that of ancient Egypt, the Nabateans, the Mayans and Incas of the Americas, Easter Island, and Paleolithic sites in Europe and the Middle East. Briefly covers archeological methods and controversies such as ownership of artifacts, looting of sites, and conservation needs.

SBSA 218 Museums as Artifacts (3) [S]

The course examines how and why museums represent and reflect cultures in their exhibitions and public programming. Among the topics to be considered are the development of museums, their organization, funding, and purpose, exhibit display styles, educational activities, audience evaluation techniques, and the ethics of collecting. Museum visits will be an integral part of the course.

SBSA 220 Culture and Visual Arts (3) [S]

Examines visual arts of both tribal and complex societies in terms of cultural symbolism, and their political, economic, social and gender contexts. Includes such arts as cave painting, textiles, gardens, jewelry, architecture, sand painting, tattooing, funerary artifacts, and murals. Includes discussion of issues such as commercializing, looting, and repatriation.

SBSA 222 Global Media & Identity (3) [S]

Anthropology of media is an essential area of study, living as we do, in a media saturated world today. The course examines new paradigms in the anthropology of visual communication in looking at how media interacts with issues such as representation, people's sense of self-identity and collective cultural identities, nationalism and transnationalism, media activism, diasporas, and social engagements with technology. The course locates the anthropological voice in media by locating it in worlds of practice and debate.

SBSA 224 Shopping and Consumerism (3) [S]

This course focuses on how consumers negotiate desire, difference and power in the most seemingly commonplace material consumption and tries to decode the culture of consumption and what shopping says about people. The course traces the historical development of the relationship between goods and identity from the eighteenth century and identifies the systems of inequality that have been reproduced (as well as subverted) through material consumption. Students learn how social reality is constituted in an environment steeped in global consumer imagery; and are armed with analytical techniques to probe the social and ideological meanings invested in goods, thereby also gaining a critical, self-reflective perspective on cultural differences.

SBSA 226 Material Culture of Clothing (3)

The course examines material culture in the form of clothing: how dress expresses culture in its social, economic, political, religious, and ritual dimensions. Also explored is the way clothing reflects social ideas about gender and ethnic differences, cultural change, and historical development. Dress is analyzed in both its symbolic and international aspects in the form of the couture houses of Paris and the film industry in California.

SBSA 230 Genocide and Refugees (3) [S]

A critical, historical approach to contemporary studies of genocide and refugees, in relation to colonialism, power, domination, ideology, identity, resources such as oil, media and propaganda, and revenge. Students will assess the destruction and survival of societies, from the 19th century slaughter of Amazonian Indians to more recent genocides in Cambodia, Bosnia, Rwanda and the Sudan.

SBSA 235 Identity, Difference and Deviance (3) [S]

A critical, historical assessment of concepts of abnormality and deviancy as they emerge across time and cultures. The course covers longstanding debates about the relations of human nature and culture from 19th century measurements of “primitives” and “freaks” to contemporary studies of mental illnesses, witchcraft, affliction and spirit possession, drug and alcohol abuse, moral panics, social control, outlawed deviancy, and acceptable forms of deviancy.

SBSA 239 Nations and Migration (3) [S]

Mobility, a key feature of contemporary life, has led to fundamental changes in our understanding of identity, culture and community. Drawing on an inter-disciplinary range of debates, the course examines how, while nationalism and migration might be seen as opposing processes, migration often leads to reinvigoration and rephrasing of national identity, frequently with important political consequences. The course also discusses the range of phenomena that make up the “endless motion” of migration that shapes our everyday experiences.

SBSA 249 Images of Women in Media (3) [S]

In examining links between gender, media and modernity, this course offers examples of media representations of women’s identity. Students will not simply analyze media representations of women, but learn to contextualize and critically examine them within a broader framework of the characteristics of contemporary culture in specific regions. This course will “cross borders” of disciplines, methods, and approaches, and intervene into current debates in the fields of cultural anthropology, media and cultural studies; global/local; Eurocentrism and multiculturalism.

SBSA 260 Ethnographic Film (3) [S]

A survey of historical and contemporary trends in ethnographic films and film-making. This course explores the use of film in anthropological analysis, documentation, and representation, and the technical limitations and ethical issues encountered by ethnographic filmmakers. We will screen and discuss films that portray the lives of diverse people and communities.

SBSA 265 South Asian Film (3) [S]

The Indian film industry is the largest in the world, of which Hindi films is its most popular component. This course uses popular Hindi films as anthropological texts through which we consider broader questions about the anthropology of representations & in examining roles and representations of femininity and masculinity, tradition and modernity, the importance of family and family values, the Indian diaspora, and the Hindi film phenomenon as it develops in the age of globalization. In this course we treat visual representation as an aspect of material culture and practice of social scientists, as well as culture researched by social scientists.

SBSA 270 The Indigenous Americas (3) [S]

This module of the Indigenous Americas introduces students to the cultures of South America through historical and ethnographic study. It is designed to give students a general understanding of some of the core issues of a large and complex geo-political area. We will explore the shifting cultural, political and economic relations from the colonial period to contemporary times. The course will pay particular attention to the place of indigenous people in the national and international context.

SBSA 275 Secrecy and Secret Societies (3) [S]

Analyzes the keeping and telling of secrets in everyday life and the meanings they have in different cultures. Surveys anthropological and social science theories on the role of secrecy and secret societies and associated effects on identity, politics and culture. The course examines the character of secrecy in ancient and modern social institutions and studies the historical conditions giving rise to secret societies.

SBSA 280 Kinship & Families-Global Era (3) [S]

Surveys the anthropological history of kinship and explores the way global processes have changed or challenged family bonds. The course analyzes the impact of technologies, migration and the global economy on personal relationship.

SBSA 341 Women in Cross-Cultural Perspective (3) [S]

Explores the biological and cultural basis of gender, examines the factors that influence the relative status of men and women, and investigates the relationship between gender and such fields as politics, economics, health, violence, the family, and the media. Sophomore class standing or Permission of Instructor. Prerequisite: SBSA 101.

SBSA 342 Gender Relations in the Arab World (3) [K]

The course considers the relationship between men and women in the Arab world, as well as the impact on gender of social structure, family dynamics, religion, law, education, economics, health, aging, politics, and the arts. Also examined is the symbolic communication of gender through the media and dress. Additional topics include the challenges that Arab women confront when conducting anthropological research in the region.

SBSA 344 Tourism and Cultural Change (3) [S]

Analyzes tourism from a cultural perspective. Explores issues such as the impact of tourism on the environment and society, culture as a commodity, authenticity, touristic imagery, material aspects of tourism such as souvenirs, gender roles in tourism, and exploitation. Sophomore class standing or Permission of Instructor. Prerequisite: SBSA 101.

SBSA 345 Globalizatn: Defense/Discontent (3) [S]

The course provides an anthropological and ethnographic introduction to globalization and a world of flows and interconnections. We will focus on how through globalizing processes, peoples and cultures are becoming increasingly interconnected, and also on ways how people in different parts of the world mediate these processes in culturally specific ways. Sophomore class standing or Permission of Instructor. Prerequisite: SBSA 101.

SBSA 350 Health, Medicine and Curing (3) [S]
 Analyzes the socio-cultural factors and the global forces that compose health, medicine and curing. Critically explores health care consequences of inequality and the connection between power and medical knowledge particularly in Western bio-medicine. The topic covers how different people socially construct and manage well-being and illness, and examines the role of healers (e.g. physicians, shamans, and mid-wives) in cultural context.

SBSA 366 Popular Culture in South Asia (3) [S]
 In this course, popular culture is examined - ranging from calendar art, romance fiction, magazines, photographs, music, food, fashion, films, and television – as an important resource for anthropological insights into contemporary social issues and processes. Issues such as continuity and transformation of tradition, the impact of imperialism, and the “Indianization” of English are increasingly seen as areas of debate and research. Notions of hybridity, diversity, and globalization are addressed. Sophomore class standing or Permission of Instructor. Prerequisite: SBSA 101. It is recommended that students take SBSA 265 prior to this course.

SBSA 369 Short Course (1 - 3)
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

SBSA 370 Music of the Arabian Peninsula (3) [K], [S]
 This course deals with music, dance, and poetic genres of Kuwait and regions of the Arabian Peninsula. It includes structural analysis and an examination of the context in which these creative forms exist. This course satisfies the General Education Requirement for Arab Culture. Sophomore class standing and Permission of Instructor. [Cross-listed with MUSC 370]

SBSA 388 Independent Study (1 - 3)
 Permission of Instructor. Can be repeated for credit with different topic.

SBSA 389 Special Topics (3)
 Permission of Instructor. Can be repeated for credit with different topic.

SBSA 470 Internship in SBSA (1 - 3)
 An Internship experience with the requirement that the student write a report summarizing what the internship job added to his to her knowledge of Social and Behavioral Sciences, Concentration Anthropology. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass/Fail course. Prerequisite: A Minimum Grade Point Average of 2.0.

SBSA 485 Seminar in SBSA (3)
 A Senior seminar that examines selected critical issues in the field of Social and Behavioral Sciences, Concentration in Anthropology. Senior class standing or Permission of Instructor.

SPANISH (SPAN)

SPAN 101 Introduction to Spanish I (3) [H]
 Beginning Spanish course based on the communicative method. Emphasis on vocabulary-building, listening comprehension, speaking and grammar through context. Permission of Instructor.

SPAN 102 Introduction to Spanish II (3) [H]
 Introduction to Spanish II continues to reinforce communicating skills with an emphasis placed on speaking (acquisition of vocabulary for personal and practical use). It will develop the ability to

communicate with accurate pronunciation and intonation. Students will be exposed to the Spanish and Latin American culture with the use of video and other authentic material. The course content is built with a variety of methods and formats to suit the needs of learners. The class is conducted almost entirely in Spanish. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested. Prerequisites: SPAN 101 or Permission of Instructor.

SPAN 201 Intermediate Spanish (3) [H]

Intermediate Spanish continues to reinforce active communicating skills with more emphasis placed on reading and writing texts but it will continue to extend speaking skills in daily life situations. Students will be exposed to the Spanish and Latin American culture with the use of video and other authentic material. The course content is built with a variety of methods and formats to suit the needs of learners. At this level, the class is conducted entirely in Spanish. Students may not enroll and will not receive credit for a language-learning course taken below the level of the language-learning course into which they were tested. Prerequisite: SPAN 102 or Permission of Instructor.

SPAN 369 Short Course (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

SPAN 388 Independent Study (1 - 3)

Permission of Instructor. Can be repeated for credit with different topic.

SPAN 389 Special Topics (3)

Permission of Instructor. Can be repeated for credit with different topic.

STATISTICS (STAT)

STAT 201 Statistics (3) [M]

Topics include data classification, means, measures of central tendency and dispersion, frequency distributions, probability, sampling distributions, point and interval estimates, hypothesis testing, non-parametric techniques, simple regression and correlation. Computer-based statistical packages are utilized.

STAT 202 Regression for Business (3) [M]

This course extends Statistics 201 to include estimation, hypothesis tests concerning one and two populations, statistical inference, Chi-square tests, simple and multiple regression and model building. Prerequisite: STAT 201.

STAT 214 Statistics for Engineers (3) [M]

Students will be given an in-depth exposure to proofs of statistical formulas and theorems. Topics for study will include counting methods, probability, discrete and continuous random variables, probability distributions, density functions, expectation, moments and moment generating functions, sampling distributions and the Central Limit Theorem, point and interval estimations, hypothesis testing, unbiased estimators, consistency, sufficiency, robustness, regression and correlation. Prerequisite: MATH 203.

STAT 369 Short Course (1 - 3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit with different topic.

THE PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM

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THE PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM

DIRECTOR: MARGARET COMBS

IEP MISSION STATEMENT

The mission of the American University of Kuwait Intensive English Program is to prepare students seeking admission to enter the academic degree programs of AUK, by enabling them to gain sufficient mastery of the English language and successfully apply the critical thinking skills they need to excel as students both during and after their formal studies. IEP will achieve its mission by training non-native English speakers in specific uses of English for academic purposes, by providing quality English language instruction to all who have chosen English as their medium of communication for academic pursuits and by promoting international, intercultural and self understanding.

