

AMERICAN UNIVERSITY *of* KUWAIT

# ACADEMIC CATALOG

2015/2016



AMERICAN UNIVERSITY *of* KUWAIT

# ACADEMIC CATALOG



AMERICAN  
UNIVERSITY  
*of* KUWAIT™

**2015-2016 EDITION**

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# TABLE OF CONTENTS

<b>CONTACT INFORMATION</b>	8
<b>2015-2016 ACADEMIC CALENDAR</b>	13
<b>MESSAGE FROM THE PRESIDENT</b>	18
<b>THE AMERICAN UNIVERSITY OF KUWAIT BOARD OF TRUSTEES</b>	19
<b>1) ABOUT THE AMERICAN UNIVERSITY of KUWAIT</b>	
<b>THE UNIVERSITY</b>	23
Mission Statement	23
Values	23
Academic Degree Programs	24
Institutional & Program Accreditation	24
<b>UNIVERSITY CULTURE</b>	25
<b>UNIVERSITY FACULTY</b>	25
<b>AUK AND DARTMOUTH COLLEGE</b>	25
<b>CAMPUS ENVIRONMENT</b>	26
Segregation	27
A Safe and Substance-Free Campus	27
Smoking Policy	27
<b>ACADEMIC RESOURCES</b>	27
University Library	27
Academic Advising & Learning Support Services	29
<b>UNIVERSITY LABORATORIES</b>	31
Computer Laboratories	31
Engineering Laboratories	31
Science Laboratories	31
<b>COMMUNITY RESOURCES</b>	32
The American Corner	32
Center for Continuing Education	32
Center for Gulf Studies	32
Center for Research in Informatics, Sciences, and Engineering (RISE)	32
<b>ON-CAMPUS SERVICES</b>	33
AUK Bookstore	33
Banking	33
Business Center	33
Print Services	33
Student Shared Drives	33
AUK Mobile Application	33
Multimedia Services	33
Email Service	34

MyAUK Portal	34
Food Services and Coffee Shops	34
Health Care Services	34
Parking	34

## 2) ADMISSION, REGISTRATION GUIDANCE, AND TUITION

<b>ENGLISH PROFICIENCY</b>	<b>38</b>
<b>ADMISSION APPLICATION DEADLINES</b>	<b>38</b>
<b>ADMISSION PROCESS</b>	<b>39</b>
AUK Application Form	39
Personal Essay	39
Application Fee	39
Step I: Application	39
Step II: Confirmation and Enrollment Deposit	39
Step III: Final Transcript(s)	39
<b>ADMISSION CATEGORIES &amp; REQUIREMENTS</b>	<b>41</b>
First-time College Students	41
<i>Required Documents</i>	41
<i>GPA Requirements</i>	41
<i>Program-Specific Admissions Requirements</i>	42
Transfer Students	42
<i>Category I: Students Transferring With Fewer Than 24 Credit Hours</i>	43
<i>Category II: Students Transferring With 24 Credit Hours or More</i>	43
<i>Category III: Students Transferring With a College Diploma</i>	44
Non-Degree Students	45
Visiting Students	46
Students with a Bachelor's Degree	46
Provisional Admission	47
Deferred Admission	48
Readmission	48
<b>GENERAL ADMISSION POLICIES</b>	<b>48</b>
Transfer of Credits	48
Conversion of Quarter Hours to Semester Hours	49
Acceptable Secondary School Certificates	49
Advanced Standing Credit Transfer	51
<i>Advanced Placement (AP)</i>	51
<i>A-Level (IGCSE)</i>	51
<i>International Baccalaureate (IB)</i>	51
<i>French Baccalaureate</i>	52
Disability Disclosure	52
<b>REGISTRATION GUIDANCE</b>	<b>52</b>
Placement Testing, Advising and Registration (SAR)	52
Placement Testing	52
Advising	53
Registration	53
<b>TUITION &amp; FEES 2014-2015</b>	<b>53</b>
Fees Description & Notes	54
Enrollment Deposit	54
Legal Contract	54
Payment of Fees and Charges	55
Non-Payment	55

De-registration	55
Payment Options	55
Tuition Fees Refund	55
Holds	55

### 3) GENERAL UNIVERSITY ACADEMIC INFORMATION

<b>STUDENT RESPONSIBILITIES</b>	<b>59</b>
<b>UNIVERSITY DEGREE REQUIREMENTS</b>	<b>59</b>
<b>ACADEMIC ADVISING</b>	<b>60</b>
General Guidelines	60
Undeclared Students	60
Declared Students	60
<b>ACADEMIC POLICIES</b>	<b>61</b>
Matriculation to the Undergraduate Degree Program	61
Class Attendance	61
Grading System	61
<i>Grade Notations that are not calculated in the GPA</i>	63
<i>Computing the Grade Point Average</i>	64
<i>Failing</i>	64
<i>Course Repetition Policy</i>	64
<i>Incomplete Grades</i>	65
<i>Not Reported (NR) Grades</i>	65
<i>Course Grade Appeals</i>	65
<i>Change of Final Grade</i>	67
Student Complaints Concerning Faculty	67
Tests and Examinations	68
Challenging Educational Materials	69
Academic Probation	69
<i>Removal of Academic Probation</i>	69
<i>Academic Dismissal</i>	69
<i>Readmission to AUK</i>	70
<i>Permanent Academic Dismissal</i>	70
Registration	70
<i>Registration Holds</i>	70
<i>Drop and Add</i>	70
Withdrawal	71
<i>Withdrawal from Individual Courses</i>	71
<i>Withdrawal from the Semester</i>	71
<i>Withdrawal from the University</i>	71
Leave of Absence	72
<i>Resuming Study at AUK</i>	72
Auditing	
Study at Another Institution	72
<i>General Guidelines</i>	72
<i>Study Abroad: Institutions Outside of Kuwait</i>	73
<i>Study Abroad at an AUK-Approved Study</i>	73
<i>Abroad Program or AUK Exchange Program</i>	73
<i>Study at Institutions in Kuwait</i>	73
Academic Scholarships	73
<i>Scholarship Criteria for New Students</i>	73
<i>Scholarship Criteria for Continuing Students</i>	73
<i>Scholarship Application Process and Deadlines</i>	74
<i>Retention of Scholarship</i>	74

<b>COURSES AND CLASS SCHEDULES</b>	<b>74</b>
Course Schedules	74
Course Prefix, Level, Title and Credit Hours Information	74
Prerequisites	74
Co-requisites	75
Independent Study Courses	75
Special Topics Courses	75
Course Substitutions	75
University Academic Operation and Class Periods	75
Course Description and Syllabi	
<b>COURSE DESCRIPTIONS AND SYLLABI</b>	<b>76</b>
<b>ACADEMIC LOAD</b>	<b>76</b>
Full-time Students	76
Part-time Students	76
Maximum Credit Loads	76
Course Load Reduction	76
<b>CATEGORIES OF STUDENTS AND CLASS STANDING</b>	<b>76</b>
<b>CLASS STANDING</b>	
<b>GENERAL EDUCATION</b>	<b>76</b>
Mission Statement for General Education	77
General Education Learning Outcomes	77
General Education Requirements	78
The General Education Requirement “D” Grade	81
Foundation Courses and Prerequisites	81
Upper-Level Courses	82
Internships	82
<b>DEGREE PROGRAMS AND MAJOR REQUIREMENTS</b>	<b>83</b>
Declaration of Major in the Degree Program	83
Change in Degree Program, Major and/or Minor	83
Completion of the Major in the Degree Program	83
Double Major	84
Students with a Bachelor’s Degree	84
<b>MINOR REQUIREMENTS AND DECLARATION OF A MINOR</b>	<b>85</b>
Completion of the Minor	85
Undergraduate Certificates	85
<b>GRADUATION</b>	<b>85</b>
Eligibility for Graduation and Credit Hour Requirements	85
Application for Graduation	86
Conferral of Degrees	86
Graduation Ceremony	87
Additional Diplomas	87
<b>STUDENT ACADEMIC RECORDS</b>	<b>87</b>
Permanent Record	87
Transcripts	87
Disclosure of Student Records	88
<b>UNIVERSITY HONORS AND AWARDS</b>	<b>88</b>
Dean’s Honor List	88
President’s Honor Roll	88
Graduation Honors	88
<b>UNIVERSITY LIABILITY</b>	<b>88</b>

## 4) COLLEGE OF ARTS & SCIENCES

<b>DEAN OF THE COLLEGE OF ARTS AND SCIENCES</b>	<b>91</b>
Mission, Vision and Values	91
Programmatic Accreditation	92
Undergraduation Programs	92
<b>Degree Program Departments in Arts and Humanities</b>	<b>94</b>
<i>Department of Arts and Graphic Design</i>	94
<i>Department of Communication and Media</i>	99
<i>Department of English</i>	104
Non-Degree Program Departments in Arts and Humanities	108
<i>Department of Arabic and Foreign Languages</i>	108
<i>Department of Music and Drama</i>	110
<b>Degree Program Departments in Sciences and Engineering</b>	<b>112</b>
<i>Department of Electrical and Computer Engineering</i>	112
<i>Department of Computer Science and Information Systems</i>	126
Non-Degree Program Departments in Sciences and Engineering	137
<i>Department of Math and Natural Sciences</i>	137
<b>Degree Program Departments in Social Sciences</b>	<b>140</b>
<i>Department of International Relations</i>	140
<i>Department of Social and Behavioral Sciences</i>	148
Non-Degree Program Department in Social Sciences	156
<i>Gulf Studies Certificate Program</i>	156
<b>INTENSIVE ENGLISH PROGRAM</b>	<b>157</b>
Mission	157
Accreditation	157
Program Outcomes	157
Program Benefits	157
Admission and Placement	158
Hours of Study	158
Pedagogical Foci	158
Methods of Instruction in Intensive English	159
Curriculum Overview by Skill	159
<i>Reading through the curriculum in the IEP</i>	159
<i>Writing through the curriculum in the IEP</i>	159
<i>Listening through the curriculum in the IEP</i>	160
<i>Speaking through the curriculum in the IEP</i>	160
<i>Vocabulary</i>	161
<i>Grammar</i>	161
Policy on Attendance and Lateness	161
Evaluation of Student Progress	162
Satisfactory Completion of the Intensive English Program	162
Certificate of Completion	162
Advising for Advancement to the Undergraduate Program	162



## 5) COLLEGE OF BUSINESS AND ECONOMICS

<b>DEAN OF THE COLLEGE OF BUSINESS AND ECONOMICS</b>	165
Mission	165
Programmatic Accreditation	165
<b>BACHELOR OF BUSINESS ADMINISTRATION (BBA) MAJORS</b>	166
<b>BBA MINORS</b>	166
<b>DISCIPLINES (FIELDS OF STUDY)</b>	166
<b>ACADEMIC AND PROFESSIONAL SKILLS DEVELOPED</b>	166
<b>OVERVIEW OF THE REQUIREMENTS</b>	167
Program Admission Requirements	167
University Degree Requirements	167
Degree Program Departments	167
<b>BBA DEGREE PROGRAM DEPARTMENTS IN THE COLLEGE</b>	168
Department of Accounting	168
<i>BBA in Accounting (ACCT)</i>	168
Department of Finance	170
<i>BBA in Finance (FINC)</i>	170
Department of Management and Human Resource Management	172
<i>BBA in Management (MGMT)</i>	172
Department of Marketing	174
<i>BBA in Marketing (MRKT)</i>	174
Department of Economics	178
<i>BBA in Economics (ECON)</i>	178
<b>MINORS IN THE COLLEGE OF BUSINESS AND ECONOMICS</b>	182
Business Administration (for non-Business majors)	183
Economics	184
Human Resource Management	185

## 6) COURSE DESCRIPTIONS BY DISCIPLINE

<b>GLOSSARY OF TERMS</b>	189
<b>DISCIPLINES (FIELDS OF STUDY)</b>	190
<b>UNDERGRADUATE COURSE DESCRIPTIONS</b>	191
<b>IENG COURSE DESCRIPTIONS</b>	253

## 7) STUDENT AFFAIRS

<b>OFFICE OF THE VICE PRESIDENT OF STUDENT AFFAIRS</b>	257
<b>DIVISION OF STUDENT AFFAIRS</b>	257
<b>MISSION STATEMENT</b>	257
<b>DIVISION OBJECTIVES</b>	257
<b>OFFICE OF STUDENT LIFE</b>	259
Mission and Objectives	259
Student Activities	259
The Wolfpack Hangout	259
Clubs and Organizations	259
Student Government Association	260
Student Publications	260
Athletic Sports & Recreational Programs	260

Judicial Affairs	260
Student Employment	261
University IDs	261
<b>DEPARTMENT OF CAREER SERVICES AND WELLNESS</b>	262
Mission	256
Objectives	262
Personal Counseling	262
Disability Disclosure	262
Career Counseling and Services	263
<b>ALUMNI AFFAIRS</b>	264
Mission	264
Objectives	264
Services	264
<b>AUK CLINIC</b>	265
Mission	265
Values	265
Services	265
Contact Information	265

## **8) FACULTY & UNIVERSITY ADMINISTRATION**

<b>COLLEGE OF ARTS AND SCIENCES</b>	269
<b>COLLEGE OF BUSINESS AND ECONOMICS</b>	274
<b>UNIVERSITY ADMINISTRATION</b>	276

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# 2015-2016 ACADEMIC CALENDAR

*\* As customary, Islamic holidays are based upon the sighting of the moon. The dates indicated are tentative until formally announced by Kuwait's Civil Service Commission. 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.*

## FALL 2015

### September

06	Su	De-Registration process for non-payment of Tuition for Fall courses 4:00 pm. Faculty return.
10	Th	De-Registration process for non-payment of tuition for Fall courses at 4:00 pm.
13	Su	Fall semester begins.
17	Th	Fall semester Drop/Add deadline. Last day to submit a Pass/Fail Option form, Permission to Audit form, Independent Study form, or Internship form. Final De-Registration process for non-payment of Tuition for Fall semester courses at 4:00 pm.
22-24	T-Th	Eid Al-Adha. University closed.
27	Su	University reopens – classes resume.
29	T	Last day to withdraw from individual Fall courses or from the university with a 50% refund.

### October

01	Th	Submission of tuition refunds requests.
05	M	“Financial Hold” placed on students and KWD 10 first installment charge applied.
11	Su	“Must Declare Major” holds placed on students.
14-15	W-Th	Islamic New Year. University closed.
18	Su	University reopens – classes resume. First tuition installment due.
21	W	KWD 25 late payment fee charged and financial hold is administered at 8:00 am; the 2nd installment fee is charged on all payments made after this time without a prior installment plan.

### November

08-12	Su-Th	Midterm of semester.
15	Su	Midterm grades for Fall courses due via AUK Self-Service by 9:00 am. Midterm grades for Fall Courses available to students via AUK Self-Service effective 4:00 pm.
18	W	Second tuition installment due
24	T	KWD 25 late payment fee charged and financial hold is administered at 8:00 am; the 3rd installment fee is charged on all payments made after this time without a prior installment plan.
26	Th	Graduation application due for Fall 2015 graduates.
29	Su	Academic advising for Spring and Summer 2016 begins.



## December

01	T	Registration for Spring and Summer 2016 begins ( <i>for details refer to the Advance Registration Schedule available on the website</i> ).
03	Th	Last day to withdraw with a “W” from a single class or from the university.
17	Th	Third tuition installment due.
21	M	KWD 25 late payment fee charged and financial hold is administered at 8:00 am.
24	Th	Prophet’s Birthday. University closed.
27-31	Su-T	Winter break. University closed.

## January

03	Su	University reopens – Classes resume.
14	Th	Classes end. Advising for <i>Declared</i> majors stops until January 27.
17-21	Su-Th	Final exams.
24	Su	Final grades for Fall courses due via AUK Self Service by 9:00 am.
24-28	Su-Th	Semester break. University open.
25	M	Grades for Fall courses available to students via AUK Self Service effective 4:00 pm.

## SPRING 2016

### January

24	Su	De-registration process for non-payment of tuition for Spring courses run at 4:00pm.
27	W	Academic advising resumes for <i>Declared</i> majors.
28	Th	De-registration process for non-payment of tuition for Spring courses run at 4:00pm.
31	Su	Spring semester begins.

### February

04	Th	Spring semester Drop/Add deadline. Last day to submit Permission to Audit form, Pass/Fail Option form, Independent Study form, or Internship form. Final De-Registration process for non-payment of tuition for Spring courses run at 4:00 pm.
11	Th	Last day to withdraw from individual Spring courses or university with a 50% refund.
14	Su	“Must Declare Major” holds placed on students. Submission of tuition refunds requests.
16	T	“Financial Hold” placed on students and KWD 10 first installment charge applied.
25	Th	National and Liberation Days. University closed.
28	Su	University reopens – classes resume.

### March

17	W	First tuition installment due.
20-24	Su-Th	Midterm of semester.
22	T	KWD 25 late payment fee charged and “Financial Hold” is applied at 8:00 am; the 2nd installment charge is applied.
27	Su	Midterm grades for Spring courses due via AUK Self Service by 9:00 am. Spring midterm grades available on AUK Self-Service at 4:00 pm.
27-31	Su-Th	Spring break for faculty and students.
31	Th	University closed. Spring break for staff.

### April

03	Su	University reopens – classes resume. Academic advising for Fall 2016 begins for all UG students.
05	T	Registration for Fall 2016 begins ( <i>for details refer to the Advance Registration Schedule available on the website</i> ).

17	Su	Second tuition installment due.
20	W	KWD 25 late payment fee charged and financial hold is administered at 8:00 am; the 3rd installment charge is applied.
21	Th	Last day to withdraw with a “W” from a single course or from the university.

**May**

05	Th	Prophet’s Ascension. University closed.
17	T	Third tuition installment due.
22	Su	KWD 25 late payment fee charged and “Financial Hold” applied at 8:00 am.
26	Th	Last day of classes for Spring semester.
29-31	Su-T	Final exams begin (see exam schedule on web).

**June**

01-02	W-Th	Final exams continue.
05	Su	Final grades for Spring courses due via AUK Self Service by 9:00 am.
05-09	Su-Th	Semester break. University open.
06	M	Final grades for Spring courses available to students via AUK Self Service at 4:00 pm.
09	Th	Graduation. University closed for all to help at graduation.

**SUMMER 2016 Undergraduate – Summer Full Semester****June**

07	T	Holy Month of Ramadan begins. Offices’ hours and class schedule adjusted. De-Registration process for non-payment of tuition for Summer Full Semester.
09	Th	Graduation – University closed for all to help at graduation.
12	Su	University reopens - Summer full semester courses begin.
16	Th	Summer Full Semester Drop/Add deadline. Last day to submit Permission to Audit form, Pass/Fail Option form, Independent Study form, or Internship form. Final De-registration for non-payment of UG Summer Full Semester courses by end of working hours.
23	Th	Last day to withdraw from individual Summer Full Semester courses or university if all courses are Summer Full Semester with a 50% refund.
26	Su	Submission of tuition refunds requests.
30	Th	“Financial Hold” placed on students and KWD 10 first installment charge applied.

**July**

03-07	Su-Th	Eid Al-Fitr. University closed.
10	Su	University reopens – classes resume.
14	Th	First tuition installment due.
19	T	“Financial Hold” is applied at 8:00 am.
21	Th	Midterm for Summer Full Semester courses.
24	Su	Midterm grades for Summer Full Semester courses due via AUK Self Service by 9:00 am. Midterm grades for Summer Full Semester courses available to students via AUK Self Service at 4:00 pm.

**August**

09	T	Last day to withdraw with a “W” from Summer Full Semester courses.
14	Su	Second tuition installment due.
17	W	“Financial Hold” is applied at 8:00 am.
23	T	Last day of classes for Summer Full Semester courses.

24-25	W-Th	Final exams for Summer Full Semester courses.
28	Su	Final grades for Summer Full Semester courses due via AUK Self Service by 9:00 am.
30	T	Final grades for Summer Full courses available to Students via AUK Self Service effective 4:00 pm.

**SUMMER 2016 Undergraduate – Summer 1<sup>st</sup> Block**

**June**

07	T	Holy Month of Ramadan begins. Offices' hours and class schedule adjusted. De-Registration process for non-payment of tuition for summer 1st Block courses by the end of working hours.
09	Th	Graduation – University closed for all to help at graduation.
12	Su	University reopens – 1st Block semester courses begin.
13	M	1st Block semester Drop/Add deadline. Last day to submit Permission to Audit form, Pass/Fail Option form, Independent Study form, and Internship form. Final de-registration for non-payment of tuition for summer 1st Block by the end of working hours.
15	W	Last day to withdraw from individual 1st Block Semester courses or from the University with a 50% refund if all courses are 1st Block courses.
26	Su	Submission of tuition refunds requests.
30	Th	Last day to withdraw from 1st Block classes or from university if all classes are 1st Block. “Financial Hold” placed on students and KWD 10 installment charge applied.

**July**

03-07	Su-Th	Eid Al-Fitr. University closed.
10	Su	University reopens – classes resume.
14	Th	Tuition installment due.
19	T	“Financial Hold” is applied at 8:00 am.
20	W	Last day of classes for 1st Block Semester courses.
21	Th	Final exams for 1st Block Semester courses.
24	Su	Final grades for 1st Block Semester due via AUK Self Service by 9:00 am. Final grades for 1st Block semester courses available to students via AUK Self Service at 4:00 pm.

**SUMMER 2016 Undergraduate – Summer 2<sup>nd</sup> Block**

**July**

03-07	Su-Th	Eid Al-Fitr. University closed.
10	Su	University reopens.
19	T	De-Registration process for non-payment of tuition for summer 2nd Block at 4:00 pm.
24	Su	Summer 2nd Block Semester courses begin.
25	M	Summer 2nd Block Semester Drop/Add deadline. Last day to submit Permission to Audit form, Pass/Fail Option form, Independent Study form, or Internship form. Final de-registration process for non-payment of tuition for summer 2nd Block at 4:00 pm.
27	W	Last day to withdraw with a “W” from individual 2nd Block Semester courses with a 50% refund and from the university with a 50% refund if all courses are 2nd Block semester courses.
31	Su	Submission of tuition refunds requests.

**August**

02	T	“Financial Hold” placed on students and KWD 10 installment charge applied.
09	T	Last day to withdraw with a “W” from 2nd Block Semester courses.
14	Su	Tuition installment due.
18	Th	“Financial Hold” is applied at 8:00 am.
23	T	Last day of classes for 2nd Block Semester courses.
24-25	W-Th	Final exams for 2nd Block Semester courses.
28	Su	Final grades for 2nd Block Semester courses due via AUK Self Service by 9:00 am.
30	T	Final grades for 2nd Block semester courses available to student via AUK Self Service effective 4:00 pm.

**SUMMER 2015 Intensive English Program****June**

07	T	Holy Month of Ramadan begins. Offices’ hours and class schedule adjusted.
		De-Registration process for non-payment of tuition for IEP summer.
09	Th	Graduation – University closed for all to help at graduation.
12	Su	University reopens – IEP Summer classes begin.
16	Th	Summer semester Drop/Add deadline.
		Final de-registration for non-payment of IEP Summer courses.
23	Th	Last day to withdraw from the university with a 50% refund.
26	Su	Submission of tuition refund requests.
30	Th	“Financial Hold” placed on students and KWD 10 first installment charge applied.

**July**

03-07	Su-Th	Eid Al-Fitr. University closed.
10	Su	University reopens – classes resume.
14	Th	First tuition installment due.
19	T	“Financial Hold” is applied at 8:00 am.
21	Th	Midterm of semester.
24	T	Midterm grades for IEP Summer Semester courses due via AUK Self Service by 9:00 am.
		Midterm grades for IEP Summer Semester courses available to students via AUK Self Service by 4:00 pm.

**August**

09	T	Last day to withdraw with a “W” from IEP Summer Semester courses.
14	Su	Second tuition installment due.
17	W	Financial hold is administered at 8:00 am.
23	T	Last day of IEP Summer Semester classes.
24-25	W-Th	IEP Final exams.
28	Su	Final grades for IEP Summer Semester classes due via AUK Self Service by 9:00 am.
30	T	Final grades for IEP Summer Semester available to students via AUK Self Service by 4:00 pm.



# MESSAGE FROM THE PRESIDENT

Welcome to the American University of Kuwait (AUK). Located within a walking distance from the Salmiya coast, AUK is the country's leading Liberal Arts Teaching and Research University. I believe the formula for an outstanding university is great students, great faculty and staff, great trustees and great community. You will find it all here at AUK.

Our student body is the best qualified and most diverse in Kuwait. More than 2400 students are seeking degrees at AUK, and half of them take summer courses. We realize that each student is unique, and as a university we strive to maximize that unique potential.

AUK continues to attract and retain outstanding faculty and administrative personnel who are well respected in their fields. We offer a challenging intellectual environment with 13 undergraduate degree programs of which many have received international program accreditation. Opportunities for involvement in interactive learning, innovative research projects and life enhancing club and sport activities abound on our campus.

I invite you to explore AUK. Whether you're a prospective student, or a community partner, AUK is your resource for a lifetime. Visit our campus or our Web site. You're always welcome at AUK.

Inside this catalog is an array of majors and classes, mostly taught by full-time faculty with terminal degrees, not by teaching assistants as at many other large universities. I encourage you to browse through the catalog and find majors and classes that will help prepare you personally and professionally. I, also, encourage students who are already enrolled at AUK to read the academic sections relevant to completing her/his degree requirements. We are all here to support your success.

I wish you a productive and enjoyable time while at AUK, and I look forward to meeting you in person.

Sincerely,



**Nizar Hamzeh, PhD**  
**President**  
**Professor of Political Science and International Law**

# 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 is currently composed of 8 members, in addition to the University President and the Dartmouth College Relationship Coordinator (Director) as ex-officio member. The Board of Trustees meets twice a year in AUK's Salmiya campus.

## **Shaikha Dana Nasser Sabah Al-Ahmed Al-Sabah**

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## **Walid E. Moubarak, Ph.D.**

*Member*, Lebanese President's Steering Committee on National Dialogue  
*Director*, Institute of Diplomacy and Conflict Transformation, Lebanese American University

## **Nizar Hamzeh, Ph.D.**

*President*, American University of Kuwait

## **Dale F. Eickelman, Ph.D., (ex officio member)**

*Ralph and Richard Lazarus Professor of Anthropology and Human Relations*, Dartmouth College  
*Relationship Coordinator (Director)*, the Dartmouth College-American University of Kuwait Program

# ABOUT THE AMERICAN UNIVERSITY of KUWAIT

## THE UNIVERSITY

- Mission Statement
- Values
- Academic Degree Programs
- Institutional & Program Accreditation

## UNIVERSITY CULTURE

## UNIVERSITY FACULTY

## AUK AND DARTMOUTH COLLEGE

## CAMPUS ENVIRONMENT

- Segregation
- A Safe and Substance-Free Campus
- Smoking Policy

## ACADEMIC RESOURCES

- University Library
- Academic Advising & Learning Support Services

## UNIVERSITY LABORATORIES

- Computer Laboratories
- Engineering Laboratories
- Science Laboratories

## COMMUNITY RESOURCES

- The American Corner
- Center for Continuing Education
- Center for Gulf Studies
- Center For Research in Informatics, Sciences And Engineering (RISE)

## ON-CAMPUS SERVICES

- AUK Bookstore
- Banking
- Business Center
- EMAIL
- MyAUK Portal
- Food Services and Coffee Shops
- Health Care Services
- Parking

# 1





# 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 received its Institutional Accreditation from the Private Universities Council (PUC) – Ministry of Higher Education in the State of Kuwait, as of February 1, 2006.

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 system aims not only to guide the students to fulfill their educational goals, but to also instill effective critical thinking skills that they can apply in their future careers in the fields of their choice.

The AUK faculty is comprised of a highly qualified group of international academics experienced in the American style of higher education. There are over 114 faculty members at AUK, 81 percent of whom have earned PhDs or terminal degrees. With most class sizes ranging from 10 to 39 students, developing bonds between students and professors is easy.

During their academic career at AUK, our students will be trained to improve their academic skills, time management skills, and learn stress reduction techniques. Our students will also find opportunities to gain professional experiences through our student employment program and internships, develop their creative talents and maintain their personal health and fitness through our extracurricular activities, and learn to become involved members of the community.

## MISSION STATEMENT

The American University of Kuwait is a liberal arts institution dedicated to teaching, learning, and scholarship. The university offers programs that provide students with the knowledge and skills necessary for lifelong learning and professional success. AUK enriches society by fostering an environment that encourages critical thinking, effective communication, personal growth, service, and leadership.

## VALUES

The AUK community strives to uphold the following values:

- Freedom of thought, expression, and intellectual inquiry.
- Respect for individual identity and rights, and cultural diversity.
- Commitment to high standards of morality, integrity, and social responsibility.
- Adherence to high professional standards and ethics.

## VISION

AUK aspires to be a leading university recognized locally, regionally, and internationally for its institutional distinctiveness, academic excellence, and the accomplishments of its graduates.

## ACADEMIC DEGREE PROGRAMS

The following Bachelor of Arts (BA), Bachelor of Engineering (BE), and Bachelor of Science (BS) degree programs are offered in the **College of Arts & Sciences**:

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in English
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in International Relations
- Bachelor of Arts in Social and Behavioral Sciences (*Concentration in Anthropology*)
- Bachelor of Engineering in Computer Engineering
- Bachelor of Engineering in Electrical Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

The following Bachelor of Business Administration (BBA) degree programs are offered in the **College of Business and Economics**:

- 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

## INSTITUTIONAL & PROGRAM ACCREDITATION

### **Local Institutional Accreditation:**

The American University of Kuwait received its Institutional Accreditation from the Private Universities Council (PUC) – Ministry of Higher Education in the State of Kuwait, as of February 1, 2006.

### **Program Accreditation:**

### **COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION (CEA)**

The Intensive English Program (IEP) at the American University of Kuwait is accredited by the CEA since August 2009. In 2014, the CEA granted the IEP 10-year re-accreditation. For further information about this accreditation, visit the website: [www.cea.accredit.org](http://www.cea.accredit.org).

### **ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS & PROGRAMS (ACBSP)**

The Accreditation Council for Business Schools and Programs (ACBSP) has awarded the American University of Kuwait full accreditation for its Bachelor of Business Administration (BBA) degree program. ACBSP is a specialized accrediting organization that reviews the quality and integrity of business degree programs. It is dedicated to improving the quality of business schools and programs around the world, and ultimately to improving the practice of business in every industry around the world.

## AMERICAN ACADEMY FOR LIBERAL EDUCATION (AALE)

The American Academy for Liberal Education (AALE) Board of Commissioners has awarded the American University of Kuwait international accreditation for the following disciplines: Arts, Humanities, Social Sciences, and the University General Education Program. For additional information, visit the AALE website: [www.aale.org](http://www.aale.org).

## 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 – co-exist to 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 supports open access to the 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.

## CODES OF CONDUCT

In order to sustain an environment that supports optimal learning opportunities and promotes personal growth, the American University of Kuwait expects all community members (students, faculty, and staff) to adhere to the guidelines and policies established by the institution. These guidelines and policies set forth the ethical standards and organizational values by which AUK operates as an institution of higher education.

The University Code of Conduct, Student Code of Conduct, and the Code of Academic Honesty and Integrity provide general explanations of community members' rights and responsibilities, outline acceptable and unacceptable behaviors, and describe specific disciplinary procedures and sanctions. For detailed information regarding the Codes of Conduct, students can refer to the university Student Handbook.

## UNIVERSITY FACULTY

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

## AUK AND DARTMOUTH COLLEGE

Dartmouth College in Hanover, New Hampshire, is the international partner institution to the American University of Kuwait (AUK), as defined by the Private Universities Council of the State of Kuwait (Resolution no. PUC (5/21-2/2005). Dartmouth and AUK 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. The initial agreement was recently renewed for a third

time in April 2013 to extend through 2018. 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 experience in the classroom and on campus.

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.

Dartmouth College is a member of the group of universities in the United States known as the "Ivy League." It was founded in 1769 and offers a broad-based undergraduate education, as well as advanced degrees in the arts and sciences, medicine, engineering, and business administration. Dartmouth has been accredited by the New England Association of Schools and Colleges (NEASC) since 1929.

## **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 a newly rehabilitated and refurbished campus, which will expand and develop as needed in the coming years. The campus has spacious, modern classrooms; computer, science, and language laboratories; an administration building; a state-of-the-art library; and cafes, restaurants, shops, and recreation courts. Next to the AUK Library and central campus classrooms are beautifully designed and landscaped central courtyard and garden, which serve as venues for some student activities, as well as offer shade and respite, providing 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.

Campus life contributes to making the time spent on campus a valuable learning experience for the students. 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; regional and international. Participating in extracurricular activities allows students to learn new skills and discover hidden talents, thus enhancing not only their educational experience, but also their personal development.

The university has a student government association, a student-run newspaper, a student journal, intramural and intercollegiate athletic clubs and organizations, theater programs, academic organizations, and other campus 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 seafront 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 services 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 concerning the use of alcohol or any narcotic substance, weapons and/or dangerous materials brought to campus or to 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 at university building entrances, within university buildings, or in university 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, technologically-modern 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 are offered at AUK. The library also has reference books, journals, and media materials (DVDs, videotapes, audiotapes, etc.) to support coursework. The library employs the latest technologies 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 resources. The library staff coordinates collection development, cataloging, and utilization of print and electronic resources.

In addition to the above, the library provides services and facilities to the AUK community, such as the circulation desk, reference services, and the reserve section, where faculty can place course materials

on reserve and make them available for use for a limited time period within the building. The library also provides document supply services, photocopying machines, group study rooms, and a conference room with a multimedia system and video conference facility.

The AUK library extends its services to the local community by providing library membership for people who would like to benefit from the resources for research purposes.

The university library is distinguished by its emphasis on the student learning experience. As knowledge in all disciplines 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.

### **Library Collections and Resources:**

- **Print Resources:**

The library print resources include over 42,699 items including: 34,261 book titles and 3,945 reference collection, in addition to the reserve collection, fiction, audio-visual materials, maps, American Corner books, and print journals.

- **E-Books:**

The library has 128,022 book titles, leased and owned through **Ebrary, EBSCO, SpringerLink, Palgrave, and ACLS**. The collection of E-books features full text covering key subject areas from more than 350 publishers. The subject areas are Business & Economics, Computers & IT, Education, Engineering & Technology, History & Political Science, Humanities, Interdisciplinary & Area Studies, Language, Literature & Linguistics, Law, International Relations & Public Policy, Life Sciences, Medical, Nursing & Allied Health, Physical Sciences, Psychology & Social Work, Religion, Philosophy & Classics, and Sociology & Anthropology.

- **Online Resources and Databases:**

The library subscribes to 42 bibliographic and full-text databases that cover approximately 60,000 electronic journals including: Academic Search Complete, ACM Digital Library by the Association for Computer Machinery, AnthroSource, Business Source Complete, Cabell's Business Directories, Columbia International Affairs Online (CIAO), Communication & Mass Media Complete, Credo Reference, Ebrary, EBSCO E-books, Education Search Complete, Emerald Management Journals, Encyclopedia Britannica Online, Encyclopedia of Islam Online, ERIC, Euromonitor International, Green File, Grove Arts Online, Grove Music Online, Humanities E-Book Collection, Humanities International Complete (HIC), IEEE Computer Society, JSTOR, Lexis-Nexis Academic, Library, Information Science & Technology Abstracts, Literature Online, MLA Directory of Periodicals, MLA International Bibliography, Palgrave Connect, Philosopher's Index, Political Science Complete, Project Muse, ProQuest Dissertation & Theses (PQDT), PsycARTICLES, PsycINFO, RefWorks, Regional Business News, SAGE Premier, SocINDEX with Full Text, SpringerLink, The Chronicle of Higher Education, and The Johns Hopkins Guide to Literary Theory and Criticism.

- **Information Literacy**

The Library offers information literacy and instruction programs 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. The Library Instruction Request Form is available on the website. In addition, the library provides online subject guides, online tutorials, and a citation tool.

For more information, call ext. 3065 or email [library@auk.edu.kw](mailto:library@auk.edu.kw). The AUK Library mobile application is also available for download from the App Store.

## ACADEMIC ADVISING AND LEARNING SUPPORT SERVICES (AALSS)

The Academic Advising and Learning Support Services (AALSS) is an academic administrative unit that is responsible for providing advising and academic support to all students at AUK. AALSS is designed to help students become independent and successful learners by improving their study skills, increasing their understanding of course content, developing their literacy skills, enhancing their self-confidence, and encouraging them to develop a positive attitude toward learning. All services are free of charge to AUK students. Led by a Director, the AALSS is comprised of three centers: *Academic Advising Center*, *Tutoring Center*, and *Writing Center*. For additional information, please email: [AALSS@auk.edu.kw](mailto:AALSS@auk.edu.kw).

### Academic Advising Center

The Academic Advising Center (AAC) provides academic support programs (including educational planning, course selection, and registration) to all currently undeclared students. Programs include academic advising and conducts retention initiatives. Academic advising is a planning and teaching process in which advisors and students develop a close and healthy relationship to define and reach academic and educational goals that are consistent with the student's personal interests. Students meet with the AAC advisors to discuss their educational plans and progress, and identify the academic requirements to achieve their career goals. Academic advising is a shared responsibility where the advisor serves as a mentor/teacher aiming to enhance the student's self-awareness and personal fulfillment. When students declare a major, they are assigned by the appropriate department chair to a faculty advisor. Students are ultimately responsible for reviewing and understanding the requirements of the degree program they are declared in.

*PALs:* Within the academic advising program is the Peer Academic Leaders program (PALs). The PALs 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 and offer support in areas of educational planning and academic information. Peer Academic Leaders are guided by senior AAC advisors and the assistant director.

*Retention Initiatives:* The AAC 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 the faculty to benefit the at-risk students. Students in academic jeopardy are required to participate in the programs defined by the Retention Specialists.

Student advising records with the Academic Advising Center are part of the college record. Advising information is released when necessary for purposes of registration and follow-ups. It is the AAC's professional and ethical responsibility to respect and consider confidential all information including academic records and status, family information, health (mental and physical), and all other issues pertaining to the student. Students' personal records are released and confidential information is shared with parents, family members, and/or guardians only when a student has completed and signed a "Disclosure of Academic Records Form" (available in the Office of the Registrar).

The Assistant Director of the AAC supervises all activities of the center and follows up on undeclared student cases with faculty advisors, department chairs, and deans of colleges. The Assistant Director reports to the Director of AALSS. For additional information, visit the Academic Advising Center located in front of Gate 3, call ext. 3241, or email: [AAC@auk.edu.kw](mailto:AAC@auk.edu.kw).

### The Tutoring Center

The Tutoring Center provides free academic support (tutoring, supplemental instruction, and academic skills workshops) to all students at AUK. Tutoring Center services are designed to help students improve their study skills, increase their understanding of course content, enhance their self-confidence, and

encourage them to develop a positive attitude towards learning. Students are encouraged to become independent and successful learners through individual tutoring and academic skills workshops. Each tutor is a trained educator with high academic standards and excellent leadership skills. Students visiting the Tutoring Center can enhance their academic performance with assistance in a variety of subjects. The center provides a range of services that include explaining challenging concepts, discussing assignments, and providing reinforcement of classroom instruction. Tutoring may be provided individually or in small groups and is available throughout the week.

The Assistant Director of the Learning Support Services (LSS) supervises all activities related to the Tutoring Center and collaborates with faculty, department chairs, and deans of colleges to continuously develop more effective tutoring and academic skills workshops. The Assistant Director reports to the Director of AALSS.

The Tutoring Center is located on the ground floor of the Sciences Building. For more information, call ext. 3247/48 or email [tutoringcenter@auk.edu.kw](mailto:tutoringcenter@auk.edu.kw). Appointments are also available through TutorTrac [tutortrac.auk.edu.kw](http://tutortrac.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 communicating. 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 with 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.

The Writing Center serves the entire AUK community: students from all departments and majors are welcome, as are staff and faculty who need help with their projects. The Writing Center hosts one-on-one consultations in which students, staff, and faculty explore ideas through the written word in English and Arabic. Students, staff, and faculty visiting the Writing Center for help at any stage of their writing receive a sounding board for their ideas, a voice of conscience for their sentence-level transgressions, and a reader's response to their writing. The Writing Center's overarching goal is to inspire a love for reading and writing in the AUK community. In addition to offering individual and group face-to-face consultation sessions, the Writing Center is developing an Online Writing Lab (OWL) to provide students with additional ways to get help even off-campus.

The Assistant Director of the Learning Support Services (LSS) supervises all activities related to the Writing Center, and collaborates with faculty, department chairs, and deans of colleges to continuously develop more effective reading and writing consulting support and classroom workshops. The Assistant Director reports to the Director of AALSS.

The Writing Center is located in the Sciences building, A207. For more information, call ext. 3200/01 or email [writingcenter@auk.edu.kw](mailto:writingcenter@auk.edu.kw). Appointments are also available through TutorTrac [tutortrac.auk.edu.kw](http://tutortrac.auk.edu.kw).



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## UNIVERSITY LABORATORIES

### COMPUTER LABORATORIES

The Information Technology Department (IT) maintains a computer network that serves the students, faculty, and staff of AUK. The University has 20 instructional computer labs – 17 Windows-based labs and 3 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 approximately 700.

Several academic software applications such as Matlab, Quartus, Multisim, SPSS, Peachtree for Accounting, 3D Studio Max, , Oracle, Java, Eclipse, BlueJ, Visual Studio, MS Project, Enterprise Architect, Adobe CS3, and 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, for a total available bandwidth of 20 Mbps, on which internet filtering is applied to ensure that bandwidth is available for academic and administrative usages. An additional 8 Mbps internet link offers free access to the internet to the whole AUK community via the wireless network.

### ENGINEERING LABORATORIES

The College of Arts and Sciences has four electrical and computer engineering laboratories that support the laboratory courses (topics). The laboratories contain state-of-the-art devices carefully designed to provide excellent teaching, learning, and undergraduate research environments. Supported by modern measurement devices and aided by hardware/software co-design software, the laboratory equipment supports module-based and component-level implementation options, and service several courses in the programs including: Electric Circuits, Electronics, Digital Logic, Computer Organization and Architecture, Signals and Systems, Microprocessors and Computer Interfacing, Embedded Systems, VLSI, Networks, Instrumentation, Machines, Drives, Power Systems, Power Electronics, Control, among others.

### SCIENCE LABORATORIES

The different biology laboratories provide the students with basic laboratory skills in life science and research, including the use of microscopy, cell structure and function, enzymes, photosynthesis, cellular reproduction, genetics, biotechnology, and animal dissection.

The objective of the physics laboratories is to help students become better physics problem solvers. The experiments are designed to expose students to different measuring instruments and to illustrate phenomena in the different areas of physics: mechanics, thermodynamics, electricity, and optics.

The chemistry laboratory provides students with quality reagents, equipment, and instrumentation to perform the basic experiments in introductory chemistry, ranging from volumetric to gravimetric analysis, and allow students to collect accurate data for interpretation and evaluation.

The 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.

The objective of the mathematics laboratory is to aid students from different disciplines in developing their mathematical abilities, and to develop skills in study design and analysis of data using industry standard statistical software such as Spreadsheet and Minitab. Students should be able to write and present statistical reports clearly and concisely to non-statisticians. Matlab allows symbolic operations in several areas including calculus, linear algebra, and differential equations.

## COMMUNITY RESOURCES

### THE AMERICAN CORNER

The American Corner, located inside 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 addition, the AUK 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 (CCE)

The Center for Continuing Education's programs and services are designed to provide learning and development opportunities for professionals seeking career advancement, access to higher education, or life enrichment.

Dedicated to meet the diverse learning needs, CCE quality programs and services include:

- Business, Management & Leadership Programs
- "Learn With.." workshops by AUK Professors
- Language Courses in English for specific purposes, general English, French and Spanish
- Customized Programs for Corporations designed from a library of over 120 internationally recognized & certified programs
- Exam Preparations & Proctoring (IETS, GMAT, TOFEL)
- TESOL, TKT & Teachers Workshops

Programs offered by the Center for Continuing Education are conducted by a diverse team of instructors with extensive experience and education to ensure subject matter expertise.

With the mission of advancing the professional society in Kuwait, CCE offers an array of learning opportunities throughout the year. The majority of programs are held at AUK's Salmiya Campus, while others may be held at specialized off-campus facilities. For more information on CCE, please visit the CCE website [www.auk.edu.kw/cce](http://www.auk.edu.kw/cce).

### CENTER FOR GULF STUDIES

The Center for Gulf Studies (CGS) is a research center that aims to promote greater cultural understanding of and increased interest in the Gulf, by facilitating free and open academic discourse on a range of issues that both shape and challenge this critical region of the world. The center's goal is to enable scholars as well as political and civil society actors, both within and outside the region, to contribute and add value to the burgeoning field of Gulf Studies. To this end, the CGS seeks to encourage, support, and cultivate interesting and original research on the Gulf, and to create an environment in which students and faculty can interact and collaborate with researchers and activists from around the world in creative and engaging ways. Visit the Center for Gulf Studies website at: [www.auk.edu.kw/cgs](http://www.auk.edu.kw/cgs).

### CENTER FOR RESEARCH IN INFORMATICS, SCIENCES AND ENGINEERING (RISE)

The AUK Center for Research in Informatics, Sciences, and Engineering (RISE) serves as AUK's primary source for multidisciplinary research and development (R&D) activities. The Center employs

a holistic approach to R&D by integrating academic disciplines, and forging connections between local & international innovators, academia & industry, and technology & society. RISE is dedicated to promoting innovative scientific discourse through expanding cross-border research collaboration, fostering industry-academia partnerships, and serving as a platform for community outreach and engagement. For more information on RISE, please visit the RISE website: [www.auk.edu.kw/RISE](http://www.auk.edu.kw/RISE).

## ON-CAMPUS SERVICES

### AUK BOOKSTORE

The AUK Bookstore is an integral part of AUK's campus. Students are able to purchase the textbooks and educational materials needed for their coursework, as well as books for general reading, including fiction and non-fiction, and books on current, regional and international, affairs in both Arabic and English. In addition, the bookstore has a variety of clothing and gift items, some carrying the AUK logo, as well as a wide selection of magazines on topics ranging from politics and economics to healthcare to 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.

### PRINT SERVICES

AUK provides each student with a printing quota, free of charge.

### STUDENT SHARED DRIVES

Students are granted access to shared resources made available by their instructors and can upload files (assignments) as per the parameters and conditions set by the course instructors. These Network Files space are maintained on cloud-Office 365 and backed up by Microsoft (availability is guaranteed by 99.98 %).

### AUK MOBILE APPLICATION

Students can access their grades, schedules, and the official AUK Twitter account by downloading the AUK application to their smart phones. The application is available in the App Store and the Google Play store.

### MULTIMEDIA SERVICES

To assure best service, all AUK classrooms are equipped with:

- Projectors (faculty/students can display web pages, presentations, and other content using podium PC or laptop).
- Surround sound system
- DVD players.
- Video conferencing system is available in certain classrooms.
- Other services: campus-wide digital announcement system to broadcast notices and alerts (class schedule, events and activities, etc.), video shooting services, editing and censoring services, DVD production, audio/video conversion, and audio recording).

In addition, members of the AUK community can check out any of the following equipment:

- Digital audio recorder
- Digital video camera
- Portable interactive board
- iPads

## EMAIL SERVICE

Students, faculty, and staff are provided with an email account. Emails are the official means of communication within the university. Important information is often communicated via email to the AUK community. An AUK email account is a privilege and is subject to the computer usage policies of the university. University email accounts are not for private or personal transactions. Abuse of the email account will not be tolerated. Any purposeful activity that contributes to the creation and/or dissemination of computer viruses is a serious violation of the Code of Conduct and may result in disciplinary actions from AUK.

Faculty and staff e-mail accounts are run on Microsoft Exchange Server 2010 – Staff and Faculty mail box capacity is 750 Mb per user. Students’ e-mail account has been provided on Cloud-Office 365 with a capacity of 25 GB limit per student.

## MyAUK PORTAL

MyAUK is the Ellucian 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. MyAUK provides a personalized single sign-in access for students, faculty, and staff to existing services on campus, and targets individual groups with information relevant to them.

Students, faculty, and staff can access the portal through the AUK website or directly through the MyAUK URL: [myauk.auk.edu.kw](http://myauk.auk.edu.kw).

## FOOD SERVICES AND COFFEE SHOPS

There are three food service outlets on campus:

1. **Starbucks:** the famous franchise is located on the ground floor of the Sciences Building.
2. **The Diner:** AUK’s very own, full-service cafeteria is located on the ground floor of the Liberal Arts building and offers daily menus.
3. **Sikka:** An Arabic bakery located near the Library offers Arabic snacks, savorys, and pastries.

## HEALTH CARE SERVICES

The Division of Student Affairs at AUK maintains a health care clinic operated and staffed 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 acute ailments and injuries that occur on campus, and should not be used in place of one’s primary health care provider. Should any community member or visitor fail to use a reasonable amount of care, any injury or damage resulting from student/employee negligence is not the responsibility of the university. To find out more information about the AUK Health Clinic, please stop by the clinic, located next to the library, or call ext. 3400.

## PARKING

The university has parking facilities for faculty and staff. However, the university has upgraded a public parking lot next to the campus that is available to students, faculty, and staff. Handicap parking access is available to qualified students through Student Affairs.

# ADMISSION, REGISTRACIÓN GUIDANCE, AND TUITION

## ENGLISH PROFICIENCY

## ADMISSION APPLICATION DEADLINES

## ADMISSION PROCESS

AUK Application Form

Personal Essay

Application Fee

Step I: Application

Step II: Confirmation and Enrollment Deposit

Step III: Final Transcript(s)

## ADMISSION CATEGORIES & REQUIREMENTS

First-time College Students

*Required Documents*

*GPA Requirements*

*Program-Specific Admission Requirements*

Transfer Students

*Category I: Students Transferring With Fewer Than 24 Credit Hours*

*Category II: Students Transferring With 24 Credit Hours or More*

*Category III: Students Transferring With a College Diploma*

Non-Degree Students

Visiting Students

Students with a Bachelor's Degree

Provisional Admission

Deferred Admission

Readmission

## GENERAL ADMISSION POLICIES

Transfer of Credits

Conversion of Quarter Hours to Semester Hours

Acceptable Secondary School Certificates

Medical/Health Disclosure

Advanced Standing Credit Transfer

*Advanced Placement (AP)*

*A-Level (IGCSE)*

*International Baccalaureate (IB)*

*French Baccalaureate*

Disability Disclosure

## REGISTRATION GUIDANCE

Placement Testing, Advising, and Registration (SAR)

Placement Testing

Advising

Registration

## **TUITION & FEES 2014-2015**

Fee Description & Notes

Enrollment Deposit

Legal Contract

Payment of Fees and Charges

Non-Payment

De-registration

Payment Options

Tuition Fees Refund

Holds

# ADMISSION, REGISTRATION GUIDANCE AND TUITION

The American University of Kuwait places special emphasis on quality education that is rooted in the liberal arts philosophy and based on the American model of higher education. 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 performance, and on availability of space in the entering admissions class.

AUK is particularly interested in attracting students who have demonstrated academic achievement and seriousness of purpose, and who recognize the value of a broad educational experience as an important component of their personal and professional development.

The admission requirements include various measures of English language proficiency, standards based upon the performance established by applicants in their previous educational experiences, high school grade point averages, and scores on available standardized tests.

The minimum standard required for admission to AUK includes (1) a high school grade point average of at least 2.00 (Please see **ADMISSION CATEGORIES & REQUIREMENTS** for information on GPA requirements for transfer students), and (2) English language proficiency as determined by AUK (see English Proficiency requirement).

Meeting the basic requirements does not ensure admission. Some applicants may be placed on a waiting list for admission on a space-available basis. The Office of Admissions will inform wait-listed students of the dates by which they will be notified of a final admission status.

## **AUK serves:**

1. Kuwaiti nationals and expatriates living in Kuwait who seek higher education based upon American standards and models but grounded in the local cultures and traditions;
2. International students who may wish to study at AUK on a full-time, part-time, or intermittent basis, whether for cultural enrichment or for other reasons.

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-making process:

1. High school courses and grades;
2. English proficiency;
3. All previous college level coursework;
4. Personal essay;
5. Extracurricular activities; and
6. Comparison of an applicant's overall competencies against those of other applicants.

**All applicants must abide by the application deadlines for full consideration.**

The Office of Admissions is responsible for admitting all undergraduate (first year and transfer) and Intensive English students to the university. With the exception of government and AUK scholarship students, students have the choice of enrolling 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 if they meet the admissions requirements.

The institution has very limited resources to allocate for scholarships, work-study programs, and other forms of financial assistance. Therefore, students are expected to be able to manage the expenses associated with an education at AUK.

## 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. Proof of English proficiency is demonstrated by one of the following:

- A composite score of 70 or above on the TOEFL Internet-Based Test (iBT) with a minimum score of 15 on reading and 17 on writing.
- IELTS (Academic) score of Band 6.0 or higher.
- Completion of the UG Accuplacer with a minimum score of 51 on reading and 4 on writing.
- Successful completion of Level 3 in AUK's Intensive English Program (IEP).

**Applicants who do not meet the English Proficiency requirements for undergraduate admissions may be considered for admission to the Intensive English Program.**

## ADMISSION APPLICATION DEADLINES

As admission into an incoming class is competitive and limited, 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 note that the application deadlines are subject to change based upon capacity.

The Office of Admissions will accept and review applications from Kuwait-based applicants according to the following deadlines:

<u>SEMESTER</u>	<u>APPLICATION DEADLINE</u>
Early Admission for Fall	January 29, 2015
Fall	August 27, 2015
Spring	January 14, 2016
Summer	May 29, 2016

The Office of Admissions will accept and review admissions applications from international applicants according to the following deadlines:

<u>SEMESTER</u>	<u>APPLICATION DEADLINE</u>
Fall	August 1, 2015
Spring	January 14, 2016
Summer	May 29, 2016



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## ADMISSION PROCESS

### AUK APPLICATION FORM

The complete Application Packet, including all material listed under Admissions Requirements, must be submitted to the Office of Admissions. Prospective students are encouraged to complete the online application, which can be found on the AUK website at [www.auk.edu.kw](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 Committee.

### APPLICATION FEE

All applicants must submit a **non-refundable** application-processing fee of **35 KWD** 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. **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 published deadline. The Office of Admissions reviews applications as received. Applicants can expect to receive a decision regarding their admission status within four (4) weeks of submitting their complete admissions application.

### STEP II: CONFIRMATION AND ENROLLMENT DEPOSIT

Once an applicant has been offered admission to 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 pay a **non-refundable 100 KWD** enrollment deposit. Tuition deposits are to be paid directly to the AUK 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, admitted students will not be allowed to participate in the Student Advisement and Registration program (SAR). Admitted students that fail to pay the enrollment deposit may lose the opportunity to register for classes.

### STEP III: FINAL TRANSCRIPT(S)

#### High School Transcripts

All admitted students will be required to submit an official final transcript from their high schools upon graduation, including any remaining test scores. In addition, 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. AUK will withdraw the acceptance of an applicant if the final transcript no longer meets AUK admissions requirements or if the applicant fails to provide a final high school transcript certified by the Kuwait Ministry of Education.

One official and stamped 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 supported with a certified English translation.

Students who are currently enrolled in high school or another university/college may receive provisional admission to the American University of Kuwait. In this case, the student's undergraduate admission remains provisional, pending completion of in-progress coursework for the period of one semester only. The following rules apply:

- If a student fails to submit a certified final transcript, the student's acceptance to the university will be rescinded and s/he will be prevented from continuing studies at AUK until s/he satisfies these requirements.
- If a student submits a final transcript that no longer meets AUK's admission requirements, fails to meet the Ministry of Education's equivalency requirements, or cannot provide a final transcript certified by the Ministry of Higher Education, the student's acceptance to the university will be rescinded and s/he will be prevented from continuing studies at AUK until s/he satisfies these requirements.

**NOTE:** Students who meet the university admissions requirement, but who are missing one subject to be considered in the "Scientific" track may be admitted provisionally to the university. In this case, the student's admission remains provisional, pending fulfillment of the following requirements:

- The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of **C** or above.
- The grade will not be calculated in the high school GPA, nor in the university GPA.
- Students will not be allowed to declare in a major requiring Scientific High School until the fulfillment of the above requirement.

**Students who have their admission to the American University of Kuwait rescinded for failing to satisfy these requirements will not be entitled to any refund of their tuition or university fees.**

Private high school graduates (for high schools in Kuwait), as well as all high school graduates outside of Kuwait, 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. 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. All transcripts are required, regardless of whether academic standing, grade point average, or coursework is transferable. See **TRANSFER STUDENTS** for university/college transfer information.

## ADMISSION CATEGORIES & REQUIREMENTS

Students accepted at the American University of Kuwait are classified into the following categories:

### 1. FIRST-TIME COLLEGE STUDENTS

First-time students are those who have never attended a college or university prior to admittance at AUK. First-time students must meet the high school equivalency requirements and the English proficiency requirement.

**Meeting the basic requirements does not ensure admission. Some applicants may be placed on a waiting list for admission on a space-available basis. The Office of Admissions will inform wait-listed students of the dates by which they will be notified of a final admission status.**

#### Required Documents:

1. Personal photo and a copy of the Civil ID/Passport.
2. Complete Application Form with a non-refundable application fee.
3. Official high school transcripts complete up to the time of application. *See below for Admissions Grade Point Average requirements.*
4. High School Equivalency certified by the Kuwait Ministry of Education.
5. Proof of English proficiency (official TOEFL or IELTS scores). All applicants must meet the English proficiency requirement for admission purposes (see specific requirements listed above).
6. Official scores from any accelerated programs such as Advanced Placement (AP), A-Level (IGCSE), French Baccalaureat, or International Baccalaureate (IB).
7. Typed personal essay composed by the applicant.

#### Grade Point Average (GPA) Requirements for First-Time University Students:

All first-time university students seeking admission to AUK must satisfy the following minimum high school GPA requirements. The table below provides a list of common high school systems and the corresponding minimum high school GPA or equivalent requirements for admission to AUK.

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" *
French Baccalaureate or equivalent	Required	Completion of Baccalaureate required with minimum average score of 12 or 60% cumulative average

Indian System	Required	Completion with a minimum cumulative average of 60% or equivalent for either: <i>Higher Secondary School Certificate; Intermediate Examination Certificate; "All India Senior 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

\* Ministry of Education Arabic and Religious Studies may each substitute for an IGCSE.

High school types 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. Admission to AUK does not guarantee admission to specific programs (refer to **PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS** section).

**Program-Specific Admission Requirements for First-Time University Students:**

Admission to AUK does not guarantee admission to specific programs. Certain academic programs require specific types of secondary school certificates. Please see the table below for program specific admissions requirements.

MAJOR	TYPE OF HIGH SCHOOL
Bachelor of Science in Computer Science	Scientific High School
Bachelor of Engineering in Electrical Engineering	
Bachelor of Engineering in Computer Engineering	

**2. TRANSFER STUDENTS**

A Transfer applicant is an undergraduate student who graduated from high school, attended another college-level institution approved by the Ministry of Higher Education in the State of Kuwait, and attempted one or more courses irrespective of credits earned.

Applicants for transfer admissions are divided into three categories:

**Category I:** those who have earned fewer than 24 credit hours.

**Category II:** those who have earned 24 credit hours and more.

**Category III:** those who have earned a college diploma.

**Meeting the basic requirements does not ensure admission. Some applicants may be placed on a waiting list for admission on a space-available basis. The Office of Admissions will inform wait-listed students of the dates by which they will be notified of a final admission status.**

**CATEGORY I: STUDENTS TRANSFERRING WITH FEWER THAN 24 CREDIT HOURS****Minimum Admissions Requirements:**

- Minimum cumulative transfer GPA of 2.00 from all prior institutions.
- Minimum high school GPA of 2.00 (see table on previous page for common high school systems and the corresponding minimum high school GPA requirements for admission to AUK).
- Must meet the English language proficiency requirement for admission purposes.
- Must meet program specific admissions requirements listed below.
- Only courses taken at institutions certified by the Ministry of Higher Education in the State of Kuwait with a grade of “C” and above may be considered for transfer evaluation.

**Required Documents:**

- Personal photo and a copy of the Civil ID/Passport.
- Complete Application Form with a non-refundable application fee.
- Official high school transcripts complete up to the time of application.
- High School Equivalency certified by the Kuwait Ministry of Education.
- 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.**
- Course descriptions and syllabi for courses to be evaluated for transfer to AUK, or an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.
- Official scores from any accelerated programs such as Advanced Placement (AP), A-Level (IGCSE), French Baccalaureate and International Baccalaureate (IB).
- Typed personal essay composed by the applicant.

**Program-Specific Admission Requirements for Students Transferring with Fewer Than 24 Credit Hours**

Admission to the university does not guarantee admission to specific programs. Certain academic programs require specific types of secondary school certificates. Please refer to the table below for program-specific admissions requirements.

MAJOR	TYPE OF HIGH SCHOOL
Bachelor of Science in Computer Science	Scientific High School
Bachelor of Engineering in Electrical Engineering	
Bachelor of Engineering in Computer Engineering	

**CATEGORY II: STUDENTS TRANSFERRING WITH 24 CREDIT HOURS OR MORE****Minimum Admissions Requirements:**

- Minimum cumulative transfer GPA of 2.00 from all prior institutions.
- Successful completion of high school.
- Must meet the English language proficiency requirement for admission purposes.
- Only courses taken at institutions certified by the Ministry of Higher Education in the State of Kuwait with a grade of “C” and above may be considered for transfer evaluation.

**Required Documents:**

- Personal photo and a copy of the Civil ID/Passport.
- Complete Application Form with a non-refundable application fee.
- High School Equivalency and official final high school transcript certified by the Kuwait Ministry of Education.
- 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.**
- Course descriptions and syllabi for courses to be evaluated for transfer to AUK, or an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.
- Typed personal essay composed by the applicant.

**Program-Specific Admission Requirements for Students Transferring with 24 Credit Hours or More**

Certain academic programs require specific types of secondary school certificates. See the table below for program specific admissions requirements.

MAJOR	TYPE OF HIGH SCHOOL
Bachelor of Science in Computer Science	Scientific High School
Bachelor of Engineering in Electrical Engineering	
Bachelor of Engineering in Computer Engineering	

**CATEGORY III: STUDENTS TRANSFERRING WITH A COLLEGE DIPLOMA (ALL TYPES OF 2 YEAR COLLEGE DIPLOMAS)**

**Minimum Admissions Requirements:**

- Must have a college diploma GPA of 2.67.
- Must have successfully completed high school.
- Must meet program specific admissions requirements listed below.
- Must meet the English language proficiency requirement for admission purposes.
- Only courses taken at institutions certified by the Ministry of Higher Education in the State of Kuwait with a grade of “C” and above may be considered for transfer evaluation.

**Required Documents:**

- Personal photo and a copy of the Civil ID/Passport.
- Complete Application Form with a non-refundable application fee.
- High School Equivalency and official final high school transcript certified by the Kuwait Ministry of Education.
- 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.**
- Applicants must submit course descriptions and syllabi for courses they want to be evaluated for transfer to AUK and are required to submit an official evaluation of courses attempted if the transfer institution is not based on the American model of higher education.
- Typed personal essay composed by the applicant.

**Program-Specific Admission Requirements for Students Transferring with a Diploma**

Certain academic programs require specific types of secondary school certificates as well as a certain high school GPA. Please see the table below for program-specific admissions requirements.

MAJOR	TYPE OF HIGH SCHOOL
Bachelor of Science in Computer Science	Scientific High School
Bachelor of Engineering in Electrical Engineering	
Bachelor of Engineering in Computer Engineering	

**3. NON-DEGREE STUDENTS**

The American University of Kuwait may offer non-degree admission to individuals who wish to take courses at AUK for personal or professional enrichment. Individuals admitted as non-degree students are to abide by the following rules and conditions:

- May take a maximum of 12 undergraduate credits.
- Must have a high school certificate or higher level of education recognized by the Ministry of Education in the State of Kuwait.
- Must meet AUK's English Language Proficiency Requirement (see **ENGLISH LANGUAGE PROFICIENCY REQUIREMENTS**).
- Are subject to pre- and co-requisite requirements as defined in the AUK catalog.
- Are held to the same academic and Student Code of Conduct standards as degree-seeking students.
- Tuition and fees are applicable to non-degree students as they apply to regular students.

**Required Documents:**

- Personal photo and a copy of the Civil ID/Passport.
- Complete Application Form submitted with the non-refundable application fee.
- High School Equivalency and official final high school transcript certified by the Kuwait Ministry of Education.
- Official transcript(s) of college-level courses attempted for each college/university attended.
- Evidence of English language proficiency (**ENGLISH LANGUAGE PROFICIENCY REQUIREMENT FOR ADMISSION**).

**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. Non-degree students who earn a GPA below 2.0 while at AUK are subject to the university Academic Probation and Dismissal policies. Non-degree students cannot transfer into the university until all holds are cleared.

## 4. VISITING STUDENTS

Visiting students who are enrolled in a degree program at another institution and wish to take courses at the American University of Kuwait may visit for up to a maximum of one academic year or attempt up to a total of 30 semester hours. Visiting students are subject to the following conditions:

- Must be enrolled in an undergraduate or graduate degree program at a recognized university.
- Must be in good standing at home institution.
- Must meet AUK's English Language Proficiency Requirement (see English Language proficiency requirements above).
- Are not required to take Math, English, and Arabic placement tests IF their record shows that they have taken equivalent placement tests or courses at their home institutions and accordingly placed in college-level courses.
- May be exempt from taking placement exams IF they have taken a prerequisite course that is equivalent to AUK prerequisites.
- Must present an official document from their home institutions (an Academic Advisor's note) indicating they are allowed to take courses at AUK as a visiting student.
- Must check with the Office of Admissions regarding registering for classes and tuition payment deadlines.
- Tuition and fees are applicable to visiting students as they apply to the regular students.

### **Required Documents:**

- Personal photo and a copy of the Civil ID/Passport.
- Complete Application Form submitted with the non-refundable application fee.
- Official letter from home institution Academic Advisor (AUK reserves the right to contact your home institution for verification of documents submitted).
- Official transcript(s) of college-level courses attempted for each college/university attended.
- Evidence of English language proficiency (See English Language Proficiency Requirement for Admission in to AUK).

### **Transferring from Visiting Status to Degree-Seeking Status**

To apply for degree-seeking status, a visiting 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 30 credit hours earned in courses passed with a grade of "C" or higher taken as visiting student at AUK toward a degree program. Academic history established as a visiting student at AUK carries over when a visiting student's status changes to degree-seeking. Visiting students who earn a GPA below 2.0 while at AUK are subject to the university's Academic Probation and Dismissal policies. Visiting students cannot transfer into the university until all holds are cleared.

## 5. STUDENTS WITH A BACHELOR'S DEGREE

Students in possession of a Bachelor's degree may pursue a second 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. Students 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. Requirements for completing a second Bachelor's degree are as follows:

### AUK Graduates

Students with a BBA degree from AUK may not take a second BBA degree. However, they may take a BA, BE, or BS degree. Students with a bachelor's degree from AUK 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 of general education and electives, unless otherwise noted by the Office of the Registrar. They must complete major requirements for the second bachelor's degree specified by individual program sections in this catalog.

### Non-AUK Graduates

Students who have earned their first bachelor's degree from other institutions must meet all AUK general education requirements. AUK will evaluate coursework from their first bachelor's degree for possible transfer of courses (Please refer to **TRANSFER OF CREDITS**). Students from internationally-accredited four year institutions of higher education approved by the Ministry of Higher Education in the State of Kuwait with grades of "C" and above may petition for up to an additional 30 credits. Any general education requirements not satisfied by transfer credits must be taken in residence at AUK. Students holding Business degrees from other institutions may not pursue a BBA degree at AUK. However, they may pursue a BA, BE, or BS degree.

Students must satisfactorily complete at least the final 30 credits in residence at AUK and fulfill all academic program requirements in order to graduate. Non-AUK graduates are subject to these additional 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 have earned their first bachelor's degree from institutions whose language of instruction is not English must meet AUK's English proficiency requirements for admissions purposes.

## 6. PROVISIONAL ADMISSION

Students who are currently enrolled in high school or another university/college may receive provisional admission to the American University of Kuwait. In these cases, the students' undergraduate admission remains provisional, pending the completion of in-progress coursework for the period of one semester only. The following rules apply:

- If a student fails to submit a certified final transcript, the student's acceptance to the university will be rescinded and s/he will be prevented from continuing studies at AUK until s/he satisfies these requirements.
- If a student submits a final transcript that no longer meets AUK's admission requirements, fails to meet the Ministry of Education's equivalency requirements, or cannot provide a final transcript certified by the Ministry of Higher Education, the student's acceptance to the university will be rescinded and s/he will be prevented from continuing studies at AUK until s/he satisfies these requirements.

**NOTE:** Students who meet the university admissions requirement, but who are missing one subject to be considered in the "Scientific" track may be admitted provisionally to the university. In such cases, the students' admission remains provisional, pending fulfillment of the following requirements:

- The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of C or above.
- The grade will not be calculated in the high school GPA, nor in the university GPA.
- Students will not be allowed to declare in a major requiring Scientific High School until the fulfillment of the above requirements.

**Students who have their admission to the American University of Kuwait rescinded for failing to satisfy these requirements will not be entitled to any refund of their tuition or university fees.**

## 7. 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 the Office of Admissions of their intent by providing a deferral letter as well as updated transcripts in accordance with published admission deadlines. Returning students must meet all AUK undergraduate admission requirements for the semester of intended admission.

## 8. READMISSION

- Students who voluntarily withdraw from the American University of Kuwait in good academic standing and are seeking readmission must meet all admissions requirements and deadlines as per the catalog at the time of re-entry.
- Students dismissed for academic reasons are requested to consult the “General Academic Information” section of this catalog.
- Students who voluntarily leave the American University of Kuwait while on academic probation may be readmitted but must meet the academic standards listed in the “General Academic Information” section of this catalog, as well as all admissions requirements and deadlines as per the catalog at the time of re-entry.
- Students who have been granted an official leave of absence may resume their studies without applying for readmission if it is still within one academic year (Fall, Spring, Summer) of their last enrolled semester.

# GENERAL ADMISSIONS POLICIES

## TRANSFER OF CREDITS

The policy regarding the acceptance of courses by transfer is to allow credits for courses completed with satisfactory grades (C or better) at colleges and universities accredited by the Ministry of Higher Education in the State of Kuwait, provided the courses correspond in time and content to courses offered at the American University of Kuwait. Transfer credits at the 100-level and above will be applied toward the number of credit hours required for graduation. Transferred credits are not calculated in the AUK grade point average.

The undergraduate admission decision for transfer students is based upon cumulative transfer GPA (please refer to **TRANSFER STUDENTS**) and earned credits 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 credits earned will not be considered if courses were not disclosed at the time of application to AUK.

Transcripts from institutions with an education system different from the American system may be required to be sent to Josef Silny & Associates consultants. If required, it is the responsibility of the student to contact them and send the transcripts. The contact information is as follows:

Website: [www.jsilny.com](http://www.jsilny.com) Email: [info@jsilny.com](mailto:info@jsilny.com).

Courses taken towards a major more than seven (7) years prior to matriculation at AUK will not be considered for transfer. The decision regarding credits awarded is made solely by the appropriate academic department chair and/or Dean.

Transfer applicants must submit an official transcript from each institution where courses were attempted. 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.** The Office of the Registrar evaluates official documents showing previous college-level work completed, including Advanced Placement (AP), A-Level (IGCSE), French Baccalaureate, and International Baccalaureate (IB) exams.

The University may transfer up to 60 credits with a grade of “C” and above from institutions of higher education that are approved by the Ministry of Higher Education. Students must satisfactorily complete at least the final 30 credits in residence at AUK and fulfill all academic program requirements in order to graduate. Credits earned from AP, IB, French Baccalaureate, and A-Level (IGCSE) exams will also count towards the transfer credit maximum.

Courses recognized as equivalent in content and level to AUK courses will be transferred accordingly. Other suitable university level courses may be transferred as free electives or as unassigned courses in the relevant area of the general education requirements. The decision regarding credits awarded is made by the relevant academic department at AUK. The Office of the Registrar maintains and updates the transfer students’ records.

## 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.

## ACCEPTABLE SECONDARY SCHOOL CERTIFICATES

AUK accepts the following Secondary School Certificates, in accordance with any set conditions for each certificate:

1. **General Secondary School Certificate** (Scientific, Literary).
2. **Holders of Tijari High School** (Commerce) are treated as Literary Section.
3. **Modular Secondary School Certificate** (Muqararat) (Scientific, Literary). Math and Science Sections are treated as Scientific Section.
4. **Secondary School Certificate of the Institute of Religious Studies is equivalent to the Literary General Secondary School Certificate.**
5. **Industrial Secondary School Certificate: holders of this certificate can only major in engineering degree programs.**
6. **English High Schools: GCE, GCSE, IGCSE**
  - Students must have successfully completed six courses at the Ordinary Level (O-level), with a minimum of “D” and above.
  - Graduates from the English high school system are assessed according to the following rating system:

**A+** = 100

**A** = 95

**B** = 85

**C** = 75

**D** = 65

- Only one of both Arabic IGCSE and the Ministry of Education Arabic courses can be accepted.
- Religious Studies are considered valid only if they are part of the Ministry of Education Exams.
- Only one of the non-academic courses is considered eligible as one of the above mentioned six required courses (e.g. Music, Physical Education or Drama etc.).
- An English high school graduate will be classified within the Scientific section if s/he passed the following courses:
  - Mathematics
  - Chemistry
  - Physics
  - Biology

- The applicant will be placed in the literary section if s/he has not passed any of the previous courses.
- AUK may transfer college credits for students earning A-Level 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 transfer credits evaluation. Contact an Admissions Counselor for further information.