ACCREDITATION

The Intensive English Program at the American University of Kuwait is accredited by the *Commission on English Language Program Accreditation* (CEA) for the period August 2009 through August 2014 and agrees to uphold the CEA Standards for English Language Program and Institutions. For further information about this accreditation, please contact CEA, 801 North Fairfax Street, Suite 402 (A), 22314(703.519.2070) <http://www.cea-accredit.org>.

IENTG PROGRAM OUTCOMES

The Intensive English Program is designed to support students who need to improve their English language skills to the level required to study in University. Students are introduced to activities requiring students to obtain a working ability to:

- read university-level materials;
- write, edit and revise academic papers according to standard American English;
- communicate ideas in a clear and logical manner in oral presentation; and
- demonstrate adequate academic skills in listening and note taking.

ADMISSION AND PLACEMENT

English is the medium of instruction at the American University of Kuwait; therefore, competence in the language is a prerequisite for success in academic pursuits. Applicants whose TOEFL score is:

- below 520 on the paper based test
- below 190 on the computerized test
- below 68 on the internet based test

and who otherwise qualify for admission to AUK are eligible for admission into the Intensive English Program. Once admitted to the IEP Program, students take the ACCUPLACER English as a Second Language Placement Test. This is a diagnostic test that enables the Intensive English faculty to assess students' language ability and place them at the most appropriate level.

LEVEL	ACCUPLACER		TOEFL	TOEFL	TOEFL	IELTS	RECOMMEND
	LOEP	ESSAY	Paper	CBT	IBT		
Level 0	0 - 61	< 2	0 - 403	0 - 99	0 - 32	< 3	Center for Continuing Education
Level 1	62 - 77	2 - 3	387	100	33	3	Intensive English Program
Level 2	78 - 93	3-4	457	153	53	4	Intensive English Program
Level 3	94 - 109	4-5	517	187	67	5	Intensive English Program
Level 4	110-120	6	520-677	190-300	68-120	5.5 - 9	Undergraduate Program

A student who scores between 179 and 190 on the computerized version of TOEFL may be permitted to take course work in the University undergraduate program. Students must gain the approval of the Director of the Intensive English Program. (For IEP Application Requirements see Admissions, Registration Guidance, and Tuition section in the Catalog.)

DURATION OF INTENSIVE ENGLISH LANGUAGE STUDY

The length of time required to complete the Intensive English Program varies with the language ability, the background, and the performance of the student in his/her studies. Students who enter the program require from one to three semesters to complete the objectives and attain the necessary skills for admission into the degree programs of the University.

PEDAGOGICAL FOCI

Throughout all of the levels of instruction the focus is on reading, writing, listening and speaking, integrating grammar and vocabulary. As the student's proficiency in English increases, the Intensive English courses become increasingly academic in character. At the advanced level, coursework simulates the academic, credit-bearing University courses.

CURRICULUM OVERVIEW BY SKILL

READING THROUGH THE CURRICULUM IN THE IEP

Reading instruction in the IEP has one primary purpose: to provide the student with a battery of discrete yet interrelated skills that will enable him/her to engage effectively and responsibly with both academic and non-academic texts common of entry-level undergraduate coursework. Through regular practice of the skills both separately and, as additional skills are introduced, cumulatively via learning situations requiring self-generated responses to both single paragraphs and multi-paragraph essays, and through application of the skills to texts used for writing assignments, the student will systematically develop and improve overall ability to comprehend college-level English-language texts and thereby increase reading speed and academic vocabulary.

Level 1

The student will be introduced to the individual skills of understanding vocabulary in context, recognizing a writer's pattern(s) or organization, identifying a writer's main ideas, extracting a writer's primary supporting points, making inferences, evaluating the relevance of supporting evidence, and recognize factual and organizational similarities and differences between thematically-linked texts in response to low-intermediate to intermediate English for Academic Purposes material. In addition, the student will be introduced to the concept of applying ideas contained within texts to his/her own life.

Level 2

The student will develop the individual skills introduced in Level 1 and will be introduced to the additional skills of inferring main idea and analyzing rhetorical choices (including purpose, tone, and emphasis), and analyze the significance of similarities and differences between thematically-linked texts in response to high-intermediate English for Academic Purposes material. In addition, the student will further develop the ability to apply ideas contained within texts to his/her own life.

Level 3

The student will refine the individual skills introduced and developed in Levels 1 and 2 and will be introduced to the additional skills of distinguishing between fact and opinion, analyzing how thematically-linked texts support and challenge one another, and hypothesizing as to reasons influencing the choices writers make in response to low-advanced English for Academic Purposes material. In addition, the student will further refine the ability to apply ideas contained within texts to his/her own life.

WRITING THROUGH THE CURRICULUM IN THE IEP

Writing instruction in the IEP has one primary purpose: to provide students with the entry-level academic writing ability necessary for success in introductory undergraduate courses. Through a carefully articulated sequence of multi-paragraph assignments that will enable the student to gain understanding and appreciation of writing processes (both his/her own and those of others), the student will, at each level of instruction, write an on-demand essay and produce a portfolio of finished writing that demonstrate increasing acquisition of composition skills required of writers in the academic community while continuously refining grammatical and mechanical competence.

Level 1

The student will be introduced to fundamental activities common to response-based writing assignments. The student will learn to compose formally structured paragraphs and essays in which s/he assembles evidence to support an opinion. In addition, the student will summarize, paraphrase, and integrate information from multi-paragraph texts and react to the ideas of published writers while gaining familiarity with guidelines for attributing and citing information and ideas taken from sources. Areas of grammatical and mechanical competence emphasized include correct capitalization and spelling.

Level 2

The student will develop the fundamental skills introduced in Level 1. Additional areas of grammatical and mechanical competence emphasized include correct noun and verb usage.

Level 3

The student will refine the skills introduced in Level 1 and developed in Level 2 and will be introduced to the additional skills of synthesizing information from several multi-paragraph texts and incorporating quoted material into their own writing. Additional areas of grammatical and mechanical competence emphasized include correct separation and combination of clauses.

LISTENING THROUGH THE CURRICULUM IN THE IEP

Listening instruction in the IEP has one primary purpose: to improve the student's ability to effectively comprehend and assess oral English-language activities typical of the entry-level undergraduate academic environment. This goal will be achieved through regular practice involving interactive listening activities that (a) require both selecting correct answers from a limited field and supplying answers to open-ended questions, (b) range from conversations and interviews to complex academic lectures of varying lengths, and (c) increase and enhance academic vocabulary. The student will also learn to develop methods of accurate note taking and organize the ideas and information in a useful written format.

Level 1

The student will be introduced to basic listening skills used in everyday academic situations including identifying main ideas, examples, and content and transition words in low-intermediate to intermediate lectures and other oral texts of equivalent level. Special emphasis is given to listening for and recalling specific information while practicing note-taking strategies. In addition, the student will be introduced to appropriate methods of formulating opinions in response to oral text.

Level 2

The student will develop the skills introduced in Level 1 and will be introduced to the additional skills of making inferences and identifying inductive and deductive reasoning in intermediate lectures and other oral texts of equivalent level. Special emphasis is given to drawing conclusions and organizing information while practicing note-taking strategies. In addition, the student will be introduced to strategies for personalizing content contained within oral text.

Level 3

The student will refine the skills introduced and developed in Levels 1 and 2 and will be introduced to the additional skills of analyzing a speaker's purpose and tone, identifying a speaker's pattern(s) of organization, distinguishing between fact and opinion in lectures and interviews, and evaluating the nature and relevance of a speaker's evidence in high-intermediate to low-advanced lectures and other oral texts of equivalent level. Special emphasis is given to listening for and assessing a speaker's overall point or argument while practicing note-taking strategies. In addition, the student will be introduced to appropriate methods of formulating opinions in response to oral text.

SPEAKING THROUGH THE CURRICULUM

Speaking instruction in the IEP has one primary purpose: to assist the student in learning to communicate effectively and successfully in public speaking and social contexts common to the academic environment at the introductory undergraduate level. Via pair work, group work, and one-to-one conferences with the instructor, the student will, at each level, be guided through the process and performance of both impromptu/extemporaneous and planned/rehearsed presentations of consistently increasing length focusing on various structures and purposes including narrative, informative, and persuasive. Throughout the program, the student will progressively improve the ability to make observations, express opinions, and argue effectively and appropriately while enhancing speaking fluency and accuracy.

Level 1

The student will be introduced to public speaking skills used in everyday academic situations and in formal presentations at the low-intermediate to intermediate level. The student will learn principles of narration and exposition, basic interview techniques, and fundamental platform skills. Emphasis is on reporting and discussing personal information.

Level 2

The student will develop the public-speaking skills introduced in Level 1 and will be introduced to the additional skills of principles of demonstration and primary research for presentations at the intermediate level. Emphasis is on reporting and discussing information based on observations outside the self.

Level 3

The student will refine the public-speaking skills introduced and developed in Levels 1 and 2 and will be introduced to the additional skills of reporting on controversial information without bias, assembling and organizing relevant information for persuasion, and commenting on the nature and relevance of support in the arguments of others for presentations at the high-intermediate to low-advanced level. Emphasis is on orally presenting information derived from written or visual texts.

VOCABULARY

Vocabulary is an essential and integral part of every language skill. Student acquisition and development of the English language vocabulary is integrated into all the courses of the Intensive English Program. Vocabulary instruction will focus initially on high frequency vocabulary in use in everyday academic English and will then emphasize more advanced academic vocabulary. Most significantly, by the time the student completes the Intensive English Program s/he will be familiar with much of the academic vocabulary that is commonly used and that is necessary for success in university coursework.

GRAMMAR

The goal is to integrate grammar into the four language skills: reading, writing, listening, and speaking. The purpose is to develop grammatical accuracy in academic writing and speaking and to increase comprehension in academic listening and reading. The emphasis is placed on understanding the form, meaning, and use of grammatical structures.

PROGRAM BENEFITS

The Intensive English Program at the American University of Kuwait helps prepare students with intensive English training for entrance to the University. Students in the program are integrated into the academic, social, and cultural life of the University giving them a fully enriched experience. A few advantages include:

- Intensive instruction in American English
- Preparation for college entrance
- Cultural orientation to the American model of higher education
- Familiarity and facility with current electronic technologies
- 16-week courses are available from September to January, or from February to June each year
- 11-week summer course available from June to September
- Small class sizes
- Peer Tutoring Center
- Writing Center
- Qualified, advanced-level students may be admitted to AUK without a TOEFL score
- Efficient, effective, integrated, focused and challenging program
- Outstanding instructors with Master's degrees in Teaching English as a Second Language (TESL) and years of teaching experience
- Scholarships for qualified students
- Certificate of Completion or Attendance, along with grade transcript

- Variety of undergraduate courses for advanced learners
- Students may enroll in morning, afternoon, or evening classes:
 - Listening/Speaking
 - Reading/Writing
- Student services:
 - Computer lab access with Internet, e-mail, and software resources
 - Counseling
 - Orientation session
 - Advising

HOURS OF STUDY

A student will receive 20 hours of classroom instruction a week. In addition, a student is required to participate in self-access computer-aid instruction and participate in reading groups for five or more hours each week. These programs consist of independent learning modules in computer, reading, and audio-visual labs.

METHODS OF INSTRUCTION IN INTENSIVE ENGLISH

The methods of instruction are Task-Based, Cognitive Academic Language Learning, and workshop. The texts, materials, equipment and methods used in the Intensive English Program are all state-of-the-art and are designed to meet the student's needs. Instructors are trained and experienced in teaching English as a second language, especially for academic contexts. Intensive English classes are small, and each student will receive extensive individual attention.

EVALUATION OF STUDENT PROGRESS

Student achievement is accessed regularly. Practice tests, presentations, reports, written assignments, short quizzes, midterms, and final examinations are given to assess students' progress in their Intensive English courses. Advancement from one level to a higher level in the Intensive English program is determined by examination, the Instructor's and Director's assessments, a grade of "C" or better, the Exit Exam, and the recommendation of the Instructor.