**7. American High Schools:**

- Graduates of the American system are assessed according to the Modular High School system. Students should have completed all high school years in the American system.
- Students who have transferred to different schools or systems will have their GPA calculated based on the last 4 years prior to graduation from High School.
- An American High School graduate will be classified within the Scientific section if s/he passed the following modules:
  - Algebra 2
  - Pre-Calculus or Calculus
  - Chemistry
  - Physics
  - Biology

The following table exhibits courses that are equivalent to Algebra II, Pre-Calculus, and Calculus:

Algebra 2	Algebra 2 Honors	Pre-Calculus	Advanced Pre-Calculus	Calculus	Advanced Calculus
MYP5/Math 10 or Math Extended or Algebra 2 or Geometry	IB Math Studies	IB1 Studies SL1 or IB2 Method SL2 or Applied Math or IB2 Studies SL2 or IB Math Studies 2 or Pre-Cal/ Trigonometry or IB1 Method SL1 or Math 1 IB standard LE or DP1 Math SL1	DP1 Math HL1	IB1 Math HL1 or Math2 IB Standard LE or IB2 Math HL2 or DP2 Math SL2 or Applied Math	DP2 Math HL 2

- The applicant will be placed in the literary section if s/he has not passed any of the previous modules.

**8. French Secondary School (Scientific, Literary).**

**9. Secondary/High School systems not covered above will be reviewed on a case-by-case basis, and will require the State of Kuwait - Ministry of Education equivalency.**

**NOTE:** Students who meet the university admissions requirement, but who are missing one subject to be considered in the “Scientific” track may be admitted provisionally to the university. In this case, the student’s admission remains provisional, pending fulfillment of the following requirements:

- The missing subject is to be taken at Kuwait University, as a non-degree student, and passed with a grade of C or above.

- The grade will not be calculated in the high school GPA, nor in the university GPA.
- Students will not be allowed to declare in a major requiring Scientific High School until the fulfillment of the above requirement.

**Disclaimer:** Admission to AUK does not guarantee admission to all offered programs at the university (please refer to program specific admissions requirements section).

## ADVANCED STANDING CREDIT TRANSFER

### Advanced Placement (AP)

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 Office of the Registrar 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. For further information, please consult the Office of Admissions.

### 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 an Admissions Counselor for further information.

### International Baccalaureate (IB)

IB courses accepted by AUK are recorded as transfer credits (TR) on students' transcripts, and count towards the minimum 124 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 Office of the Registrar 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 the student's responsibility to provide laboratory notebooks and reports when seeking laboratory credit.

IB transfer credits will only be accepted under the following conditions:

1. American High School graduates applying to AUK can transfer up to a **maximum of 3 courses** earned in IB Diploma Program (DP) or the International Baccalaureate (IB).
2. These courses are to be transferred only to 100 Level courses at AUK.
3. Transfer conditions are:
  - a. A minimum of a grade of 6 on the standard level (based on IBO grading scale 1-7).
  - b. A minimum of a grade of 5 in the Higher Level (based on IBO grading scale 1-7).
4. These DP or IB certificates need to be approved and verified by the International Baccalaureate organization.

### **French Baccalaureate**

AUK awards college credits for students who have completed the French Baccalaureate or its equivalent with a minimum average score of 10, or 60% cumulative average. Only courses or subjects with a grade of “C” and equivalent to AUK courses will be given credit. For further information, contact an Admissions Counselor.

### **DISABILITY DISCLOSURE**

AUK evaluates requests for accommodation and access to university programs on a case-by-case basis. Prospective students with disabilities who are requesting accommodations must declare this in the relevant section of their admission application and will be requested to provide specific verifiable documentation to the Career Services and Wellness (CSW) department at AUK. Prospective students will be informed if AUK has the resources to accommodate their request.

Failure to comply with disclosure requirements waives the student’s right for evaluation of need for reasonable accommodations. For questions regarding accommodation services, please contact the Career Services and Wellness Department at ext. 3232.

To learn more about the admissions process and university life, inquiries should be sent to: [admissions@auk.edu.kw](mailto:admissions@auk.edu.kw). Inquirers may also call to speak with an Admissions Counselor at (+965) 2224-8399 Ext: 3148, or mail a written inquiry to 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: [www.auk.edu.kw](http://www.auk.edu.kw).

### **REGISTRATION GUIDANCE**

The Office of the Registrar provides administrative services that support academic units, faculty, and students under the mission of AUK. Services include class scheduling, student registration, grade reporting, transfer credit processing, degree audit development, graduation certification, and academic transcript processing. Additional responsibilities include classroom scheduling and management, coordinating maintenance of the catalog, development of the academic calendar, degree and enrollment verification, academic record maintenance, and course inventory maintenance. For additional information about the Office of the Registrar, please visit the office, call us at ext. 3167, or send an email to: [registrar@auk.edu.kw](mailto:registrar@auk.edu.kw).

### **PLACEMENT TESTING, ADVISING, and REGISTRATION**

All students admitted into the undergraduate program are required to take the mandatory AUK placement exams (covering English, Math, and Arabic). In addition, all new undergraduate students are required to attend the mandatory Student Advising and Registration session (SAR).

#### **Placement Testing**

Prior to admission, students are evaluated for English, Math, and Arabic proficiencies as part of their registration process. Students are required to take the ACCUPLACER exam for assessment in English and Math. Students who meet the English proficiency requirement for undergraduate studies (as listed in the Admissions section of the catalog) will be exempted from the English placement test. Students whose placement scores do not meet the college-level benchmarks for registration in undergraduate English and/or Math will be required to take preparatory courses. College preparatory courses are designed to provide students with the skills necessary to succeed in undergraduate level courses. These preparatory courses are mandatory. Math preparatory courses do not count for credit toward the completion of the bachelor’s degree. However, the English preparatory course – ENGL 100 – is counted in the 124 credits (minimum) required for the completion of the bachelor’s degree. Transfer students who have successfully articulated their college English or Math to AUK may be exempt from the placement exam for that subject. All students are required to take the Arabic placement exam. Based on the student’s score, a student is placed in the appropriate Arabic language course, which is necessary for satisfying the Arabic component of the student’s general education requirements.

**Advising**

All incoming and non-declared students receive academic advising through the Academic Advising Center. The student's educational plan is based on, but not limited to, placement results and/or intended major/area of interest. To help facilitate the advising process, students are encouraged to become familiar with the university's Academic Catalog and requirements for degree completion. The student's ability to register for classes is contingent upon student advising. The academic advisor will assist the student in the identification and selection of courses that meet general education and degree requirements, after which the student is eligible to register for courses.

**Registration**

Students register online through AUK's Self-Service.

**Records Confidentiality:** *All student records are considered confidential and will not be released without the express 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, which include but are not limited to: government requirements, legal requests, and health and safety risks. Students wishing to provide third party access to their records are required to complete the "Disclosure of Academic Records Form" available in the Office of the Registrar.*

**TUITION & FEES 2015-2016**

Tuition and fees are applicable to all students whether they are enrolled as degree-seeking, visiting, or non-degree students.

Student Fees and Charges	KWD		Comments
<b>Tuition Fees (1)</b>			
Standard Undergraduate Tuition (2)	210	per credit hour	An additional KWD 20 per credit hour is charged for Engineering Courses
Computer and Electrical Engineering declared majors (2)	230	per credit hour	All courses including any other non-engineering courses will be charged at this rate upon declaring a major in Computer or Electrical Engineering.
Intensive English Program (2)	2,250	per semester	
Application	35 Non-refundable		The application fee is charged for processing a candidate's application.
Enrollment Deposit	100 Non-refundable		Adjusted towards tuition fees
<b>OTHER FEES and CHARGES (4)</b>			
Special Course and Activity	As determined	Per course/activity	Non-refundable
Library	15 Non-refundable	Per semester	Library, Technology, and Student Activity fees are reduced by 50% for summer semester.
Technology	50 Non-refundable	Per semester	
Student Activity	50 Non-refundable	Per semester	

Graduation	50 Non-refundable	Per graduate	
Diploma Re-Issuance Fee	10 Non-refundable	Per diploma	
Deferred Payment Service Charge	10 Non-refundable	Per installment	
Late Payment	25 Non-refundable	Per semester	Any student who has not paid on or before the due date will be subject to late payment fee per semester in addition to the installment fees.

**NOTES:**

The University reserves the right to increase or modify tuition and fees upon approval by the Private Universities Council-Ministry of Higher Education and the University Board of Trustees.

1. Students should check the Academic Calendar & university emails on a regular basis in order to understand the due dates for payment & de-registration.
2. In the event that a student withdraws from the university before the last day of the first week of classes, 100% of tuition and fees will be refunded. If the student withdraws before the last day of the second week, 50% of tuition and fees will be refunded. After the end of the second week, no refunds of tuition or fees will be made.
3. Library fines are determined and administered by the Library Director.
4. Students are responsible for the cost of their textbooks and other course materials and supplies.
5. Government Scholarship students are subject to the PUC Scholarship rules and regulations.
6. Siblings attending AUK may be eligible for a tuition fee discount – contact the AUK Finance Department for further information.
7. Fees and charges are payable in the AUK Finance Department located in the first floor of the Administration Building.
8. AUK accepts the following methods of payments:
  - a. Checks
  - b. Credit Cards
  - c. Debit Cards
  - d. Cash
  - e. Payment gateway through AUK Self-Service ([www.auk.edu.kw/admissions/pay\\_online.jsp](http://www.auk.edu.kw/admissions/pay_online.jsp)).

**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 AUK Finance Department. The deposit will be adjusted with the student’s first tuition payment.

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

**LEGAL CONTRACT**

By registering for AUK courses, the student is entering into a legally binding contract with AUK and is obligated to pay all related student fees and charges, including any non-refundable fees and charges.



## PAYMENT OF FEES AND CHARGES

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

## NON-PAYMENT

AUK reserves the right to recover any amount due to it, 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.

## DE-REGISTRATION

All registered students who have not paid their tuition fees and charges, or who have not made financial arrangements with the AUK Finance Department, will be automatically dropped from their courses.

## PAYMENT OPTIONS

### 1. Full Payment

All student fees and charges are paid on the day of registration. This means that students pay in full the fees and charges upon completion of their registration.

### 2. Deferred Payment Scheme

Should a student decide to participate in the Deferred Payment Scheme, s/he pays 50% of his/her tuition and fees upon completion of his/her registration (inclusive of the Enrollment Deposit for newly admitted students). The remaining 50% is paid by monthly installments, within a maximum of 3 months for the regular semesters. A university service charge of **KWD 10** is added to each installment.

## TUITION FEES REFUND

Students may apply for a refund of tuition fees 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”.

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 Registrar.
2. Provide a letter of request and verifiable written documentation supporting the request to the Director of Finance.

*“Extenuating circumstances” may include death of an immediate family member, call to military duty, legal proceedings, and medical illness requiring hospital stay. Students receive their refunds either in cash or checks in their name.*

## HOLDS

The AUK Finance Department will place a “hold” on those students who fail to meet their financial obligations to AUK, 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.

# GENERAL UNIVERSITY ACADEMIC INFORMATION

## STUDENT RESPONSIBILITIES UNIVERSITY DEGREE REQUIREMENTS ACADEMIC ADVISING ACADEMIC POLICIES

Matriculation to the Undergraduate Degree Program

Class Attendance

Grading System

*Grade Notations that are not calculated in the GPA*

*Computing the Grade Point Average*

*Failing and Course Repetition*

*Course Repetition Policy*

*Incomplete Grades and Make-Up Requirements*

*Not Reported*

*Course Grade Appeals*

*Change of Final Grade*

Tests and Examinations

Challenging Educational Materials

Academic Probation

*Removal of Academic Probation*

*Academic Dismissal*

*Reapplying to AUK*

*Permanent Academic Dismissal*

Registration

*Registration Holds*

*Drop and Add*

Withdrawal

*Withdrawal from Individual Courses*

*Withdrawal from the Semester*

*Withdrawal from the University*

Auditing

Leave of Absence

*Resuming Study at AUK*

Study at Another Institution

Academic Scholarships

*Scholarship Criteria for New Students*

*Scholarship Criteria for Continuing Students*

*Scholarship Application Process and Deadlines*

Student Complaints Concerning Faculty

## COURSES AND CLASS SCHEDULES

Course Schedules

Course Prefix, Level, Title and Credit Hour Information

Prerequisites

Co-requisites

# 3

Independent Study Courses  
Special Topics Courses  
Course Substitutions  
University Academic Operation and Class Periods

## **COURSE DESCRIPTIONS AND SYLLABI ACADEMIC LOAD**

Full-time Students  
Part-time Students  
Maximum Credit Loads  
Course Load Reduction

## **CATEGORIES OF STUDENTS AND CLASS STANDING GENERAL EDUCATION**

Mission Statement for General Education  
General Education Learning Outcomes  
General Education Requirements  
The General Education Requirement “D” Grade  
Foundation Courses and Prerequisites  
Upper-Level Courses  
Internships

## **DEGREE PROGRAMS AND MAJOR REQUIREMENTS**

Declaration of Major in the Degree Program  
Change in Degree Program, Major and/or Minor  
Completion of the Major in the Degree Program  
Double Major  
Students with a Bachelor’s Degree

## **MINOR REQUIREMENTS AND DECLARATION OF A MINOR**

Completion of the Minor  
Undergraduate Certificates

## **GRADUATION**

Eligibility for Graduation and Credit Hour Requirements  
Application for Graduation  
Conferral of Degrees and the Graduation Ceremony  
Additional Diplomas

## **STUDENT ACADEMIC RECORDS**

Permanent Record  
Transcripts  
Disclosure of Student Records

## **UNIVERSITY HONORS AND AWARDS**

Dean’s Honor List  
President’s Honor Roll  
Graduation Honors

## **UNIVERSITY LIABILITY**

# 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 and responsibility. 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.

## UNIVERSITY DEGREE REQUIREMENTS

The American University of Kuwait is committed to a liberal arts model of education 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 students' 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, and promote academic excellence, professionalism, and leadership qualities.

To graduate with a Bachelor's degree in Arts, or Sciences or Business Administration (BA, BS, BBA), students must complete a minimum of 124 credit hours. To graduate with a Bachelor of Engineering degree (BE), students must complete a minimum of 144 credit hours. These credit hours are composed of the general education requirements and all degree program or major requirements. Any of the required 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.

**All Private Universities Council (PUC) Scholarship students should note the following:**

The PUC scholarship award does not cover the tuition fees for any additional courses. The scholarship award only covers the tuition for the assigned scholarship major only. PUC Scholarship students who register in additional courses outside of their assigned scholarship major will be charged for the tuition of the additional credit hours. Non-payment will result in a financial hold, preventing students from, among other things, registering for future classes and collecting their AUK transcripts.

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 Relations
- Bachelor of Arts in Social and Behavioral Sciences (*Concentration in Anthropology*)
- Bachelor of Engineering in Computer Engineering
- Bachelor of Engineering in Electrical Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

The College of Business and Economics at the American University of Kuwait offers the following degrees:

- 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

## 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 ongoing 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 visit the Academic Advising Center (AAC). 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 Academic Advising Center (AAC) for advising. The AAC also advises declared major students on academic probation. Undergraduate students enrolled in Level III of the Intensive English Program should seek advising assistance from the AAC to facilitate a smooth transition to the undergraduate program. *Scholarship students are required to seek advising from AAC based on their scholarship defined major.*

### DECLARED STUDENTS

When a student completes 60 credits of undergraduate work, s/he is required to declare a major. All declared major students are assigned a faculty advisor based upon the student's major and advisor

availability. The assigned faculty advisor is responsible for working with the student on such issues as course selection and academic challenges. The major declaration form must be signed by the current advisor, the new advisor, the appropriate department chair, and sent to the Registrar's Office to update the student's record. *Scholarship students are required to declare their major at AUK in accordance with their scholarship defined major.*

## ACADEMIC POLICY

### 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 meet the university admissions requirements and follow the graduation requirements from the catalog under which they are re-admitted, or any subsequent catalog. Regardless of the catalog used for curriculum, all students are governed by policies.

### CLASS ATTENDANCE

#### General Guidelines

The American University of Kuwait recognizes the importance of class attendance as being an important element of the student's classroom success and has set forth the following policy on class attendance:

- Students are expected to attend all classes, laboratories, and/or required fieldwork. Excessive absences prevent students from receiving full course benefit, and disrupt orderly course progress.
- Students who miss more than 15% of the class sessions of any course during a semester, irrespective of the reasons, may be advised by the instructor to withdraw from the course. It is the student's responsibility to withdraw the course by the specified deadline (please refer to the Withdrawal section in the Catalog). Students who withdraw from a course receive a grade of "W." Students who do not withdraw will fail the course.
- Students who miss more than 15% for reasons of: inpatient medical care, death of an immediate family member, academic instructional activities, or national athletic activities are required to submit documented evidence to the course instructor. If excused, students are required to satisfy all course work due or assigned during their absences, as determined by the course instructor.

### GRADING SYSTEM

Passing grades are "A," excellent; "B," good; "C," satisfactory; and "P," passing (see Pass/No Pass option). These grades may be modified by a plus or minus, with the exception of the grade "A." Grades "C-," "D+," and "D-," are not awarded at the American University of Kuwait. A "D" grade represents less than satisfactory work. However, the grade may satisfy most General Education and free electives (see "Failing and Course Repetition" for more information). The qualities of performance associated with the different grades are explained below.

A student will be awarded 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	“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” reflects excellent performance on assignments and exams, as well as participation and conduct. This grade denotes comprehensive mastery of course learning and its integration with previously-learned material. An “A” student is 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 good 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” 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	AUK does not award the grade “C-” in its courses
1.30	D+	67-69	AUK does not award the grade “D+” in its courses.

1.00	D	64-66	A "D" represents less than satisfactory work. 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 and free elective courses.
0.70	D-	60-63	AUK does not award the grade "D-" in its courses.
0.00	F	0-59	An "F" represents a failing performance. The student has not met the standards set by the course, demonstrates incomplete comprehension of the material, and/or incomplete submission of materials required for the course. An "F" is a failing grade.
0.00	FN	0-59	Failure for non-attendance ( <b>Intensive English Program only</b> )

### Grade notations that are not calculated in the GPA

<b>I</b>	Incomplete
<b>AU</b>	Audit - no credit
<b>P</b>	Pass (for Pass/No Pass option only)
<b>NP</b>	No Pass (for Pass/No Pass option only)
<b>W</b>	Withdrawal
<b>NR</b>	Not Reported
<b>CR</b>	Credit awarded

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 GPA 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 Grades**

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 MATH 095, 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
- UNIV 100 and UNIV 110
- English Language
- Any course that is a prerequisite for a major or minor course except MATH 095.

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. A failed course may not be repeated outside AUK and transferred repeated courses will not replace failed AUK courses. A student may repeat a course up to three times. A student wishing to register for additional attempts will be referred to the appropriate department chair for review and recommendations. The highest grade earned is counted in the calculation of the GPA. Failure in a required course may not be addressed by substitution or waiver. A “Pass” grade will replace an “NP” only when “NP” was initially earned under the Pass-No Pass grading system. Students repeating foundation courses are not allowed to register for 300-level courses or above.

### *Repetition for Improvement of Grade*

Students may elect to repeat up to 12 credit hours with a minimum earned grade of “C”. Prerequisite courses and courses which have catalog restrictions due to duplication of subject matter may not be repeated. A single course may be only repeated once. Students may not repeat a course outside AUK, and transferred repeated courses will not replace failed AUK courses. Students will not receive credits for taking a course at AUK for which they have received transfer credit. A repeated transfer course at AUK will be excluded from use toward graduation or in the student’s GPA. A student

will receive credit only once for any AUK course, with the exception of MUSC 110 and courses numbered 369 (Short Course), 388 (Independent Study), 389 (Special Topics), and 470 (Internship). MUSC 110, 310, and all 470s may have credit earned to the upper limit stated in the course listing in this catalog. 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 identified.

**All Private Universities Council (PUC) Scholarship students should note the following:**

*In addition to the university policy of "Repetition for Improvement of Grade", PUC scholarship students are allowed to repeat only up to four courses with a minimum earned grade of "C". A single course may be only repeated once. Failure to abide by the above will result in holding the student financially liable. Non-payment will result in a financial hold, preventing students from, among other things, registering for future classes and collecting their AUK transcripts.*

**Incomplete Grades**

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. .

A student who receives an incomplete grade "I" must complete the course work within one month into the following full semester (Spring/Summer into Fall, and Fall into Spring). If the Incomplete grades for any one semester/term are more than two, the future registration would be removed to facilitate the student's success without jeopardizing the student's academic progress. Students in this situation may submit an appeal to the appropriate dean for more than one calendar month and it is recommended that Scholarships students be in touch with the AUK Scholarship and Financial Aid Office regarding the ability to submit a scholarship deferral request. If the course work is completed within the period specified, the instructor must complete a Change of Grade Form and submit it to the Department Chair in which the course is offered, with the supporting evidence. If the Department Chair approves the change of grade, s/he will sign the form and submit it for final approval to the appropriate Dean. If the course work is not completed within the period specified the "I" will be replaced with an "P" or "NP" as the final grade.

**Not Reported (NR) Grades**

A grade code of "NR" will be recorded for grades not reported by the instructor. The grade "NR" should be replaced within 48 hours on a Change of Grade Form with appropriate supporting documentation for the change, and receive approval by the Department Chair and the appropriate dean.

**Course Grade Appeals**

Students are entitled to an objective, professional evaluation of their academic work and to a fair, equitable treatment in the course of their academic relationships with the faculty. These criteria are observed by the AUK faculty as a part of their professional responsibilities. A final grade assigned by an instructor may be appealed if:

- There was a clerical/mathematical error in the calculation of the final grade;
- There were inconsistent standards of evaluation such as:
  - Deviation from the grading criteria as outlined in the course syllabus.
  - The final grade determination was based on factors other than the student's performance in the course and/or completion of course requirements;
  - The student's final grade was determined by different standards than other students in the same section of the course.

The burden of proof of these conditions rests on the student. A grade resulting from absences, beyond what the catalog allows, and academic dishonesty cannot be appealed. In cases where the grade appeal is based on a complaint involving prejudice, discrimination, harassment, etc., the student is referred to the “Student Complaint against Faculty Policy.”

**A grade appeal must be submitted no later than the first day of the next spring or fall semester (whichever comes first) after the assignment of the grade that is appealed.** Failure to do so will preclude any possibility of subsequent action. Students should avoid taking the same course until the appeal case is resolved.

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

*Step 1: Consultation with the Faculty Member*

When a student does not agree with the final grade assigned for a course, s/he should first meet with the course faculty member responsible to discuss the grade within 48 hours once final grades are officially made available to students by the Office of the Registrar. This requirement allows for any clerical/calculation grade errors to be corrected by the faculty member by means of the Change of Grade Form without the necessity of filing an appeal. If the grade is still in dispute after consultation, the student may complete the Grade Appeal Form.

The consultation step can be skipped, and the student may go to step 2 only:

- 1.If the faculty member is unavailable; or
- 2.The faculty member fails to respond within the 48-hour time period indicated; or
- 3.If the faculty member’s response does not satisfy the student.

*Step 2: Appeal to College Committee*

Students may file a formal grade appeal to the College Grade Appeal Committee by completing and signing the “Grade Appeal Form” and submitting it to the Chair of the Department offering the course, no later than 12:00 pm on the first day of the fall or spring semester immediately following the session in which the action being appealed occurred.

The student’s Grade Appeal Packet must include:

- A completed and signed Grade Appeal form;
- A course syllabus (provided to the student at the beginning of the course);
- A grade breakdown if available;
- A detailed statement explaining why the student believes his/her grade should be changed;
- Any documentation that supports the student’s claim.

*Step 3: College Committee Decision*

Upon receiving the Grade Appeal Packet, the Department Chair will forward it to the Chair of the College Grade Appeal Committee, who will convene a meeting of the committee and provide a final decision no later than the end of the third day of add/drop week of the fall or spring semester.

By the end of the third day of add/drop week, the Committee Chair will communicate its decision, together with its findings/reasons, to the student, the faculty member, the Department Chair, and the Dean of the appropriate college. The College Grade Appeal Committee’s decision is final and binding on all parties. In cases where the College Grade Appeal Committee determines that the student final grade should be raised, the Chair of the Committee must submit the appropriate form to the appropriate Dean who will send the approved forms to the Office of the Registrar by 12:00 pm of the fourth day of add/drop week.

**Structure of a Grade Appeal Committee**

The College Grade Appeal Committee will be comprised of one faculty member representative from each department of the College. The committee members will serve for a period of two

consecutive terms. The chair of the committee will be appointed by the Dean of the appropriate college. If the instructor is a committee member, the committee will choose a substitute in consultation with the concerned Department Chair. The instructor will not participate in this decision. The Department Chair will appoint a substitute member if the Department representative on the Grade Appeals Committee is not available.

### **Powers of a Grade Appeal Committee**

The Grade Appeal Committee must base its decision on the information presented about the work undertaken during the semester in which the student was enrolled in the course under question. The Grade Appeal Committee will not assign additional work to a student for any purpose nor shall the Grade Appeal Committee subject the student to any sort of examination on the course matter. The Grade Appeal Committee will make its decisions based on a majority vote, and will have the power to raise or keep a grade unchanged.

### **Change of Final Grade**

After final grades are posted in the AUK Student Self-Service System, a change of grade is not allowed unless a demonstrable mistake was made in calculating the grade. In such a case, the instructor must complete a Change of Grade Request Form no later than one week after the end of final examinations and submit it to the Department Chair in which the course is offered, with the supporting evidence for the mistake warranting the change of grade. If the department chair approves the change of grade, s/he will sign the form and submit it for final approval to the appropriate dean. The dean's decision is final. Approved Change of Grade forms must be submitted to the Office of the Registrar **no later than three class days after the beginning of the next term**. A change of grade is not allowed beyond this date.

## **STUDENT COMPLAINTS CONCERNING FACULTY**

AUK is committed to providing an educational environment that is conducive to the personal and professional development of each student. In order to ensure that commitment, the University has developed procedures for students to pursue complaints against faculty, should such action become necessary.

A student, who has an unresolved disagreement or dissatisfaction with a faculty member, has the right to file a formal complaint to the appropriate authority without retaliation and prejudicing his or her status with the University.

Examples of incidents that can result into a complaint are: misconduct, incompetent or inefficient service, neglect of duty, and mental incapacity in teaching related duties and settings.

This policy does not apply to issues that are covered under separate policies and procedures such as grade appeal, allegations of discrimination or sexual harassment.

A complaint, which has not been resolved through informal processes, should be filed within thirty (30) working days of the alleged incident to the appropriate authority.

Any student who brings a complaint has the burden of proof and must provide documentation and evidence to support the allegation.

False, frivolous, or malicious complaints are reported to Student Affairs and are dealt with under the Student Code of Conduct.

### **Procedures**

**Informal Resolution:** Normally, a student with complaint against a faculty should first attempt to

resolve the issue with the faculty member concerned. Lacking a satisfactory outcome, the student should discuss the matter with the chair of the faculty member's department.

If a Student is uncomfortable dealing directly with the concerned faculty member, s/he may seek assistance from the department chair or faculty's immediate supervisor in resolving the complaint.

**Formal Complaint:** If a student does not pursue informal resolution or if informal resolution is unsuccessful, the student may file a written complaint with the appropriate Dean of the college or Designee in which the faculty member works.

1. The complaint shall be filed within 30 days of the alleged conduct. The complaint shall be as specific as possible in describing the incident of the faculty.
2. Upon receiving the complaint, the Dean or designee will convene an advisory panel to review the complaint within 10 working days.
3. The panel will consist of three faculty members: one chosen by the faculty member concerned, and two chosen by the Dean or designee. The panel will select a chair.
4. The panel will arrange to meet with the parties and may gather additional information, conduct interviews, in order to complete its investigation. Following this fact-finding process, the panel will submit a written report with recommendation for appropriate action to the Dean. The dean will make the final decision and notify the parties within 10 working days.
5. 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 for as long as may be necessary to permit response to potential legal action.
6. If the Dean determines that the complaint is justified, an appropriate disciplinary action will be initiated, and the report will be placed in the faculty member's official personnel file.
7. Any action arising out of a student complaint will be addressed in strict confidence and in accordance with University policy.

## 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 five (5) working days of receipt of the Dean's written report. The President's decision will be final and binding on all parties.

## TESTS & EXAMINATIONS

### General Guidelines

Following the American model of higher education, evaluations of a student's performance may be conducted 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); the third measure of assessing students' performance may take the form of a paper or project. Instructors may require more quizzes or tests. Students should refer to the syllabus of each course. These assessment measures will demonstrate an understanding of the information presented primarily during lectures.

### Exam Logistics

Examination dates are usually announced in course syllabi. Final examinations must be offered by the faculty and they must be taken by the students during the scheduled period, as assigned by the Office of the Registrar. Students may be asked to provide some form of photo identification, preferably their 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 exams. 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 periods. Should a student be scheduled to more than three exams on the same day, the other exams may be rescheduled as a make-up exam. A student who misses an exam because of an illness or a legitimate emergency must present documented evidence to the course instructor. The course instructor will then determine whether the student may take a make-up the missed exam. This policy may be noted in the instructor’s course syllabus.

## 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 is required to complete a “Challenged Materials Form” and submit it to the Library Director. For classroom materials, the individual must submit the form to the appropriate academic dean. The appropriate academic 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 is placed on probation at the end of the semester in which her/his cumulative GPA falls below 2.00. A student on probation is required to participate in academic success initiatives organized by the Academic Advising Center. A student on probation is required to repeat courses, subject to availability, in which s/he earned “D” or “F” grades.

### a. Initial Probation

A student will be placed on initial probation at the end of the first semester when her/his cumulative GPA earned at AUK falls below 2.00. While on initial probation, s/he may register for no more than 13 credit hours during the fall and spring semesters and no more than 7 credit hours during the summer. A student on initial probation is required to repeat courses, subject to availability, in which s/he received “D” or “F” grades.

### b. Final Probation

A student will be placed on final probation at the end of the second consecutive semester (fall, spring, or summer) when his/her cumulative earned AUK GPA falls below 2.00. While on final probation, s/he may register for no more than 13 credit hours during the fall and spring semesters and no more than 7 credit hours during the summer. A student on final probation is required to repeat courses, subject to availability, in which s/he received “D” or “F” grades.

## Removal of Academic Probation

If at the end of the semester while on either probation, the cumulative GPA is at least 2.00, the student is returned to good standing.

## Academic Dismissal

A student will be academically dismissed from AUK for any of the following reasons and with no right to appeal:

1. If the student’s earned cumulative AUK GPA is less than 2.00 at the end of the third consecutive semester (including summer sessions). **PUC scholarship students who are academically dismissed will forfeit their scholarship as per PUC decision number 9/41-1/2010.**
2. If the student’s earned cumulative AUK GPA is less than 2.00 at the end of the fifth non-consecutive semester (including full summer session). **PUC scholarship students who are academically dismissed will forfeit their scholarship as per PUC decision number 9/41-1/2010.**

## **Readmission to AUK**

Academically-dismissed students may be considered for readmission to AUK after one regular academic semester of separation, excluding summer session. No summer registrations are permitted for students who have been academically dismissed. Students who are readmitted will return on initial probation status with enrollment limitations as stated above. Re-admittance will be based on available seats.

<b>IF YOU ARE DISMISSED AT THE END OF:</b>	<b>YOU MAY RETURN:</b>
Fall semester	at the beginning of the following fall semester
Spring semester	at the beginning of the following spring semester
Summer session	at the beginning of the following spring semester

The PUC will reconsider re-instating the scholarship for a dismissed scholarship student if s/he meets the following conditions (PUC decision 6/43-1/2011):

1. A student may be reinstated to the scholarship only once during the entire period of her or his study.
2. No more than two years should have passed since the student's dismissal (at the time of the reinstatement application submission).
3. The student must pursue a scholarship major offered at the institution to which s/he was granted an internal scholarship.
4. After the dismissal from the scholarship, the student must have completed 30 AUK credit hours or more, with a minimum cumulative GPA of 2.33 and a last semester GPA of at least of 2.00.

## **Permanent Academic Dismissal**

A student will be permanently dismissed from AUK if s/he earned a cumulative AUK GPA of less than 2.00 at the end of the second consecutive semester or third non-consecutive semester, following readmission to AUK. The student is permanently dismissed with no right to appeal or option of returning to AUK.

## **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, the Office of Admissions, the Office of the Registrar, the AUK Library, or other university departments. All holds must be cleared by the appropriate office before students are allowed to register for the upcoming 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 Banner 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 will not be entered in the student's academic records.

Students are responsible for verifying the accuracy of their course registration on AUK Banner Self-Service throughout the semester(s) in which they are enrolled.

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## 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 to a minimum of 12 credits per semester. Withdrawal from individual courses is permitted up until the withdrawal deadline for the respective semester, which is generally five weeks before the last day of classes for the semester, two weeks before the last day of classes of the summer semester, and one week before the last day of a summer 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 semester. Upon withdrawal, a student maintains his/her 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 AUK website/Academic Calendar. Students are also encouraged to consult the tuition refund schedule before withdrawing from a course.

**Scholarship students are financially obligated to settle the payment of withdrawn courses.** For further assistance regarding procedures, please contact the **AUK Scholarship & Financial Aid Office** at [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw).

### Withdrawal from the Semester

Students may withdraw from all courses for the semester by submitting an approved “Withdrawal from the Semester” request form to the Office of the Registrar. This request must be submitted before the semester withdrawal deadline. The student’s account will remain active so that s/he can register for the following semester. If a student plans on taking courses at another institution during this semester, s/he must also submit an approved “Study at Another Institution” request form.

A grade of “W” will be recorded in the student’s transcript for all courses from which the student has voluntarily withdrawn after the Drop/Add deadline for the semester. Upon withdrawal, a student still maintains his/her financial obligations, but is free from the academic responsibilities associated with the course.

For additional information regarding the semester withdrawal deadline, students should refer to the AUK website/Academic Calendar. Students are also encouraged to consult the tuition refund schedule before withdrawing from the semester.

**Scholarship students cannot change their enrollment status without prior approval from their scholarship provider.** For further assistance regarding procedures, please contact the **AUK Scholarship & Financial Aid Office** at [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw).

### 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 withdrawal deadline. If submitted after the withdrawal deadline, the action will be recorded for the following term and the registration status of the current term will be maintained.

In the event that a student withdraws from the university by 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.

A student who withdraws from the university is inactivated and must apply for readmission to the



university. All returning students must meet the readmission requirements and all admissions deadlines, if applying after one academic year. If the student takes courses elsewhere during this period, only a maximum of 60 credit hours might be considered for transfer towards a degree program.

**Scholarship students cannot change their enrollment status without prior approval from their scholarship provider.** For further assistance regarding procedures, please contact the **AUK Scholarship & Financial Aid Office** at [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw).

## LEAVE OF ABSENCE

Students desiring a leave of absence for reasons other than studying at another institution of higher education (see **STUDY AT ANOTHER INSTITUTION** section) must obtain formal permission. All leave of absence requests must be approved by the appropriate academic dean. Students who receive permission for a leave of absence are limited to one academic year only, during which they cannot attend any local or foreign institution of higher education. Upon return, students must notify the Office of the Registrar so that they will be reinstated, pending verification that they have not violated the terms of their leave of absence.

**Scholarship students cannot change their enrollment status without prior approval from their scholarship provider.** For further assistance regarding procedures, please contact the **AUK Scholarship & Financial Aid Office** at [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw).

### Resuming Study at AUK

Students who stop attending the university for two consecutive semesters without submitting an approved “Leave of Absence” form will have their status “inactivated” at the end of the Drop/Add period of the second semester, and may not resume their studies until they have been formally readmitted or reinstated.

Readmitted students 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.

## 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 “AU.” 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. An audited course does not apply toward graduation requirements.

## 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 at Another Institution” Form, obtaining the necessary signatures from his/her academic advisor, the department chair relevant to the course(s) requested, and the appropriate dean. The completed form must then be submitted to the Office of the Registrar prior to registering at another institution. AUK is not under obligation to accept transfer credits unless the programs and courses are agreed upon in advance by the relevant AUK departments. All students desiring to study at another institution must have earned at least 45 credit hours toward AUK residency. International students studying at AUK and planning to take courses at another institution are to contact the Corporate Relations Office, regarding visa and residency implications of the Kuwait residency, prior to the completion of the “Study at Another Institution” Form.

**Scholarship students cannot change their enrollment status without prior approval from their scholarship provider.** For further information and assistance regarding scholarship rules, conditions and procedures, please contact the University Office of Scholarship & Financial Aid.

### **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 study abroad is not 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, hours earned in an approved AUK-exchange program or AUK-approved study abroad program during the senior year will be exempt from the last 30 credit hour residence requirement for graduation.

**Scholarship students cannot change their enrollment status without prior approval from their scholarship provider.** For further assistance regarding procedures, please contact the AUK Scholarship & Financial Aid Office at [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw).

### **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.*

**Scholarship students cannot change their enrollment status without prior approval from their scholarship provider.** For further assistance regarding procedures, please contact the AUK Scholarship & Financial Aid Office at [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw).