SATISFACTORY COMPLETION OF THE INTENSIVE ENGLISH PROGRAM

Satisfactory completion of the IEP course is determined by the following criteria:

- 1) Students course grade results of "C" or better
- 2) Students achievement in the iBT TOEFL of 68/IELT of 5.5 Exam
- 3) Instructor Recommendations

Continuing students are placed by their completion of and proficiencies attained in the previous level, and in general do not skip levels.

POLICY ON ATTENDANCE AND LATENESS

Intensive English classes meet daily, Sunday through Thursday. Because of the intensive nature of the program, regular attendance by students in all courses is expected and required. Students are expected to attend all classes and laboratories. All missed classes and laboratories must be made up. A student is responsible for the work that is covered, and for any announcements that are made, during his/her absence. Accordingly, the University has established a policy for attendance, absence, and lateness. Instructors may set more stringent policies; students should consult the syllabus of each course. The University policy is the following:

- Any absence may affect the student's grade, in accordance with the policy outlined in the course syllabus.
- Instructors are not obligated to give substitute assignments or examinations to students who miss class. If a student misses an announced examination or quiz, s/he must present an excuse considered valid by the instructor of the course. The course instructor may then require the student to take a make-up examination. Should there be a question about the validity of any excuse presented by the student, the matter should be referred to the Director of the Intensive English Program.
- Instructors are expected to maintain attendance records and to draw the student's attention to attendance requirements noted in the course syllabus.
- In the event that a student misses more than 20% of the class sessions for any reason, the instructor will inform the Student Success Center and the Director of the Intensive English Program. The Student Success Center will subsequently issue a warning letter to the student.
- If a student has been suspended due to academic and/or non-academic reasons, temporarily banning him/her from the University, the student is required to make up all course work for the time suspended. Suspension does not constitute an excused absence.
- In case of serious illness, a student may petition The College of Arts and Sciences/The Director of the Intensive English Program for exemption from regular class attendance. The student must provide medical reports and supporting documentation demonstrating that s/he may not be able to attend class regularly. The Director of the Intensive English Program, in consultation with the Instructor(s), will determine the course of action regarding the student's progress in his/her course(s).

ADVISING

IEP students are provided academic advisement by the Student Success Center. Depending on the intended major, the student will receive assistance with developing an educational plan designed to ensure progress towards the degree. Intensive English Program students that matriculate to the undergraduate program will be assigned a Faculty Advisor after officially declaring a Major.

CERTIFICATE OF COMPLETION

Certificate of Completion provides proof of English language skills to undergraduate admissions. Students who complete Level 3 with a grade of "C" or above are exempt from the English admissions test and TOEFL Exam required for post-secondary programs at the American University of Kuwait.

ACADEMIC DISMISSAL

Students who the end of the third consecutive semester have a grade below "C" will be academically withdrawn from IEP. Academically dismissed students should remain dismissed for a period of one semester and may again seek readmission to AUK-IEP after this period of dismissal.

APPEAL PROCESS AND REINSTATEMENT

If a student chooses to appeal an academic dismissal, the appeal will be reviewed by the Academic Standards Committee. The Academic Standards Committee may elect to allow the dismissed student to return to AUK as a reinstated student for a period of up to one year (two consecutive regular semesters and a summer). Reinstated dismissed students are only allowed to repeat courses in which grades of "D" or "F" were earned.

Students are required to participate in the academic support programs as defined by the Retention Specialist. Failure to comply with the program as defined by the Retention Specialist jeopardizes the student's continued enrollment at AUK-IEP.

If the reinstated student has not increased his/her grade to “C” or above by the end of the reinstatement period, s/he will be academically dismissed without appeal.

DEVELOPMENTAL ENGLISH COURSE (ENGL 099)

The American University of Kuwait has developed a course for the student who qualifies for admission into the University Undergraduate Program but whose English-language skills fall below the minimum ACCUPLACER scores of Reading Comprehension 80 and Write Placer 6 necessary to engage successfully in English-medium liberal arts courses at the post-secondary level. The course is designed to introduce the student to the complex, interrelated processes of reading, writing, listening, and speaking in the academic environment. The program goal is to facilitate the student’s understanding of how language—both written and spoken—is complicated, challenging, and dynamic—and how it extends beyond the boundaries of much of what the student has previously encountered.

PROGRAM STUDENT LEARNING OUTCOMES

The student will be able to write, revise, and edit essays in accordance with specific assignment and level requirements according to standard American English in which s/he:

- 1) Summarizes multi-paragraph articles accurately.
- 2) Adds evidence from personal experience/observation to ideas contained within multi- paragraph articles.
- 3) Analyzes similarities and differences contained within thematically or topically-linked multi paragraph articles.
- 4) Analyzes similarities and differences between adaptations of fiction.
- 5) Recommends a relevant course of action and/or predicts a logical next step relevant to the ideas contained within multi-paragraph articles.
- 6) Acknowledges and attributes information and sources according to MLA conventions.

Students placed in English 099 must enroll concurrently in EDUC 100. In addition, they are allowed to enroll in up to five (5) credit hours in lower-division courses (100 and 200-level), from among the following: Math, Computer Science, Education, Health and Fitness, Graphic Design, COMM/ GDES 111: Images of Media, Music (instrument only), Art (drawing/painting only), Arabic, French, and other languages. Students who are placed in MATH 095 are required to enroll in this course, in addition to ENGL 099 and EDUC 100.

READING

The student will be introduced to the individual skills of understanding vocabulary in context, recognizing a writer’s pattern(s) or organization, identifying a writer’s main ideas, extracting a writer’s primary supporting points, making inferences, evaluating the relevance of supporting evidence, inferring main idea, analyzing rhetorical choices (including purpose, tone, and emphasis), and distinguishing between fact and opinion. In addition, the student will recognize and analyze factual and organizational similarities and differences (and their significance) between thematically-linked texts, analyze how thematically-linked texts support and challenge one another, and hypothesize as to reasons influencing the choices writers make in response to low-advanced English for Academic Purposes material. As well, the student will apply ideas contained within texts to his/her own life.

WRITING

The student will be introduced to fundamental activities common to response-based writing assignments. The student will learn to compose formally structured paragraphs and essays in which s/he assembles evidence to support an opinion. In addition, the student will summarize, paraphrase, and juxtapose information from multi-paragraph texts while learning to acknowledge, extend, react to, synthesize, and incorporate the ideas and statements of published writers into their own writing. Areas of grammatical and mechanical competence emphasized include correct capitalization, spelling, noun and verb usage, and separation and combination of clauses.

HOURS OF STUDY

A student will receive 20 hours of classroom instruction a week.

COURSE DESCRIPTIONS - Pre-University Intensive English (IENG)

IENG 010 Intermediate Intensive English Level 1 Oral Communication I

This course focuses on introducing listening and speaking skills necessary for success in the academic environment. Utilizing the lecture method, pair work, group activities, and student-instructor conferences, the student will engage with academically-oriented lectures and other material to improve comprehension, note-taking skills, vocabulary, correctness, and fluency in the execution of formal presentations of 2-4 minutes. Exit exam required. Credit earned cannot be used for graduation. Prerequisite: ACCUPLACER (LOEP 62-77.5). Co-requisite: IENG 011.

IENG 011 Intermediate Intensive English Level 1 Critical Reading and Writing I

This course focuses on introducing reading and essay writing skills necessary for success in the academic environment. Under the close supervision of the instructor and using the workshop method, the student will utilize college-level text material to analyze, evaluate, summarize, paraphrase, and synthesize information and ideas taken from a variety of sources in the creation of essays of 1-3 pages. In both in and out-of-class activities, the student is guided through methods of responding appropriately to ideas contained within texts. Exit exam required. Credit earned cannot be used for graduation. Prerequisite: ACCUPLACER (LOEP 62-77.5) (ESL Write Placer 2-3). Co-requisite: IENG 010.

IENG 020 High Intermediate Intensive English Level 2 Oral Communication II

This course focuses on developing listening and speaking skills necessary for success in the academic environment. Utilizing the lecture method, pair work, group activities, and student-instructor conferences, the student will engage with academically-oriented lectures and other material to extend comprehension, note-taking skills, vocabulary, correctness, and fluency in the execution of formal presentations of 4-6 minutes. Exit exam required. Credit earned cannot be used for graduation. Prerequisite: ACCUPLACER (LOEP 78-93.5). Co-requisite: IENG 021.

IENG 021 High Intermediate Intensive English Level 2 Critical Reading and Writing II

This course focuses on developing reading and essay writing skills necessary for success in the academic environment. Under the close supervision of the instructor and using the workshop method, the student will utilize college-level text material to analyze, evaluate, summarize, paraphrase, and synthesize information and ideas taken from a variety of sources in the creation of essays of 2-4 pages. In both in and out-of-class activities, the student is guided through methods of appropriately extending and supporting ideas contained within texts. Exit exam required. Credit earned cannot be used for graduation. Prerequisite: ACCUPLACER (LOEP 78-93.5) (ESL Write Placer 3-4). Co-requisite: IENG 020.

IENG 030 Advanced Intensive English Level 3 Oral Communication III

This course focuses on refining listening and speaking skills necessary for success in the academic environment. Utilizing the lecture method, pair work, group activities, and student-instructor conferences, the student will engage with academically-oriented lectures and other material to extend comprehension, note-taking skills, vocabulary, correctness, and fluency in the execution of formal presentations of 5-7 minutes. Successful completion of this course will prepare students for entry into English 101. Prerequisite: ACCUPLACER (LOEP 94-109.5). Co-requisite: IENG 031.

IENG 031 Advanced Intensive English Level 3 Critical Reading and Writing III

This course focuses on refining reading and essay writing skills necessary for success in the academic environment. Under the close supervision of the instructor and using the workshop method, students will utilize college-level text material to analyze, evaluate, summarize, paraphrase, and

synthesize information and ideas taken from a variety of sources in the creation of essays of 3-5 pages. In both in and out-of-class activities, the student is guided through methods of appropriately expanding and challenging ideas contained within texts. Exit exam required. Credit earned cannot be used for graduation. Successful completion of this course will prepare students for entry into English 101. Prerequisite: ACCUPLACER (LOEP 94-109.5) (ESL Write Placer 4-5). Co-requisite: IENG 030.

COURSE DESCRIPTION - Developmental English (ENGL 099)

ENGL 099 Fundamentals of Critical Reading and Writing (12)

This course focuses on introducing, developing, and refining reading and essay writing skills necessary for success in the academic environment. Under the close supervision of the instructor and using the workshop method, students will utilize college-level text material to analyze, evaluate, summarize, paraphrase, and synthesize information and ideas taken from a variety of written and spoken sources in the creation of essays of 3-5 pages. In both in and out-of-class written and oral activities, the student is guided through methods of appropriately responding, extending and supporting, and expanding and challenging ideas contained within texts. Credit earned cannot be used for graduation. Successful completion of this course will prepare students for entry into English 101. Prerequisite: TOEFL Exam 520 and ACCUPLACER (099A: Reading Comp 70-79.5/Write Placer 5; 099B: Reading Comp 60-69.5/Write Placer 4; 099C Reading Comp 0-59.5/Write Placer 3).

DIVISION OF STUDENT AFFAIRS

MISSION

OBJECTIVES

OFFICE OF THE DEAN OF STUDENT AFFAIRS

OFFICE OF ADMISSIONS

OFFICE OF THE REGISTRAR

STUDENT SUCCESS CENTER

- Academic Advising
- Academic Support
- Retention Initiatives
- Career Counseling
- Personal Counseling
- Disability Support Services
- Healthy Student Living
- Student Ombudsman

HEALTH SERVICES

OFFICE OF STUDENT LIFE

- Student Activities
- Clubs and Organizations
- Student Government Association
- Student Publications
- Recreational Programs & Athletic Sports
- On-Campus Student Employment
- University IDs

OFFICE OF PARENT RELATIONS AND ALUMNI AFFAIRS



DIVISION OF STUDENT AFFAIRS

Student Affairs is home to a variety of programs and services designed to help students meet their educational, career and life goals. The following organizational units are housed within the Division: Office of the Dean of Student Affairs, Office of Admissions, Office of the Registrar, Health Services, Office of Student Life, Student Success Center, and the Office of Parent Relations and Alumni Affairs. The mission of the Division of Student Affairs and key objectives serve to guide our supportive approach to student success.

MISSION

The Division of Student Affairs strives to provide a comprehensive array of excellent programs and services designed to support students from pre-admissions to degree completion and beyond, facilitating personal and academic development and promoting life-long learning which sustains a mutually beneficial relationship with the University.

OBJECTIVES

- Develop strategic enrollment management initiatives which positively impact student persistence to degree completion.
- Maintain services and programs which facilitate student mental and physical well being enabling them to succeed academically and socially.
- Ensure that students are capable and prepared to engage in academic processes designed to enhance critical thinking and achieve the desired educational outcome/goal.
- Facilitate opportunities for students which are designed to promote social integration, and characteristics such as self-awareness, personal growth, collegiality, and fairness.
- Instill concepts in our students that focus on global awareness, civic responsibility, and life-long learning while promoting enlightened value systems.
- Foster relationships, with both internal and external communities, through programs and services designed to create and sustain a lasting commitment with the American University of Kuwait.

Student Affairs fosters a developmental approach to student success by building alliances among students, faculty and staff and implementing strategies designed to integrate students academically and socially. This approach is only accomplished through mutual trust, shared responsibilities, and a commitment to helping students identify, clarify, and realize their life, career, and educational goals.

Our University is a community dedicated to working together to create conditions that support learning and personal growth. Each individual is expected to honor his/her obligations and commitments. Thus, the rules and regulations of the University constitute not only basic and uncompromising standards and guidelines for conduct on and off campus, but are also commitments that one and all are obligated to respect, honor and promote when one becomes a member of the AUK community. The Division of Student Affairs enforces the rules and regulations concerning student conduct at the University. The University reserves the right, through due process, to take disciplinary action against students for violations of institutional standards of behavior and academic regulations and procedures, which are defined in this Catalog and the Student Handbook.

AUK, as a learning community, is compelled morally and ethically, to uphold and promote the highest academic and behavioral standards among its students.

OFFICE OF THE DEAN OF STUDENT AFFAIRS

GREETINGS FROM THE DEAN OF STUDENT AFFAIRS

Welcome to the Wolfpack family. Student Affairs lives by the motto of Bringing the University to Life! Over the next few years, you will be challenged intellectually, personally, physically and emotionally. And you will win! The odds are in your favor because there is a team of professionals ready to assist you in defining and reaching your personal, educational and career goals. We are committed to providing the tools and guidance you will need to succeed.

In partnership with many others at AUK, the Office of the Dean of Student Affairs is responsible for leading the organizational units that support the moral, psychological, social, cultural, and physical development of the student. From academic support, medical clinic services, and student leadership to athletics, career exploration, or just simply listening to your concerns, we encourage students to take full advantage of all of the resources and opportunities that AUK has to offer. Challenge yourself. We are confident that our numerous programs and services will help you rise to the occasion and turn your dreams into realities. For additional information please visit the Student Affairs sections of the University website at www.auk.edu.kw or for AUK community members through the AUK Portal.

OFFICE OF ADMISSIONS

The Office of Admissions is the first point of contact for all new first time and transfer students interested in learning about AUK. The Office of Admissions provides information on the admissions process, degree programs, application requirements, scholarship opportunities, and other services AUK has to offer. Additionally the office coordinates the Undergraduate Placement, Advisement and Registration program (PAR). The Office also provides guidance for students that have general questions about making the successful transition into AUK. Further information regarding admissions requirements and procedures may be located in the relevant section of this Catalog. For additional information about the Office of Admissions please visit the office, or contact by phone at **Ext. 206**, or by email: admissions@auk.edu.kw.

OFFICE OF THE REGISTRAR

The Office of the Registrar provides administrative services that support the faculty and the instructional mission of AUK and that facilitate the matriculation of students. Services include class scheduling and student registration, grade reporting, graduation certification and academic transcript processing. Additional responsibilities include space scheduling and management, transfer credit evaluation, degree audit development, maintenance of the catalog, degree and enrollment verification, scholarship services, academic record maintenance, enrollment reporting, and course inventory maintenance. For additional information about the Office of the Registrar please visit the Office or contact by phone at **Ext. 204**, or by email: registrar@auk.edu.kw.

Records Confidentiality: All student records are considered confidential and will not be released without the expressed written consent of the student. Confidentiality of records includes grades, counseling and advising information, and student progress. The University has the right to share whether students are enrolled and their degree program. Certain circumstances require the University to release information: Government requirement, legal request and health and safety risk. Students wishing to provide third party access to their records are required to complete the consent form available in the Student Success Center.

STUDENT SUCCESS CENTER

The Student Success Center (SSC) provides academic, personal and career support to all currently enrolled students and alumni. Programs include academic advising, academic support (tutoring, supplemental instruction and success skills workshops), retention initiatives, personal/career counseling, and disability services. The Director of the Student Success Center serves as the University Student Ombudsman.

Student records with the Student Success Center are independent of all University Records. Information is released only with the expressed written consent of the student unless the situation is considered a dire health and safety risk. It is the Center's professional and ethical responsibility to respect and consider confidential all information including academic records/status, family information, health (mental/physical), and all other issues derived from the student. Parents or any other family member must obtain a signed consent from the student to receive confidential information regarding a student's record from any SSC staff member.

For additional information about the Student Success Center please visit the office on the 5th Floor of the Liberal Arts (B) Building, or contact by phone at **Ext. 242** or by email:

success@auk.edu.kw.

ACADEMIC ADVISING

The SSC provides academic advising for new students and those who have yet to declare a Major. Students meet with the advisor to discuss educational plans based upon possible career goals and academic requirements. Once students have declared a Major, they are assigned by the College of Arts & Sciences, Academic Division to a Faculty Advisor. Undergraduate advising services are also available to Level III Intensive English Program students.

Within the Academic Advising program is the Peer Academic Leaders Program (PALs). The Peer Academic Advising program is comprised of Dean's List students who serve as Peer Advisors. This service was created to provide a mutual connection between existing and newly admitted students. Peer Academic Advisors offer support in areas of educational planning, course selection, academic support, and academic information during PAR, Pre-Registration and Registration periods. Peer Academic Advisors serve Freshmen students only and are guided by the Student Success Center professional staff.

The Academic Advising program includes educational planning, course selection, and registration. Please note: Students are ultimately responsible for reviewing and understanding the requirements of their chosen degree program.

ACADEMIC SUPPORT

The Student Success Center coordinates academic support programs such as tutoring, Supplemental Instruction (SI), and academic skills workshops. Programs are designed to help students become independent and successful learners by improving their study skills, increasing their understanding of course content, enhancing their self-confidence, and encouraging them to develop a positive attitude towards learning.

RETENTION INITIATIVES

The SSC Retention Specialists are responsible for encouraging the academic success of at-risk students by providing individual academic counseling, identifying student needs and trends, and implementing programs designed to promote student persistence. The specialists develop and maintain appropriate files and records and work with faculty for the benefit of the student. Students in academic jeopardy are required to participate in the programs defined by the Retention Specialists.

CAREER COUNSELING

Students can prepare to make informed decisions about their futures through a variety of resources coordinated by the Student Success Center. Programs that focus on career development, internships, summer and full-time employment, and graduate school are available. Counselors assist students in understanding career options and employer expectations. In addition, students can receive support preparing resumes and locating internships and employment.

PERSONAL COUNSELING

The SSC counseling staff works with students as they explore attitudes and interests relating to their academic, social and emotional lives.

University life can be both exciting and stressful. Students may have problems that are not easily resolved. Some common concerns students confront include personal issues, low self-confidence, relationship conflicts, academic problems, family issues, and decision-making dilemmas. The SSC provides assistance with these concerns through counseling. No information is released to others without the student's written consent unless the situation is deemed a health and safety concern. All counseling sessions are confidential.

DISABILITY SUPPORT SERVICES

The AUK Campus is architecturally designed to provide access to all members of the community. The SSC staff works with individuals having temporary or permanent disabilities in an effort to promote full participation in academic programs and campus life. Students with a disability, seeking support services at AUK, must submit adequate documentation not less than five years old to the SSC before accommodations will be provided.

Students with learning disabilities, and documentation not less than five years old, may receive accommodations designed to enhance chances of success. Accommodations are provided based upon the availability of resources. Such accommodations include note taking assistance, tutoring, special desks, and extra time during an exam. The SSC also provides information, consultation and relevant training with regard to understanding and accommodating physical and learning disabilities for faculty, staff and students, with the overall goal of ensuring non-discriminatory practices in an equal access environment.

HEALTHY STUDENT LIVING

The Student Success Center sponsors healthy living programs in an effort to promote "wellness" throughout the academic year. Students are encouraged to participate in the lectures and awareness campaigns that include such topics as emotional wellness, eating disorders, and substance abuse. These educational workshops and events are available in addition to the required General Education course in Health and Fitness.

STUDENT OMBUDSMAN

The Director of the Student Success Center serves as the University Student Ombudsman. The role of the Ombudsman is to provide students with an independent, confidential and impartial perspective, and provide guidance and information on fair processes, policies, and rights. Topics may include academic challenges, interpersonal conflicts, and policy clarification. The Ombudsman serves as a source of information for students, guides them to appropriate personnel, and assists students with interpreting University policies and procedures as well as on-campus resources.

HEALTH SERVICES

AUK maintains a health care clinic operated by the International Clinic of Kuwait. At the on-campus clinic, a nurse and receptionist provide first aid, primary medical assistance and minor emergency care for members of the University Community. Additionally, a primary care physician is always on-call. Emergencies and serious health cases are immediately referred to the nearby International Clinic or other area hospital facilities. AUK medical services are designed for treating ailments and injuries that occur on campus, and should not be utilized in place of one's primary health care provider. To find out more information about the AUK Health Clinic please stop by the Clinic located next to the Library, or contact by phone at **Ext. 100/101**.

OFFICE OF STUDENT LIFE

Involvement in campus life outside the classroom is an important component of a well-rounded college experience. The Office of Student Life hosts a variety of cultural, educational, social and recreational activities. In addition, the Department provides programming and support for student organizations and the Student Government Association. Co-curricular, student leadership, athletic and intramural sports programs, as well as student adjudication are also coordinated by the Office of Student Life.

Participation in Student Life programs provides opportunities for making personal connections on campus with other students, faculty, and staff. Students are encouraged to get involved on campus, to develop important life skills, and to have a positive and enriching educational experience that fosters personal growth. In addition, students learn skills to enhance their career and educational goals. To find out more information about any programs or services from the Office of Student Life, please stop by the office in A-004 behind Starbucks on the Ground Floor of the Sciences (A) Building, or contact by phone at **Ext. 232**, or by email: studentlife@auk.edu.kw.

STUDENT ACTIVITIES

Student Life organizes a variety of events throughout the year. Events have included social nights, movie nights, theme days, guest speakers, Ramadan festivities, charity fundraisers, and various educational activities. In addition, a variety of annual events take place including new student orientation, welcome back barbecue, cooking competition, scavenger hunt, international week, and art exhibition/contest. Students receive weekly announcements via e-mail to keep them informed about campus happenings.

CLUBS AND ORGANIZATIONS

Student organizations and clubs also contribute to the total experience of the college student. Through the Office of Student Life, students can join or establish clubs and organizations, from the academic and literary to the athletic and social. Involvement provides students with an opportunity to develop communication, leadership, and social skills. Currently, there are over 25 active organizations on campus for students to join and expand their skills for the real world. Student organizations are open to any registered and eligible student in good academic standing at the American University of Kuwait. Detailed information on campus organizations can be obtained from the Office of Student Life.

STUDENT GOVERNMENT ASSOCIATION

The University encourages the active participation of the Student Government Association (SGA) in University life. SGA provides an opportunity for students to hone their leadership skills and practice participatory government.

The SGA is the principal medium of the student voice in University affairs. It can express student concerns and participate through representation on University Committees to help formulate policies and priorities. The SGA also has a voice in the creation, organization, and functioning of many student activities.

STUDENT PUBLICATIONS

Student publications serve as an important media for information and communication with fellow students, and for creating and maintaining an environment of academic freedom and free expression. The University-sponsored student newspaper, *The Voice of AUK*, provides students with reporting, editorial and management experiences and skills development. All student-run print or electronic media are expected to observe the established standards of professional journalism.