## **ACADEMIC SCHOLARSHIPS**

At the beginning of each academic year, AUK makes available to its new students a limited number of academic scholarships based on a student's academic aptitude, performance, and achievement. The AUK scholarship criteria, application process, and application due dates are listed below:

### **Scholarship Criteria for New Students**

- Students must have a 3.75 high school GPA or better.
- Students will be evaluated on academic measures, including but not limited to, high school and/or university GPA, TOEFL scores, and class rank.

### **Scholarship Criteria for Continuing Students**

AUK awards a limited number of merit-based academic scholarships to our most academically-deserving continuing students.

- Scholarship applications will be evaluated on various academic measures, including, but not limited to, the AUK cumulative GPA and total earned hours at AUK, as set and announced by the AUK Scholarship Committee.

### **Scholarship Application Process and Deadlines**

The following documents must be submitted to the Office of Admissions a month prior to the beginning of the fall semester of the academic year:

- Completed Admissions Application (for new students)
- Completed AUK Scholarship Application

Applications will be reviewed by AUK's Scholarship Committee. All applicants will be informed of their status two weeks prior to the commencement of the academic year.

### **Retention of Scholarship**

- Maintain an AUK cumulative GPA of 3.50 or better by the end of each term.
- Register for 12 credit hours or more per regular term.
- Complete 75% of courses attempted.

## **COURSES AND CLASS SCHEDULES**

### **COURSE SCHEDULES**

Each semester, the university publishes its schedule of course offerings for the following semester, available through AUK Banner 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 Banner 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 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 207: Introduction to Rhetorical Studies (3)" is a sophomore course offered by the English Department 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 department. 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 departments 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. A prerequisite course in appeal will not allow a student to enroll in the subsequent course(s).

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## CO-REQUISITES

A co-requisite is a requirement that a certain course must be taken concurrently (in the same semester) with another course. It is the student's obligation to know and meet course co-requisites. These are stated in the course description section of the catalog. Co-requisites will be enforced at registration.

## CONCURRENT

A concurrent course is a requirement that a certain course may be taken concurrently (in the same semester) with another course, if it has not been successfully completed previously. It is the student's obligation to know and meet course concurrency requirements. These are stated in the course description section of the catalog. Concurrency requirement will be enforced at registration.

## INDEPENDENT STUDY COURSES

An Independent Study course is an individually supervised, upper-level course that 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 2.0. Students may not take more than six (6) credit hours of independent study toward the 124 semester credit minimum required for graduation. Non-degree and Visiting students are not permitted to take Independent Study courses.

## SPECIAL TOPICS COURSES

A special topics course is an upper-level course with topics that vary by semester. These courses are normally restricted to juniors and seniors, who have received instructor approval. Students may not take more than six (6) credits of special topics courses that have study abroad trips toward the 124 semester credit minimum required for graduation. Students are not limited in taking special topics courses that do not have a study abroad trip component or are full-semester study abroad programs and/or institutions approved by AUK.

## COURSE SUBSTITUTIONS

Course substitution is restricted as follows:

1. The original course is not offered prior to the student's graduation from AUK;
2. The substituted course must be in the same field of study as the original course;
3. The substituted course contains similar content according to the course syllabi; and
4. The substituted course is of equal rank or higher level. Gen Ed courses are not subject to substitution.

All course substitutions require the approval of the department chair and the appropriate academic dean.

## 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, or the equivalent of 45 contact hours. Class duration and meeting frequency may differ during the summer semester.

## 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 online each semester via AUK Self-Service. Course syllabi provide a detailed outline of the course content, with indicated dates for the assignments, exams, and other requirements. Syllabi are distributed by the instructors at the beginning 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 12 credit hours, or 13 in the case of a lab, for the entire summer term. No student may register for more than 7 (3+4) 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 with exception to graduate students. 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 CREDIT LOADS

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, the department chair, and the appropriate dean.

### COURSE LOAD REDUCTION

Students who must reduce their course load below 12 credit hours are required to obtain the approval of the appropriate academic dean (undeclared students see the Dean of the College of Arts & Sciences). If an approved “Request to Change from Full-Time to Part-Time Status” form is not submitted to the Office of the Registrar, a student may be dropped from her or his courses.

**Scholarship students cannot change their enrollment status without prior approval from their scholarship provider.** For further assistance regarding procedures, please contact the AUK Scholarship & Financial Aid Office at [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw).

## CLASS STANDING

A student’s class standing is determined by the number of credit hours completed:

**FRESHMAN:** 0-29 credit hours

**SOPHOMORE:** 30-59 credit hours

**JUNIOR:** 60-89 credit hours

**SENIOR:** 90+ credit hours

## 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 within the first two years of study.

## 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 must complete forty nine (49) general education credit hours in the following areas:

49 GENERAL EDUCATION CREDIT HOURS IN THE FOLLOWING AREAS:		
COURSES	CREDIT HOURS	COURSE CODE
English Language Requirement	(10)	[ E ]
Arabic Language and Culture Requirement	(6)	Language: [ A ] Culture: [ K ]
Mathematics Requirement	(6)	[ M ]
Computer Science and Information Systems Requirement	(3)	[ T ]
Freshmen Year Experience Requirement	(5)	[ L ]
Humanities Requirement	(6)	[ H ]
Social Sciences Requirement	(6)	[ S ]
Sciences Requirement	(7)	[ P ]

Each general education requirement is 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 095 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, 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.

**GENERAL EDUCATION REQUIREMENTS**

[E]: English Language Requirement	10 credit hours
Students can satisfy the English requirement with a grade of “C” or better by taking the following courses. Students may be exempt from ENGL 100 if their TOEFL, IELTS, or Accuplacer scores meet ENGL 101 minimum requirements.	
ENGL 100: Foundations in Academic Reading and Writing (if TOEFL, IELTS, or Accuplacer scores do not meet ENGL 101 requirements)	(4) [E]
<b>AND</b>	
ENGL 101: Approaches to Critical Reading and Writing ( <i>this course should be completed by the end of the first year</i> )	(3) [E]
<b>AND</b>	
ENGL 102: Writing and Information Literacy ( <i>this course should be completed by the end of the first year</i> )	(3) [E]
[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:	

<b>[A]: Arabic Language Requirement</b> is fulfilled by taking one of the following courses:	
ARAB 101: Arabic as a Second Language I	(3) [A]
<b>OR</b>	
ARAB 114: Arabic Basic Language Skills	(3) [A]
<b>OR</b>	
ARAB 215: Arabic Composition I	(3) [A]
<b>OR</b>	
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 placed (an exception to this being ARAB 215; students may take ARAB 215 after having passed ARAB 220 to improve their Arabic composition).	
<b>[K] Arab Culture Requirement</b> may be fulfilled by any course listed as satisfying the general education requirement for Arab Culture (see course descriptions).	
<b>[M]: Mathematics Requirement</b>	
<b>6 credit hours</b>	
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 205: Linear Algebra	(3) [M]
MATH 206: Calculus III	(3) [M]
MATH 210: Differential Equations	(3) [M]
MATH 213: Discrete Mathematics	(3) [M]
STAT 201: Statistics	(3) [M]
STAT 202: Regression for Business	(3) [M]
STAT 214: Statistics for Engineers	(3) [M]
<b>[T]: Computer Science and Information Systems Requirement</b>	
<b>3 credit hours</b>	
To fulfill the CSIS general education requirement, students may take any 100-level CSIS [T] course excluding CSIS 150.	



<b>[L]: First Year Experience Requirement</b>		<b>5 credit hours</b>
To fulfill the First Year Experience requirement with a grade of “C” or better, students may take:		
UNIV 100: Essentials of Learning ( <i>this course should be completed by the end of the first year</i> )	(2)	[L]
UNIV 110: University, Community, and Citizenship ( <i>this course should be completed by the end of the first year</i> )	(3)	[L]
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 UNIV 100 course. However, the two credits must be made up in another area to satisfy degree credit hour requirements. All transfer students are required to take UNIV 110.		
<b>[H]: Humanities Requirement</b>		<b>6 credit hours</b>
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, 314, 315, 316, 318)	[H]	
Art (ART)	[H]	
Drama (DRAM)	[H]	
English (ENGL) (108, 200-level courses or above)	[H]	
French (FRNC)	[H]	
Italian (ITAL)	[H]	
Music (MUSC)	[H]	
Philosophy (PHIL)	[H]	
Religion (RELG)	[H]	
Spanish (SPAN)	[H]	
Translation (TRAN)	[H]	
<b>[S]: Social Sciences Requirement</b>		<b>6 credit hours</b>
Students can fulfill the Social Sciences requirement by taking a total of six (6) credit hours from the following areas:		
American Studies (AMST)	[S]	
Environmental Studies (ENVS) (101, 215, 220, 310, 320, 325, 340)	[S]	
History (HIST)	[S]	
International Relations (IR)	[S]	
Psychology (PSYC)	[S]	
Political Science (PLSC)	[S]	
Social and Behavioral Sciences (SBSA)	[S]	
<b>[P]: Science Requirement</b>		<b>7 credit hours</b>
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) (230, 305)	[P]
Natural Sciences (NSCI)	[P]
Physics (PHYS)	[P]

### 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 MATH 095, free electives, or some general education requirements. The following general education courses **require a “C” or better**:

- Arabic Language
- Arabic Culture
- UNIV 100
- English Language and Oral Communication
- Any course that is a prerequisite for a Major or Minor course except MATH 095

### FOUNDATION COURSES & PREREQUISITES

Undergraduate students at AUK must complete all remedial and foundation courses (MATH 095, UNIV 100, UNIV 110, ENGL 100, ENGL 101, and ENGL 102) before they register for any 300-level course and above (see table below and the **COURSE REPETITION POLICY** section for further details). The policy will be enforced using Banner software prerequisites. A grade of “C” or better must be earned in each of the foundation courses to pass, except MATH 095, in which a grade of “D” is acceptable.

After the student spends his/her first two years completing the general education requirements, the student will have developed the skill sets necessary 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. Students also are not allowed to double dip credit hours between categories listed under the general education requirements.

#### Foundation Courses & Prerequisites Table

College of Arts and Sciences (CAS)		
Foundation Course	Registration Course Level	Prerequisite Status
ENGL 100	Specified courses defined by the CAS (check with Academic Advising Center or the Dean’s Office)	Concurrent
ENGL 101	Specified courses defined by the CAS (check with Academic Advising Center or the Dean’s Office)	Concurrent
	Courses <b>not</b> defined by the CAS	Prerequisite
ENGL 102	300 – 400 level courses	Prerequisite
UNIV 100	100 – 200 level courses	Concurrent
	300 – 400 level courses	Prerequisite

UNIV 110	100 – 200 level courses	Concurrent
	300 – 400 level courses	Prerequisite
MATH 095	100 – 200 level courses	Concurrent (with the exception of predefined prerequisites for Engineering, Computer Science, Information Systems, and Science courses)

College of Business and Economics (CBE)		
Foundation Course	Registration Course Level	Prerequisite Status
ENGL 100	N/A	N/A
ENGL 101	100 – 200 level courses	Prerequisite
ENGL 102	300 – 400 level courses	Prerequisite
UNIV 100	100 – 200 level courses	Concurrent
	300 – 400 level courses	Prerequisite
UNIV 110	100 – 200 level courses	Concurrent
	300 – 400 level courses	Prerequisite
MATH 095	CBE already has predefined MATH prerequisites	N/A

### UPPER-LEVEL COURSES

Students are required to complete a minimum of 36 credit hours of upper-level (300 or 400-level) classes, of which at least 18 credit hours need to be taken in the major. Some majors or degree programs require additional upper-level courses to graduate; refer to individual program sections for more information.

### 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.

The major internship course “470” is limited to three credit hours. Additional non-major internships will be registered as “473.” 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. Non-degree and Visiting students are not permitted to take Internship Study courses.

Students interested in an internship must satisfy the following conditions:

- Have declared his/her degree program or major.
- Have earned the required number of credit hours as defined by the college.
- 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.
- Have permission from the faculty member who will serve as the internship supervisor to register for a 470 course.
- Have a minimum GPA of 2.0.

## 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 no more than two majors (see double 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 must complete at least 36 credit hours of upper-level (300 and 400 level) courses in residence at AUK, of which at least 18 credit hours need to be taken in the major. 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 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, and are assigned to the Academic Advising Center (AAC) for academic advising. A student's first two years are usually spent satisfying general education requirements.

Students must formally choose and declare a major no later than 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" for either the College of Arts and Sciences or for the College of Business, and submitting the form to the Academic Advising Center. After the declaration is processed by the appropriate College, the student is assigned a faculty advisor based on the student's declared major.

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: [www.auk.edu.kw/academics/registrar\\_student\\_forms.jsp](http://www.auk.edu.kw/academics/registrar_student_forms.jsp).

***All scholarship students must declare their major at AUK in accordance with their scholarship assigned major; for further information, please contact the university's Scholarship Coordinators at [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw).***

### CHANGE IN DEGREE PROGRAM, MAJOR AND/OR MINOR

Changing from one degree program or major to another in any of the colleges requires a completion of at least one full semester of work in the current degree program or major. The "Degree Program, Major, and/or Minor Update Request" form must be completed and submitted to the Academic Advising Center and to the department chair of the prospective program. If approved, the department chair submits the form to the Office of the Registrar for processing.

***All scholarship students MUST declare their majors at AUK in accordance with their scholarship assigned major. For further information about scholarships and majors, please contact the university's Scholarship Coordinators at [scholarship@auk.edu.kw](mailto:scholarship@auk.edu.kw).***

### 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 required to change to another 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. Students with double majors are not allowed to pursue a minor.

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 124 credit hours for graduation. Students who double major must follow the same catalog for both majors.

***Scholarship students may not seek a double major unless within their scholarship major's limited credit hours [the total of 124 (144 for CPEG/ELEG majors) required credit hours]; the student is financially liable for any additional credit hours beyond that.***

## STUDENTS WITH A BACHELOR'S DEGREE

Students already possessing a bachelor's degree may pursue a second 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. Requirements for completing a second bachelor's degree are as follows:

### **AUK Graduates**

AUK students may take a second BA, BE, or BS degree. Students with a bachelor's degree from AUK 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 of general education and electives. They must complete major requirements for the second bachelor's degree specified by individual program sections in this catalog.

Students with a BBA degree from AUK may not take a second BBA degree. The BBA program requirements include Core and Major courses, in addition to an Internship, Common Capstone, and Free Electives.

### **Non-AUK Graduates**

Students who earned their first bachelor's degree from another institution must meet all AUK general education requirements. AUK will evaluate coursework from their first bachelor's degree for possible transfer of courses. No more than 60 credits may be transferred (see **TRANSFER OF CREDITS** section). Any general education requirements not satisfied by transfer credits must be taken in residence at AUK. Students with a Business degree from another institution may not take AUK's BBA degree. However, they may take a BA, BE, or BS degree.

Students must satisfactorily complete at least 30 credits in residence at AUK and complete major requirements for the second bachelor's degree specified by individual program sections in this catalog. These students are subject to the further conditions below:

- 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 **ENGLISH PROFICIENCY REQUIREMENTS** section in this catalog).

## MINOR REQUIREMENTS AND DECLARATION OF A MINOR

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. Students with one major may pursue one minor only. 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 major or 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 advisors about the procedure for declaring a minor.

Forms for "Degree Program, Major, and/or Minor Declaration Request" are available on the Office of the Registrar webpage 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 minor requirements. The minor will be noted on the student's transcript. It does not appear on the diploma. Students' minor catalog year must be the same as their major catalog year.

*Scholarship students may not seek a minor unless within their scholarship major's limited credit hours, or the total of 124 (144 for CPEG/ELEG majors) required credit hours; otherwise, the student is financially liable for any additional credit hours.*

### 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	124 credit hours	Individual majors or degree programs may require more (e.g., ELEG/CPEG = 144 credit hours)
General Education Requirements	49 credit hours	See "General Education" section for distribution
Upper division credit hours	A minimum of 36 credit hours of which at least 18 credit hours are in the major; 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 $\geq$ 90 credit hours
Eligibility for participation in ceremony	Completion of all requirements. May be eligible to walk if a maximum of 13 credit hours remains.	Remaining credit hours 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 (fall, spring, and summer). Candidates for graduation must submit a completed application for graduation via the Self-Service Graduation Application. Reminders will be sent to the AUK e-mail addresses of students who have a minimum of 90 earned credit hours towards their degree. After the application has been filed, the Graduation Coordinator will conduct 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 graduation ceremony if they have thirteen or fewer credit hours remaining. The actual awarding of the degree will not take place until the semester all requirements are completed, within two weeks of the last day of the semester final exams. Material received after that date will cause the degree to be awarded in the subsequent semester.

There will be no change of grade(s) accepted once the degree has been awarded. 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.

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**

The American University of Kuwait confers degrees at the end of each academic term (fall, spring, and summer). The diploma will note the student’s degree. If the student has earned two different degrees, s/he will receive one diploma for each degree.

AUK degrees are as follows:

### College of Arts and Sciences

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in English
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in International Relations
- Bachelor of Arts in Social and Behavioral Science
- Bachelor of Engineering in Computer Engineering
- Bachelor of Engineering in Electrical Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

### College of Business and Economics

- 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

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 (if appropriate). Students are advised that their names on the American University of Kuwait degree diploma will be spelled exactly as they appear on their passport.

## THE GRADUATION CEREMONY

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. Students eligible to participate in the graduation ceremony will be notified about cap/gown 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 fee per diploma.

## STUDENT ACADEMIC RECORDS

### 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 through the AUK Banner Self-Service (if a current student) or from the Office of the Registrar if no longer a student. 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). Once a degree has been posted to the transcript, changes will not be made to courses or grades that were earned prior to the awarding of the degree.



## 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 to specified parties when the student has completed and signed the “Disclosure of Academic Records Form” available in the Office of the Registrar.

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

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:

- Have completed a minimum of 30 credit hours toward a major or degree program;
- Have earned a minimum of 12 credit hours in graded courses numbered 100 or above per semester;
- Not be on probation and have no “I,” “W,” “NP,” or “F” grades at the end of the same semester;
- Have a 3.7 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:

- Have completed a minimum of 30 credit hours toward a major or degree program;
- Have earned a minimum of 12 credit hours in graded courses numbered 100 or above per semester;
- Not be on probation and have no “I,” “W,” “NP,” or “F” grades at the end the same 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:

<b>Summa cum laude</b>	“With the greatest honor”	3.90 - 4.00
<b>Magna cum laude</b>	“With high honor”	3.70 - 3.89
<b>Cum laude</b>	“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 AND SCIENCES

DEAN OF THE COLLEGE OF ARTS AND SCIENCES

MISSION

VISION

GOALS

PROGRAMMATIC ACCREDITATION

UNDERGRADUATE PROGRAMS

**Degree Program Departments in Arts and Humanities**

*Department of Arts and Graphic Design*

*Department of Communication and Media*

*Department of English*

**Non-Degree Program Departments in Arts and Humanities**

*Department of Arabic and Foreign Languages*

*Department of Music and Drama*

**Degree Program Departments in Sciences and Engineering**

*Department of Computer and Electrical Engineering*

*Department of Computer Science and Information Systems*

**Non-Degree Program Departments in Sciences and Engineering**

*Department of Mathematics and Natural Sciences*

**Degree Program Departments in Social Sciences**

*Department of International Relations*

*Department of Social and Behavioral Sciences*

**Non-Degree Program Department in Social Sciences**

*Gulf Studies Certificate Program*

**INTENSIVE ENGLISH PROGRAM**

IEP Mission Statement

Accreditation

Program Outcomes

Program Benefits

Admission and Placement

Duration of Intensive English Language Study

Hours of Study

Pedagogical Foci

*Methods of Instruction in Intensive English*

Curriculum Overview by Skill

*Reading through the curriculum in the IEP*

*Writing through the curriculum in the IEP*

*Listening through the curriculum in the IEP*

*Speaking through the curriculum in the IEP*

*Vocabulary*

*Grammar*

Policy on Attendance and Lateness

Evaluation of Student Progress

Satisfactory Completion of the Intensive English Program

Certificate of Completion

Advising for Advancement to the Undergraduate Program

4



# COLLEGE OF ARTS AND SCIENCES

## DEAN OF THE COLLEGE OF ARTS AND SCIENCES

**Dean, Dr. Rawda Awwad**

*Associate Professor of English Literature*

### WELCOMING NOTE

Welcome to the American University of Kuwait and the College of Arts and Sciences. The college offers the University's General Education curriculum, and excellent undergraduate programs leading to bachelor's degrees (BA, BE, and BS). Students enrolled in general education courses and those who are pursuing their majors and minors in the College of Arts and Sciences work closely with a highly qualified faculty and faculty advisors in pursuit of their educational goals. In their programs of study, students are provided with the tools and specialized knowledge necessary for professional success, in addition to receiving a comprehensive education created in the tradition of the American liberal arts. Our mission is to deliver an educational experience to our students that supports their academic, intellectual, professional, personal development and life-long learning, and encourages the values that inform effective leadership and active citizenship.

The College of Arts and Sciences at the American University of Kuwait provides opportunities for inspiration, innovation, and growth. It is an exciting place to be. On behalf of our faculty and staff, I extend to all of our students best wishes for a successful academic year.

**Dr. Rawda Awwad,**

*Dean, College of Arts and Sciences*

### PERSONNEL OF THE OFFICE OF THE DEAN

*Associate Dean, Administration*

*Assistant Dean, General Education & Student Academic Support*

*Executive Assistant to the Dean*

*Senior Faculty Support Coordinator*

Dr. Ali Charara

Dr. Nicholas Scull

Ms. Magdalene El Neaman

Ms. Dalia Hassaan

## MISSION

The College of Arts and Sciences (CAS) is committed to cultivating lifelong learning that empowers students to pursue technical competency in professional fields, self-awareness, a sense of civic and moral responsibility, and a breadth of vision in the tradition of liberal arts education. The College offers quality undergraduate programs leading to bachelor degrees (BA, BE and BS).

## VISION

The vision of CAS is to become a leading College in the region that offers innovative, quality, undergraduate liberal arts education and that excels in teaching, research and service.

## VALUES

The values of the College of Arts and Sciences are:

**EXCELLENCE IN EDUCATION:** To provide students with an education that integrates the goals of the liberal arts and specialization in specific academic disciplines.

**SCHOLARLY RESEARCH AND CREATIVE ACTIVITY:** To encourage and support research and creative activity that maintains high standards of education, attracts quality faculty, and promotes student's research skills.

**LEADERSHIP AND INTEGRITY:** To foster within the college community the values of leadership, intellectual curiosity, ethics, civic responsibility, and respect for diversity.

## PROGRAMMATIC ACCREDITATION

### AMERICAN ACADEMY FOR LIBERAL EDUCATION (AALE)

The American Academy for Liberal Education (AALE) Board of Commissioners has awarded the American University of Kuwait international accreditation for the following disciplines: Arts, Humanities, Social Sciences, and the University General Education Program. For additional information, visit the AALE website: [www.aale.org](http://www.aale.org).

### ACCREDITATION BOARD FOR ENGINEERING & TECHNOLOGY (ABET)

The Department of Electrical and Computer Engineering and the Department of Computer Science and Information Systems are in the process of seeking ABET accreditation.

### COMMISSION ON ENGLISH LANGUAGE PROGRAM ACCREDITATION (CEA)

The Intensive English Program (IEP) at the American University of Kuwait is accredited by the CEA since August 2009. In 2014, the CEA granted the IEP 10-year re-accreditation. For further information about this accreditation, visit the website: [www.cea.accredit.org](http://www.cea.accredit.org).

## UNDERGRADUATE PROGRAMS

Students entering the College of Arts and Sciences as freshmen or transfers, except those admitted as visiting students or non-degree students, select one of the following programs:

- Bachelor of Arts (BA)
- Bachelor of Science (BS)
- Bachelor of Engineering (BE)

There are three major areas of study in the College of Arts and Sciences. Each of these major areas is comprised of both degree- and non-degree-offering departments, as shown below:

## ARTS AND HUMANITIES

### **Degree Program Departments**

- Department of Arts and Graphic Design
- Department of Communication and Media
- Department of English

### **Non-Degree Program Departments**

- Department of Arabic and Foreign Languages
- Department of Music and Drama

## SCIENCES AND ENGINEERING

### **Degree Program Departments**

- Department of Electrical and Computer Engineering
- Department of Computer Science and Information Systems

### **Non-Degree Program Departments**

- Department of Math and Natural Sciences

## SOCIAL SCIENCES

### **Degree Program Departments**

- Department of International Relations
- Department of Social and Behavioral Sciences

### **Non-Degree Program Departments**

- Gulf Studies Certificate Program

## DEGREE PROGRAM DEPARTMENTS IN ARTS AND HUMANITIES

### DEPARTMENT OF ARTS AND GRAPHIC DESIGN

**Department Chair:** Associate Professor Maryam Hosseinnia

**E-mail:** [mhosseinnia@auk.edu.kw](mailto:mhosseinnia@auk.edu.kw)

#### MISSION STATEMENT

The Art and Graphic Design Department degree program offers a balance of theory and practice in the art and science of visual communication. The program cultivates cultural and aesthetic sensibilities while emphasizing critical thinking, analysis and problem-solving through the teaching of design history, methodology and technologies in order to produce designers capable of producing meaningful designs in a diverse global community.

#### VALUES

The Art and Graphic Design Department actively seeks to keep on the cutting edge of the profession in theory, technology and practice in order to cultivate effective global communication skills and active thinkers. We value integrity, academic freedom, creative diversity and professional excellence. We are committed to inspiring life-long learners who value a knowledge-based economy and will contribute to their local communities.

#### VISION

The Art and Graphic Design Department will be recognized as a leader in design education in the region with regard to innovation, rigor, design excellence, cutting-edge technology, advanced resources, and a talented and dedicated faculty and staff.

## BACHELOR OF ARTS IN GRAPHIC DESIGN

#### LEARNING OUTCOMES:

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

1. Have a working knowledge of the connection between type, image and other principles of visual organization that are based on understanding design history, theory, methodology, and cultural and aesthetic differences.
2. Identify and solve communication problems and question predetermined solutions through research, awareness of critical perspectives in the evaluation of design, and qualitative and quantitative analysis.
3. Implement a wide range of design technologies and strategies through the understanding and ability to use current software and new media.
4. Think, speak and write clearly and effectively, and communicate with precision and rhetorical force, both generally and in design communications.
5. Demonstrate cultural sensitivity, ethical values and the ability to design for a diverse and global audience while also understanding how the audience/user values and behaviors are reflected in the design.
6. Develop a portfolio, with an accompanying thesis and design rationale, that reflects the design methodologies necessary to produce a body of work suitable for professional expectations.
7. Demonstrate divergent and convergent thinking in the integration of the formal, the conceptual and the material, by using the elements and principles of design to effectively support the project's purpose.

**ADMISSION TO THE PROGRAM:**

Students wishing to major in Graphic Design should apply for major declaration by the end of their sophomore year (60 credit hours). Students are *required* to have:

- Cumulative GPA of 2.0 or better.
- Grade of “C” or better in ENGL 101.
- Grade of “C” or better in all ART or GDES courses

**UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS):**

To receive a Bachelor of Arts in Graphic Design, students must complete at least 124 credit hours. In addition, students are required to complete a minimum of 36 credit hours of upper-level courses (300-level and above) at AUK, of which at least 18 credits hours need to be taken in the major.

- **General Education Requirements, composed of: (49)**
  - Program Prerequisites also applicable to the Gen Ed Humanities requirement [ART 101, ART 115, ART 121] (6)
  - Remaining Gen Ed requirements (43)
- **GDES Major Requirements, comprised of: (69)**
  - Program Prerequisites (with 6 credits applicable to Gen Ed Humanities) [ART 101, 115, 121, GDES 102, 110] (9)
  - Core Courses (39)
  - GDES Electives (12)
  - GDES Related Field Electives (9)
- **Free Electives (6)**

**MAJOR REQUIREMENTS (60 CREDIT HOURS)**

The Graphic Design Major requirements include 9 credit hours of program prerequisites, 39 credit hours of core courses, 12 credit hours of Graphic Design Electives, and 9 credit hours of Graphic Design Related Field Electives. A grade of “C” or higher must be earned for all courses required for the major.

**Program Prerequisites (9 credit hours)**

Two of the following courses – ART 101, 115, 121 – may be applied to fulfill the General Education Humanities [H] requirement. The remaining three courses (9 credits) must be taken as GDES prerequisites:

ART 101	Art History I	(3)[H]
ART 115	Color Theory	(3)[H]
ART 121	Drawing I	(3)[H]
GDES 102	Intro to Visual Communication	(3)
GDES 110	Digital Foundations	(3)

**Core Courses (39 credit hours)**

Students must complete the following 13 core courses (33 credit hours):

ART 122	3D Design	(3)
ART 102	Art History II	(3)
GDES 220	Graphic Design I	(3)
GDES 221	Typography I	(3)
GDES 242	Digital Imaging I	(3)
GDES 320	Graphic Design II	(3)
GDES 321	Typography II	(3)



GDES 330	Print Production	(3)
GDES 404	Professional Practice	(3)
GDES 420	Graphic Design III	(3)
GDES 421	Typography III	(3)
GDES 470	Internship in Graphic Design	(3)
GDES 490	Capstone	(3)

**Graphic Design Electives (12 credit hours)**

Majors are also expected to complete 12 credit hours from the following courses:

GDES 204	Digital Photography	(3)
GDES 208	Film Production I	(3)
GDES 315	History of Design	(3)
GDES 337	Environmental Design	(3)
GDES 342	Digital Imaging II	(3)
GDES 351	Web Design	(3)
GDES 369	Short Course	(3)
GDES 388	Independent Study	(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, PHIL 100, and GDES 315. One class must be chosen from ART 103, ART 201, ART 205, ART 211, ART 389 (Art History type class only) and GDES 315.

**FREE ELECTIVES (6 CREDIT HOURS)**

Majors are expected to take 2 courses (6 credits hours) of their choice from among courses in the CAS or CBE.

**GRAPHIC DESIGN 2015-2016 4-YEAR PLAN\***

At least 36 credit hours must be at the 300-400 level

YEAR 1		SEMESTER 1 (FRESHMAN)		
	Prefix	Number	Title	
Gen Ed	ENGL	100	Foundations of Academic Reading and Writing	4
Gen Ed	UNIV	100	Essentials of Learning	2
Gen Ed	MATH	100	College Algebra	3
Major Core	GDES	102	Introduction to Visual Communication	3
Major Core	GDES	110	Digital Foundations	3
YEAR 1		SEMESTER 2 (FRESHMAN)		
	Prefix	Number	Title	
Gen Ed	ENGL	101	Approaches to Critical Reading and Writing	3
Gen Ed	ARAB	[A]		3
Gen Ed [H]	ART	101	Art History	3
Gen Ed [H]	ART	121	Drawing I	3
Major Core	ART	115	Color Theory	3

YEAR 2	SEMESTER 3 (SOPHOMORE)			
	Prefix	Number	Title	
Gen Ed	ENGL	102	Writing and Information Literacy	3
Gen Ed	UNIV	110	University, Community, and Citizenship	3
Gen Ed	SOCSC	[S]		3
Major Core	GDES	220	Graphic Design I	3
Major Core	GDES	221	Typography I	3
YEAR 2	SEMESTER 4 (SOPHOMORE)			
	Prefix	Number	Title	
Gen Ed	SCI	[P]		3
Gen Ed	ARAB	[K]		3
Major Core	ART	102	Art History II	3
Major Core	ART	122	3D Design	3
Major Core	GDES	242	Digital Imaging I	3
YEAR 3	SEMESTER 5 (JUNIOR)			
	Prefix	Number	Title	
Gen Ed	CSIS	[T]		3
Major Core	GDES	320	Graphic Design II	3
Major Core	GDES	321	Typography II	3
Major Elective	GDES			3
Related Req.	ART/ COMM/ PHIL 100/ GDES 315			3
YEAR 3	SEMESTER 6 (JUNIOR)			
	Prefix	Number	Title	
Gen Ed	SCI	[P]		4
Major Core	GDES	330	Print Production	3
Major Core	GDES	421	Typography III	3
Major Elective	GDES			3
Related Req.	ART/ COMM/ PHIL 100/ GDES 315			3
YEAR 4	SEMESTER 7 (SENIOR)			
	Prefix	Number	Title	
Gen Ed	SOCSC	[S]		3
Major Core	GDES	404	Professional Practice	3

Major Core	GDES	420	Graphic Design III	3
Major Core	GDES	470	Internship	3
Free Elective				3
<b>YEAR 4 SEMESTER 8 (SENIOR)</b>				
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	SOCS	[S]		3
Major Core	GDES	490	Capstone	3
Related Req.	ART/ COMM/ PHIL 100/ GDES 315			3
Free Elective				3

\* Your progress through the plan will vary depending on your English and Mathematics placement, as well as other factors.

## MINOR IN GRAPHIC DESIGN (21 CREDIT HOURS)

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 (18 credit hours)

GDES 110	Digital Foundations	(3)
ART 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)

### 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.

## INTERNSHIP

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 Graphic Design Program recommends that majors take GDES 470 - Internship in Graphic Design over the summer between their junior and senior year at AUK.**

The student is limited to a maximum of 6 credit hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2, or 3 credit hours) may be applied toward any one major. If a student takes an additional 1-3 credit hours of internship, those credits may be counted towards a student's second major, minor, or as free electives. For the duration of the semester, students are responsible for working 40 hours per semester for each credit hour. Students are to refer to the program's internship handbook for further details concerning the internship process, requirements and method of assessment.

# DEPARTMENT OF COMMUNICATION AND MEDIA

**Department Chair:** Dr. Shoma Munshi

**E-mail:** [smunshi@auk.edu.kw](mailto:smunshi@auk.edu.kw)

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 communication generalists. 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, photojournalism, 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.

The Department of Communication and Media seeks to provide students with knowledge and skills in the various fields of Communication in order to become media literate community members. The department aims to enrich the students' educational experience and to develop their critical thinking capabilities.

## MISSION

The Department of Communication and Media seeks to provide students with knowledge and skills in the various fields of Communication in order to become media literate community members. The department aims to enrich the students' educational experience and to develop their critical thinking capabilities.

## VISION

The Department of Communication and Media's vision is to provide excellence in teaching, research, creative endeavor and service to the community through the disciplines of communication and media. We aspire that our students develop the ability to understand, to critically analyze their worlds to provide a base for life-long learning, and to communicate effectively and ethically. Our vision includes maintaining and enhancing strong relationships with alumni and community leaders from business, government and private sector to prepare students for successful communication careers.

## VALUES

- Academic excellence and student success.
- Ethical communication, professionalism and competency
- Strong student-faculty relationship.
- Practical and hands-on learning.
- Continuous intellectual and professional growth for faculty and students.
- Service to students, college, university, and profession.
- Sustaining faculty excellence in research.

## BACHELOR OF ARTS IN COMMUNICATION AND MEDIA

### LEARNING OUTCOMES

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

- Examine the manner in which communication impacts social process.
- 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 a major declaration by the end of their sophomore year. Students must have:

- Cumulative GPA of 2.0 or better.
- Grade of “C” or better in ENGL 101 and in ENGL 102.

### UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)

To receive a Bachelor of Arts in Communication and Media, students must complete at least 124 credit hours. In addition, students are required to complete a minimum of 36 credit hours of upper-level courses (300-level and above) at AUK, of which at least 18 credits hours need to be taken in the major.

- General Education Requirements (49)
- Communication Core Courses (27)
- Communication Area Courses (18)
- Communication Electives (9)
- Free Electives (21)

A grade of “C” or better must be earned 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)

### COMMUNICATION AREA COURSES (18 CREDIT HOURS)

Students are to complete each course in each area.

**Advertising**

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

**Journalism**

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

**Public Relations**

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.

**COMMUNICATION AND MEDIA 2015-2016 4-YEAR PLAN\***

At least 36 credit hours must be at the 300-400 level

YEAR 1		SEMESTER 1 (FRESHMAN)		
	Prefix	Number	Title	
Gen Ed	ENGL	100	Foundations of Academic Reading and Writing	4
Gen Ed	UNIV	100	Essentials of Learning	2
Gen Ed	MATH	100	College Algebra	3
Gen Ed	ARAB	[A]		3
Major Core	COMM	110	Introduction to Digital Media Design	3
YEAR 1		SEMESTER 2 (FRESHMAN)		
	Prefix	Number	Title	
Gen Ed	ENGL	101	Approaches to Critical Reading and Writing	3
Gen Ed	MATH	[M]		3
Gen Ed	HUM	[H]		3
Gen Ed	ARAB	[K]		3
Major Core	COMM	101	Introduction to Mass Communication	3
YEAR 2		SEMESTER 3 (SOPHOMORE)		
	Prefix	Number	Title	
Gen Ed	ENGL	102	Writing and Information Literacy	3
Gen Ed	UNIV	110	University, Community, and Citizenship	3
Major Core	COMM	201	Principles of Journalism	3

Major Core	COMM	230	Principles of Advertising	3
Free Elective				3
<b>YEAR 2</b>				
<b>SEMESTER 4 (SOPHOMORE)</b>				
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	SCI	[P]		3
Gen Ed	CSIS	[T]		3
Major Core	COMM	205	Writing for Mass Media	3
Major Core	COMM	240	Principles of Public Relations	3
Major Field	COMM	310	Broadcast Journalism	3
Free Elective				3
<b>YEAR 3</b>				
<b>SEMESTER 5 (JUNIOR)</b>				
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	SCI	[P]		4
Gen Ed	HUM	[H]		3
Major Core	COMM	225	Theories of Communication	3
Major Field	COMM	360	Public Relations Writing	3
Major Elective	COMM/ GDES			3
<b>YEAR 3</b>				
<b>SEMESTER 6 (JUNIOR)</b>				
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	SOCSI	[S]		3
Major Core	COMM	210	Research Methods in Communication	3
Major Field	COMM	312	News Reporting and Editing	3
Major Field	COMM	455	Advertising and Media Planning	3
Free Elective				3
<b>YEAR 4</b>				
<b>SEMESTER 7 (SENIOR)</b>				
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	SOCSI	[S]		3
Major Field	COMM	402	PR Campaigns	3
Major Elective	COMM/ GDES	300-400		3
Free Elective				3
Free Elective				3
<b>YEAR 4</b>				
<b>SEMESTER 8 (SENIOR)</b>				
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Major Core	COMM	470	Internship in Communication	3
Major Field	COMM	460	Advertising Campaigns	3

Major Elective	COMM/ GDES	300-400		3
Free Elective				3
Free Elective				3

\*Your progress through the plan will vary depending on your English and Mathematics placement, as well as other factors.