Students are advised and guided by faculty. The Dean of Student Affairs has the supervisory and ultimate responsibility for all student publications sponsored through the Division of Student Affairs.

RECREATIONAL PROGRAMS & ATHLETIC SPORTS

Students participating in recreational programs and athletic sports are given the opportunity to develop and excel in physical skills, team play, sportsmanship and emotional and moral growth. Recreational programs include fitness classes and other University programs such as intramural sports. The intramural sports program allows members of the University Community to compete against one another in a variety of sports including football (soccer), table tennis, volleyball, basketball, chess, dodge ball, and foosball to name a few.

In addition to the on-campus recreational programs, the Office of Student Life assists in the organization of University athletic sports teams. Separate opportunities for men and women to participate in football (soccer), basketball, volleyball, tennis, table tennis, squash, swimming and taekwondo are provided. Competitions are held with universities in Kuwait and regional universities throughout the year. For more information contact the Office of Student Life.

ON-CAMPUS STUDENT EMPLOYMENT

Student employment is designed to enhance students' educational experience while providing a necessary service to the University community. Students acquire skills that can enhance their employability and benefit them in any career. AUK students have the opportunity to work in various departments of the University. The University employs students based on departmental needs and resources, and the individual skill sets an applicant brings to the required position. Student employment on campus is a privilege, not a right. A large number of students apply each term for a limited number of positions making the selection process very competitive.

Students can apply for an on-campus employment position through their Self-Service account each year in addition to finding out more information about on-campus employment through the Office of Student Life.

UNIVERSITY ID'S

Students attending AUK must have an official University Identification (ID) to access campus, services, and programs/events. IDs will be distributed to new students and must be updated on a semester basis to verify current registration. Updating and replacing lost/damaged IDs can occur by stopping by the Office of Student Life. Students are required to present the University ID upon request from any University official. Failure to produce the University ID or another appropriate means of identification is a violation of the code of conduct.

OFFICE OF PARENT RELATIONS AND ALUMNI AFFAIRS

The Office of Parent Relations and Alumni Affairs is responsible for identifying and addressing the unique programming needs of parents and families of AUK students as well as ensuring that AUK graduates stay connected to AUK.

AUK recognizes the critical role parents play in the student's collegiate experience. The Office will serve as a one-stop shop for information and guidance for parents and families regarding the AUK experience.

AUK Alumni are a network of graduates seeking to make a difference in Kuwait and across the globe. Beginning with program initiatives that include preparing senior students for the transition to alumni status, the ultimate alumni program goal is to keep students connected to everything AUK.

It's about students, parents and AUK! Together, through the Office of Parent Relations and Alumni Affairs, a world of difference is made in the collegiate experience and life. For more information about the department program and services, email parents@auk.edu.kw or Alumni Affairs at alumniaffairs@auk.edu.kw.

UNIVERSITY POLICIES & REGULATIONS

UNIVERSITY CODE OF CONDUCT

STUDENT CODE OF CONDUCT

CODE OF ACADEMIC HONESTY AND INTEGRITY



UNIVERSITY POLICIES & REGULATIONS

UNIVERSITY CODE OF CONDUCT

Applicability: This Code of Conduct applies to:

- a) all American University of Kuwait (AUK) employees, including faculty, staff, and student workers, when working for the University or otherwise engaged in activities that are in the course and scope of their employment with the University;
- b) consultants, vendors, and contractors as they do business with the University when required by contract;
- c) individuals who perform services for the University as volunteers, including the Trustees, and those who assert an association with the University; and
- d) students of AUK when on campus or off-campus in a University-sponsored activity. The code refers to all these persons as “members of the University Community” or “community members.”

INTRODUCTION AND PURPOSE

Introduction:

As members of the University Community, all faculty, staff, students, members of the Board of Trustees, University officers, and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The University values honesty, integrity, fairness, and responsible stewardship, and strives to integrate these values into all that we do, as reflected in the Faculty Manual, Student Code of Conduct, Administrative Policies and Procedures, and all other University policies. This Code of Conduct is intended to provide an overarching general statement that supplements, but does not replace, existing University policies and codes. Other University policies and codes provide more specific guidance and must be used as appropriate.

Purpose:

In this spirit, this Code of Conduct (the Code) is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and behavior. We will all be cognizant of, and comply with, the relevant policies, standards, laws, and regulations that guide our efforts. We are each individually accountable for our own actions and, as members of the University Community, are collectively accountable for maintaining these standards and for compliance with all applicable laws and policies.

STANDARDS OF INTEGRITY AND QUALITY

The University recognizes the importance of maintaining a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. AUK strives at all times to maintain the highest standards of quality and integrity.

Frequently, the operating activities and conduct of the community members of AUK are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others, for local tradition and values, and for shared global human values govern our conduct at all times. In addition, each individual is required to conduct University business and academic activities with the utmost honesty, professionalism, accuracy and fairness.

COMPLIANCE WITH LAWS

The University is in a heavily regulated environment. Compliance with laws is important as a matter of principle. Members of the University Community will conduct University activities in compliance with applicable laws, regulations, and University policies and procedures. Administrators, supervisors, and faculty are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, the individual with a question should contact the appropriate individual or office that has oversight responsibility for the policy.

CONTRACTUAL OBLIGATIONS

The acceptance of an agreement may create a legal obligation on the part of the American University of Kuwait to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate University official are authorized to commit to, or enter into agreements on behalf of the University.

CONFIDENTIALITY AND PRIVACY

On behalf of the University, community members receive and have access to various types of confidential, proprietary and private information. Each community member will comply with all Kuwait laws and regulations, agreements with third parties, and University policies and principles pertaining to the use, protection and disclosure of such information. No unauthorized use or disclosure of such information is allowed either during the community member's association with the University or after the association with the University ends.

CONFLICT OF INTEREST

Community members are responsible for being familiar with, and are bound by, applicable conflict of interest policies. Outside professional activities, private financial interests or the receipt of benefits from third parties can sometimes cause an actual or perceived divergence between the University mission and an individual's private interests.

HUMAN RESOURCES

The American University of Kuwait is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the University prohibits discrimination and harassment and provides equal opportunities for all community members and applicants regardless of their sex, race, religion, age, disability, or any other basis prohibited by Kuwait laws. Where actions are found to have occurred that violate this standard, the University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

FINANCIAL REPORTING

All University accounting entries, accounts, financial reports, expense reimbursements, time sheets, and other documents, including supporting documentation, must be accurate, clear and complete, and in accordance with applicable policies, agreements, standards, and regulations.

USE OF UNIVERSITY RESOURCES

University resources are reserved for operating purposes on behalf of the University in the pursuit of its mission. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental and reasonable in light of the person's role and responsibilities. University

resources include, but are not limited to, the use of University systems, such as telephone systems, data communication and networking services, and the American University of Kuwait domain for electronic communication forums; and the use of University equipment, such as computers and peripherals, University vehicles, and other equipment; and the use of procurement tools such as credit/purchasing cards and petty cash; and the time and effort of other staff, students, and others at the University.

PROFESSION-SPECIFIC STANDARDS

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession. Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards by which their members are guided. Those belonging to such organizations are expected to adhere to University policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and University policy, s/he will consult with the appropriate member of the University administration.

REPORTING POSSIBLE VIOLATIONS

Members of the AUK community should report possible violations of applicable laws, regulations, contractual requirements, or other violations of this Code. The reporting should be made through avenues specified in applicable University policies and codes, normally beginning with the immediate supervisor. In the absence of applicable University policies and reporting processes, possible violations should be reported to the Executive Assistant to the President, the Executive Director of Finance and Administration, or by email to president@auk.edu.kw. Reports may be made confidentially, and the University will make every effort to honor confidentiality to the extent it does not conflict with external regulations and laws.

Each report will be reviewed as timely as possible, and at the appropriate level within the University. If a report involves an issue that should be dealt with through processes identified in other published University policies and codes, an appropriate and timely referral will be made. The Executive Committee of the Board of Trustees will receive regular reports of compliance violation from the Executive Director of Finance and Administration or the Office of the President.

CONSEQUENCES OF VIOLATION

Community members should recognize that noncompliance can have severe adverse financial and other consequences, potentially affecting the reputation and operations of the entire University. Violation of the code, of laws and regulations, or of related University policies and procedures may carry disciplinary consequences up to and including dismissal.

QUESTIONS

Please direct questions regarding the intent or applicability of this Code to the Executive Assistant to the President.

STUDENT RIGHTS & RESPONSIBILITIES

The American University of Kuwait student conduct standards are founded on the premise that the exercise of individual rights must be accompanied by an equal amount of responsibility. This assures that the same rights are not denied to others. A student has the responsibility to recognize that his/her actions reflect upon the individuals involved and upon the entire University Community. By accepting membership in the University Community, a student acquires rights as well as responsibilities to the whole University Community. The American University of Kuwait acknowledges the existence of both student rights and student responsibilities within an institution of higher learning and amidst the AUK community.

For full details regarding Student Rights & Responsibilities please refer to the Student Codes section of the most recent edition of the Student Planner & Handbook.

STUDENT CODE OF CONDUCT

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of personal and social conduct and to take full responsibility for their individual and collective action. Because learning can only be achieved in an atmosphere free of intimidation and coercion, students shall observe local and country laws as well as the academic and behavioral regulations of the American University of Kuwait.

The American University of Kuwait is committed to facilitating the academic and personal growth of students as outlined in the University mission statement. Behavior that is in conflict with these processes will not be tolerated. Violations of institutional policy including campus safety regulations, institutional operational procedures, misuse of campus facilities, and actions which impede upon the educational process are subject to disciplinary sanctions. Any student or student organization found to have committed a violation of University policy, either on or off campus, is subject to the disciplinary sanctions outlined in this Student Code of Conduct.

CONDUCT REGULATIONS:

- 1) **CAMPUS WELFARE & SAFETY:**
Includes policies such as Non-physical misconduct, Physical misconduct, Fire regulations, Controlled substances, Dangerous materials, Violation of Law and AUK discipline, etc.
- 2) **UNIVERSITY OPERATIONS:**
Includes policies such as dress code, inappropriate conduct, disorderly conduct, disruption, University identification, University Guests & Visitors, Violation of AUK policies, etc.
- 3) **UNIVERSITY FACILITIES, PROPERTY, & RESOURCES:**
Includes policies such as unauthorized usage of University facilities, resources, and materials; Theft or damage to property, Computer usage, etc.
- 4) **DISHONESTY & FALSE REPRESENTATION:**
Includes policies such as dishonesty, furnishing false information, false representation, etc.
- 5) **STUDENT ORGANIZATIONS:**
Includes policies related to student organization offenses of AUK policy as they pertain to organization events, funds, and actions.

MAINTAINING EDUCATIONAL ENVIRONMENTS: POLICIES & PROCEDURES

AUK strives to maintain an environment that encourages intellectual honesty, self-discipline and respect for others in the University community. The Student Code of Conduct includes policies designed to promote this environment by protecting members of the community from actions which discriminate or persecute others based upon race, gender, ethnic background, or other personal characteristics. AUK is committed to protecting and upholding the rights of every individual in an effort to maintain an optimal learning environment. These policies are encompassed in the following:

- A) NON DISCRIMINATION POLICY**
- B) DISRUPTIVE STUDENT POLICY**
- C) PROHIBITION OF SEXUAL HARASSMENT**

For full details regarding Maintaining Educational Environments please refer to the Student Codes section of the most recent edition of the Student Planner & Handbook.

ADJUDICATION PROCEDURES: STUDENT CODE OF CONDUCT:

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of the American University of Kuwait. The Division of Student Affairs is responsible for the administration of the University Judicial Affairs Program which includes the administration of the Student Code of Conduct, the delivery of student sanctions, and the imposition of varying degrees of disciplinary actions.

Note: *The University disciplinary process is independent of governmental judicial processes.*

ARTICLE I: Jurisdiction & Enforcement

The University student discipline process extends to conduct which adversely affects the University Community and/or the pursuit of its mission. Students or organizations are subject to the Student Code of Conduct for any action found in violation of the Code which occurs on University premises, at University-sponsored events, or as part of University activities.