## MINOR IN COMMUNICATION AND MEDIA (21 CREDIT HOURS)

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.

### ADMISSION TO THE PROGRAM

Students enrolling in the Communication and Media minor should have normally completed a minimum of 30 credit hours of coursework and be in good academic standing.

### MINOR CORE COURSES (12 CREDIT HOURS)

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

## INTERNSHIP

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 student is limited to a maximum of 6 credit hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2, or 3 credit hours) may be applied toward any one major. If a student takes an additional 1-3 credit hours of internship, those credits may be counted towards a student's second major, minor, or as free electives. For the duration of the semester, students are responsible for working 40 hours per semester for each credit hour. Students are to refer to the various programs' internship handbook for further details of the internship process, requirements, and method of assessment.



## DEPARTMENT OF ENGLISH

**Department Chair:** Dr. James Lambert

**E-mail:** [jlambert@auk.edu.kw](mailto:jlambert@auk.edu.kw)

Studying English literature and language has often been cited as one of the great noble endeavors undertaken: inspiring and fulfilling. As the historian Barbara Tuchman put it, great books are “engines of change (as the poet said), windows on the world and lighthouses erected in the sea of time. They are companions, teachers, [ . . . ] bankers of the treasures of the mind. Books are humanity in print.” While Tuchman’s grand and overarching sentiment finds sympathy in the English Department, studying literature also has practical and immediate benefits, and the English Department is just as committed to the teaching of rigorous analysis, clear and successful communication, good writing, and cultural critique and understanding.

For students majoring or minoring 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, ability to analyze concepts, and broad understanding of human nature and social realities may give 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.

### MISSION

In keeping with the American University of Kuwait’s liberal arts tradition, the English department provides students with the ability to use the English language effectively, think critically, and reach their full potential as creative individuals, engaged citizens, and lifelong learners. Through its emphasis on developing cultural awareness, rhetorical flexibility, information literacy, and appreciation for literary traditions, the department prepares students for the increasingly complex challenges of the 21st century.

### VALUES

The English Department was able to recognize and articulate the following Five Core Values as being imperative to the success and well-being of the department:

- **Honesty.** The English Department understands honesty to mean telling the truth. In an academic sense, honesty means representing original work and being transparent and accountable. This applies to all characteristics of the AUK community.
- **Freedom.** The English Department envisions freedom as being allowed to make choices appropriate to the University’s objectives as well as encouraging students and faculty the opportunity to express their views without fear of reprisal in a supportive environment.
- **Quality.** The English Department values quality as a measurement of the effectiveness of any task, be it curricular or extra-curricular.
- **Integrity.** The English Department supports a code of conduct that affirms the individual’s right (faculty, staff or student) to express himself morally, intelligently and respectfully.
- **Diversity.** The English Department embraces the idea that a healthy and respectful appreciation for that which is different and new is the cornerstone to any serious educational undertaking.

### VISION

The English Department at the American University of Kuwait aspires to be a leading English Department recognized locally, if not regionally, for its academic excellence and the accomplishments of its graduates

# BACHELOR OF ARTS IN 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 an introduction to literary studies, move on to surveys of western 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 (124 CREDIT HOURS)

To receive a Bachelor of Arts in English, students must complete at least 124 credit hours. In addition, students are required to complete a minimum of 36 credit hours of upper-level courses (300-level and above) at AUK of which at least 18 credits hours need to be taken in the major.

- **General Education Requirements (49)**
- **Major Requirements composed of: (45)**
  - Core Courses (18)
  - English Electives (27)
- **Free Electives (30)**

## MAJOR REQUIREMENTS (45 CREDIT HOURS)

Major requirements include 6 required core courses (18 credit hours), followed by 9 English Elective courses (27 credit hours):

### Core Courses (18 credit hours)

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

ENGL 200	Introduction to Literary Studies	(3)
ENGL 220	Survey of World Literatures I	(3)
ENGL 221	Survey of World Literatures II	(3)
ENGL 300	History of the English Language	(3)
ENGL 415	Literary Theory and Criticism	(3)
ENGL 450	Senior Seminar	(3)

### English Electives (27 credit hours)

In consultation with their academic advisor, students must complete nine courses (27 credit hours) from any remaining ENGL 300 or 400-level courses, or ENGL 207, or any one TRAN 200-300-level course. ENGL 485: Senior Thesis (3 credit hours), applies as an English elective.

## FREE ELECTIVES (30 CREDIT HOURS)

Choose ten courses (30 credit hours) in consultation with the academic advisor.

**BACHELOR OF ARTS IN ENGLISH 2015-2016 4-YEAR PLAN\***

At least 36 credit hours must be at the 300-400 level

<b>YEAR 1</b>		<b>SEMESTER 1 (FRESHMAN)</b>			
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>		
Gen Ed	ENGL	100	Foundations of Academic Reading and Writing		4
Gen Ed	UNIV	100	Essentials of Learning		2
Gen Ed	MATH	100	College Algebra		3
Gen Ed	ARAB	[A]			3
Gen Ed	HUM	[H]			3
<b>YEAR 1</b>					
<b>YEAR 1</b>		<b>SEMESTER 2 (FRESHMAN)</b>			
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>		
Gen Ed	ENGL	101	Approaches to Critical Reading and Writing		3
Gen Ed	MATH	[M]			3
Gen Ed	ARAB	[K]			3
Gen Ed	UNIV	110	University, Community, and Citizenship		3
Gen Ed	HUM	[H]			3
<b>YEAR 2</b>					
<b>YEAR 2</b>		<b>SEMESTER 3 (SOPHOMORE)</b>			
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>		
Gen Ed	ENGL	102	Writing and Information Literacy		3
Gen Ed	CSIS	[T]			3
Major Core	ENGL	200	Introduction to Literary Studies		3
Major Core	ENGL	220	Survey of World Literatures I		3
Free Elective					3
<b>YEAR 2</b>					
<b>YEAR 2</b>		<b>SEMESTER 4 (SOPHOMORE)</b>			
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>		
Gen Ed	SCI	[P]			3
Gen Ed	SOCS	[S]			3
Major Core	ENGL	221	Survey of World Literatures II		3
ENGL Elective	ENGL		ENGL Elective		3
Free Elective					3
Free Elective					3
<b>YEAR 3</b>					
<b>YEAR 3</b>		<b>SEMESTER 5 (JUNIOR)</b>			
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>		
Gen Ed	SCI	[P]			4
Major Core	ENGL	300	History of the English Language		3
ENGL Elective	ENGL		ENGL Elective		3
ENGL Elective	ENGL	300-400	ENGL Elective		3
Free Elective		300-400			3

YEAR 3	SEMESTER 6 (JUNIOR)			
	Prefix	Number	Title	
ENGL Elective	ENGL	300-400	ENGL Elective	3
ENGL Elective	ENGL		ENGL Elective	3
Gen Ed	SOCS	[S]		3
Free Elective				3
Free Elective				3
YEAR 4	SEMESTER 7 (SENIOR)			
	Prefix	Number	Title	
Major Core	ENGL	415	Literary Theory and Criticism	3
ENGL Elective	ENGL	300-400	ENGL Elective	3
ENGL Elective	ENGL	300-400	ENGL Elective	3
Free Elective		300-400		3
Free Elective		300-400		3
YEAR 4	SEMESTER 8 (SENIOR)			
	Prefix	Number	Title	
Capstone	ENGL	450	Senior Seminar	3
ENGL Elective	ENGL	300-400	ENGL Elective	3
ENGL Elective	ENGL	300-400	ENGL Elective	3
Free Elective				3
Free Elective				3

\* Your progress through the plan will vary depending on your English and Mathematics placement, as well as other factors.

## MINOR IN ENGLISH (18 CREDIT HOURS)

Students wishing to minor in English are required to take six courses (18 credit hours). Students must take the following three core courses (9 credit hours):

ENGL 200	Introduction to Literary Studies	(3)[H]
ENGL 220	Survey of World Literatures I	(3)[H]
ENGL 221	Survey of World Literatures II	(3)[H]

Students must also take three additional courses (9 credit hours) from any 300 or 400-level English courses, or ENGL 207, or any one TRAN 200-300-level course.

## INTERNSHIP

### ENGL 470: Internship

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 student is limited to a maximum of 6 credit hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2, or 3 credit hours) may be applied toward any one major. If a student takes an additional 1-3 credit hours of internship, those credits may be counted towards a student's second major, minor, or as free electives. For the duration of the semester, students are responsible for working 40 hours per semester for each credit hour. Students are to refer to the English Department's internship handbook for further details of the internship process, requirements, and method of assessment.

## NON-DEGREE PROGRAM DEPARTMENTS IN ARTS AND HUMANITIES

### DEPARTMENT OF ARABIC AND FOREIGN LANGUAGES

**Department Chair:** Dr. Raymond Farrin

**E-mail:** rfarrin@auk.edu.kw

The Department of Arabic and Foreign Languages aims to develop the skills of students in languages other than English. In addition, it seeks to introduce students to the extraordinarily rich Arabic literary heritage and to develop skills of close reading, critical thinking, and analytical and creative writing.

The department offers courses to satisfy the general education requirements for Arabic language and Arabic culture. It also offers a minor in Arabic for those who wish to delve more deeply in the study of the language of this region and its literature. Furthermore, the department offers courses in French, Italian, and Spanish for students drawn to European languages, and who wish to strengthen the international component of their education.

The Department of Arabic and Foreign Languages recognizes the importance of proficiency in languages besides English for citizens of the modern world. It aims to develop skills that will enable students to function better in our increasingly interconnected and global society.

#### MISSION STATEMENT

The Department of Arabic and Foreign Languages aims to develop the skills of students in Arabic, French, Spanish and Italian. In addition, it seeks to introduce students to the extraordinarily rich Arabic literary heritage and to develop skills of close reading, critical thinking, and analytical and creative writing.

#### VALUES

The Department of Arabic and Foreign Language values excellence in teaching Arabic language, in teaching Arabic literature, in teaching translation skills, and in teaching French, Spanish, and Italian. Likewise, it values critical thinking, organization of ideas, and clear expression.

#### VISION

We aspire to be the best department for the study of Arabic and foreign languages in the Gulf region, offering rigorous Arabic, foreign language, and translation instruction across a variety of levels, as well as advanced instruction in the Arabic literary heritage.

#### LIST OF ARABIC COURSES:

ARAB 101	Arabic as a Second Language I	(3)	once/year
ARAB 114	Arabic Basic Language Skills	(3)	every semester
ARAB 150	Human Development in the Arab World	(3)	every semester
ARAB 201	Arabic as a Second Language II	(3)	occasionally
ARAB 205	Survey of Arab-Islamic Civilization	(3)	occasionally
ARAB 215	Arabic Composition I	(3)	every semester
ARAB 220	Readings in Arabic Heritage	(3)	every semester
ARAB 221	Creative Writing	(3)	occasionally
ARAB 301	Arabic as a Second Language III	(3)	occasionally
ARAB 303	Literature of the Arabian Gulf	(3)	every semester
ARAB 304	Arabic Drama	(3)	occasionally
ARAB 308	Arab Women in History	(3)	occasionally
ARAB 310	Classical Arabic Prose	(3)	occasionally
ARAB 312	Modern Arabic Literature	(3)	once/year
ARAB 313	Arab Women and Literature	(3)	occasionally

ARAB 314	Classical Arabic Poetry	(3)	occasionally
ARAB 315	Literature of Al-Andalus	(3)	occasionally
ARAB 316	Literature in the Abbasid Era	(3)	occasionally
ARAB 318	Modern Arabic Novel	(3)	occasionally
ARAB 369	Short Course	(1-3)	occasionally
ARAB 388	Independent Study	(1-3)	occasionally
ARAB 389	Special Topics	(3)	occasionally

## MINOR IN ARABIC (18 CREDIT HOURS)

The Arabic minor program strengthens students' communication skills in Arabic and familiarizes students with the rich Arabic literary heritage. It develops skills of fluid expression in formal Arabic and leads to an informed awareness of the Arabic literary tradition.

### ARABIC LEARNING OUTCOMES:

Upon completion of the AUK minor in Arabic, the student will be able to:

- Express complex ideas clearly and fluently in formal Arabic language
- Examine Arabic literary texts from diverse cultural periods
- Evaluate Arabic literary texts within socio-historical contexts

### MINOR REQUIREMENTS

At least 9 credit hours must be taken at AUK.

#### Minor Core Requirements (9 credit hours)

To complete a Minor in Arabic, students must complete the following core courses:

ARAB 215	Arab Composition I	(3)[A]
ARAB 220	Readings in Arabic Heritage	(3)[A][H]
ARAB 312	Modern Arabic Literature	(3)[H][K]

#### Minor Electives (9 credit hours)

In addition, students must complete (in consultation with their academic advisor) 3 other courses (9 credit hours) from the following:

ARAB 205	Survey of Arab-Islamic Civilization	(3)[H][K]
	<b>AND/OR</b>	
ARAB 221	Creative Writing	(3)
	<b>AND/OR</b>	
Any ARAB course at the 300-level or higher		(3)

All ARABIC courses are listed in the academic catalog as either taught in English or Arabic, except for ARAB 369: Short Course, ARAB 388: Independent Study, and ARAB 389: Special Topics. These courses are not listed as taught either in English or Arabic, since the language of instruction may change in any given semester according to the desires of the individual professor.

## FOREIGN LANGUAGES

In addition to courses in Arabic, the Department of Arabic and Foreign Languages offers courses in French, Italian, and Spanish, which aim to:

1. Develop proficiency in the four basic language skills (reading, writing, listening, and speaking) of French, Italian, or Spanish.
2. Develop awareness and appreciation of the respective cultures of France, Italy, and Spain.

### LIST OF FOREIGN LANGUAGE COURSES:

FRNC 101	Introduction to French I	(3)	every semester
FRNC 102	Introduction to French II	(3)	every semester
FRNC 201	Intermediate French	(3)	every semester

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FRNC 202	Intermediate French II	(3)	occasionally
FRNC 333	Language and Civilization	(3)	occasionally
FRNC 369	Short Course	(1-3)	occasionally
FRNC 388	Independent Study	(1-3)	occasionally
FRNC 389	Special Topics	(3)	occasionally
FRNC 399	French Study Abroad	(3)	occasionally
ITAL 101	Introduction to Italian I	(3)	every semester
ITAL 102	Introduction to Italian II	(3)	once/year
ITAL 201	Intermediate Italian	(3)	occasionally
SPAN 101	Introduction to Spanish I	(3)	every semester
SPAN 102	Introduction to Spanish II	(3)	every semester
SPAN 201	Intermediate Spanish	(3)	every semester
SPAN 202	Intermediate Spanish II	(3)	occasionally
SPAN 333	Language and Culture	(3)	occasionally
SPAN 369	Short Course	(1-3)	occasionally
SPAN 388	Independent Study	(1-3)	occasionally
SPAN 389	Special Topics	(3)	occasionally
SPAN 399	Spanish Study Abroad	(3)	occasionally

# DEPARTMENT OF MUSIC AND DRAMA

**Department Chair:** Dr. Lisa Urkevich

**E-mail:** [lurkevich@auk.edu.kw](mailto:lurkevich@auk.edu.kw)

The Department of Music and Drama offers a wide range of opportunities for both beginning and advanced students. Entry-level courses in piano, guitar, voice, and acting are available for those who are new to the performing arts, while students with a deeper interest can enroll in private lessons on instruments or voice, or take part in major theatre productions. Each semester our faculty of talented professionals works closely with students to prepare them for campus concerts and plays. Students also enjoy academic courses involving the history, culture, and theory of music and drama.

Performing arts facilities include a black box theatre, a piano laboratory, a special music classroom, and several practice rooms each equipped with a digital piano. The department also houses a complete xylophone ensemble and two grand pianos, including a state-of-the-art Yamaha CX7 2.32 m. concert grand.

## MISSION STATEMENT

The Department of Music and Drama explores music and drama in the context of a liberal arts education through both academic study and performances. By doing so, it provides artistic and cultural enrichment to the university and the surrounding community. Moreover, by educating students in culture, history, and theory, and providing training in applied skills, the department fosters artistic proficiency, cultural appreciation, a sense of camaraderie, and a lifelong commitment to the arts.

## VALUES

### WE VALUE:

- a. A culture of excellence that upholds the highest academic, artistic, and ethical standards
- b. Development of each student's potential through interaction with engaged artist teachers and scholars
- c. Musical and dramatic initiatives that encourage discovery and appreciation of diverse styles, genres, traditions, and perspectives
- d. Outreach and interface with the greater community

## VISION

The music and drama programs of the Department of Music and Drama will be recognized nationally for their outstanding quality and value. The Department will be housed in exceptional specialized facilities that are equipped with discipline-specific apparatus and superior musical instruments. The Department will be supported by a network of substantial community partnerships. It will be recognized as a major musical and dramatic arts resource for residents of Kuwait. Faculty in the Department of Music and Drama will be known for excellence in performance, scholarship, and pedagogy as well as for their contributions to the culture of the university, the community, and their professions. There will be minors in Music and Drama and graduates will be respected for their Department preparation and have a life-long commitment to the performing arts.

## LEARNING OUTCOMES

The main objective of the Department of Music and Drama is to create a life-long love of the performing arts while imparting students with an understanding of the complexity of music and drama and the significant role these arts play in society. These goals are achieved through coursework as well as extra-curricular department activities. In this pursuit, students achieve basic proficiency in the following skills:



- **Practical Skills:** Demonstrate an understanding of musical and dramatic components and processes.
- **Knowledge and Understanding:** Develop an understanding of various musical and dramatic cultures, historical periods, and theories of the art.
- **Transferable, Generic Skills:**
  - Interact effectively as part of a team.
  - Communicate and present their work.
  - Evaluate their product and planning process.

### MUSIC COURSES:

MUSC 101	Music Appreciation
MUSC 105	Introduction to World Music
MUSC 110	Applied Lessons
MUSC 160	Ensemble
MUSC 165	Percussion Ensemble
MUSC 215	Guitar Class
MUSC 216	Piano Class
MUSC 217	Voice Class
MUSC 220	Music Theory I
MUSC 230	Music Theory II
MUSC 310	Applied Lessons II
MUSC 369	Short Course
MUSC 370	Music of the Arabian Peninsula
MUSC 388	Independent Study
MUSC 389	Special Topics
MUSC 399	Music and Culture Study Abroad

### DRAMA COURSES:

DRAM 101	Theatre Appreciation
DRAM 150	Introduction to Acting
DRAM 211	Contemporary Theatre
DRAM 212	Ancient Greek Theatre
DRAM 213	Shakespeare for Beginners
DRAM 250	Acting I
DRAM 350	Shakespeare in Performance
DRAM 360	Theatre Production
DRAM 369	Short Course
DRAM 388	Independent Study
DRAM 389	Special Topics

## DEGREE PROGRAM DEPARTMENTS IN SCIENCES AND ENGINEERING

### DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING (ECE)

**Department Chair:** Dr. Issam W. Damaj

**E-mail:** [idadmaj@auk.edu.kw](mailto:idadmaj@auk.edu.kw)

The world we live in has become increasingly dependent on advances made in part by electrical and computer engineering (ECE). The impact of ECE spans a wide spectrum of life aspects ranging from energy, electrical power, sustainable development, and communications, to computers and computer networks, to instruments for all sectors of society from entertainment to health care, from space exploration to ocean exploration. 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 almost all industries. Electrical engineers are exploring renewable energy sources, leading sustainable development, and promoting modern control of industrial machinery, to name a few.

The Electrical and Computer Engineering programs at AUK prepare future engineering leaders through an innovative Engineering education that bridges science and engineering, enterprise, and the society. AUK’s Electrical and Computer Engineering curriculums are built on four pillars: Math & Science; Electrical or 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 processes, 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 Electrical or Computer Engineering and other disciplines. Entrepreneurship is the process of identifying opportunities, fulfilling human needs, and creating value. Under this pillar, AUK’s Electrical or 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 Electrical and/or Computer Engineers include both private & government sectors such as financial services, computer software & hardware companies, petroleum & chemical companies, defense & interior contractors, consulting, transportation, power, manufacturing, and consumer goods, to name a few. Electrical or Computer Engineers are equally successful in large multinational firms and small startups.

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 that section.

#### UNDERGRADUATE PROGRAMS

The Department of Electrical and Computer Engineering offers two undergraduate programs leading to the degree of Bachelor of Engineering:

- Computer Engineering (CEPG)
- Electrical Engineering (ELEG)

## MISSION STATEMENT

The Department of Electrical and Computer Engineering strives to provide high-quality engineering education centered around the key principles of liberal arts, specifically lifelong-learning, critical thinking, and effective communication. The department prepares students to become successful engineers, and be able to contribute effectively to their profession and community.

## VALUES

- Freedom of thought, expression, and intellectual inquiry.
- Respect for individual identity and rights, and cultural diversity.
- Adherence to the standards of modern and high-quality engineering education.
- Commitment to professional and ethical responsibility.
- Promoting innovation and successful contributions to the society.

## VISION

The Electrical and Computer Engineering Department aspires to be recognized locally, regionally, and internationally for providing quality engineering education.

## PROGRAM EDUCATIONAL OBJECTIVES

The objectives of the ELEG and CPEG programs are to graduate students who are able to:

- Communicate effectively with professionals from different areas of specialization.
- Succeed in an electrical/computer engineering career by demonstrating leadership and ability to grow professionally in competence.
- Apply principles of electrical/computer engineering, exhibit critical thinking in problem-solving, and take into consideration ethical and societal impacts

## STUDENT OUTCOMES

By the time of graduation, ELEG and CPEG students possess:

- An ability to apply knowledge of mathematics, science, and engineering.
- An ability to design and conduct experiments, as well as to analyze and interpret data.
- An ability to design a system, component, or process to meet desired needs within realistic constraints such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability.
- An ability to function on multidisciplinary teams.
- An ability to identify, formulate, and solve engineering problems.
- An understanding of professional and ethical responsibility.
- An ability to communicate effectively.
- The broad education necessary to understand the impact of engineering solutions in a global, economic, environmental, and societal context.
- Recognition of the need for, and an ability to engage in life-long learning
- Knowledge of contemporary issues.
- An ability to use the techniques, skills, and modern engineering tools necessary for engineering practice.

## ADMISSION TO THE PROGRAMS

Admission to the Electrical or Computer Engineering programs takes place upon the completion of the preparatory courses MATH 095, 100, and 110.

Transfer equivalencies from ABET accredited programs (<http://www.abet.org>) or equivalent will be considered. We also accept transfer from non-accredited programs for the courses that do not fall under the prefixes CSIS, CPEG, ELEG, or ENGR.

# BACHELOR OF ENGINEERING IN COMPUTER ENGINEERING

## UNIVERSITY DEGREE REQUIREMENTS (144 CREDIT HOURS)

To receive a Bachelor of Engineering in Computer Engineering, students must complete at least 144 credit hours. Students are required to complete a minimum of 36 credit hours of upper-level courses (300-level or above) at AUK, of which at least 18 credit hours need to be taken in the major.

- **General Education Requirements, composed of** (49)
  - Related field requirements (16) applicable to Gen Ed requirements
  - Remaining Gen Ed requirements (33)
- **Related Field Requirements not applicable to Gen Ed** (29)
- **Major Requirements composed of:** (66)
  - Computer Engineering Core (52)
  - Computer Engineering Electives (14)

## MAJOR REQUIREMENTS (66 CREDIT HOURS)

Students must complete all Computer Engineering core courses (52 credit hours) and four elective courses and two lab electives (14 credit hours) from the Computer Engineering course electives.

### Computer Engineering Core Courses (52 credit hours)

CPEG 210	Digital Logic Design	(3)
CPEG 210L	Digital Logic Design Laboratory	(1)
CPEG 220	Computer Organization and Architecture	(3)
CPEG 330	Microprocessors and Interfacing	(3)
CPEG 330L	Microprocessors and Interfacing Laboratory	(1)
CPEG 340	Embedded System Design	(3)
CPEG 340L	Embedded System Design Laboratory	(1)
CPEG 350	Data Communications and Computer Networks	(3)
CPEG 475	Senior Design Capstone I	(3)
CPEG 480	Senior Design Capstone II	(3)
CSIS 130	Computer Programming II	(4)[T]
CSIS 210	Data Structures and Algorithms	(3)
CSIS 310	Introduction to Operating Systems	(3)
CSIS 330	Software Engineering	(3)
ELEG 220	Electric Circuits	(3)
ELEG 220L	Electric Circuits Laboratory	(1)
ELEG 270	Electronics	(3)
ELEG 270L	Electronics Laboratory	(1)
ELEG 320	Signals and Systems	(3)
ELEG 320L	Signals and Systems Laboratory	(1)
ENGR 330	Engineering Economics	(3)

### Computer Engineering Course Electives (14 credit hours)

Four course electives (12 credit hours) and two lab electives (2 credit hours) must be selected, in consultation with the academic advisor, from 200-level or higher CPEG, ELEG, ENGR, and/or CSIS courses. The electives must be chosen according to the following rules:

- At least two of the course electives must be CPEG courses.
- At least one of the lab electives must be a CPEG lab.
- At least two of the course electives must be 300-level or higher courses.
- **A maximum of one course elective can be selected from the following CSIS courses:**

CSIS 230	Programming in a Second Language	(3)
CSIS 250	Database Systems	(3)
CSIS 255	Web Technologies	(3)
CSIS 260	System Analysis and Design	(3)
CSIS 300	E-Commerce	(3)
CSIS 320	Principles of Programming Languages	(3)
CSIS 370	Computer Graphics	(3)
CSIS 400	Theory of Computation	(3)
CSIS 405	Analysis of Algorithms	(3)
CSIS 415	Artificial Intelligence	(3)
CSIS 425	Advanced Software Engineering	(3)
CSIS 440	Software Project Management	(3)

The remaining **course electives** are restricted to the following:

ELEG 300	Engineering Electromagnetics	(3)
ELEG 389	Special Topics in Electrical Engineering	(3)
ELEG 400	Environmental Aspects of Energy Systems	(3)
ELEG 421	Control Systems	(3)
ELEG 423	Instrumentation	(3)
ENGR 200	Engineering Design	(3)
ENGR 389	Special Topics	(3)
CPEG 389	Special Topics in Computer Engineering	(3)
CPEG 422	Digital Signal Processing	(3)
CPEG 441	Hardware/Software Co-Design	(3)
CPEG 450	Network Security	(3)
CPEG 455	Wireless Networks and Mobile Systems	(3)
CPEG 460	Robotics	(3)
CPEG 470	Internship in Computer Engineering	(1-3)

**Lab Electives** are restricted to the following:

CPEG 201L	Matlab Programming Laboratory	(1)
CPEG 303L	Advanced Programming for Engineers Laboratory	(1)
CPEG 331L	Automation and Data Acquisition Laboratory	(1)
CPEG 350L	Data Communications and Computer Networks Laboratory	(1)
ELEG 421L	Control Systems Laboratory	(1)
ELEG 423L	Instrumentation Laboratory	(1)

## RELATED FIELD REQUIREMENTS (45 CREDIT HOURS)

Thirteen courses (45 credit hours) of which (16 credit hours) are applicable to Gen Ed. The minimum passing GPA in related field requirements is 2.0 (C). The Related Field Requirements component is composed of six Math courses (20 credit hours), three Science courses (12 credit hours), one Computer Science course (4 credit hours), and three Management and Entrepreneurship courses (9 credit hours). Students must complete:

### Math Courses (20 credit hours)

MATH 201	Calculus I	(3)[M]
MATH 203	Calculus II	(3)[M]
MATH 207	Advanced Engineering Mathematics	(4)
MATH 210	Differential Equations	(3)

MATH 213	Discrete Mathematics	(3)
STAT 214	Statistics for Engineers	(4)

**Sciences Courses (12 credit hours)**

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

**Computer Science Course (4 credit hours)**

CSIS 120	Computer Programming I	(4)[I]
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**Management and Entrepreneurship Courses (9 credit hours)**

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

**COMPUTER ENGINEERING 2015-2016 4-YEAR PLAN\***

At least 36 credit hours must be at the 300-400 level

YEAR 1		SEMESTER 1 (FRESHMAN)		
Prefix		Title	Credits	Prerequisites
CSIS	120	Computer Programming I	4	
MATH	201	Calculus I	3	MATH 110 or by Placement Test
ENGL	101	Approaches to Critical Reading and Writing	3	
UNIV	100	Essentials of Learning	2	
PHYS	115	General Physics I	4	MATH 101 or MATH 103 or MATH 110
<b>TOTAL</b>			<b>16</b>	

YEAR 1		SEMESTER 2 (FRESHMAN)		
Prefix		Title	Credits	Prerequisites
CSIS	130	Computer Programming II	4	CSIS 120
ENGL	102	Writing & Info. Literacy	3	ENGL 101
MATH	203	Calculus II	3	MATH 201
PHYS	116	General Physics II	4	PHYS 115
CHEM	101	General Chemistry I	4	Co-req. MATH 201
<b>TOTAL</b>			<b>18</b>	

YEAR 2		SEMESTER 3 (SOPHOMORE)		
Prefix		Title	Credits	Prerequisites
CSIS	210	Data Structures and Algorithms	3	CSIS 130
MATH	213	Discrete Math	3	MATH 110
MATH	210	Differential Equations	3	MATH 203

CPEG	210	Digital Logic Design	3	Pre. CSIS 120 and Co-req. CPEG 210L
CPEG	210L	Digital Logic Design Laboratory	1	Co-req. CPEG 210
ELEG	220	Electric Circuits	3	Pre. PHYS 116, Co-req. MATH 210, and Co-req. ELEG 220L
ELEG	220L	Electric Circuits Laboratory	1	Co-req. ELEG 220
		<b>TOTAL</b>	<b>17</b>	

<b>YEAR 2</b>		<b>SEMESTER 4 (SOPHOMORE)</b>		
<b>Prefix</b>		<b>Title</b>	<b>Credits</b>	<b>Prerequisites</b>
MATH	207	Advanced Engineering Mathematics	4	MATH 203
MGMT	201	Principles of Management	3	ENGL 102
UNIV	110	University, Community, and Citizenship	3	
ELEG	270	Electronics	3	Pre. ELEG 220 and Co-req. ELEG 270L
ELEG	270L	Electronics Laboratory	1	Co-req. ELEG 270
CPEG	220	Computer Organizations & Architecture	3	CPEG 210
		Laboratory Elective	1	
		<b>TOTAL</b>	<b>18</b>	

<b>YEAR 3</b>		<b>SEMESTER 5 (JUNIOR)</b>		
<b>Prefix</b>		<b>Title</b>	<b>Credits</b>	<b>Prerequisite/s</b>
CPEG	330	Microprocessors and Interfacing	3	Pre. CPEG 220 and ELEG 270 and Co-req. CPEG 330L
CPEG	330L	Microprocessors and Interfacing Laboratory	1	Co-req. CPEG 330
CPEG	350	Data Communications and Computer Networks	3	CPEG 210 and CSIS 210
		Arabic I	3	
ENTR	201	Principles of Entrepreneurship	3	MGMT 201
CSIS	310	Operating System	3	CSIS 210
		Laboratory Elective	1	
		<b>TOTAL</b>	<b>17</b>	

<b>YEAR 3</b>		<b>SEMESTER 6 (JUNIOR)</b>		
<b>Prefix</b>		<b>Title</b>	<b>Credits</b>	<b>Prerequisite/s</b>
ENGR	330	Engineering Economics	3	MATH 203
ELEG	320	Signals and Systems	3	Pre. ELEG 220 and Co-req. ELEG 320L

ELEG	320L	Signals and Systems Laboratory	1	Co-req. ELEG 320
STAT	214	Statistics for Engineers	4	MATH 203
CSIS	330	Software Engineering	3	CSIS 130
CPEG	340	Embedded System Design	3	CPEG 220
CPEG	340L	Embedded System Design Laboratory	1	Co-req. CPEG 340
		<b>TOTAL</b>	<b>18</b>	

YEAR 4		SEMESTER 7 (SENIOR)		
Prefix		Title	Credits	Prerequisite/s
CPEG	475	Senior Capstone Design I	3	Pre. CPEG 330; OR: Pre. CPEG 340 and Co-req. CPEG 330
ENTR	301	Intermediate Entrepreneurship	3	ENTR 201
		Major Elective	3	
		Major Elective	3	
		Humanities Elective	3	
		Social Sciences Elective	3	
		<b>TOTAL</b>	<b>18</b>	

YEAR 4		SEMESTER 8 (SENIOR)		
Prefix		Title	Credits	Prerequisite/s
CPEG	480	Senior Capstone Design II	3	CPEG 475
		Major Elective	3	
		Major Elective	3	
		Social Sciences Elective	3	
		Humanities Elective	3	
		Arabic II	3	
		<b>TOTAL</b>	<b>18</b>	

\* Does not include students' placement into ENGL 100. Your progress through the plan will vary depending on your English and Mathematics placement, as well as other factors.

## DUAL DEGREE PROGRAM WITH DARTMOUTH'S THAYER SCHOOL OF ENGINEERING

This initiative provides an opportunity for AUK students to go to Thayer School of Engineering at Dartmouth College for a summer term (preferably sophomore year), and then to return for a fifth 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 will 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. ENGS 21 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 core courses required of Dartmouth AB and BE students (see list below). These courses are listed in the Thayer School of Engineering Catalog:

[engineering.dartmouth.edu/undergraduate/index.html](http://engineering.dartmouth.edu/undergraduate/index.html)

## SUMMER TERM

- ENGS 21
- ENGS 22
- ENGS 33 (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. For more information on Thayer School of Engineering, see: <http://engineering.dartmouth.edu/about/index.html>

# BACHELOR OF ENGINEERING IN ELECTRICAL ENGINEERING

## UNIVERSITY DEGREE REQUIREMENTS (144 CREDIT HOURS)

To receive a Bachelor of Engineering in Electrical Engineering, students must complete at least 144 credit hours. Students are required to complete a minimum of 36 credit hours of upper-level courses (300-level or above) at AUK of which at least 18 credits hours need to be taken in the major.

- **General Education Requirements, composed of (49)**
  - Related field requirements (16) applicable to Gen Ed requirements
  - Remaining Gen Ed requirements (33)
- **Related Field Requirements not applicable to Gen Ed (29)**
- **Major Requirements composed of: (66)**
  - Electrical Engineering Core (52)
  - Electrical Engineering Electives (14)

## MAJOR REQUIREMENTS (66 CREDIT HOURS)

Students must complete all Electrical Engineering core courses (52 credit hours) and four elective courses and two lab electives (14 credit hours) from the Electrical Engineering course electives.

### Electrical Engineering Core Courses (52 credit hours)

ELEG 220	Electric Circuits	(3)
ELEG 220L	Electric Circuits Laboratory	(1)

ELEG 270	Electronics	(3)
ELEG 270L	Electronics Laboratory	(1)
ELEG 300	Engineering Electromagnetics	(3)
ELEG 310	Electric Machines and Power Fundamentals	(3)
ELEG 310L	Electric Machines Laboratory	(1)
ELEG 320	Signals and Systems	(3)
ELEG 320L	Signals and Systems Laboratory	(1)
ELEG 330	Power System Analysis	(3)
ELEG 330L	Power Systems Laboratory	(1)
ELEG 421	Control Systems	(3)
ELEG 475	Senior Design Capstone I	(3)
ELEG 480	Senior Design Capstone II	(3)
CPEG 210	Digital Logic Design	(3)
CPEG 210L	Digital Logic Design Laboratory	(1)
CPEG 220	Computer Organization and Architecture	(3)
CPEG 350	Data Communications and Computer Networks	(3)
ENGR 330	Engineering Economics	(3)
CSIS 130	Computer Programming II	(4)[I]
CSIS 210	Data Structures and Algorithms	(3)

### **Electrical Engineering Course Electives (14 credit hours)**

Four course electives (12 credit hours) and two lab electives (2 credit hours) must be selected, in consultation with the academic advisor, from 200-level or higher CPEG, ELEG, and/or ENGR courses. The electives must be chosen according to the following rules:

- At least two of the course electives must be ELEG courses.
- At least one of the lab electives must be an ELEG lab.
- At least two of the course electives must be 300-level or higher courses.