The Division of Student Affairs is responsible for the administration of the University student codes, and the imposition of varying degrees of disciplinary actions. Campus Security is responsible for maintaining a safe and secure environment by enforcing the rules and regulations of AUK and the State of Kuwait.

ARTICLE II: Student Conduct Process & Proceedings

Includes processes and procedures which apply to students and student organizations accused of violating the Student Code of Conduct. The content outlined includes 1) Initiation, 2) Initial Review, 3) Investigations & Gathering Evidence, 4) Hearing, and 5) General Principles Applicable to Student Conduct Processes and Proceedings.

ARTICLE III: Code of Conduct Board

The Code of Conduct Board is a committee comprised of faculty, administrative staff, and students who serve to investigate alleged breaches of the AUK Student Code of Conduct, to make determinations on such charges, and to administer disciplinary sanctions as appropriate. This section includes referral for a Board hearing process and hearing procedures.

ARTICLE IV: Sanctions

Student Code of Conduct sanctions are administered as a component of the overall educational and personal growth process of a student at the American University of Kuwait. Also, includes examples of possible disciplinary sanctions and relevant definitions.

ARTICLE V: Appeals

In extenuating circumstances, a student, student organization, or complainant may appeal the sanctions imposed by the Student Conduct Officer or the Code of Conduct Board. Such appeals must be in writing, specifying on what grounds the appeal is being made. The appeal must be complete and thorough for consideration.

ARTICLE VI: Grievance Process For Non-Instructional Issues

The University encourages students to resolve their differences with University Community members as soon as possible; however, in order that students may be assured fair consideration of their problems, a means of review and appeal to a higher-level authority has been established. For the purpose of this policy, a grievance is defined as a student's perception of the improper application of University policies or procedures. Also, includes resolution processes, Grievance Board information, and hearing procedures.

ARTICLE VII: Interpretation and Revision

Any question of interpretation regarding the Student Code of Conduct shall be referred to the Dean of Student Affairs (or designee) for final determination. The Student Code of Conduct shall be reviewed annually, and at the discretion of the Dean of Student Affairs.

ARTICLE VIII: Records of Disciplinary Actions

Students' disciplinary records, in general, are considered confidential and will not be released without the expressed written consent of the student. However, certain circumstances require the University to release information: Government requirements, legal requests and health and safety risk. Other than AUK expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record held in the Office of Student Life. Cases involving the imposition of sanctions shall be retained for a period of seven (7) years after final resolution of the case. Other than suspension or expulsion, upon graduation, the student's confidential record may be expunged of disciplinary actions upon written application to the Dean of Student Affairs.

ARTICLE IX: Definitions

Includes a list of terms used in the Student Code of Conduct which are defined for clarity and application within the context of student discipline.

Confidentiality of Records: *The University and its offices respect the rights of students and their parents or guardians with respect to the confidentiality of student records. Limited student records may be released to family members or third parties only with written consent from the student. Students may sign and submit a waiver form providing specified individuals access to information as indicated on the waiver. Counseling information and records are privileged and may be released to third party individuals only as their requests comply with laws, court orders and subpoenas, and circumstances involving the safety of persons or property.*

For more information regarding Student Rights & Responsibilities and the Student Code of Conduct please refer to the most recent edition of the Student Planner & Handbook.

CODE OF ACADEMIC HONESTY AND INTEGRITY

Members of the American University of Kuwait Community study and work together in an institutional framework dedicated to the pursuit of knowledge and learning. Freedom of inquiry, learning and intellectual pursuit flourishes only in a community in which the participants are committed to the mutual respect of each other's role and activity. Academic freedom, freedom of expression and dissent, tolerance of diversity are values that guide the norms of conduct of students, faculty, staff and administration at AUK. The educational mission of the University community is best realized and advanced when the rights, responsibilities, and reasonable standards of conduct and academic integrity are observed. The American University of Kuwait expects the highest standards of academic integrity and honesty from its students.

In light of the above noted values and norms of conduct, the Student Code of Academic Honesty outlines acceptable and unacceptable academic behavior for AUK students as well as appropriate disciplinary procedures, penalties and sanctions for violations of academic integrity.

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of academic, personal and social conduct and to take full responsibility for their individual and collective action. Such regulations are found in the American University of Kuwait Catalog, Student Handbook, and the AUK website at www.auk.edu.kw. Any question of interpretation regarding the Code of Academic Honesty and Integrity shall be reported to the Dean of the College of Arts and Sciences. The Code shall be reviewed annually at the discretion of the Dean of the College of Arts and Sciences.

Any student or student organization found to have committed the following violations or misconduct, either on or off campus, is subject to the disciplinary sanctions outlined in Adjudication Procedures:

VIOLETIONS OF ACADEMIC HONESTY AND INTEGRITY

Academic Dishonesty:

Including but not limited to the following:

Cheating

The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the Instructor, looking at and/or copying text, notes or another person's paper during an examination when not permitted to do so.

Cheating also includes the giving of work information to another student to be copied and/or used as his/her own. This includes but is not limited to giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic semester; giving or selling a term paper, report, project or other restricted written materials to another student. Some forms of dishonesty are detailed below.

Plagiarism

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his/her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an Instructor as one's own work. Plagiarism also includes handing in a paper to an Instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own.

Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

Violations of Copyrights

International copyright laws must be observed by all students. Violations of copyright laws include making unauthorized use of printed materials, duplicating computer software, duplicating copyrighted materials, and reproducing audio-visual works.

Dishonesty in Papers

Papers submitted in courses must be the original work of the student with appropriate citations and references. Papers or other reports prepared by another person or purchased from another person or company and submitted as one's own work is a violation of academic honesty.

Work for One Course Submitted for Another

Work submitted for one course may not be submitted for another. It is a violation of academic integrity to submit the same work in more than one course. The incorporation by students of past writing or research into current projects must be clearly indicated.

Falsification of Data

Deliberate falsification of data for coursework, research papers or projects and other academic activity is a violation of academic integrity.

Inappropriate Collaboration

Working and collaborating with a fellow student or others without acknowledging their assistance is a violation of academic integrity.

Dishonesty During Exams

This includes the use of unauthorized materials, receipt of information and/or answers from others during the examination, or the transferal of unauthorized materials, information or answers to another student.

Adjudication of Academic Dishonesty and Integrity

The University reserves the right of imposing on the violators of academic honesty disciplinary action ranging from a failing grade in the exam, paper or course to suspension or dismissal from the University.

Jurisdiction:

Faculty Jurisdiction

The course Instructor has full authority to impose penalties in cases of academic violation of the University's Code of Academic Honesty and Integrity that occur in his/her course.

Students wishing to bring charges of violation of academic honesty against another student should do so through the faculty member in whose course or academic activity the alleged code violation has occurred. In the case of students bringing charges against other students, the student bringing charges must identify himself or herself to the faculty member.

All cases of violations of academic honesty must be reported in writing to the Division Head of the appropriate discipline and the Dean of the College of Arts and Sciences.

Administration Jurisdiction

In circumstances in which the faculty member chooses to refer such violation to the Division Head, the following procedures will be observed:

Faculty members reporting an alleged case or incident of dishonesty must do so within two weeks from the date of discovery of the alleged dishonesty. The charge of dishonesty must be supported by appropriate documentation for the Division Head's review.

The Division Head will notify the student of the charge and will arrange to discuss the charge with the student in a preliminary meeting. The Division Head will also notify the Dean of the College of Arts and Sciences that the alleged offense occurred. At the preliminary meeting, the student will be presented with the charge made and the evidence provided by the faculty member. The student will be advised of the adjudication procedures including his/her rights and given the opportunity to respond. The student may respond immediately or may be asked to respond in writing within five (5) working days. Any statement or signed document by the student will become part of the evidence in the case.

If the student fails to attend the preliminary meeting, the Division Head may proceed with the process as appropriate. The Division Head may gather additional evidence from the student, the complainant, and other appropriate parties prior to the adjudication process.

Faculty members will not submit grades for the work in question or for the course until the case has been adjudicated. The faculty member may, at his/her discretion, discuss the alleged case of dishonesty with the student before the case has been adjudicated. If a semester grade is to be submitted before the resolution of the case, a grade of "NR" will be entered on the transcript for that course.

After reviewing the charges and evidence, the Division Head will make a decision about the case. The Head may dismiss the case, remand the case to the faculty member bringing charges or assign a penalty. The Division Head has the authority to request a meeting with the student at any time.

No legal counsel or external advisor is permitted at any point during the adjudication procedure.

Penalties

Students are advised that violations of the Code of Academic Honesty and Integrity will be treated seriously by the University. The adjudication of violations will take into account both the seriousness of the offense and any particular circumstances involved in assigning a penalty. Repeat offenders may be subject to more severe penalties.

Penalties for an academic offense may include but are not limited to one or more of the following, progressively more severe:

- Resubmission of the work or the retaking of the exam in question
- Submission of alternative work or exam for the course in which the offense occurred
- Disciplinary probation
- A grade of "F" or "NP" for the work found to be in violation of the Code of Academic Honesty and Integrity
- A grade of "F" or "NP" for the course in which the offense occurred
- Denial of credit for the course in which the offense occurred
- Suspension for one or more academic semesters, including the semester or session in which the offense occurred
- Dismissal for a specified time or permanently from the University

The student found in violation of the Code may not withdraw from a course in which an academic infraction has occurred and a penalty applied.

No refund or cancellation of tuition or fees is provided in such cases.

The Division Head of the department will notify the student in writing of the finding of violation and the appropriate penalty assigned. The faculty member bringing the charge will also be notified in writing of these results.

Student's Right of Appeal

Students have the right of appeal of the adjudication process. Appeals must be made in writing within 21 days of the date of notice. If the student is appealing a failing grade, there is no right to register for a subsequent course.

Appeals are limited to grounds of improper procedure or lack of relevant evidence at the time of the original administrative review, or excessive penalty. The Dean of the College of Arts and Sciences will review appeals. The Dean may consult the record of the case, the appeal request, and any person involved in the process of adjudication. The Dean of the College of Arts and Sciences will make the final decision.

Records of Disciplinary Actions

All records related to student violation of the Code of Academic Honesty and Integrity will be retained for a period of seven (7) years after the student's last registration at the American University of Kuwait. The record will be housed in the division adjudicating the student. If the violation and penalty is noted on the student's permanent record, the record is maintained indefinitely. These, as all student records, are subject to University regulations of confidentiality of student records.

Students have the right to review their records of the violations of the Code of Academic Honesty and Integrity through a written request to the Dean of the College of Arts and Sciences.

UNIVERSITY FACULTY AND ADMINISTRATION

UNDERGRADUATE FACULTY

Division of Business and Economics
Division of Humanities and Arts
Division of Sciences and Engineering
Division of Social Sciences

PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM INSTRUCTORS

UNIVERSITY ADMINISTRATION

Office of the President

College of Arts & Sciences

- Office of the Dean of the College of Art & Sciences
- Division of Business & Economics
- Division of Humanities & Arts
- Division Sciences & Engineering
- Division of Social Sciences
- Writing Center
- Gulf Studies Center
- Gulf Studies Program
- Arabian Heritage Project

Division of Student Affairs

- Office of the Dean of Student Affairs
- Office of Admissions
- Office of the Registrar
- Student Success Center
- Office of Student Life
- Office of Parent Relations and Alumni Affairs

Finance and Administration

- Office of the Executive Director of Finance and Administration
- Human Resources
- Finance
- Information Technology
- Campus Services
- Center for Continuing Education

Intensive English Program

Library

Public Relations and Marketing

Institutional Research



UNDERGRADUATE FACULTY

DIVISION OF BUSINESS AND ECONOMICS

ALJAMAL, Ali, Assistant Professor of Economics; Ph.D., 1999, University of Arizona, Tucson, Arizona, USA.

ANKLI, Robert, Visiting Professor of Operations Management; Ph.D., 1969, University of Illinois, Urbana-Champaign, Illinois, USA.

AL-SABAH, Mariam, Instructor of Finance and Economics; M.Sc., 2008, Cass Business School, City University London, London, UK.