### **Course electives are restricted to the following:**

ELEG 389	Special Topics in Electrical Engineering	(3)
ELEG 400	Environmental Aspects of Energy Systems	(3)
ELEG 411	Electric Drives	(3)
ELEG 412	Renewable Energy Systems	(3)
ELEG 423	Instrumentation	(3)
ELEG 470	Internship in Electrical Engineering	(1-3)
ELEG 471	Power Electronics	(3)
ENGR 200	Engineering Design	(3)
ENGR 389	Special Topics	(3)
CPEG 330	Microprocessors & Interfacing	(3)
CPEG 340	Embedded System Design	(3)
CPEG 389	Special Topics in Computer Engineering	(3)
CPEG 422	Digital Signal Processing	(3)
CPEG 441	Hardware/Software Co-Design	(3)
CPEG 450	Network Security	(3)
CPEG 455	Wireless Networks and Mobile Systems	(3)
CPEG 460	Robotics	(3)

### **Lab Electives are restricted to the following:**

ELEG 421L	Control Systems Laboratory	(1)
ELEG 423L	Instrumentation Laboratory	(1)

ELEG 471L	Power Electronics Laboratory	(1)
CPEG 201L	Matlab Programming Laboratory	(1)
CPEG 330L	Microprocessors and Interfacing Laboratory	(1)
CPEG 331L	Automation and Data Acquisition Laboratory	(1)
CPEG 340L	Embedded System Design Laboratory	(1)
CPEG 350L	Data Communications and Computer Networks Laboratory	(1)

**RELATED FIELD REQUIREMENTS (45 CREDIT HOURS)**

Thirteen courses (45 credit hours) of which (16 credit hours) are applicable to Gen Ed. The passing GPA in related field requirements is 2.0 (C). The Related Field Requirements component is composed of six Math courses (20 credit hours), three Science courses (12 credit hours), one Computer Science course (4 credit hours), and three Management and Entrepreneurship courses (9 credit hours). Students must complete:

**Math Courses (20 credit hours)**

MATH 201	Calculus I	(3)[M]
MATH 203	Calculus II	(3)[M]
MATH 207	Advanced Engineering Mathematics	(4)
MATH 210	Differential Equations	(3)
MATH 213	Discrete Mathematics	(3)
STAT 214	Statistics for Engineers	(4)

**Science Courses (12 credit hours)**

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

**Computer Science Course (4 credit hours)**

CSIS 120	Computer Programming I	(4)[T]
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**Management and Entrepreneurship Courses (9 credit hours)**

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

**ELECTRICAL ENGINEERING 2015-2016 4-YEAR PLAN\***

At least 36 credit hours must be at the 300-400 level

YEAR 1		SEMESTER 1 (FRESHMAN)		
Prefix		Title	Credits	Prerequisites
CSIS	120	Computer Programming I	4	
MATH	201	Calculus I	3	MATH 110 or by Placement Test
ENGL	101	Approaches to Critical Reading and Writing	3	
UNIV	100	Essentials of Learning	2	
PHYS	115	General Physics I	4	MATH 101 or MATH 103 or MATH 110
<b>TOTAL</b>			<b>16</b>	

YEAR 1		SEMESTER 2 (FRESHMAN)		
Prefix		Title	Credits	Prerequisites
CSIS	130	Computer Programming II	4	CSIS 120
ENGL	102	Writing & Info. Literacy	3	ENGL 101
MATH	203	Calculus II	3	MATH 201
PHYS	116	General Physics II	4	PHYS 115
CHEM	101	General Chemistry I	4	Co-req. MATH 201
		<b>TOTAL</b>	<b>18</b>	
YEAR 2		SEMESTER 3 (SOPHOMORE)		
Prefix		Title	Credits	Prerequisites
CSIS	210	Data Structures and Algorithms	3	CSIS 130
MATH	213	Discrete Math	3	MATH 110
MATH	210	Differential Equations	3	MATH 203
CPEG	210	Digital Logic Design	3	Pre. CSIS 120 and Co-req. CPEG 210L
CPEG	210L	Digital Logic Design Laboratory	1	Co-req. CPEG 210
ELEG	220	Electric Circuits	3	Pre. PHYS 116, Co-req. MATH 210, and Co-req. ELEG 220L
ELEG	220L	Electric Circuits Laboratory	1	Co-req. ELEG 220
		<b>TOTAL</b>	<b>17</b>	
YEAR 2		SEMESTER 4 (SOPHOMORE)		
Prefix		Title	Credits	Prerequisites
MATH	207	Advanced Engineering Mathematics	4	MATH 203
MGMT	201	Principles of Management	3	ENGL 102
UNIV	110	University, Community, and Citizenship	3	
ELEG	270	Electronics	3	Pre. ELEG 220 and Co-req. ELEG 270L
ELEG	270L	Electronics Laboratory	1	Co-req. ELEG 270
CPEG	220	Computer Organizations & Architecture	3	CPEG 210
		Laboratory Elective	1	
		<b>TOTAL</b>	<b>18</b>	
YEAR 3		SEMESTER 5 (JUNIOR)		
Prefix		Title	Credits	Prerequisite/s
ELEG	310	Electric Machines and Power Fundamentals	3	Pre. ELEG 220 and Co-req. ELEG 310L
ELEG	310L	Electric Machines Laboratory	1	Co-req. ELEG 310

ELEG	300	Engineering Electromagnetics	3	ELEG 220 and MATH 207
CPEG	350	Data Communications and Computer Networks	3	CPEG 210 and CSIS 210
ENTR	201	Principles of Entrepreneurship	3	MGMT 201
		Arabic I	3	
		Laboratory Elective	1	
		<b>TOTAL</b>	<b>17</b>	

YEAR 3		SEMESTER 6 (JUNIOR)		
Prefix		Title	Credits	Prerequisites
ELEG	320	Signals and Systems	3	Pre. ELEG 220 and Co-req. ELEG 320L
ELEG	320L	Signals and Systems Laboratory	1	Co-req. ELEG 320
ELEG	330	Power System Analysis	3	Pre. ELEG 310 and Co-req. ELEG 330L
ELEG	330L	Power Systems Laboratory	1	Co-req. ELEG 330
ENGR	330	Engineering Economics	3	MATH 203
STAT	214	Statistics for Engineers	4	MATH 203
		Arabic II	3	
		<b>TOTAL</b>	<b>18</b>	

YEAR 4		SEMESTER 7 (SENIOR)		
Prefix		Title	Credits	Prerequisites
ELEG	475	Senior Capstone Design I	3	ELEG 270, CPEG 220, and ELEG 310
ENTR	301	Intermediate Entrepreneurship	3	ENTR 201
ELEG	421	Control Systems	3	ELEG 320
		Major Elective	3	
		Major Elective	3	
		Social Sciences Elective	3	
		<b>TOTAL</b>	<b>18</b>	

YEAR 4		SEMESTER 8 (SENIOR)		
Prefix		Title	Credits	Prerequisites
ELEG	480	Senior Capstone Design II	3	ELEG 475
		Major Elective	3	
		Major Elective	3	
		Social Sciences Elective	3	
		Humanities Elective	3	
		Humanities Elective	3	
		<b>TOTAL</b>	<b>18</b>	

\* Does not include students' placement into ENGL 100. Your progress through the plan will vary depending on your English and Mathematics placement, as well as other factors.

## 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. The Internship is completed in the following stages:

1. *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.
2. *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.
3. *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.
4. *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.
5. *Bi-monthly Progress Reports from Intern:* During the period of the internship, interns are expected to email the 470 instructor bi-monthly, at least once every other 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.
6. *Mid-term Assessment of the Intern:* The midterm 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.
7. *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.
8. *Final Presentation:* The student has to give a public presentation to the department about his/her experience.
9. *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. After the student presents his/her findings, the 470 instructor submits the final grade of either Pass or No Pass.

## GRADE DISTRIBUTION

- Bi-weekly progress reports 30%
- Work supervisor report 10%
- Final Report 40%
- Final Presentation 20%

## GUIDELINES

1. The student is limited to a maximum of 6 credits hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2 or 3 credits) may be applied to the major electives. An additional 3 credit hours of internship may be counted towards a second major, minor or as free electives.

2. For the durations of the semester, 16 weeks, 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). A minimum of 120 hours is required for 3 credits, 80 hours for 2 credits, and 40 hours for 1 credit.
3. The Department of Electrical and Computer Engineering sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
4. The Department of Electrical and Computer Engineering may assist students to find suitable employment.
5. Students are encouraged to find their own placements. However, the Department of Electrical and Computer Engineering must be advised before a student approaches a prospective organization.
6. 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.
7. Contact will be established between the 470 instructors 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.
8. A placement is not secured until it has been approved by the Department of Electrical and Computer Engineering, and the student has signed and returned the Student Internship Agreement.
9. Students are required to meet with the 470 instructor at least once a week to report on progress and activity.
10. Any student who is dismissed from his/her internship must notify the Department Chair immediately. Failure to do so within a reasonable amount of time will result in a failing grade.

# DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

**Department Chair:** Dr. Ahmad A. Rabaa'i

**E-mail:** [CSIS@auk.edu.kw](mailto:CSIS@auk.edu.kw)

Computers are everywhere in today's society. The infrastructures of so many elements of our everyday lives are increasingly dependent on computers and digital communication. Understanding the foundations of this technology and what it can do, helps controlling and shaping the processes of modern society.

The Computer Science and Information Systems (CSIS) department at AUK offers two Bachelor degree programs; a Bachelor of Science in Computer Science and a Bachelor of Science in Information Systems. Both programs cover the principles of computing and keep the students well-informed on the latest developments in technology. CSIS students not only gain a solid foundation in the theory and design of modern computing systems, but they are also given opportunities to test and apply their knowledge in lab assignments, in-class projects, and in a year-long senior capstone project. The program also offers two minors; a minor in Computer Science and a minor in Information Systems.

## VISION

The vision of AUK's Computer Science and Information Systems Department is to be a leading program in Kuwait and the region that offers high quality undergraduate disciplines in the Computing field.

## MISSION

The mission of AUK's Computer Science and Information Systems Department is to provide its students with a quality education based on computing fundamentals, entrepreneurship, and the Liberal Arts. The department will prepare its graduates for successful careers in industry, government, and graduate studies, as well as lay the foundation for lifelong learning.

## VALUES

The values that guide the Computer Science & Information Systems Department at AUK are:

**Teaching** - Academic excellence, learning, understanding and application.

**Creativity** - Creative ideas and solutions in teaching, learning, research, and scholarship

**Service** - Service to the Department, the College, the University, the Community and the discipline.

**Character** - Integrity, honesty, professionalism, accountability and continuous self-improvement.

## PROGRAM EDUCATIONAL OBJECTIVES

Program educational objectives are broad statements that describe the career and professional accomplishments that a program is preparing its graduates to achieve.

The CS program, offered by the CSIS department, prepares students so they will be able to:

1. Succeed in a computer science related career by demonstrating leadership and ability to grow professionally in competence; and/or pursue and successfully complete advanced degrees.
2. Apply principles of computer science and industry computing practices to analyze, design, and implement computer-based solutions.



The IS program, offered by the CSIS department, prepares students so they will be able to:

1. Apply the knowledge of the IS discipline to succeed in productive careers in Information Systems, by demonstrating leadership and ability to grow professionally in competence; and/or pursue and successfully complete advanced degrees.
2. Apply the skills of the IS discipline, which exhibit critical thinking, problem-solving and teamwork to meet different stakeholders objectives.

Additionally, both CS and IS Programs, prepare students so they will be able to:

3. Communicate and work effectively with professionals from different areas of specialization.
4. Function ethically and responsibly in the profession and society.

## STUDENT OUTCOMES

Graduates of the Bachelor of Science in Computer Science or Bachelor of Science in Information Systems will have acquired the following abilities:

1. An ability to apply knowledge of computing and mathematics appropriate to the discipline.
2. An ability to analyze a problem, and identify and define the computing requirements appropriate to its solution.
3. An ability to design, implement and evaluate a computer-based system, process, component, or program to meet desired needs.
4. An ability to function effectively in teams to accomplish a common goal.
5. An understanding of professional, ethical, legal, security, and social issues and responsibilities.
6. An ability to communicate effectively with a range of audiences.
7. An ability to analyze the local and global impact of computing on individuals, organizations, and society.
8. Recognition of the need for, and an ability to engage in, continuing professional development.
9. An ability to use current techniques, skills, and tools necessary for computing practice.

In addition, graduates of the Bachelor of Science in Computer Science will have acquired the following abilities:

10. An ability to apply mathematical foundations, algorithmic principles, and computer science theory in the modeling and design of computer-based systems in a way that demonstrates comprehension of the tradeoffs involved in design choices.
11. An ability to apply design and development principles in the construction of software systems of varying complexity.

Also, graduates of the Bachelor of Science in Information Systems will have acquired the following ability:

10. An understanding of and an ability to support the use, delivery, and management of information systems within an Information Systems environment.

## ADMISSION TO THE PROGRAM

Admission to the Computer Science or Information Systems programs takes place upon the completion of the preparatory courses MATH 095, 100, and 110, with an overall university GPA of 2.0 or higher.

Transfer equivalencies from ABET accredited programs (<http://abet.org>) or equivalent will be considered. We also accept transfer from non-accredited programs for the courses that do not fall under the prefixes CSIS.

# BACHELOR OF SCIENCE IN COMPUTER SCIENCE

## UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)

To receive a Bachelor of Science in Computer Science degree, students must complete at least 124 credit hours:

- **General Education Requirements, composed of:** (49)
  - Related field requirements applicable to Gen Ed requirements (16)
  - Remaining Gen Ed requirements (33)
- **Related field requirements not applicable to Gen Ed** (20)
- **Major Requirements composed of:** (55)
  - Computer Science Core Courses (43)
  - Computer Science Elective Courses (12)

Students are required to complete a minimum of 36 credit hours of upper-level courses (300-level or above) at AUK, of which at least 18 credits hours need to be taken in the major.

## MAJOR REQUIREMENTS (55 CREDIT HOURS)

### Computer Science Core Course Requirements (43 credit hours)

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

CSIS 130	Computer Programming II	(4) [T]
CSIS 150	Professional and Ethical Issues in CSIS	(3)
CSIS 210	Data Structures and Algorithms	(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 400	Theory of Computation	(3)
CSIS 405	Analysis of Algorithms	(3)
CSIS 475	Compiler Construction	(3)
CSIS 490	CSIS Capstone I	(3)
CSIS 491	CSIS Capstone II	(3)

### Computer Science Elective Courses (12 credit hours)

Students must complete four CSIS courses (12 credit hours), selected in consultation with the academic advisor, to fulfill the CSIS Electives requirement. Three courses must be 300 level or higher and the remaining course can be 200 level or higher. The four courses must be from CSIS.

## RELATED FIELD REQUIREMENTS (36 CREDIT HOURS)

CS students’ are also expected to complete 36 credit hours of related field requirements, of which (16 credit hours) are applicable to Gen Ed. The passing Grade in related field requirements is 2.0 “C”. The Related Field Requirements component is composed of CSIS, MATH, Science, and Business.

**CSIS Requirements (4 credit hours)**

CSIS 120	Computer Programming I	(4) [T]
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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.

**Math Requirements (15 credit hours)**

MATH 201	Calculus I	(3) [M]
MATH 213	Discrete Mathematics	(3) [M]
STAT 201	Statistics	(3)
MATH 203	Calculus II	(3)
Any other 200- or 300-level Math course		(3)

**Science Requirements (11 credit hours)**

BIOL 101	General Biology I	(4) [P]
<b>AND</b>		
BIOL 102	General Biology II	(4) [P]
<b>OR</b>		
PHYS 115	General Physics I	(4) [P]
<b>AND</b>		
PHYS 116	General Physics II	(4) [P]
And any BIOL, CHEM, or PHYS course		(3)

**Business Requirements (6 credit hours)**

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

**BACHELOR OF SCIENCE IN COMPUTER SCIENCE 2015-2016  
4-YEAR PLAN\***

At least 36 credit hours must be at the 300-400 level

YEAR 1		SEMESTER 1 (FRESHMAN)		
	Prefix	Number	Title	
Gen Ed	ENGL	100	Foundations of Academic Reading and Writing	4
Gen Ed	UNIV	100	Essentials of Learning	2
Gen Ed	HUM	[H]		3
Gen Ed	ARAB	[A]		3
Related Req	CSIS	120	Computer Programming I	4
YEAR 1		SEMESTER 2 (FRESHMAN)		
	Prefix	Number	Title	
Gen Ed	ENGL	101	Approaches to Critical Reading and Writing	3
Gen Ed	UNIV	110	University, Community, and Citizenship	3
Related Req	MATH	201	Calculus I	3
Related Req	CSIS	130	Computer Programming II	4
Major Core	CSIS	150	Professional and Ethical Issues in CSIS	3
YEAR 2		SEMESTER 3 (SOPHOMORE)		
	Prefix	Number	Title	
Gen Ed	ENGL	102	Writing and Information Literacy	3
Related Req	BIOL/PHYS		BIOL 101, PHYS 115**	4

Major Core	CSIS	210	Data Structures and Algorithms	3
Major Core	CSIS	255	Web Technologies	3
Related Req	MATH	203	Calculus II	3
<b>YEAR 2</b>	<b>SEMESTER 4 (SOPHOMORE)</b>			
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	HUM	[H]		3
Related Req	BIOL/PHYS		BIOL 102, PHYS 116**	4
Related Req	MATH	213	Discrete Math	3
Major Core	CSIS	220	Computer Architecture and Assembly Language	3
Major Core	CSIS	250	Database Systems	3
<b>YEAR 3</b>	<b>SEMESTER 5 (JUNIOR)</b>			
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	SOCSI	[S]		3
Major Core	CSIS	310	Operating Systems	3
Major Core	CSIS	330	Software Engineering	3
Related Req	MATH	200-300		3
Related Req	STAT	201	Statistics	3
<b>YEAR 3</b>	<b>SEMESTER 6 (JUNIOR)</b>			
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Major Core	CSIS	320	Principles of Programming Languages	3
Major Core	CSIS	405	Analysis of Algorithms	3
Major Elective	CSIS	200-400		3
Related Req	MGMT	201	Principles of Management	3
Related Req	BIOL/CHEM/PHYS			3
<b>YEAR 4</b>	<b>SEMESTER 7 (SENIOR)</b>			
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	SOCSI	[S]		3
Major Core	CSIS	400	Theory of Computation	3
Major Core	CSIS	490	CSIS Capstone I	3
Major Elective	CSIS	300-400		3
Related Req	ENTR	201	Principles of Entrepreneurship	3
<b>YEAR 4</b>	<b>SEMESTER 8 (SENIOR)</b>			
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	ARAB	[K]		3
Major Core	CSIS	475	Compiler Construction	3
Major Core	CSIS	491	CSIS Capstone II	3
Major Elective	CSIS	300-400		3
Major Elective	CSIS	300-400		3

\* Your progress through the plan will vary depending on your English and Mathematics placement, as well as other factors.

\*\* You must take sequence (BIOL101 & 102) or (CHEM 101 & 102) or (PHYS 115 & 116).

## BACHELOR OF SCIENCE IN INFORMATION SYSTEMS

### UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)

To receive a Bachelor of Science in Information Systems, students must complete at least 124 credit hours:

- **General Education Requirements, composed of:** (49)
  - Related field requirements applicable to Gen Ed requirements (16)
  - Remaining Gen Ed requirements (33)
- **Related field requirements not applicable to Gen Ed** (17)
- **Major Requirements composed of:** (58)
  - Information Systems Core Courses (49)
  - Information Systems Elective Courses (9)

Students are required to complete a minimum of 36 credit hours of upper-level courses (300-level or above) at AUK, of which at least 18 credits hours need to be taken in the major.

### MAJOR REQUIREMENTS (58 CREDIT HOURS)

#### Information Systems Core Course Requirements (49 credit hours)

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

CSIS 110	Foundations of Information Systems	(3)
CSIS 130	Computer Programming II	(4) [I]
CSIS 150	Professional and Ethical Issues in CSIS	(3)
CSIS 210	Data Structures and Algorithms	(3)
CSIS 230	Programming in a Second Language	(3)
CSIS 250	Database Systems	(3)
CSIS 255	Web Technologies	(3)
CSIS 260	Systems Analysis and Design	(3)
CSIS 322	Computer Networks and Data Communication	(3)
CSIS 327	IS Security and Risk Management	(3)
CSIS 330	Software Engineering	(3)
CSIS 421	Enterprise Architecture	(3)
CSIS 431	IS Strategy, Management and Acquisition	(3)
CSIS 440	Software Project Management	(3)
CSIS 490	CSIS Capstone I	(3)
CSIS 491	CSIS Capstone II	(3)

#### Information Systems Elective Courses (9 credit hours)

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

Students complete three CSIS courses (9 credit hours), selected in consultation with the academic advisor, to fulfill their IS Electives. Two courses must be 300 level or higher and the remaining course can be 200 level or higher. All three courses must be from CSIS.

### RELATED FIELD REQUIREMENTS (33 CREDIT HOURS)

IS students’ are also expected to complete 33 credit hours of related field requirements, of which (16 credit hours) are applicable to Gen Ed. The passing Grade in related field requirements is 2.0 “C”. The Related Field Requirements component is composed of CSIS, MATH, Science, and Business.

**CSIS Requirements (4 credit hours)**

CSIS 120	Computer Programming I	(4) [T]
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**Math Requirements (6 credit hours)**

MATH 213	Discrete Mathematics	(3) [M]
STAT 201	Statistics	(3) [M]

**Science Requirements (8 credit hours)**

BIOL 101	General Biology I	(4) [P]
<b>AND</b>		
BIOL 102	General Biology II	(4) [P]
<b>OR</b>		
PHYS 115	General Physics I	(4) [P]
<b>AND</b>		
PHYS 116	General Physics II	(4) [P]

**Business Requirements (15 credit hours)**

The following 2 courses are required for IS students:

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

And 3 other course (9 credit hours; 200-level or higher) from the following prefix designation: BUS, ACCT, ECON, BEAL, ENTR, FINC, MGMT, and MRKT.

**INFORMATION SYSTEMS 2015-2016 4-YEAR PLAN\***

At least 36 credit hours must be at the 300-400 level

YEAR 1		SEMESTER 1 (FRESHMAN)		
	Prefix	Number	Title	
Gen Ed	ENGL	100	Foundations of Academic Reading and Writing	4
Gen Ed	UNIV	100	Essentials of Learning	2
Related Req	BIOL/PHYS		BIOL 101, PHYS 115**	4
Related Req	CSIS	120	Computer Programming I	3
Major Core	CSIS	110	Foundations of Information Systems	4
YEAR 1		SEMESTER 2 (FRESHMAN)		
	Prefix	Number	Title	
Gen Ed	ENGL	101	Approaches to Critical Reading and Writing	3
Related Req	MATH	213	Discrete Math	3
Related Req	CSIS	130	Computer Programming II	4
Major Core	CSIS	150	Professional and Ethical Issues in CSIS	3
Related Req	BIOL/PHYS		BIOL 101, PHYS 115**	4
YEAR 2		SEMESTER 3 (SOPHOMORE)		
	Prefix	Number	Title	
Gen Ed	ENGL	102	Writing and Information Literacy	3
Related Req	STAT	201	Statistics	3
Gen Ed	UNIV	110	University, Community, and Citizenship	3

Major Core	CSIS	210	Data Structures and Algorithms	3
Major Core	CSIS	230	Programming in a Second Language	3
<b>YEAR 2</b>				
<b>SEMESTER 4 (SOPHOMORE)</b>				
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	ARAB	[A]		3
Major Core	CSIS	250	Database Systems	3
Major Core	CSIS	255	Web Technologies	3
Related Req	MGMT	201	Principles of Management	3
Related Req	BUS/ACCT/ ECON/ BEAL/ ENTR/ FINC/ MGMT/ MRKT	200-400		3
<b>YEAR 3</b>				
<b>SEMESTER 5 (JUNIOR)</b>				
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	SOCSI	[S]		3
Gen Ed	ARAB	[A]		3
Major Core	CSIS	260	Systems Analysis and Design	3
Major Core	CSIS	322	Computer Networks and Data Communication	3
Related Req	ENTR	201	Principles of Entrepreneurship	3
<b>YEAR 3</b>				
<b>SEMESTER 6 (JUNIOR)</b>				
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	SOCSI	[S]		3
Major Core	CSIS	327	IS Security and Risk Management	3
Major Core	CSIS	330	Software Engineering	3
Major Elective	CSIS	200-400		3
Related Req	BUS/ACCT/ ECON/ BEAL/ ENTR/ FINC/ MGMT/ MRKT	200-400		3
<b>YEAR 4</b>				
<b>SEMESTER 7 (SENIOR)</b>				
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	HUM	[H]		3
Major Core	CSIS	421	Enterprise Architecture	3
Major Core	CSIS	431	IS Strategy, Management and Acquisition	3
Major Elective	CSIS	300-400		3
Major Core	CSIS	490	CSIS Capstone I	3

YEAR 4	SEMESTER 8 (SENIOR)			
	Prefix	Number	Title	
Gen Ed	HUM	[H]		3
Major Elective	CSIS	300-400		3
Major Core	CSIS	440	Software Project Management	3
Related Req	BUS/ACCT/ ECON/ BEAL/ ENTR/ FINC/ MGMT/ MRKT	200-400		3
Major Core	CSIS	491	CSIS Capstone II	3

\* Your progress through the plan will vary depending on your English and Mathematics placement, as well as other factors.

\*\* You must take sequence (BIOL101 & 102) or (CHEM 101 & 102) or (PHYS 115 & 116)

## MINOR IN COMPUTER SCIENCE (20 CREDIT HOURS)

Students must take the following 4 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 two additional courses (6 credit hours) from the Computer Science major core course requirements.

## MINOR IN INFORMATION SYSTEMS (20 CREDIT HOURS)

Students must take the following 4 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 two additional courses (6 credit hours) from the Information Systems major core course requirements.

## DOUBLE MAJOR

For a double major in CS and IS, core electives are mutually exclusive.

- If choosing CS as the additional major, students must complete an additional 27 credit hours: 9 credit hours of MATH and 18 credit hours of core courses.
- If choosing IS as the additional major, students will need an additional 24 credit hours of core courses.



## 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.

The Internship is completed in the following stages:

1. *Program Discussion:* Potential interns (junior or senior majors) are advised on the nature and purpose of an internship. The essential point they learn is that there is a significant difference between the theory they learn in the classroom and the practice they will encounter during their internship.
2. *Internship Contract Signed:* The next stage is to have a meeting with the organization that 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 upon in the format of a contract between the three parties.
3. *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 intern, and checks that the environment is suitable and that the nature of the work and the place of work go together.
4. *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.
5. *Bi-monthly Progress Reports from Intern:* During the period of the internship, interns are expected to email the 470 instructor bi-monthly to report on progress and activity. Students are expected to record their activities, so that in the future they can review what activities occupied their time while they participated in the internship.
6. *Mid-term Assessment of the Intern:* The midterm assessment of the intern is initially made based on the results of the bi-weekly progress reports. The off-campus supervisor will be consulted by the 470 instructor before the mid-term grade is posted.
7. *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, and additions may be requested during an interview and discussion with the student.
8. *Final Presentation:* The student gives a public presentation to the program/division about his/her experience.
9. *Final Assessment:* The final assessment begins with a final assessment by the off-campus supervisor. This is submitted by the off-campus supervisor to the 470 instructor. The 470 instructor then confirms the off-campus supervisor assessment. After the student presents his/her findings, the 470 instructor submits the final grade of either Pass or No Pass.

## GRADE DISTRIBUTION

- Bi-weekly progress reports      30%
- Work supervisor report          10%
- Final report                            40%
- Final presentation                  20%

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## GUIDELINES

1. The student is limited to a maximum of 6 credits hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2 or 3 credits) may be applied to the major electives. An additional 3 credit hours of internship may be counted towards a second major, minor, or as free electives.
2. For the duration of the semester, 16 weeks, 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). A minimum of 120 hours is required for 3 credits, 80 hours for 2 credits, and 40 hours for 1 credit.
3. The Department of Computer Science and Information Systems sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
4. The Department of Computer Science and Information Systems may assist students to find suitable employment.
5. Students are encouraged to find their own placements. However, the Department of Computer Science and Information Systems must be advised before a student approaches a prospective organization.
6. 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.
7. Contact will be established between the 470 instructors 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.
8. A placement is not secured until it has been approved by the Program Lead and Department Chair, and the student has signed and returned the Student Internship Agreement.
9. Students are required to meet with the 470 instructor at least once a week to report on progress and activity.

Any student who is dismissed from his/her internship must notify the Department Chair and withdraw before the withdrawal deadline. Failure to do so within a reasonable amount of time will result in a failing grade.

## NON-DEGREE PROGRAM DEPARTMENTS IN SCIENCES AND ENGINEERING

### DEPARTMENT OF MATH AND NATURAL SCIENCES

Department Chair: : Dr. Bashar Zogheib

E-mail: [bzogheib@auk.edu.kw](mailto:bzogheib@auk.edu.kw)

#### MINOR IN MATHEMATICS (21 CREDIT HOURS)

Mathematics is a group of related subjects that concern the study of numbers, geometry, shapes, space, and patterns and their inter-relationships, applications, generalizations, and abstractions. After centuries of evolution, it has become a body of knowledge that intersects with logic and philosophy and effectively describes natural, social, and technological processes.

Although thinking mathematically is considered difficult by most students, everyone is born with mathematical ability. The minor in Mathematics is designed to enable a student with a significant interest in Mathematics to deepen his/her knowledge while pursuing a concentration in another field. The minor in Mathematics, which is administered by the Department of Mathematics and Natural Sciences, will broaden students' understanding and application of mathematical concepts to their chosen field of study. The wide range of courses available makes it attractive to students who wish to become more mathematically literate.

#### MISSION

The Department of Mathematics and Natural Sciences is committed to excellence in teaching, research and scholarly activities. The department prepares AUK students in different disciplines with the fundamental scientific and analytical skills critical to a quality liberal arts education. The department strives to prepare students to be successful in their careers and promotes lifelong learning.

#### VALUES

1. Academic excellence and student success.
2. Integrity, honesty and productivity.
3. Strong student-faculty relationship.
4. Excellence in scholarly activities and research.
5. Continuous professional development for faculty, staff and students.
6. Service to the department, college, university and community.

#### VISION

The Department of Mathematics & Natural Sciences seeks to be recognized regionally and nationally for teaching, scholarly productivity, professional and community services, and our outstanding students and alumni. We aim at establishing inter-disciplinary research and degree programs to meet future challenges. The department is committed to the preparation of faculty who implement the use of up-to-date technology in their teaching.

#### LEARNING OUTCOMES:

Upon completion of the minor in mathematics, students will be able to:

- Demonstrate a working knowledge of selected topics from calculus, linear algebra, and a distribution of other branches of mathematics.
- Use mathematics to analyze mathematical problem situations, to make decisions and to verify results.

- Use computational tools effectively and apply mathematics to several fields.
- Demonstrate the ability to communicate mathematical ideas clearly.

### PROGRAM REQUIREMENTS:

- At least 9 credit hours must be taken at AUK.
- A minimum grade of “C” must be achieved in each mathematics course.

### CORE COURSES (12 CREDIT HOURS)

To complete a minor in Mathematics, students must complete the following 4 core courses:

MATH 201	Calculus 1	(3) [M]
MATH 203	Calculus 2	(3) [M]
MATH 205	Linear Algebra	(3) [M]
MATH 206	Calculus 3	(3) [M]

In addition, students must complete (in consultation with their academic advisor) 3 other courses (9 credit hours) chosen from among the following:

MATH 207	Advanced Engineering Mathematics	(3) [M]
MATH 210	Differential Equations	(3) [M]
MATH 213	Discrete Mathematics	(3) [M]
STAT 214	Statistics for Engineers	(4) [M]
MATH 325	Numerical Computing	(3) [M]
MATH 389	Special Topics	(3) [M]

### MINOR IN NATURAL SCIENCES [BIOLOGY, CHEMISTRY, PHYSICS](21 CREDIT HOURS)

Natural Sciences are deeply involved in the activities that are essential to our modern civilization. The breadth of the Natural Sciences reflects the blurring of boundaries between the different sciences: biological problems are increasingly being solved using techniques that require an understanding of Physics and Chemistry, while many of the most pressing problems being addressed by chemists and environmental scientists require knowledge of Physics and Biology.

The mission of the Natural Science program is the development of literacy in the concepts, goals, and methods of a variety of science disciplines (fields of study) by offering courses in Biology, Chemistry, and Physics. Students choose between a curriculum that stresses a solid knowledge base in biology, and a curriculum that emphasizes the physical or chemical sciences with less intense coverage of biology. Students can expect to deepen their knowledge through hands-on laboratory investigations, and to develop observational and experimental skills. Students will develop critical thinking skills and a more detailed understanding of scientific concepts and methods through completion of a minor in Natural Science.

The broad flexibility of the program is intended to accommodate the needs and goals of students who wish to pursue a career in natural sciences as well as the needs of students who are taking courses in Business, English Literature, Computer Science, History and International Relations, and other disciplines. The minor in Natural Sciences, which is administered by the Department of Mathematics and Natural Sciences, combined with any major in liberal arts, prepares students for further studies and helps them in future employment in Biology, Physics, Chemistry, Medicine and allied health fields, Engineering, Bioinformatics, and Environment Management. Science-based career opportunities are widely distributed among business, industry, journalism, government, and education.

A minor in Natural Sciences requires the completion of 21 credit hours of coursework in Natural Sciences. The 7 credit hours of science courses taken under General Education Requirements can be used to fulfill the minor.

**LEARNING OUTCOMES:**

Students who successfully complete the natural sciences minor will be able to:

- Demonstrate knowledge and understanding of the major concepts and principles in Biology, Chemistry, or Physics according to the levels of courses completed in each subject area.
- Demonstrate problem-solving abilities and apply scientific methods to investigate the natural world.
- Synthesize a convincing argument in the language of science.
- Acquire adequate preparation for careers in natural sciences and/or be admitted to and be successful in professional programs.

**PROGRAM REQUIREMENTS:**

- At least 9 credit hours must be taken at AUK.
- Students must have a “C” or better in Natural Science courses taken for the minor.

**CORE COURSES (8 CREDIT HOURS)**

Students must complete, in consultation with the academic advisor, 2 from among the following core courses (8 credit hours):

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

**MINOR ELECTIVES (13 CREDIT HOURS)**

Students must choose, in consultation with their academic advisor 13 credit hours, of which 6 hours must be upper level courses (300 or higher) from among **BIOL**, **CHEM**, and **PHYS** courses.

## DEGREE PROGRAM DEPARTMENTS IN SOCIAL SCIENCES

### DEPARTMENT OF INTERNATIONAL RELATIONS

**Department Chair:** Dr. Dmytro Roman Kulchitsky

**E-mail:** [IR@auk.edu.kw](mailto:IR@auk.edu.kw)

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

The program is structured with a set of general core course requirements, which students should complete by the beginning of their junior year. Additionally, students take courses in three of the IR fields in which the student chooses to concentrate (Diplomacy and Conflict Resolution, International Law and Organizations, International Political Economy, International Relations and History). Finally, in consultation with their advisor, students select courses as International Relations Electives.

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 Relations also minor in History or Arabic.

#### MISSION STATEMENT

The Department of International Relations at AUK offers undergraduate students a course of study that focuses on diplomacy, conflict resolution, history, international law and political economy. The curriculum is interdisciplinary in approach and is designed to provide students with theoretical knowledge and practical skills. The program aims to serve the University's liberal arts model of higher education by encouraging creativity, critical analysis, and research. Graduates are prepared to become life-long learners, role models and leaders.

#### VALUES

The Department of International Relations at the American University of Kuwait adheres to the values embraced by the University, namely freedom of expression, intellectual inquiry, individual rights and cultural diversity. The Department also upholds strong moral principles and integrity, and high professional standards and ethics.

#### VISION

The Department of International Relations aspires to create an innovative and challenging learning environment that prepares students to influence a diverse and changing global arena.

#### INTERNATIONAL RELATIONS LEARNING OUTCOMES

Upon completion of the AUK major in International Relations, 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.

**UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)**

To receive the degree of Bachelor of Arts with a major in International Relations, students must complete at least 124 credit hours. Students should be mindful of the College requirement that a minimum of 36 hours of upper-level (300-level and above) courses must be completed at AUK. Twenty-seven (27) of these upper-level hours need to be taken in the IR major.