AL-SALEM, Athmar, Assistant Professor of Management; D.Sc., 1989, School of Engineering and Applied Science (SEAS), The George Washington University, Washington, DC, USA.

BAGNIED, Mohsen, Associate Professor of Marketing and Management; Ph.D., 1973, University of Maryland, College Park, Maryland, USA.

CADER, Hanas, Assistant Professor of Economics; Ph.D., 2006, Kansas State University, Manhattan, Kansas, USA.

CARRADA-BRAVO, Francisco, Professor of Finance; Ph.D., 1981, University of Colorado at Boulder, Boulder, Colorado, USA.

CHIEMEKE, Charles, Assistant Professor of Economics; Ph.D., 2004, Vienna University of Economics and Business Administration, Vienna, Austria.

CRIPPS, Jeremy, Professor of Accounting; FCA, CPA, FCCA; Ph.D., 1992, Union Institute and University, Cincinnati, Ohio, USA; Fellow of the Institute of Chartered Accountants in England and Wales; Certified Public Accountant (Ohio); Fellow of the Association of Chartered and Certified Accountants

DAKHLI, Mourad, Associate Professor of International Business and Management; Ph.D., 2002, University of South Carolina, Columbia, South Carolina, USA.

DENNY, Marcia, Visiting Assistant Professor of Law; J.D., 1984, Texas Tech University, Lubbock, Texas, USA.

HADDAD, Ayman, Assistant Professor of Accounting; Ph.D., 2006, University of East Anglia, Norwich, UK.

MACDONALD, Penny, Associate Professor of Management; Ph.D., 2005, University of Canterbury, Christchurch, New Zealand.

MACDONALD, Robin, Associate Professor of Management; Ph.D., 2002, University of Canterbury, Christchurch, New Zealand.

MANSOUR, Aly, Associate Professor of Management; Ed.D., 1994, George Washington University, Washington, DC, USA.

MERZA, Ebrahim, Assistant Professor of Economics; Ph.D., 2007, Kansas State University, Manhattan, Kansas, USA.

PALLIAM, Ralph, Associate Professor of Business Administration; D. Comm., 1998, University of Pretoria, Pretoria, South Africa.

RITCHIE, Robert, Visiting Associate Professor of Law; J.D., 1983, Temple University School of Law, Philadelphia, Pennsylvania, USA; MBA, 1999, Boston University School of Management, Boston, Massachusetts, USA.

RUSSELL, John, Professor of Accounting; CGA, CMA, Ph.D., 1998, Pennsylvania State University, College Park, Pennsylvania, USA; Member of the Certified General Accountants of Canada; Member of the Society of Management Accountants, Manitoba, Canada.

RUTLAND, John, Associate Professor of Business; Ph.D., 1983, University of Washington, Seattle, Seattle, Washington, USA.

SBEITI, Wafaa, Assistant Professor of Economics and Finance; Ph.D., 2008, Durham University, Durham, UK.

WEBSTER, Geoffrey, Visiting Instructor; M.Sc., 1994, Sheffield Hallam University, Sheffield, UK.

DIVISION OF HUMANITIES AND ARTS

AHMAD, Rizwan, Assistant Professor of English; Ph.D., 2007, University of Michigan, Ann Arbor, Michigan, USA.

AKBAR, Mohammad, Assistant Professor of Communication; Ph.D., 2005, American University in London, London, UK.

ALAKI, Ahlam, Assistant Professor of English; Ph.D. 2002, University of East Anglia, Norwich, UK.

AL-HUMIDI, Hamed, Assistant Professor of Arabic; Ph.D., 2003, University of Leeds, Leeds, UK.

ANDERSEN, William, Assistant Professor of Studio Arts/Graphic Design; MFA, 2000, School of the Art Institute of Chicago, Chicago, Illinois, USA.

AWWAD, Rawda, Assistant Professor of English Language and Literature; Ph.D., 1997, Duquesne University, Pittsburgh, Pennsylvania, USA.

DeANGELIS, Angelica, Assistant Professor of English Language and Literature; Ph.D., 2002, University of California- Santa Barbara, California, USA.

FARRIN, Raymond, Assistant Professor of Arabic Language and Literature; Ph.D., 2006, University of California, Berkeley, Berkeley, California, USA.

FIANNACA, Joseph, Instructor of French Language and Literature; M.A., 2002, Stendhal University, Grenoble, France.

GOTTSCHALK, Christopher, Assistant Professor of Humanities (Theater/Drama); MFA 2003; University of San Diego, San Diego, California, USA.

- HOSSEINNIA, Maryam**, Assistant Professor of Graphic Design; MFA, 2002, Minneapolis College of Art and Design, Minneapolis, Minnesota, USA.
- KAPOSI, Ildiko**, Assistant Professor of Communication; Ph.D., 2006, Central European University, Budapest, Hungary.
- KHAIR, Ramy**, Instructor of Graphic Design; MPS., 2002, Tisch School of the Arts, New York University, New York, USA.
- KLEYPAS, Kathryn**, Assistant Professor of English Language and Literature; Ph.D., 2001, State University of New York at Stony Brook, Stony Brook, New York, USA.
- KULCHITSKY, Marcella**, Assistant Professor of Graphic Design; MFA, 1989, Boston University, Boston, Massachusetts, USA.
- LAWRENCE, Sharon**, Assistant Professor of Studio Arts; MFA, 2007, Savannah College of Art and Design, Savannah, Georgia, USA.
- LOOMIS, Craig**, Associate Professor of English Language and Literature; Ph.D., 1992, University of Toledo, Toledo, Ohio, USA.
- McDOUGALL, James**, Assistant Professor of English; Ph.D., 2007, University of Florida, Gainesville, Florida, USA.
- MITCHELL, Charles**, Instructor of Journalism; MS, 2001, Columbia University Graduate School of Journalism, New York, New York, USA.
- MOHAMED, Ghaidaa**, Instructor of Arabic; MA, 2005, Indiana University, Bloomington, Indiana, USA.
- NASSIR, Ghazi**, Associate Professor of English Language and Literature; Ph.D., 1989, Florida State University, Tallahassee, Florida, USA.
- NIXON, Kathy**, Assistant Professor of English; Ph.D., 2008, University of Virginia, Charlottesville, Virginia, USA.
- O'MEARA, Simon**, Assistant Professor of Art History; Ph.D., 2004, University of Leeds, Leeds, UK.
- QUEEN, Mary**, Assistant Professor of English Language and Literature; Ph.D., 2005, Syracuse University, Syracuse, New York, USA.
- SATTI, Mohamed**, Assistant Professor of Communication/Media; Ph.D., 2009, Ohio University, Athens, Ohio, USA.
- TAMIMI, Maher M.**, Instructor of Arabic; MA, 1998, Ohio State University, Columbus, Ohio, USA.
- URKEVICH, Lisa**, Associate Professor of Musicology/Ethnomusicology; Ph.D., 1997, University of Maryland, College Park, Maryland, USA.
- ZAVALIY, Andrei G.**, Assistant Professor of Philosophy; Ph.D., 2008, City University of New York, New York, New York, USA.

DIVISION OF SCIENCES AND ENGINEERING

ABU AL-MAATI, Shereef, Associate Professor of Computer Science and Information Systems; Ph.D., 1998, Florida Institute of Technology, Melbourne, Florida, USA.

ABU RSHaid, Dima, Instructor of Computer Science and Information Systems; MS, 2003, Kuwait University, Kuwait.

AFRASSIABI, Alidad, Instructor of Mathematics; B.Sc. 2002, Queen Mary and Westfield College, University of London, London, UK.

AL-MUTAIRI, Mutlaq, Assistant Professor of Mathematics, Ph.D., 2004, University of Central Florida, Orlando, Florida, USA.

AL-OMARI, Pirin Erdogdu, Assistant Professor of Mathematics and Physics, Ph. D., 2005, University of Cambridge, Cambridge, UK.

CHARARA, Ali, Assistant Professor of Biology; Ph.D., 1997, Laval University, Québec City, Québec, Canada.

DAMAJ, Issam, Assistant Professor of Computer Engineering; Ph.D., 2004, London South Bank University, London, UK.

EL-ABD, Mohammed, Assistant Professor of Computer Engineering, Ph.D., 2008, University of Waterloo, Waterloo, Ontario, Canada.

GEORGI, Donia, Instructor, Physics Laboratory; M.Sc., 1998, Mahatma Gandhi University, Kerala, India.

GHOLOUM, Abdulaziz, Assistant Professor of Computer Science and Information Systems; Ph.D., 2008, Indiana University, Bloomington, Indiana, USA.

HART, David, Instructor of Computer Science and Information Systems; MA, 1991, University of Ottawa, Ontario, Canada.

JALLAD, Karim, Assistant Professor of Chemistry; Ph.D., 2001, Purdue University, West Lafayette, Indiana, USA.

LIVSEY, Monique D., Instructor of Mathematics; M. Arch, 1999, Georgia Institute of Technology, Atlanta, Georgia, USA.

MAHASSEN, Hania, Assistant Professor of Mathematics; Ph.D. 2007, University of Vermont, Burlington, Vermont, USA.

MOSAAD, Nemat, Associate Professor of Physics; Ph.D., 1987, University of Strathclyde, Glasgow, Scotland, UK.

RISHARD, Mohamed Z., Instructor, Chemistry Lab; Ph.D. 2007, Texas A&M University, College Station, Texas, USA.

TESSIER, Fernand, Associate Professor of Mathematics; M.Sc., 1970, McGill University, Montreal, Québec, Canada.

ZEID, Amir, Assistant Professor of Computer Science, Ph.D.; 2000, Carleton University, Ottawa, Ontario, Canada.

DIVISION OF SOCIAL SCIENCES

AL-AWADI, Hesham, Associate Professor of History and International Relations; Ph.D., 2003, University of Exeter, Exeter, UK.

DINKHA, Juliet, Associate Professor of Psychology; Psy.D., 2000, Illinois School of Professional Psychology, Chicago, Illinois, USA.

HAMZEH, Nizar, Professor of Political Science; Ph.D., 1986, University of Southern California, Los Angeles, California, USA.

KELLY, Marjorie, Assistant Professor of Anthropology; Ph.D., 1993, University of California, Los Angeles, Los Angeles, California, USA.

KULCHITSKY, Dmytro Roman, Assistant Professor of International Studies and Public Policy; Ph.D., 2001, George Mason University, Fairfax, Virginia, USA.

MUNSHI, Shoma, Professor of Anthropology; Ph.D., 1990, Ecole des Hautes Etudes en Sciences Sociales, Paris, France.

OHAN, Christopher, Associate Professor of History; Ph.D., 1997, University of Texas at Arlington, Arlington, Texas, USA.

VATANDOUST, Gholamreza, Visiting Associate Professor of International Relations and History; Ph.D., 1977, University of Washington, Seattle, Seattle, Washington, USA.

IRANI, George Emile, Visiting Associate Professor of International Studies; Ph. D., 1984, University of Southern California, Los Angeles, Los Angeles, California, USA.

LUCIANO, Pellegrino, Assistant Professor of Anthropology; Ph.D., 2005, City University of New York, New York, NY, USA.

ROSE, James L. Assistant Professor of Psychology; Ph.D., 1999, University of Virginia, Charlottesville, Virginia, USA.

PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM FACULTY

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AWWAD, Beth, Instructor; M.Sc., 2004, English Education, Syracuse University – New York, USA.

BARNETT, John, Senior Instructor; MA, 1967, Reading and Counseling, University of Tulsa – Oklahoma, USA.

BROWN, Robert, Instructor; MA, 1976, Special Education, University of Northern Colorado – Colorado, USA.

HESS, David, Instructor; MA, 1999, TESOL, LaSalle University– Pennsylvania, USA.

HOFFER, Debra, Instructor; MA, 2005, Education, Indiana State University – Indiana, USA.

JACQUES, Stephen, Instructor, M.Sc., 2005, Teaching English for Specific Purposes, Aston University, UK.

JOHNSON, Garth, Instructor; MA, 2008, TESOL, University of Auckland – New Zealand.

JOHNSON, Yvonne, Instructor; MA, 2008, TESOL, University of Auckland – New Zealand.

MAHLER, Kurt, Instructor; MA, 1989, International Journalism, Baylor University – Texas, USA.