- **General Education Requirements (49)**
- **Major Requirements composed of: (48)**
  - Core Courses (18)
  - Area Studies Courses (27)
  - Capstone (3)
- **International Relations Electives (12)**
- **Free Electives (15)**

**MAJOR REQUIREMENTS (48 CREDIT HOURS)**

Major requirements include 6 required core courses (18 credit hours), followed by 9 Area Studies courses (27 credit hours) in “Diplomacy and Conflict Resolution,” “International Law and Organizations,” “International Political Economy,” and “International Relations and History,” and one (3 credit hours) capstone:

**Core Courses (18 credit hours)**

Students must take the following core courses (18 credit hours):

HIST 105	World History Since 1900	(3)[S]
HIST 201	History and Politics of Kuwait	(3)[S]
IR 101	Introduction to International Relations	(3)[S]
IR 210	Methods of Research in International Relations	(3)[S]
IR 202	Trends in International Relations	(3)[S]
IR 206	International Political Economy	(3)[S]

**Field Concentrations (27 credit hours)**

Students are also expected to take 9 (27 credit hours) additional upper-division (300-level or above) courses, three courses from each of the three fields in which the student chooses to concentrate. Students may select, with the approval of their advisor, special topic courses in either History (HIST 389) or International Relations (IR 389) or American Studies (AMST 389) to fulfill Field Concentration requirements.

**Diplomacy and Conflict Resolution**

AMST 409	American Foreign Policy Since World War II	(3)
IR 307	International Relations of Arab States	(3)[S]
IR 310	20th Century Arab Middle East	(3)[S]
IR 345	Conflict Resolution	(3)[S]
IR 386	Perspectives on US Foreign Policy in Middle East	(3)[S]
PLSC 321	Islamic Political Philosophy	(3)[S]
PLSC 322	Western Political Theory	(3)[S]
PLSC 327	Comparative Ethnicity, Identity, and Ethnic Conflict	(3)[S]

**International Law and Organizations**

IR 339	International Organizations	(3)[S]
IR 341	Public International Law	(3)[S]
IR 342	International Human Rights	(3)[S]
IR 343	Terrorism and International Law	(3)[S]

**International Political Economy**

HIST 401	Economic History: 20th Century	(3)
IR 309	Dynamics of Globalization	(3)[S]
IR 306	Global Political Economy	(3)[S]
IR 412	Sustainable Development	(3)[S]
PLSC 405	Comparative Economic and Political Systems	(3)[S]

**International Relations and History**

AMST 333	American Culture	(3)[S]
HIST 303	Ancient History	(3)[S]
HIST 305	History of the Islamic World (622-1800)	(3)[S]
HIST 307	Arab History (1798-1923)	(3)[S]
HIST 311	Ottoman History (1400-1923)	(3)[S]
HIST 317	Topics in English/British History	(3)[S]
HIST 401	Economic History: 20th Century	(3)
HIST 421	Intellectual History	(3)
HIST 430	Oral History	(3)

**Capstone (3 credit hours)**

In consultation with his/her advisor, students should take one of the following IR Capstone courses during their senior year.

IR 485	Senior Seminar in Conflict Resolution	(3)
IR 486	Senior Seminar in International Law & Organizations	(3)
IR 487	Senior Seminar in International Political Economy	(3)

**INTERNATIONAL RELATIONS ELECTIVES (12 CREDIT HOURS)**

Students must choose 4 courses (12 credit hours), in consultation with their academic advisor, from the following prefix designations: **AMST, COMM, HIST, IR, PLSC**, and **SBSA**. Students may also substitute courses approved by the Department Chair from the following prefix designations: **ECON, FRNC, ITAL, PHIL** and **SPAN**.

**FREE ELECTIVES (15 CREDIT HOURS)**

Majors are expected to take 5 courses (15 credits hours) of their choice from among courses in the CAS or CBE.

**INTERNATIONAL RELATIONS 2015-2016 4-YEAR PLAN\***

At least 36 credit hours must be at the 300-400 level

YEAR 1		SEMESTER 1	
Prefix	Number	Title	Prerequisites
UNIV	100	Essentials of Learning	
ENGL	100	Foundations in Academic Reading & Writing	
IR	101	Introduction to International Relations	
General		Arabic Language Requirement	
General		Math Requirement	



YEAR 1		SEMESTER 2		
Prefix	Number	Title	Prerequisites	
ENGL	101	Approaches to Critical Reading & Writing		
HIST	105	World History since 1900		
General		Lab Science Requirement		
General		Math Requirement		
General		Arabic Culture Requirement		
YEAR 2		SEMESTER 1		
Prefix	Number	Title	Prerequisites	
ENGL	102	Writing and Information Literacy		
UNIV	110	University, Community, and Citizenship		
IR	202	Trends in International Relations		
IR	210	Methods of Research in International Relations		
General		Science Requirement		
General		Social Science Requirement		
YEAR 2		SEMESTER 2		
Prefix	Number	Title	Prerequisites	
HIST	201	History and Politics of Kuwait		
IR	206	International Political Economy		
IR		Field Concentration		
General		CSIS Requirement		
General		Social Science Requirement		
YEAR 3		SEMESTER 1		
Prefix	Number	Title	Prerequisite/s	
IR		Field Concentration		
IR		Field Concentration		
IR		Elective		
General		Humanities Requirement		
Elective		Free Elective		
YEAR 3		SEMESTER 2		
Prefix	Number	Title	Prerequisites	
IR		Field Concentration		
IR		Elective		
General		Humanities Requirement		
Elective		Free Elective		
Elective		Free Elective		

YEAR 4		SEMESTER 1	
Prefix	Number	Title	Prerequisites
IR		Capstone	
IR		Field Concentration	
IR		Field Concentration	
IR		Field Concentration	
Elective		Free Elective	
YEAR 4		SEMESTER 2	
Prefix	Number	Title	Prerequisites
IR		Field Concentration	
IR		Field Concentration	
IR		Elective	
IR		Elective	
Elective		Free Elective	

## MINOR IN HISTORY (18 CREDIT HOURS)

### 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]
HIST 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]

\*Since some history courses at AUK do not carry the HIST prefix, non HIST-prefix history courses are listed below and may be counted toward the Minor in History:

AMST 121	US History Since 1900	(3)[S]
AMST 220	Early American Political History	(3)[S]
AMST 402	American Social History in the Twentieth Century	(3)
AMST 409	American Foreign Policy Since WWII	(3)
IR 400	Colonialism	(3)

Students must also take an additional three 300-level or above HIST courses (9 credit hours) and/or history courses which are 300-level and above in AMST or IR.

## MINOR IN INTERNATIONAL RELATIONS (18 CREDIT HOURS)

Students wishing to minor in International Relations 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 four core courses (12 credit hours):

HIST 201	History and Politics of Kuwait	(3)[S]
IR 101	Introduction to International Relations	(3)[S]
IR 202	Trends in International Relations	(3)[S]
<b>AND</b>		
PLSC 203	Comparative Politics	(3)[S]
<b>OR</b>		
IR 206	International Political Economy	(3)[S]

Students must also take an additional two 300-level or above courses (6 credit hours) in the following prefixes: **AMST, HIST, IR, and PLSC**. Students may also substitute one upper-level course approved by the minor's Program Lead from the following prefix designations: **ECON, PHIL, and SBSA**.

## INTERNSHIP

The internship is a practicum course that explores International Relations 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 Department of IR, 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 department of IR. 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 students' 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:** Students must prepare an oral presentation for the Program.

## 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 Department of IR sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
- 3) The Department of IR may assist students to find suitable employment.
- 4) Students are encouraged to find their own placements. However, the Department of IR 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 Department of IR's Internship Coordinator and the Department Chair, 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 2.5 hours per week for 1 credit hour; 5 hours per week for 2; and 7.5 hours per week for 3. A maximum of 3 credit hours (taken in increments of 1, 2, or 3 credit hours) may be applied toward any one major, if the major requires an internship. If a student takes an additional 1-3 credit hours of internship, those credits may be counted towards a student's second major, minor, or as free electives.

- 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 Internship Coordinator immediately, who, in turn, will notify the Department Chair. The student must then withdraw from the 470 course when dismissed if dismissal takes place before the withdrawal deadline. 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 presentations, 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.

# DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

**Department Chair:** Dr. James L. Rose

**E-mail:** [jrose@auk.edu.kw](mailto:jrose@auk.edu.kw)

## MISSION

The mission of the Department of Social and Behavioral Sciences is to advance knowledge of humanity through critical inquiry. The department strives to achieve this mission by employing multidisciplinary methods to examine the human mind, individual and group behavior, societies, and cultures.

## VALUES

The Department of Social and Behavioral Sciences endorses the core values of a liberal arts education and supports the values of professionalism, dedication, honesty, and transparency in all academic and professional activities.

## VISION

The Department of Social and Behavioral Sciences aspires to offer intellectually engaging, challenging, and dynamic programs in anthropology and psychology for the enrichment of university faculty, students, and the public. The department seeks to advance the disciplines of anthropology and psychology by pursuing excellence in all areas of teaching, research, and service, both locally and internationally.

## DISCIPLINES

The Department of Social and Behavioral Sciences includes the following disciplines (fields of study):

- Social and Behavioral Sciences – Concentration in Anthropology (SBSA)
- Psychology (PSYC)
- Environmental Studies (ENVS)

## DEGREE PROGRAMS

The Department of Social and Behavioral Sciences oversees the following degree programs:

### Major

- Bachelor of Arts in Social and Behavioral Sciences – Concentration in Anthropology

### Minor

- Social and Behavioral Sciences – Concentration in Anthropology
- Environmental Studies

## BACHELOR OF ARTS IN SOCIAL AND BEHAVIORAL SCIENCES – CONCENTRATION IN ANTHROPOLOGY

The Social and Behavioral Sciences – Concentration in Anthropology major is the study of human beings and societies across time and around the globe. This includes 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 capacities for symbolic expression and communication; as well as issues such as class formation, gender relationships, ethnicity and ethnic revitalization, violence, visual culture and mass media, and migration.

Graduates of the SBSA program 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 quantitative and qualitative research methods, graduates can also be employed by research and consulting agencies, polling organizations, and print and electronic media institutions. Students can also pursue graduate studies in anthropology, cultural studies, social work, media studies, and related fields.

## LEARNING OUTCOMES

Upon completion of the AUK major in Social and Behavioral Sciences – Concentration in Anthropology, 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

## UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS)

To receive a Bachelor of Arts in Social and Behavioral Sciences – Concentration in Anthropology, students must complete at least 124 credit hours. Students should be mindful of the college requirement that a minimum of 36 hours of upper-level (300-level and above) courses must be completed at AUK. Eighteen (18) of these upper-level hours must be taken in the SBSA major.

- **General Education Requirements** (49)
- **Major Requirements composed of:** (45)
  - Core Courses (9)
  - Concentration Courses (36)
- **Social and Behavioral Science Electives** (12)
- **Free Electives** (18)

## MAJOR REQUIREMENTS (45 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)[S]
SBSA 200	Ethnographic and Qualitative Research Methods	(3)[S]
SBSA 485	Capstone: Seminar in Social and Behavioral Sciences, concentration in Anthropology	(3)

### Concentration Courses (36 credit hours)

Students must complete, in consultation with their academic advisors, a total of 36 credit hours from the courses listed below. Twelve of these total credit hours must be upper-division (300-level or above).

SBSA 205	Fundamentals of Arab Society	(3)[K,S]
SBSA 210	Arab Society and Culture	(3)[K,S]
SBSA 214	Lost Worlds	(3)[S]
SBSA 218	Museums as Artifacts	(3)[S]
SBSA 220	Culture and Visual Arts	(3)[S]

SBSA 222	Global Media and Spaces of Identity	(3)[S]
SBSA 224	Shopping and Consumerism	(3)[S]
SBSA 226	The Material Culture of Clothing	(3)[S]
SBSA 235	Identity, Difference and Deviance	(3)[S]
SBSA 239	Nation and Migration	(3)[S]
SBSA 249	Images of Women in the Media	(3)[S]
SBSA 255	Health, Medicine and Curing	(3)[S]
SBSA 260	Ethnographic Film	(3)[S]
SBSA 265	South Asian Film: A Global Perspective	(3)[S]
SBSA 270	The Indigenous Americas	(3)[S]
SBSA 280	Kinship and Family in the Global Era	(3)[S]
SBSA 341	Women in Cross-Cultural Perspective	(3)[S]
SBSA 342	Gender Relations in the Arab World	(3)[S]
SBSA 344	Tourism and Culture Change	(3)[S]
SBSA 345	Globalization: Opportunities and Challenges	(3)[S]
SBSA 348	Anthropology of Human Rights	(3)[S]
SBSA 360	Genocide and Refugees	(3)[S]
SBSA 366	Popular Culture in South Asia: Film and Beyond	(3)[S]
SBSA 370	Music of the Arabian Peninsula	(3)[K,S]
SBSA 372	Anthropology of Business	(3)[S]
SBSA 389	Special Topics	(3)

### SOCIAL AND BEHAVIORAL SCIENCES ELECTIVES (12 CREDIT HOURS)

Students must choose 4 courses (12 credit hours) of which one (3 credit hours) must be upper-division (300-level or above), in consultation with their academic advisor, from the following disciplines (fields of study): **AMST, HIST, PLSC, IR, PSYC, SBSA.**

### FREE ELECTIVES (18 CREDIT HOURS)

Majors are expected to take 18 credit hours of their choice from among courses in Arts and Sciences.

## SOCIAL AND BEHAVIORAL SCIENCES – CONCENTRATION IN ANTHROPOLOGY 2015-2016 4-YEAR PLAN\*

At least 36 credit hours must be at the 300-400 level

YEAR 1	SEMESTER 1 (FRESHMAN)			
	Prefix	Number	Title	
Gen Ed	ENGL	100	Foundations of Academic Reading and Writing	4
Gen Ed	UNIV	100	Essentials of Learning	2
Gen Ed	MATH	100	College Algebra	3
Gen Ed	ARAB	[A]		3
Gen Ed	HUM	[H]		3
YEAR 1	SEMESTER 2 (FRESHMAN)			
	Prefix	Number	Title	
Gen Ed	ENGL	101	Approaches to Critical Reading and Writing	3



Gen Ed	MATH	[M]		3
Gen Ed	HUM	[H]		3
Gen Ed	SOCS	[S]		3
Major Core	SBSA	101	Introduction to Social and Behavioral Sciences, Concentration in Anthropology	3

YEAR 2		SEMESTER 3 (SOPHOMORE)		
	Prefix	Number	Title	
Gen Ed	ENGL	102	Writing and Information Literacy	3
Gen Ed	UNIV	110	University, Community, and Citizenship	3
Gen Ed	ARAB	[K]		3
Major Core	SBSA	200	Ethnographic and Qualitative Research Methods	3
Major Concentration	SBSA			3

YEAR 2		SEMESTER 4 (SOPHOMORE)		
	Prefix	Number	Title	
Gen Ed	SCI	[P]		3
Gen Ed	CSIS	[T]		3
Major Concentration	SBSA			3
Major Concentration	SBSA			3
Free Elective				3
Free Elective				3

YEAR 3		SEMESTER 5 (JUNIOR)		
	Prefix	Number	Title	
Gen Ed	SCI	[P]		4
Major Concentration				3
Major Concentration				3
Major Concentration				3
Major Elective	AMST/ HIST/ PLSC/ IR/ PSYC/ SBSA			3

YEAR 3		SEMESTER 6 (JUNIOR)		
	Prefix	Number	Title	
Major Concentration				3

Major Concentration				3
Major Elective	AMST/ HIST/ PLSC/ IR/ PSYC/ SBSA			3
Major Elective	AMST/ HIST/ PLSC/ IR/ PSYC/ SBSA			3
Free Elective				3
<b>YEAR 4</b>	<b>SEMESTER 7 (SENIOR)</b>			
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Gen Ed	SOCS	[S]		3
Major Concentration				3
Major Concentration				3
Major Elective	AMST/ HIST/ PLSC/ IR/ PSYC/ SBSA			3
Free Elective				3
<b>YEAR 4</b>	<b>SEMESTER 8 (SENIOR)</b>			
	<b>Prefix</b>	<b>Number</b>	<b>Title</b>	
Major Core	SBSA	485	Seminar in Social and Behavioral Sciences, Concentration in Anthropology	3
Major Concentration				3
Major Concentration				3
Free Elective				3
Free Elective				3

\*Your progress through the plan will vary depending on your English and Mathematics placement, as well as other factors.

## **MINOR IN SOCIAL AND BEHAVIORAL SCIENCES – CONCENTRATION IN ANTHROPOLOGY (18 CREDIT HOURS)**

Students must complete the following course:

SBSA 101 Introduction to Social and Behavioral Sciences, Concentration in Anthropology (3)[S]

Students must also complete 5 additional courses (15 credit hours) from any of the Concentration Courses listed above for the SBSA major. At least 3 courses (9 credit hours) must be upper-division (300-level and above).

## MINOR IN ENVIRONMENTAL STUDIES (18 CREDIT HOURS)

The minor in Environmental Studies allows students to take courses from a variety of disciplines in order to increase their awareness of the complex environmental issues faced by human societies.

### LEARNING OUTCOMES:

Upon completion of the AUK minor in Environmental Studies, the student will be able to:

- Identify the scientific, technical, social, cultural, economic, and political frameworks related to global and regional environmental concerns, including the policy dimension of environmental issues.
- Analyze environmental values in contemporary society.
- Promote practical actions in the society or simply as better informed individuals.

### PROGRAM REQUIREMENTS

- 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:

#### Core Course (3 credit hours)

ENVS 101	Introduction to Environmental Studies	(3)[S]
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#### Environmental Sciences (3 credit hours)

Choose one course from the following:

BIOL 105	Environmental Science	(3)[P]
CHEM 103	Chemistry in Everyday Life	(4)[P]
PHYS 105	Environmental Physics	(3)[P]
PSYC 202	Developmental Psychology	(3)[S]

#### Environmental Studies Electives (12 credit hours)

Choose four courses (12 credit hours) from the following list. Three of these must be upper-level (300-400 level).

BIOL 220	Ecology	(3)[P]
CHEM 305	Environmental Chemistry	(3)[P]
ECON 363	Environmental & Natural Resources	(3)
ECON 409	Economic Development	(3)
ENVS 215	Environmental Data Analysis	(3)[S]
ENVS 220	Energy & the Environment	(3)[S]
ENVS 230	Environmental Geology	(3)[P]
ENVS 305	Environmental Health	(3)[P]
ENVS 310	Environmental Ethics	(3)[S]
ENVS 320	Global Environmental Policy	(3)[S]
ENVS 325	Health, Environment & Armed Conflict	(3)[S]
ENVS 340	The Gendered Environment	(3)[S]
ENVS 389	Special Topics	(3)
GDES 337	Environmental Design	(3)
IR 412	Sustainable Development	(3)

SBSA 255	Health, Medicine and Curing	(3)[S]
SBSA 344	Tourism and Cultural Change	(3)[S]

## INTERNSHIP

The internship is a practicum course that explores the social and behavioral 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 Department of Social and Behavioral Sciences, 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 Department of Social and Behavioral Sciences. Grades will be determined as follows:

- |   |     |
|---|-----|
| 1. Field Experience Report              | 30% |
| 2. Midterm Observations and Reflections | 10% |
| 3. Learning Logs                        | 10% |
| 4. Final Report                         | 25% |
| 5. Presentation                         | 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 or Department:** Students must prepare an oral presentation for the Program or Department.

## 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 Department of Social & Behavioral Sciences sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
3. The department may assist students to find suitable employment.
4. Students are encouraged to find their own placements. However, the department 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 the 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 Department Chair of SBSA, 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 2.5 hours per week for 1 credit hour; 5 hours per week for 2; and 7.5 hours per week for 3. A maximum of 3 credit hours (taken in increments of 1, 2, or 3 credit hours) may be applied toward any one major, if the major requires an internship. If a student takes an additional 1-3 credit hours of internship, those credits may be counted towards a student’s second major, minor, or as free electives.
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 Department Chair and withdraw if before the withdrawal deadline. 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 proofread 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.

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## NON-DEGREE PROGRAM DEPARTMENT IN SOCIAL SCIENCES

# GULF STUDIES CERTIFICATE PROGRAM

**Director:** Dr. Farah Al-Nakib

**E-mail:** [cgs@auk.edu.kw](mailto:cgs@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 Center for Gulf Studies. Students are asked to contact the director 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 215 (Arab Composition I) or ARAB 205 (Arab-Islamic Civilization) is recommended.

It is recommended that students choose courses applicable to the Gulf Studies Certificate 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, IR, PLSC,** and **SBSA**) in consultation with the director and/or their academic advisor.

# INTENSIVE ENGLISH PROGRAM

**MISSION**

**ACCREDITATION**

**PROGRAM OUTCOMES**

**PROGRAM BENEFITS**

**ADMISSION AND PLACEMENT**

**HOURS OF STUDY**

**PEDAGOGICAL FOCI**

*Methods of Instruction in Intensive English*

**CURRICULUM OVERVIEW BY SKILL**

*Reading through the curriculum in the IEP*

*Writing through the curriculum in the IEP*

*Listening through the curriculum in the IEP*

*Speaking through the curriculum in the IEP*

*Vocabulary*

*Grammar*

**POLICY ON ATTENDANCE AND LATENESS**

**EVALUATION OF STUDENT PROGRESS**

**SATISFACTORY COMPLETION OF THE INTENSIVE ENGLISH PROGRAM**

**CERTIFICATE OF COMPLETION**

**ADVISING FOR ADVANCEMENT TO THE UNDERGRADUATE PROGRAM**

# INTENSIVE ENGLISH PROGRAM

**Director:** Sandra Stein

**E-mail:** [IntensiveEnglish@auk.edu.kw](mailto:IntensiveEnglish@auk.edu.kw)

## MISSION

The mission of the American University of Kuwait's Intensive English Program (IEP) is to prepare students seeking admission to 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 both during and after their formal studies. The IEP achieves 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.

## VALUES

The core values of the Intensive English Program are to:

- Provide English language instruction enabling students to meet AUK admission requirements and to successfully pursue a degree program, thus facilitating the University's growth.
- Place quality as its most important goal in all activities.
- Appreciate and constantly encourage team work and a supportive attitude between all members of the IEP department.

The aspirational values of the Intensive English Program are to:

- Pursue knowledge and foster critical thinking.
- Ignite in our students a lifelong love of learning.
- Celebrate and learn from diversity.

## VISION

The IEP department's vision is to:

- Adequately prepare AUK students to successfully pursue academic majors in the English language medium.
- Create critical thinkers who know how to evaluate ideas and concepts, and be able to express themselves well through the English language.
- Nurture a sense of responsibility and encourage a work ethic amongst our students.

## ACCREDITATION

The IEP at the American University of Kuwait is accredited by the *Commission on English Language Program Accreditation* (CEA) for the period August 2009 through August 2024 and agrees to uphold the CEA Standards for English Language Program and Institutions. For further information about this accreditation, visit the website: [www.cea.accredit.org](http://www.cea.accredit.org).

## IENG 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 them 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;
- Demonstrate adequate academic skills in listening and note taking.

## 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. Some 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.
- 10-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) or related field with TESOL education and experience.
- Scholarships for qualified students.
- Certificate of Completion or Attendance, along with grade transcript
- Students may enroll in morning, afternoon, or evening classes:
  - Listening/Speaking
  - Reading/Writing
- Student services:
  - Computer lab access with Internet, email, and software resources
  - Orientation session

## 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 70 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. Benchmarks are subject to change.

Level/ Accuplacer Scores	UG Essay (8 pt)	UG Reading Comp (120 pt)	ESL WWP 360 (6 pt)	ESL	ESL Reading Skills (120 pt)	ESL Sentence (120 pt)	ESL Listening (120 pt)
IEP Level 1			2-3	62-77	62-77	62-77	62-77
IEP Level 2			3-4	78-93	78-93	78-93	78-93
IEP Level 3			4-5	94-109	94-109	94-109	94-109
Referred to UG			5-6	110- 120	110-120	110-120	110-120
ENGL 100		51-79	4-5				
ENGL 101	6-8	80-120					

## **DURATION OF IEP 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.

## **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 hours each week. These programs consist of independent learning modules in computer, reading, and audio-visual labs.

## **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.

## **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.

## **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 inter-related 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 is introduced to the individual skills of understanding vocabulary in context, recognizing a writer's pattern(s) of organization, identifying a writer's main ideas, extracting a writer's primary supporting points, making inferences, evaluating the relevance of supporting evidence, and recognizing factual and organizational similarities and differences between 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 develops the individual skills introduced in Level 1 and is introduced to the additional skills of inferring main idea, analyzing rhetorical choices, and analyzing the significance of similarities and

differences between texts in response to high-intermediate English for Academic Purposes material. In addition, the student further develops the ability to apply ideas contained within texts to his/her own life.

### **Level 3**

The student refines the individual skills introduced and developed in Levels 1 and 2 and is introduced to the additional skills of distinguishing between fact and opinion, recognizing solid arguments, and analyzing how texts support and challenge one another, in response to low-advanced English for Academic Purposes material. In addition, the student further refines 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 writing assignments that enable the student to gain understanding and appreciation of the writing processes the student writes, at each level of instruction, an in-class essay and produce a portfolio of finished writing that demonstrates increasing acquisition of composition skills required of writers in the academic community while continuously refining their grammatical and mechanical competence.

### **Level 1**

The student is introduced to fundamental activities common to response-based writing assignments. The student learns to compose formally structured sentences and paragraphs for a variety of academic purposes. In addition, the student summarizes, paraphrases, and integrates information and reacts to the ideas of published writers while gaining familiarity with guidelines for formatting academic papers and developing grammatical and mechanical competence.

### **Level 2**

The student develops the fundamental skills introduced in Level 1. The Level 2 student further develops formally structured paragraphs and learns to compose formal essays. The student continues to develop areas of grammatical and mechanical competence.

### **Level 3**

The student refines the skills introduced in Level 1 and developed in Level 2 and is introduced to the additional skills of synthesizing information from several texts and incorporating quoted material into her or his own writing. The student continues to refine the areas of grammatical and mechanical competence.

## **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 is 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 also learns to develop methods of accurate note taking and organizing the ideas and information in a useful written format.

### **Level 1**

The student is 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 is introduced to appropriate methods of formulating opinions in response to oral text.

### **Level 2**

The student develops the skills introduced in Level 1 and is 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 is introduced to strategies for personalizing content contained within oral text.

### **Level 3**

The student refines the skills introduced and developed in Levels 1 and 2 and is introduced to the additional skills of 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 is introduced to appropriate methods of formulating opinions in response to oral text.

## **SPEAKING THROUGH THE CURRICULUM IN THE IEP**

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 is guided, at each level, through the process and performance of presentations of consistently increasing length focusing on various structures and purposes. Throughout the program, the student progressively improves the ability to make observations, express opinions, and argue effectively and appropriately while enhancing speaking fluency and accuracy.

### **Level 1**

The student is introduced to public speaking skills used in everyday academic situations and in formal presentations at the low-intermediate to intermediate level. The student learns principles of narration and exposition, basic interview techniques, and fundamental platform skills. Emphasis is on reporting and discussing personal information.

### **Level 2**

The student develops the public-speaking skills introduced in Level 1 and is 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 refines the public-speaking skills introduced and developed in Levels 1 and 2 and is 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 focuses initially on high frequency vocabulary in use in everyday academic English and then emphasizes 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.

## 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. The IEP adheres to the university's policy on attendance. Individual instructors may set more stringent policies, however, so students should consult the syllabus of each course. The university policy on class attendance is as follows:

- Students are expected to attend all classes, laboratories, and/or required fieldwork. Excessive absences prevent students from receiving full course benefit, and disrupt orderly course progress.
- It is at the instructor's discretion whether or not to give substitute assignments or examinations to absent students.
- Instructors are expected to maintain attendance records and to draw the student's attention to attendance requirements.
- Students who miss more than 15% in any one or combination of classes (whichever comes first), irrespective of the reasons, may be advised by the instructor to withdraw from the course. Students who do not withdraw should expect to fail the course.
- Students who withdraw from a course receive a grade of "W."
- Students cannot withdraw from a course after the announced deadline, unless approved by the appropriate academic dean (see "Withdrawal" section in the catalog).
- Instructors are requested to consider excusing the absences of students in the following cases: documented inpatient medical care, death of an immediate family member, academic instructional activities, or national athletic activities. If excused, students are required to satisfy all course work due or assigned during their absences, as determined by the course instructor.

## EVALUATION OF STUDENT PROGRESS

Student achievement is assessed 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. Course grade results of "C" or better; or
2. Achievement in the iBT TOEFL of 70 or IELTS exam of band 6.5 or greater.

Continuing students are placed by their completion of and proficiencies attained in the previous level, and in general do not skip levels.

## 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.

## **ADVISING FOR ADVANCEMENT TO THE UNDERGRADUATE PROGRAM**

IEP students are provided academic advisement by the Academic Advising 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.

# COLLEGE OF BUSINESS AND ECONOMICS

## MAJOR DEGREE PROGRAMS

### MINORS

### DISCIPLINES (FIELDS OF STUDY)

DEAN OF THE COLLEGE OF BUSINESS AND ECONOMICS

### MISSION

### PROGRAMMATIC ACCREDITATION

BACHELOR OF BUSINESS ADMINISTRATION (BBA) MAJORS

### BBA MINORS

### DISCIPLINES (FIELDS OF STUDY)

Accounting (ACCT)

Business (BUS)

Business Ethics and Law (BEAL)

Economics (ECON)

Entrepreneurship (ENTR)

Finance (FINC)

Human Resource Management (HR)

Management (MGMT)

Marketing (MRKT)

### ACADEMIC AND PROFESSIONAL SKILLS DEVELOPED

### OVERVIEW OF REQUIREMENTS

Program Admission Requirements

University Degree Requirements

BBA Core Courses

BBA Upper-Level Courses

Internship and Common Capstone

Free Electives

### DEGREE PROGRAM DEPARTMENTS

Department of Accounting

*BBA in Accounting (ACCT)*

Department of Finance

*BBA in Finance (FINC)*

Department of Management and Human Resource Management

*BBA in Management (MGMT)*

*BBA in Human Resource Management (HR)*

Department of Marketing

*BBA in Marketing (MRKT)*

Department of Economics

*BBA in Economics (ECON)*

### MINORS IN THE COLLEGE OF BUSINESS AND ECONOMICS

Accounting

Business Administration (for non-Business majors)

Economics

Finance

Human Resource Management

Management

Marketing

# 5





# COLLEGE OF BUSINESS AND ECONOMICS

## DEAN OF THE COLLEGE OF BUSINESS AND ECONOMICS

**John D Russell Ph.D., CGA, CMA**

*Professor of Accounting*

## OFFICE OF THE DEAN

### WELCOMING NOTE

Welcome to the American University of Kuwait and the College of Business and Economics. The College provides undergraduate Bachelor of Business Administration (BBA) degrees in Accounting, Economics, Finance, Management, and Marketing. The College offers a rigorous business education with a strong liberal arts foundation. Students are prepared in their programs of study with the tools and specialized knowledge necessary for professional success in a wide range of careers. The preparation includes an internship that provides a link between theory and practice. It gives students the opportunity to apply their academic knowledge and an insight in business. Our professors have excellent academic and professional qualifications with Ph.D. degrees mostly from universities in the USA. They bring an international perspective to business education, keep up to date through research and consulting, and are committed to teaching excellence. The College strives to serve all undergraduate students with personalized, attentive, caring, and high-quality academic experiences that support their intellectual, professional, and personal development. It is an exciting place to be. On behalf of our faculty and staff, I extend to all of our students best wishes for a successful academic year.

**Dr. John Russell**

*Interim Dean, College of Business & Economics*

## MISSION

The College of Business and Economics prepares students through an American educational experience combining quality intellectual challenge and ethical professional practice for careers in Kuwait and beyond. The focus is on:

- Developing business in Kuwait and the Gulf;
- Supporting rigorous programs that foster excellence in business teaching and scholarship;
- Working together to learn and disseminate socially responsible practices to advance society.

## PROGRAMMATIC ACCREDITATION

### ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS & PROGRAMS (ACBSP)

The Accreditation Council for Business Schools and Programs (ACBSP) has awarded the American University of Kuwait full accreditation for its Bachelor of Business Administration (BBA) degree program. ACBSP is a specialized accrediting organization that reviews the quality and integrity of business degree programs. It is dedicated to improving the quality of business schools and programs around the world, and ultimately to improving the practice of business in every industry around the world.

## ASSOCIATION TO ADVANCE COLLEGIATE SCHOOLS OF BUSINESS (AACSB)

The Association to Advance Collegiate Schools of Business has approved the Standards Alignment Plan (SAP) for the College of Business & Economics. Approval of the SAP represents achievement of the first step in the process of accrediting the BBA Program. AACSB is a global nonprofit organization of educational institutions, businesses, and other entities devoted to the advancement of management education. AACSB advances quality management education worldwide through accreditation, thought leadership, and value-added services.

## BACHELOR OF BUSINESS ADMINISTRATION (BBA) MAJORS

The College of Business and Economics offers the Bachelor of Business Administration Degree program 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

## BBA MINORS

The College of Business and Economics oversees the following minor programs:

- Accounting
- Business Administration (for non-Business Majors)
- Economics
- Finance
- Human Resource Management
- Management
- Marketing

## DISCIPLINES (FIELDS OF STUDY)

The College of Business and Economics includes the following disciplines:

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

## ACADEMIC AND PROFESSIONAL SKILLS DEVELOPED

The BBA degree provides students with concepts and skills useful for administration, management, decision-making, and future leadership in public, private, for profit, or not-for-profit organizations. The curriculum covers functional areas in business including administration, accounting, finance, human resource management, business operations, and marketing as well as the ethical, legal, and global economic context in which administrators and managers must make decisions. The curriculum is also designed to develop mathematical and computer skills needed by administrators and managers in modern organizations.

While the BBA majors develop specific skills in accounting, economics, finance, management and marketing, the liberal arts background provides broad academic experience in the humanities, sciences,

arts, and social sciences that teach students to think critically, analyze problems, reach creative solutions, and communicate clearly. Teaching methods include analytical problem-solving and business-related case studies.

The social and leadership opportunities provided through extracurricular activities 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 degree program at AUK is designed with that purpose in mind. Students are required to participate in an internship in which they learn to apply their academic knowledge. Internships give students practical business experience, more confidence in job interviewing, and career prospects.

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. The BBA program's unique combination of professional and liberal arts education provides students with the flexibility, adaptability, and creativity necessary for personal growth, job satisfaction, and life-long learning. These characteristics provide a sound foundation for students to enter respected and rewarding professions or to seek local, regional, and international graduate programs and, as a consequence, achieve success in our rapidly changing global society.

## OVERVIEW OF REQUIREMENTS

### PROGRAM ADMISSION REQUIREMENTS

Students must formally declare their interest in taking a BBA Degree by the end of their sophomore year or second year of full-time coursework (60 credit hours). Students are required to have: a cumulative GPA of at least 2.0, and a grade of "C" or better in MATH 103 and STAT 201. These are prerequisites for many Business courses. MATH 201 (Calculus I) is additionally recommended for the BBA in Finance.

### UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS):

To receive a BBA with a major in Accounting, Finance, Human Resource Management, Management, or Marketing, students must complete at least 124 credit hours:

- General Education Requirements (49)
- BBA Core Courses (37)
- BBA Major Courses (18)
- Internship & Common Capstone (6)
- Free Electives (14)

**Students are required to complete a minimum of 39 credit hours of upper level courses (300-level and above), of which at least 18 credit hours need to be taken in the major, depending on the stipulations of each program. Of the 39 credit hours of upper level courses, 27 credit hours should be in residence at AUK.**

### DEGREE PROGRAM

The College is organized into five Departments;

- Accounting,
- Economics,
- Finance,
- Management and Human Resource Management,
- Marketing.

Each department is responsible for offering a particular major and/or minor. The following pages provide specific details of the requirements for each major and minor.

# DEPARTMENT OF ACCOUNTING

**Department Chair:** Dr. Ayman Haddad

**E-mail:** ahaddad@auk.edu.kw

The Department's primary objective for the Accounting program is to expose students to the many facets of accounting. It provides accounting and business knowledge about practical and conceptual accounting, and the use of accounting information for effective managerial decision-making purposes. The program prepares students for careers in private, public, and non-profit organizations. It also provides a solid undergraduate foundation for students interested in continuing on to graduate programs in Accounting or other fields of study. The Department of Accounting reviews its curriculum on a regular basis to meet the dynamic needs of labor markets – local and international.

## BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING

### LEARNING OUTCOMES:

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

- Display understanding of basic accounting skills such as double-entry and other generally accepted accounting principles.
- Determine product and period costs and income statements for manufacturing companies.
- Explain and illustrate the nature and purpose of International Financial Reporting Standards.
- Describe the nature of ethical problems facing financial and management accountants, and possible impediments to ethical behavior.
- Critically compare and contrast traditional and activity-based costing allocation methods.
- Construct, interpret, compare, and evaluate company annual reports – including the income statement, balance sheet, and statement of cash flows – for service and merchandizing companies.