McMURRAY, Michael, Senior Instructor/Coordinator, MS, 1994, Education, East Texas State University – Texas, USA.

MORGAN, Tommy, Instructor, MA, 1979, English, University of Alabama – Alabama, USA.

PARKS, Derek, Instructor ; MA, 1989, TESOL, University of Arizona – Arizona, USA.

PEPPARD, Kevin, Instructor; MA, 1989, Social Studies, New York University – New York, USA.

PRADES, Donald, Instructor; MA, 1985, TESOL, Florida State University – Florida , USA.

SANCHEZ-LOOMIS, Rebecca, Instructor/Curriculum Coordinator; MA, 1997, English, University of California at Davis – California, USA.

STEIN, Sandra, Instructor; M.Ed., 2000, TESOL , The College of New Jersey – New Jersey, USA.

TESSIER, Marisa, Instructor; MA, 2008, Education, Bishop's University – Lennoxville, USA.

ZREBA, Joy, Instructor; MA, 1999, Linguistics, Indiana State University – Indiana, USA.

UNIVERSITY ADMINISTRATION

OFFICE OF THE PRESIDENT

Interim President	Dr. Tim Sullivan
Executive Assistant	Annie Arabian
Driver	Mohamed K. Navas

COLLEGE OF ARTS AND SCIENCES

OFFICE of the DEAN

Dean of the College of Arts and Sciences/Professor of Political Science	Prof. Nizar Hamzeh
Associate Dean for Administration/Professor of Accounting	Prof. John Russell
Assistant Dean for Accreditation & Curriculum/ Assistant Professor of English Language & Literature	Dr. Rawda Awwad
Assistant to the Dean	Sameera Al-Qenna
Executive Assistant to the Dean	Emily Sharpe
Senior Faculty Support Coordinator	Dalia Hassaan

DIVISION of BUSINESS and ECONOMICS

Division Head/Associate Professor of Marketing and Management	Dr. Mohsen Bagnied
Senior Administrative Assistant	Amal Hadeed
Administrative Assistant	Daniya Alam

DIVISION of HUMANITIES and ARTS

Division Head/Associate Professor of English	Dr. Craig Loomis
Administrative Assistant	Hadeer Mathews

DIVISION of SCIENCES and ENGINEERING

Division Head/Associate Professor of Computer Science and Information Systems	Dr. Shereef Abu Almaati
Administrative Specialist	Magdalene El-Neaman

DIVISION of SOCIAL SCIENCES

Division Head/Professor of Anthropology	Prof. Shoma Munshi
Senior Administrative Assistant	Micheline Zouein

WRITING CENTER

Director	Dr. James McDougall
Administrative Specialist	Hanouf Al-Juhail
Administrative Specialist	Jose Mangibini
Administrative Specialist - (PT)	Kheirayeh Ahmadi

GULF STUDIES CENTER

Director/Assistant Professor of Communication Program Coordinator - (PT)	Dr. Mohammad Akbar Mada Hammoud
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GULF STUDIES PROGRAM

Director/Assistant Professor of Anthropology

Dr. Marjorie Kelly

ARABAIN HERITAGE PROJECT

Director/Associate Professor of Musicology & Ethnomusicology

Dr. Lisa Urkevich

Program Coordinator

Rehab Al-Bahey

STUDENT AFFAIRS

OFFICE OF the DEAN OF STUDENT AFFAIRS

Dean of Student Affairs

Dr. Carol Ross

Assistant Dean of Students

Theodore (Tadd) Kruse

Executive Administrative Coordinator

Lamees Hettini

OFFICE of ADMISSIONS

Director

Maher Dabbouseh

Assistant Director

Eman Kamel

Senior Admissions Coordinator

Amal Jaber

Admissions Counselor

Louay Al-Khatib

Admissions Counselor

Dana Al-Mansour

Admissions Counselor

Dana Abu Naameh

Admissions Counselor

Ahmed Lotfy

Administrative Assistant

Ghadah Al-Salous

Coordinator Scholarship & Financial Aid

Amani Al-Dajane

OFFICE of the REGISTRAR

Registrar

Jill Allgier

Assistant Registrar

Hana Mathews

Scholarship Coordinator

Noushig Momdjian

Scholarship Services Assistant

Lama Kablaoui

Registrar Coordinator - *Registration*

Mohamed R. Da'na

Registrar Coordinator - *Graduation Services*

Dina El-Zohairy

Registrar Coordinator - *Transcript Evaluator*

Suzan Ghattas

Registrar Coordinator, *Record Services*

Areej Haider

STUDENT SUCCESS CENTER

Director

Joanne Hands

Assistant Director

Basema Da'na

Student Affairs Counselor

Amy Kushner

Academic Advisor

Hala Al-Abdulrazzaq

Academic Advisor/Retention Coordinator

Sally Khalifa

OFFICE of STUDENT LIFE

Director

Damian Medina

Senior Coordinator of Campus Life

Laveena Lobo

Student Engagement Officer

Ayman Shouman

Coordinator for Student Organizations and

Rama Sabano

Leadership Development

Evening Activities Coordinator

Mohamed El-Kuishawy

OFFICE of PARENT RELATIONS and ALUMNI AFFAIRS

Senior Coordinator of Parent Relations and Alumni Affairs

Fatema Hayat

Coordinator of Parent Relations and Alumni Affairs

Dana Taqi

FINANCE AND ADMINISTRATION

OFFICE of the EXECUTIVE DIRECTOR of FINANCE and ADMINISTRATION

Executive Director	Ernest Conklin
Executive Assistant	Faten Al-Kaderi
Executive Chef - <i>The Diner</i>	Walid Hallal

HUMAN RESOURCES

Director	Bonita Perry
Assistant Director - <i>Employee and Ministry Relations</i>	Norma Badran
HR Administrator - <i>Operations and HRIS</i>	Hugh Lauxley
Administrative Assistant	Lama Abdo
HR Generalist - <i>Recruitment & Administration</i>	Gretta Al-Sawah
Residential Services & Communications Specialist	Mishaal Hamdo
HR Specialist - <i>Logistics</i>	Abdul Zuhairy
Senior HR Assistant	Ashoor Moussa
HR Assistant	Ahmed Bagheri
HR Assistant	Mohammad Alavi Nejad

FINANCE

Director	Xavier (Prem) Kumar
Assistant Director	Lalitha Varadarajan
Senior Accountant	Sarathy Varadharajan
Purchasing Officer/Contracts Administrator	Eman Al-Gallad
Accountant - <i>Receivables</i>	Abdulraheem Sallam
Accountant - <i>GL Reports</i>	Suresh John
Stores Clerk	Leonilo Calingasan
Accounts Coordinator - <i>Financial Aid Programs</i>	Youssef Habib
Accounts Coordinator	Fareed Khan
Administrative Assistant	Rita Arabian

INFORMATION TECHNOLOGY

Director	Maha Khlat
Administrative Assistant	Carla Saliba
Senior Database Administrator	Hussein Diab
Information System Analyst	Fatma Abu Talaf
IT Applications Developer	Nabegh Al-Thalji
IT Systems Administrator	Shaik Sayeed Mahboob
IT Network Administrator	Faeq Abu Khair
Network Support Specialist	Hossam Omar
IT Support Unit Administrator	Zeina Itani
IT Technical Support	Mohamed Mahussain
IT Technical Support	Ali Bedawala
IT Technical Support	Ali Kutbuddin
IT Technical Support	AbdelRahman Al-Mahani
Senior Multimedia Applications Coordinator	Nezam Hamzeh
Multimedia Equipment Technician	Munawar Mullaji

CAMPUS SERVICES

Director	Abolghasem Alavinejad
Administrative Assistant	Joy John
Senior Coordinator	Mazin Younes
Safety & Security Coordinator	Nawaf Al-Banai
Campus Security Assistant	Musbah Khalifa Jomma
Facility Technician	Liaquat Ali
Driver	Kalimullah Bhuiyan
Driver/Stores Assistant	Seyed Fzullula
Senior Technician	Eric Louis Fernandes
General Maintenance Worker	Balu Nath
Driver/Services Assistant	Nadeem Rahman
Office Attendant	Nooruddin Majed
Office Attendant	Fayjul Islam
Office Attendant	Abdul Rahim Aman Ullah

CENTER FOR CONTINUING EDUCATION

Director	Jeanne Al-Failakawi
Assistant Director-Operations	Parcen Tajani
Corporate/Public Training Advisor	Dalal Al-Hubail
Program Coordinator/Curriculum Developer	Heather Rennison
Administrative Assistant	Moustafa El-Khashab
Administrative Assistant - (PT)	Heba Fahmy
Receptionist/Registrar	Huda Sweidan
Receptionist	Ibtissam Khalil
Instructor - IELTS/TOEFL	Steven Urbano
Office Facilitator	Nawaj Pradania
Teaching Officer Assistant	Ifechukude Emelue

INTENSIVE ENGLISH PROGRAM

Director	Margaret Combs
Assistant to the Director	Nour El-Shamsy
Laboratory Assistant	Jabran Butt

LIBRARY

Director	Amna Al-Omare
Library Automation Analyst	Hana Kaouri
Collection/Development Librarian	Thomas Kutty
Reference/Instruction Librarian	Asma Al-Kanan
Circulation/Reference Librarian	Summayah Al-Faresi
Librarian - (PT)	Ajitha Nair
Librarian - (PT)	Kutub Vadiwala
Librarian - (PT)	Liulu Gan
Librarian - (PT)	Naji Dimachkie

PUBLIC RELATIONS AND MARKETING

Director	Amal Al-Binali
Senior Coordinator - <i>Publications Planning and Design</i>	Amer El-Assaad
Senior Administrative Assistant	Hilda Bou Hatoum
Media & Communication Officer	Fatma Khamis
Marketing Development Officer	Sarah Boodai
University Editor	Ayeshah Al-Khaldi
Web Developer	Roland Lopes
Web Designer	Saleem Aboobacker
Graphic Designer	Abdalla AbdelRahman

INSTITUTIONAL RESEARCH

Director	Maha Khat
Institutional Research Analyst	Fatma Abu Talaf
Institutional Research Analyst	Nabegh Al-Thalji

(PT): Part-Time

AUK CAMPUS DIRECTORY (Effective September 2010)



A

SCIENCES BUILDING

Office of Student Life
IT Department
Division of Sciences & Engineering
Division of Social Sciences
Office of the Director of IEP
IEP Faculty Offices
Classrooms (A101 - A208)
Writing Center
Mac Lab 2
Starbucks Coffee

B

LIBERAL ARTS BUILDING

Office of the Dean of the College of Arts & Sciences
Division of Humanities & Arts
Division of Business & Economics
Classrooms (B101 - B312)
Auditorium
The Diner
Computer Labs
Mac Lab 1
Student Clubs & Organizations

C

INTENSIVE ENGLISH PROGRAM (IEP)

IEP Classrooms (C002, C005 - C009)
IEP Labs (C003 - C004)

D

ADMINISTRATION BUILDING

Office of the Chair of the Board of Trustees
Office of the President
PR & Marketing Department
Government Relations
Human Resources Department
Office of Finance and Administration
Office of the Director of Campus Services
Finance Department
Purchasing Office
AUK Bookstore

L

UNIVERSITY LIBRARY

Library Offices
American Corner
Library Conference Room

G

STUDENT AFFAIRS BUILDING

Office of the Dean of Student Affairs
Office of Admissions
Office of the Registrar
Student Success Center
Tutoring Center
Office of Parent Relations and Alumni Affairs
Physics Lab
Chemistry/Biology Lab

CCE

CENTER FOR CONTINUING EDUCATION (CCE)

C-003A
IEP Office

C-005A
DIGITS (Apple Educational Reseller)

C-007A
Mini Campus Store

C-009A
Security Office

C-010
Piano Music Lab

C-012
Black Box Studio (Theater)


C-013
Music Room

C-014
Physics Labs

C-015
Biology Lab

C-016
Multi-Purpose Room

CSD
Office of Safety & Security and
Campus Services

 Prayer Rooms

 The Hangout (Activity Tent)

 Indoor Gym

 Clinic

 Kwik Kopy

 Campus Store



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