### ACCOUNTING DEGREE REQUIREMENTS (124 CREDIT HOURS)

To receive a degree in Accounting, students must complete at least 124 credit hours:

- General Education Requirements (49)
- BBA Core Courses (37)
- Accounting Major Courses (18)
- Internship & Common Capstone (6)
- Free Electives (14)

Students are required to complete a minimum of 39 credit hours of upper level courses (300-level and above), of which at least 18 credit hours need to be taken in the major, depending on the stipulations of each program. Of the 39 credit hours of upper level courses, 27 credit hours should be in residence at AUK.

### BBA CORE COURSES (37 CREDIT HOURS)

BBA students must complete the following core courses:

ACCT 201	Principles of Financial Accounting	(4)
ACCT 205	Managerial Accounting	(3)
BEAL 401	Legal & Ethical Issues in Business	(3)
	<b>OR</b>	
BEAL 403	Corporate Governance & Ethics	(3)
BUS 210	Research Methods for Business	(3)
BUS 321	International Business Management	(3)

ECON 200	Principles of Microeconomics	(3)
ECON 201	Principles of Macroeconomics	(3)
FINC 332	Financial Management	(3)
HR 205	Human Resource Management	(3)
MGMT 201	Principles of Management	(3)
MGMT 304	Business Relationship Management	(3)
MRKT 200	Principles of Marketing	(3)

### **ACCOUNTING MAJOR COURSES (18 CREDIT HOURS)**

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

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

In addition, students must complete a further 2 courses in Accounting (6 credits, designated ACCT at 300-level or above) offered by the College of Business and Economics.

### **INTERNSHIP AND COMMON CAPSTONE**

#### **ACCT 470 (3 credit hours)**

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 senior year and while in residency at AUK. Priority is given to graduating students. For the duration of the semester, students are responsible for working 42 hours per semester for each credit hour. Students are to refer to the College's Internship Handbook for further details of the internship process, requirements, and method of assessment.

#### **Common Capstone BUS 490 (3 credit hours)**

All BBA students are required to complete the Common Business Administration Capstone course. This course uses case studies to integrate material from the different business subjects learned in the BBA program. The Capstone requires senior standing.

### **FREE ELECTIVES**

Students must take sufficient electives to complete the 124 credit hour requirement for graduation. Students are strongly advised to consult with their academic advisor when choosing these electives.

# DEPARTMENT OF FINANCE

**Department Chair:** Professor Rafiqul Bhuyan

**E-mail:** rbhuyan@auk.edu.kw

Finance is the most prestigious and challenging field in business. Finance graduates undertake the major decision making roles in the corporate world. Finance is an applied mathematical field that uses mathematical and economic models for financial decisions in the business world. Strategic financial planning, optimal budgeting, and efficient allocation of financial assets are some examples of the key financial decisions made in Finance. Finance draws on Economics for its theoretical foundation, Accounting for understanding the information used in the decision making process, and quantitative analysis for assessing results and making decisions. Finance students can also pursue a CFA, the most prestigious professional charter that is recognized worldwide, to complement their degrees and to set them apart from other candidates for jobs anywhere in the world.

Different fields within Finance are: corporate finance, international finance, investments, financial risk management, banking, and asset management. Finance graduates can pursue careers in finance divisions of banks, investment companies, multinational corporations, government entities, not-for-profit organizations, and international institutions, such as the World Bank and IMF, to support major tactical and strategic financial decisions. Graduates in Finance can also become successful entrepreneurs (Private Equity, Investment Company, Financial Planner, etc.). Graduates from Finance can look forward to career titles that include loan officer, project manager, project planner, budgeting officer, investment specialists, investment advisor, bank manager, hedge fund manager, vice president, Chief Financial Officer (CFO) and Chief Executive Officer (CEO).

## BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE

### LEARNING OUTCOMES

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

- Understand and apply the Time Value of Money.
- Evaluate Financial Securities such as stock and bond prices.
- Evaluate projects and make investment decisions.
- Understand the key guiding principles of Islamic Finance.
- Distinguish between systematic risk and asset specific risk.
- Understand and compose investment portfolios.
- Estimate and evaluate corporate and project cost of capital.
- Analyze the financial feasibility of a project's cash flows.
- Evaluate and comprehend the characteristics of financial markets in Kuwait and the Gulf with respect to the world financial market.
- Understand and evaluate regional and multinational capital investment decision processes.
- Understand and analyze a financial risk and its management process.
- Understand and value a corporation and its financial assets.
- Sit for CFA level I and II examination with adequate preparation.

### FINANCE DEGREE REQUIREMENTS (124 CREDIT HOURS)

To receive a degree in Finance, students must complete at least 124 credit hours:

- |                                  |      |
|----------------------------------|------|
| • General Education Requirements | (49) |
| • BBA Core Courses               | (37) |
| • Finance Major Courses          | (18) |
| • Internship & Common Capstone   | (6)  |
| • Free Electives                 | (14) |

Students are required to complete a minimum of 39 credit hours of upper level courses (300-level and above), of which at least 18 credit hours need to be taken in the major, depending on the stipulations of each program. Of the 39 credit hours of upper level courses, 27 credit hours should be in residence at AUK.

**BBA CORE COURSES (37 CREDIT HOURS)**

BBA students must complete the following core courses:

ACCT 201	Principles of Financial Accounting	(4)
ACCT 205	Managerial Accounting	(3)
BEAL 401	Legal & Ethical Issues in Business	(3)
	<b>OR</b>	
BEAL 403	Corporate Governance & Ethics	(3)
BUS 210	Research Methods for Business	(3)
BUS 321	International Business Management	(3)
ECON 200	Principles of Microeconomics	(3)
ECON 201	Principles of Macroeconomics	(3)
FINC 332	Financial Management	(3)
HR 205	Human Resource Management	(3)
MGMT 201	Principles of Management	(3)
MGMT 304	Business Relationship Management	(3)
MRKT 200	Principles of Marketing	(3)

**FINANCE MAJOR COURSES (18 CREDIT HOURS)**

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)

In addition, students must complete a further 2 courses in Finance (6 credits, designated FINC at 300-level or above) offered by the College of Business and Economics.

**INTERNSHIP AND COMMON CAPSTONE****FINC 470 (3 credit hours)**

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 senior year and while in residency at AUK. Priority is given to graduating students. For the duration of the semester, students are responsible for working 42 hours per semester for each credit hour. Students are to refer to the College's Internship Handbook for further details of the internship process, requirements, and method of assessment.

**Common Capstone BUS 490 (3 credit hours)**

All BBA students are required to complete the Common Business Administration Capstone course. This course uses cases studies to integrate material from the different business subjects learned in the BBA program. The Capstone requires senior standing.

**FREE ELECTIVES**

Students must take sufficient electives to complete the 124 credit hour requirement for graduation. Students are strongly advised to consult with their academic advisor when choosing these electives.

# DEPARTMENT OF MANAGEMENT AND HUMAN RESOURCE MANAGEMENT

**Department Chair:** Dr. Athmar Al-Salem

**E-mail:** [Aalsalem@auk.edu.kw](mailto:Aalsalem@auk.edu.kw)

Management today is a challenging and exciting field. Management systems play an essential role in powering the economy, and management decisions and practices can have substantial impact on individual lives. The Management major allows students to learn strategies, techniques, and ethics for effective organization. The required courses - Entrepreneurship, Change Management, Organizational Behavior, and Business Operations – provide students with an essential foundation for effective management skills and employability. The study of Entrepreneurship opens opportunities for creativity and initiation of new business. Flexibility in dynamic environments and exploitation of business opportunities are addressed in the study of Change Management. The human element in business is fundamental to success, yet is often seen as difficult to manage. In response to this dilemma, the course in Organizational Behavior explores theories and perspectives on human behavior in organizations that lend an understanding of this complex aspect of business. The Business Operations course focuses on achieving competitive advantage by improving efficiency and customer experiences. Management skills are in high demand worldwide. A degree in Management opens employment possibilities in a broad range of industries as well as in the non-profit sector of the economy.

## BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT

### 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 business performance employing management information systems.
- Demonstrate the analytical skills required for the evaluation of an organization's strategic plan compared with actual results and provide solutions to problems that occur when actual results fail to meet plans.
- Demonstrate the ability to communicate effectively and ensure that internal controls that provide assurance for users of financial statements are professionally implemented.
- Demonstrate understanding of basic technical skills such as the application of variance, ratio, and comparative entity analysis to control activity and protect corporate assets.
- Demonstrate awareness of cultural differences in business environments.
- Apply ethical reasoning and teambuilding practices in business management.

### MANAGEMENT DEGREE REQUIREMENTS (124 CREDIT HOURS)

To receive a degree in Management, students must complete at least 124 credit hours:

- |                                  |      |
|----------------------------------|------|
| • General Education Requirements | (49) |
| • BBA Core Courses               | (37) |
| • Management Major Courses       | (18) |
| • Internship & Common Capstone   | (6)  |
| • Free Electives                 | (14) |

Students are required to complete a minimum of 39 credit hours of upper level courses (300-level and above), of which at least 18 credit hours need to be taken in the major, depending on the stipulations of each program. Of the 39 credit hours of upper level courses, 27 credit hours should be in residence at AUK.



**BBA CORE COURSES (37 CREDIT HOURS)**

BBA students must complete the following core courses:

ACCT 201	Principles of Financial Accounting	(4)
ACCT 205	Managerial Accounting	(3)
BEAL 401	Legal & Ethical Issues in Business	(3)
	<b>OR</b>	
BEAL 403	Corporate Governance & Ethics	(3)
BUS 210	Research Methods for Business	(3)
BUS 321	International Business Management	(3)
ECON 200	Principles of Microeconomics	(3)
ECON 201	Principles of Macroeconomics	(3)
FINC 332	Financial Management	(3)
HR 205	Human Resource Management	(3)
MGMT 201	Principles of Management	(3)
MGMT 304	Business Relationship Management	(3)
MRKT 200	Principles of Marketing	(3)

**MANAGEMENT MAJOR COURSES (18 CREDIT HOURS)**

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

ENTR 201	Principles of Entrepreneurship	(3)
MGMT 301	Change Management	(3)
MGMT 333	Organizational Behavior	(3)
MGMT 413	Management Capstone: Business Operations	(3)

In addition, students must complete a further 2 courses in Management (6 credits, designated MGMT at 300-level or above) offered by the College of Business and Economics

**INTERNSHIP AND COMMON CAPSTONE****MGMT 470 (3 credit hours)**

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 senior year and while in residency at AUK. Priority is given to graduating students. For the duration of the semester, students are responsible for working 42 hours per semester for each credit hour. Students are to refer to the College's Internship Handbook for further details of the internship process, requirements, and method of assessment.

**Common Capstone BUS 490 (3 credit hours)**

All BBA students are required to complete the Common Business Administration Capstone course. This course uses cases studies to integrate material from the different business subjects learned in the BBA program. The Capstone requires senior standing.

**FREE ELECTIVES**

Students must take sufficient electives to complete the 124 credit hour requirement for graduation. Students are strongly advised to consult with their academic advisor when choosing these electives.

# DEPARTMENT OF MARKETING

**Department Chair:** Dr. Mohsen Bagnied

**E-mail:** mbagnied@auk.edu.kw

Marketing is a leading field in business, responsible for researching and satisfying customer needs through product and service development, pricing, promotion, and distribution. Besides being an exciting and creative academic major, Marketing is practical, and provides vital skills for success in both professional and personal lives. In today's competitive market, no business can succeed without effective marketing. At AUK, the Marketing Department offers exciting and powerful courses taught by outstanding professors. Courses that include International Marketing, Advertising and Promotion, Consumer Behavior, Marketing Research, Marketing Strategy, e-Business, and Supply Chain Management provide professional skills needed in the job market, both in Kuwait and internationally.

Graduates with a Bachelor of Business Administration in Marketing are sought after by many employers, including international corporations, governmental agencies, private and non-governmental organizations, and financial institutions. Students with a BBA in Marketing can be employed in a diverse range of jobs, in such areas as Sales, Advertising, Public Relations, Logistics Management, International Marketing Management, Customer Relationship Management, Marketing Research, Tourism Management, e-Commerce, Media Marketing, Brand Management, Career (Placement) Marketing, Market Analysis, Digital Marketing, Private Business Management, and Marketing Strategy. Marketing is the number one field of employment in most countries. In addition, Marketing graduates with BBA degree can pursue a great variety of graduate degrees in Kuwait, the US, and Europe, as well as in many other countries.

## BACHELOR OF BUSINESS ADMINISTRATION IN MARKETING

### LEARNING OUTCOMES:

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

- Demonstrate understanding of basic technical skills relating to such concepts as market research surveys, assessment techniques, and comparative analysis of product markets.
- Critically assess the target market for a product and demonstrate the ability to create a plan to achieve a market share objective.
- Analyze survey results to examine the make-up of merchandise and manufacturing markets.
- Professionally present analysis of market potential and communicate unique product attributes.
- Demonstrate awareness of cultural differences in product markets and in practices relative to domestic markets.
- Apply ethical reasoning and teambuilding practices in marketing goods and services.

### MARKETING DEGREE REQUIREMENTS (124 CREDIT HOURS)

To receive a degree in Marketing, students must complete at least 124 credit hours:

- |                                  |      |
|----------------------------------|------|
| • General Education Requirements | (49) |
| • BBA Core Courses               | (37) |
| • Marketing Major Courses        | (18) |
| • Internship & Common Capstone   | (6)  |
| • Free Electives                 | (14) |

Students are required to complete a minimum of 39 credit hours of upper level courses (300-level and above), of which at least 18 credit hours need to be taken in the major, depending on the stipulations of each program. Of the 39 credit hours of upper level courses, 27 credit hours should be in residence at AUK.

**BBA CORE COURSES (37 CREDIT HOURS)**

BBA students must complete the following core courses:

ACCT 201	Principles of Financial Accounting	(4)
ACCT 205	Managerial Accounting	(3)
BEAL 401	Legal & Ethical Issues in Business	(3)
	<b>OR</b>	
BEAL 403	Corporate Governance & Ethics	(3)
BUS 210	Research Methods for Business	(3)
BUS 321	International Business Management	(3)
ECON 200	Principles of Microeconomics	(3)
ECON 201	Principles of Macroeconomics	(3)
FINC 332	Financial Management	(3)
HR 205	Human Resource Management	(3)
MGMT 201	Principles of Management	(3)
MGMT 304	Business Relationship Management	(3)
MRKT 200	Principles of Marketing	(3)

**MARKETING MAJOR COURSES (18 CREDIT HOURS)**

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 Capstone: Marketing Strategy	(3)

In addition, students must complete a further 2 courses in Marketing (6 credits, designated MRKT at 300-level or above) offered by the College of Business and Economics

**INTERNSHIP AND COMMON CAPSTONE****MRKT 470 (3 credit hours)**

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 senior year and while in residency at AUK. Priority is given to graduating students. For the duration of the semester, students are responsible for working 42 hours per semester for each credit hour. Students are to refer to the College's Internship Handbook for further details of the internship process, requirements, and method of assessment.

**Common Capstone BUS 490 (3 credit hours)**

All BBA students are required to complete the Common Business Administration Capstone course. This course uses cases studies to integrate material from the different business subjects learned in the BBA program. The Capstone requires senior standing.

**FREE ELECTIVES**

Students must take sufficient electives to complete the 124 credit hour requirement for graduation. Students are strongly advised to consult with their academic advisor when choosing these electives.

## BACHELOR OF BUSINESS ADMINISTRATION 2015-16 4-YEAR PLAN (ACCT, FINC, MGMT, MRKT)\*

YEAR 1		SEMESTER 1 (FRESHMAN)		
	Prefix	Number	Title	
Gen Ed	ENGL	100	Foundations of Academic Reading and Writing	4
Gen Ed	UNIV	100	Essentials of Learning	2
Gen Ed	ARAB	[A]		3
Gen Ed	HUM	[H]		3
Free Elective	MATH	100	College Algebra	3
YEAR 1		SEMESTER 2 (FRESHMAN)		
	Prefix	Number	Title	
Gen Ed	ENGL	101	Approaches to Critical Reading and Writing	3
Gen Ed	MATH	103/110	Mathematics for Business or Pre-Calculus	3
Gen Ed	ARAB	[K]	Arabic Culture	3
Gen Ed	HUM	[H]		3
Gen Ed	CSIS	[T]		3
YEAR 2		SEMESTER 3 (SOPHOMORE)		
	Prefix	Number	Title	
Gen Ed	ENGL	102	Writing and Information Literacy	3
Gen Ed	STAT	201	Statistics	3
Gen Ed	UNIV	110	University, Community, and Citizenship	3
Core	ACCT	201	Principles of Financial Accounting	4
Core	ECON	200	Principles of Microeconomics	3
YEAR 2		SEMESTER 4 (SOPHOMORE)		
	Prefix	Number	Title	
Gen Ed	SCI	[P]		3
Core	FINC	332	Financial Management	3
Core	ECON	201	Principles of Macroeconomics	3
Core	MGMT	201	Principles of Management	3
Core	MRKT	200	Principles of Marketing	3
Free Elective				2
YEAR 3		SEMESTER 5 (JUNIOR)		
	Prefix	Number	Title	
Gen Ed	SCI	[P]		4
Core	ACCT	205	Managerial Accounting	3
Core	HR	205	Human Resource Management	3
Core	BUS	321	International Business Management	3
Core	MGMT	304	Business Relationship Management	3

YEAR 3	SEMESTER 6 (JUNIOR)			
	Prefix	Number	Title	
Core	BUS	210	Research Methods for Business	3
Major	ACCT 301, FINC 341, ENTR 201, MRKT 329			3
Major	ACCT 401, FINC 345, MGMT 301, MRKT 355			3
Major Elective				3
Free Elective				3
YEAR 4	SEMESTER 7 (SENIOR)			
	Prefix	Number	Title	
Gen Ed	SOCS	[S]		3
Core	BEAL	401/403	Legal & Ethical Issues in Business or Corporate Governance and Ethics	3
Major	ACCT 305, FINC 355, MGMT 333, MRKT 401			3
Major	ACCT/FINC/MGMT/MRKT 413 Discipline Capstone			3
Free Elective				3
YEAR 4	SEMESTER 8 (SENIOR)			
	Prefix	Number	Title	
Gen Ed	SOCS	[S]		3
Capstone	BUS	490	Business Administration Capstone	3
Major Elective				3
Internship		470	ACCT/FINC/MGMT/MRKT	
Free Elective				3

\*Your progress through the plan will vary depending on your English and Mathematics placement, as well as other factors.

# DEPARTMENT OF ECONOMICS

**Department Chair:** Dr. Ali Aljamal

**E-mail:** aaljamal@auk.edu.kw

Economics is the science of making choices in allocating scarce resources for consumption, production, and distribution of goods and services. It endeavors to rationally understand behaviors of decision makers and how these behaviors can be changed. Decision makers are called upon to make these choices within various institutional settings such as households, firms, financial institutions, and governments. Economics emphasizes the numerical use of problem-solving skills and applies quantitative methods of analysis to investigate choices-constrained maximization to satisfy human needs. It provides the skills to assess market fluctuations by identifying correlative factors and determine their impacts on various economic sectors.

Careers in Economics span a broad range of sectors such as financial, environmental, political, education, and research. Graduates in Economics are sought by financial institutions, insurance companies, international businesses, and non-business organizations and governments. Many graduates elect to pursue graduate education in order to improve their knowledge and skill to perform complex economic analyses and provide information necessary to formulate business strategies and develop public policies. The BBA in Economics complements other business concentrations and related social sciences to provide a strong undergraduate foundation for graduate studies in Economics and other related disciplines.

## BACHELOR OF BUSINESS ADMINISTRATION IN ECONOMICS

### LEARNING OUTCOMES:

Upon completion of the BBA in Economics the student will be able to:

- Professionally present an interpretation and analysis of economic data and markets.
- Demonstrate understanding of basic technical skills when organizing and analyzing statistical data and presenting visual information.
- Critically assess the economic impact of shocks to a market by utilizing the skills learned in microeconomics and macroeconomics. These include being able to determine the impact of changes in variables on economies, identify correlative factors within a market, and distinguish empirical statistical data findings from normative results.
- Understand analytical concepts 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.

### ADMISSION TO THE PROGRAM

Students must formally declare their interest in taking the BBA in Economics by the end of their sophomore year or second year of full-time coursework (60 credit hours). Students are required to have: a cumulative GPA of at least 2.0, a grade of “C” or better in MATH 103 or MATH 110, and a grade of “C” or better in STAT 201. These are prerequisites for many ECON courses. Furthermore, to lay sound foundations for upper level courses, students are strongly advised to achieve a minimum of a “B” grade in both ECON 200 and ECON 201.

### UNIVERSITY DEGREE REQUIREMENTS (124 CREDIT HOURS):

To receive a BBA in Economics, students must complete at least 124 credit hours:

- General Education Requirements (49)
- Core Courses (25)
- Major Courses (12)
- Major Electives (12)
- Internship (3)
- Free Electives (23)

**BBA ECONOMICS CORE COURSES (25 CREDIT HOURS):**

Students majoring in Economics must take the following 8 courses (25 credit hours):

ACCT 201	Principles of Financial Accounting	(4)
ECON 200	Principles of Microeconomics	(3)
ECON 201	Principles of Macroeconomics	(3)
ECON 209	Math & Stat for Econ & Business	(3)
FINC 332	Financial Management	(3)
MGMT 304	Business Relationship Management	(3)
MGMT 201	Principles of Management	(3)
MRKT 200	Principles of Marketing	(3)

**BBA ECONOMICS MAJOR COURSES (12 CREDIT HOURS):**

Students must complete the following 4 core courses:

ECON 300	Intermediate Microeconomics	(3)
ECON 301	Intermediate Macroeconomics	(3)
ECON 351	Money and Banking	(3)
ECON 363	Environmental & Resource Economics	(3)

**BBA ECONOMICS MAJOR ELECTIVES (12 CREDIT HOURS):**

Students are required to complete 4 courses from among the following, 2 of which must be at the 400-level:

ECON 304	Economics of Labor	(3)
ECON 305	International Economics	(3)
ECON 315	Managerial Economics	(3)
ECON 369	Short Course	(3)
ECON 389	Special Topics	(3)
ECON 405	Comparative Economic Systems	(3)
ECON 409	Economic Development	(3)
ECON 429	Environmental & Energy Policy	(3)
ECON 452	Econometrics	(3)
ECON 485	Seminar in Economics	(3)

**INTERNSHIP:****Internship (470/473)**

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 senior year and while in residency at AUK. Priority is given to graduating students. Students are limited to a maximum of 6 credit hours of internship. A maximum of 3 credit hours (taken in increments of 1, 2, or 3 credit hours) may be applied toward any one major. If a student takes an additional 1-3 credit hours of internship, those credits may be counted towards a student's second major, minor, or as free electives. For the duration of the semester, students are responsible for working 42 hours per semester for each credit hour. Students are to refer to the College's Internship Handbook for further details of the internship process, requirements, and method of assessment.

**FREE ELECTIVES:**

Students must take sufficient electives to complete the 124 credit hour requirement for graduation. Students are strongly advised to consult with their academic advisor when choosing these electives.

## BACHELOR OF BUSINESS ADMINISTRATION (ECON) 2015-16 4-YEAR PLAN\*

YEAR 1		SEMESTER 1 (FRESHMAN)		
	Prefix	Number	Title	
Gen Ed	ENGL	100	Foundations of Academic Reading and Writing	4
Gen Ed	UNIV	100	Essentials of Learning	2
Gen Ed	ARAB	[A]		3
Gen Ed	HUM	[H]		3
Free Elect	MATH	100	College Algebra	3
YEAR 1		SEMESTER 2 (FRESHMAN)		
	Prefix	Number	Title	
Gen Ed	ENGL	101	Approaches to Critical Reading and Writing	3
Gen Ed	MATH	110	Pre-Calculus	3
Gen Ed	ARAB	[K]		3
Gen Ed	HUM	[H]		3
Gen Ed	CSIS	[T]		3
YEAR 2		SEMESTER 3 (SOPHOMORE)		
	Prefix	Number	Title	
Gen Ed	ENGL	102	Writing & Information Literacy	3
Gen Ed	STAT	201	Statistics	3
Core	ECON	200	Principles of Microeconomics	3
Core	ACCT	201	Principles of Financial Accounting	4
Core	MGMT	201	Principles of Management	3
YEAR 2		SEMESTER 4 (SOPHOMORE)		
	Prefix	Number	Title	
Gen Ed	UNIV	110	University, Community, and Citizenship	3
Gen Ed	SOCS	[S]		3
Core	ECON	201	Principles of Macroeconomics	3
Core	ECON	209	Math & Stat for Econ & Business	3
Core	MRKT	200	Principles of Marketing	3
YEAR 3		SEMESTER 5 (JUNIOR)		
	Prefix	Number	Title	
Gen Ed	SCI	[P]		3
Core	MGMT	304	Business Relationship Management	3
Core	FINC	332	Financial Management	3
Major	ECON	300	Intermediate Microeconomics	3
Major	ECON	363	Environmental & Resource Economics	3



YEAR 3		SEMESTER 6 (JUNIOR)		
	Prefix	Number	Title	
Gen Ed	SCI	[P]		4
Major	ECON	301	Intermediate Macroeconomics	3
Major	ECON	351	Money and Banking	3
Free Elect				3
Free Elect				3
Free Elect				2
YEAR 4		SEMESTER 7 (SENIOR)		
	Prefix	Number	Title	
Major Elect	ECON			3
Major Elect	ECON			3
Internship	ECON	470	Internship	3
Free Elect				3
Free Elect				3
YEAR 4		SEMESTER 8 (SENIOR)		
	Prefix	Number	Title	
Gen Ed	SOCSC	[S]		3
Major Elect	ECON			3
Major Elect	ECON			3
Free Elect				3
Free Elect				3

\*Your progress through the plan will vary depending on your English and Mathematics placement, as well as other factors.

## **MINORS IN THE COLLEGE 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. Students choosing to add a minor in one of the following areas should consult an academic advisor in the appropriate discipline (field of study).

The College oversees the following Minors:

- Accounting
- Business Administration (for non-Business Majors)
- Economics
- Finance
- Human Resource Management
- Management
- Marketing

The minor in Business Administration is designed for students majoring in any of AUK's degree programs (BA, BBA, BE or BS) except the BBA degree programs in Accounting, Finance, Management and Marketing.

The minor in Economics is designed for students majoring in any of AUK's degree programs (BA, BBA, BE or BS) except the BBA degree in Economics.

The minor in Human Resource Management is designed for students majoring in any of AUK's degree programs.

### **GENERAL DEGREE REQUIREMENTS FOR A MINOR**

Students may pursue one minor only. 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 Major or General Education Requirements may apply toward any Business minor.

# MINOR IN BUSINESS ADMINISTRATION

## PROGRAM PURPOSE

This minor is designed to provide non-business majors the opportunity to complement their undergraduate education with an understanding of business administration.

## PROGRAM REQUIREMENTS

The program requires students to complete 6 courses (18 or 19 credits) comprising 4 core courses and 2 electives. The program may be completed in 3 consecutive semesters. Commencing in the student's junior year, the 4 core courses provide students with a balanced and integrated exposure to key functional areas in business and to ways of thinking about, and analyzing, the world from a responsible business perspective. The 2 electives provide students the opportunity to develop knowledge in or explore a specific aspect of business of their choice. One of the disciplines (Financial Management) involves a 4 credit course (ACCT 201 Principles of Financial Accounting) and so requires completion of 19 credits.

## REQUIRED CORE COURSES

BUS 100	Introduction to Business	(3)
ECON 101	Introduction to Contemporary Economic Issues	(3)
PHIL 203	Professional Ethics	(3)
MGMT 333	Organizational Behavior	(3)

## ELECTIVES (6 CREDIT HOURS)

In addition students must select 2 courses from one of the following disciplines.

### ECONOMICS

ECON 200	Principles of Microeconomics	(3)
	<b>AND</b>	
ECON 201	Principles of Macroeconomics	(3)

### ENTREPRENEURSHIP

ENTR 201	Principles of Entrepreneurship	(3)
	<b>AND</b>	
ENTR 301	Intermediate Entrepreneurship	(3)

### FINANCIAL MANAGEMENT (7 credit hours)

ACCT 201	Principles of Financial Accounting	(4)
	<b>AND</b>	
FINC 332	Financial Management	(3)

### HUMAN RESOURCE MANAGEMENT

HR 205	Human Resource Management	(3)
	<b>AND</b>	
PSYC 203	Social Psychology	(3)

### MANAGEMENT ACCOUNTING

ACCT 205	Managerial Accounting	(3)
	<b>AND</b>	
ACCT 401	Advanced Managerial Accounting	(3)

### MARKETING

MRKT 200	Principles of Marketing	(3)
	<b>AND</b>	
MRKT 329	International Marketing	(3)
	<b>OR</b>	
MRKT 355	Advertising and Promotion	(3)

### ORGANIZATIONAL CHANGE & INTERNATIONAL MANAGEMENT

MGMT 301	Change Management	(3)
	<b>AND</b>	
BUS 321	International Business Management	(3)

# MINOR IN ECONOMICS

## PROGRAM PURPOSE

A minor in Economics acquaints students with economics knowledge that will be complementary to business and non-business majors. In a vastly transforming and globalizing world, an Economics minor improves our understanding of economic, political, and social events and the context in which they develop. It also enhances one's analytical and decision-making competence in the realm of business and even on the personal level.

## PROGRAM REQUIREMENTS

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

### REQUIRED CORE COURSES (6 CREDIT HOURS)

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)

### ELECTIVES (12 CREDIT HOURS)

In addition, students must choose in consultation with their academic advisor 4 courses from among the following:

ECON 209	Math & Stat for Business & Economics	(3)
ECON 300	Intermediate Microeconomics	(3)
ECON 301	Intermediate Macroeconomics	(3)
ECON 304	Economics of Labor	(3)
ECON 305	International Economics	(3)
ECON 315	Managerial Economics	(3)
ECON 351	Money and Banking	(3)
ECON 363	Environmental & Resource Economics	(3)
ECON 369	Short Course	(1-3)
ECON 389	Special Topics	(3)
ECON 405	Comparative Economic Systems	(3)
ECON 409	Economic Development	(3)
ECON 429	Environmental & Energy Policy	(3)
ECON 452	Econometrics	(3)
ECON 485	Seminar in Economics	(3)

Up to 2 non-economic but related courses at the 300-level or above can be taken instead of 2 courses from the above in consultation with the student's academic advisor and Economics Department Chair.

# MINOR IN HUMAN RESOURCE MANAGEMENT

## PROGRAM PURPOSE

This interdisciplinary minor seeks to develop well-rounded graduates with personal qualities and skills that extend beyond familiarity with current HR practices to include a sound understanding of social, behavioral, and political sciences. It seeks to develop graduates who are able to think critically, act ethically, and meet the challenges of an ever changing environment.

The minor is structured with a small core – comprised of courses in Human Resource Management, Organizational Behavior, and Work and Well-being – embedded in a selection of electives reflecting a traditional liberal arts and interdisciplinary curriculum. The electives include courses from such disciplines as Economics, International Relations, Political Science, Psychology, and the Behavioral Sciences.

Because an interdisciplinary background is especially appropriate for positions in HR, this minor is ideal for students majoring in one of the Social Science Programs as well as those majoring in Business. The minor is for those who want to pursue careers in business, government, and/or educational institutions.

## LEARNING OUTCOMES:

Upon completion of the minor in Human Resource Management the student will be able to:

- Discuss the importance of thinking systematically and strategically about managing human assets.
- Explain how cultures frame options open to human resource managers around the world.
- Formulate, implement, and evaluate human resource policies and procedures.
- Demonstrate understanding of theories and practices affecting employee motivation and control.
- Critically discuss and assess contemporary issues confronting human resource policy formulation and implementation in private, public, for profit, and not-for-profit organizations.

## PROGRAM REQUIREMENTS:

Students wishing to Minor in Human Resource Management are required to take 6 courses (18 credit hours) comprised of 3 required core courses and three electives.

## REQUIRED CORE COURSES (9 CREDIT HOURS):

The following 3 courses are core courses for the Human Resource Management minor.

HR 205	Human Resource Management	(3)
HR 325	Work and Well-being	(3)
MGMT 333	Organizational Behavior	(3)

## ELECTIVES (9 CREDIT HOURS):

Students must also complete 3 of the courses listed below.

ECON 304	Economics of Labor	(3)
HR 344	Managing Conflict	(3)
HR 389	Special Topics in Human Resource Management	(3)
HR 470	Internship in Human Resource Management	(3)

IR 342	International Human Rights	(3) [S]
MGMT 303	Management and Leadership Development	(3)
PLSC 302	Public Policy	(3) [S]
PLSC 306	Global Political Economy	(3) [S]
PSYC 203	Social Psychology	(3) [S]
SBSA 341	Women in Cross-Cultural Perspective	(3) [S]
SBSA 372	Anthropology of Business	(3) [S]

# COURSE DESCRIPTIONS BY DISCIPLINES

## **GLOSSARY OF TERMS**

Co-requisite  
Course Description  
Course Restriction  
Course Prefix and Number  
Course Title  
Credit Hours  
Cross-listed  
Gen Ed Requirement  
Prerequisite  
Variable Credit

## **DISCIPLINES (FIELDS OF STUDY)**

### **COURSE DESCRIPTIONS**

Undergraduate  
Intensive English Program





# COURSE DESCRIPTIONS BY DISCIPLINE (FIELDS OF STUDY)

## GLOSSARY OF TERMS

**Concurrent:**

A concurrent course is a requirement that a certain course may be taken concurrently (in the same semester) with another course, if it has not been successfully completed previously. It is the student's obligation to know and meet course concurrency requirements. These are stated in the course description section of the catalog. Concurrency requirements will be enforced at registration.

**Co-requisite:**

A co-requisite is a requirement that a certain course must be taken concurrently (in the same semester) with another course. It is the student's obligation to know and meet course co-requisites. These are stated in the course description section of the catalog. Co-requisites will be enforced at registration.

**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. For example, for the course 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 Office of the Registrar.

**Course Prefix and Number:**

The course prefix is a four letter designator that represents the discipline (field of study). For 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 sophomores, while upper-level courses (300 and 400 level courses) are taken by juniors and seniors.

**Course Title:**

The course title denotes the name of the course.

**Credit Hours:**

The number 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 124 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:**

A cross-listed course is one that 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 their major.

**Gen Ed Requirement:**

A "Gen Ed requirement" is a general education requirement. All students of AUK must complete 49 credits of general education, dispersed among various disciplines (fields of study). Upon completion of the general education curriculum, students will have acquired important skills and intellectual abilities necessary for successful academic work and lifelong learning.

**Prerequisite:**

A prerequisite is a course or courses that the student must take before s/he may take the course with the prerequisite[s]. For example, a student must take ENGL 101 before taking ENGL 102.

**Variable Credit:**

Some courses have variable credit, meaning that the course may be worth one (1), two (2), or three (3) credit hours. 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 submitting the form into the Office of the Registrar.

**DISCIPLINES (FIELDS OF STUDY)**

- Accounting (ACCT)
- American Studies (AMST)
- Arabic (ARAB)
- Art (ART)
- Business Ethics and Law (BEAL)
- Biology (BIOL)
- Free Electives Under Any Business & Economics Discipline (BUEL)
- Business (BUS)
- Chemistry (CHEM)
- Communication Studies (COMM)
- Computer Engineering (CPEG)
- Computer Science & Information Systems (CSIS)
- Drama (DRAM)
- Economics (ECON)
- Education (EDUC)
- Electrical Engineering (ELEG)
- English Language & Literature (ENGL)
- Engineering (ENGR)
- Entrepreneurship Studies (ENTR)
- Environmental Studies (ENVS)
- Finance (FINC)
- French (FRNC)
- Graphic Design (GDES)
- History (HIST)
- Human Resources (HR)
- Free Electives Under any Humanities Discipline (HUCM)
- International Relations (IR)
- Italian (ITAL)
- Mathematics (MATH)
- Management (MGMT)
- Marketing (MRKT)
- Music (MUSC)
- Natural Sciences (NSCI)
- Philosophy (PHIL)
- Physics (PHYS)
- Political Science (PLSC)
- Psychology (PSYC)
- Religion (RELG)
- Social and Behavioral Sciences (SBSA)
- Free Electives Under Any Sciences Discipline (SCEL)
- Spanish (SPAN)
- Statistics (STAT)
- Translation (TRAN)
- University (UNIV)

## UNDERGRADUATE COURSE DESCRIPTIONS

### 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. Prerequisites: MATH 103 or MATH 110.
- ACCT 201L**                      **Principles of Financial Accounting (Lab)**                      **(0)**  
Provides the accounting student with support to achieve the objectives of ACCT 201. Concurrent: ACCT 201.
- 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. Concurrent: ACCT 201. Prerequisites: MATH 103 or MATH 110.
- 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. Prerequisite: ACCT 201.
- 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. Concurrent: 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. Prerequisite: ACCT 201.
- ACCT 365**                      **Financial Statement Analysis**                      **(3)**  
This course is designed to equip the student with knowledge and skills of how to use financial statements in a variety of firm valuation contexts in the capital market. The student learns different valuation tools for evaluating a firm's accounting and financial performance, the concept of earnings quality, and other valuation related issues. Prerequisite: ACCT 301 and FINC 332.
- ACCT 369**                      **Short Course**                      **(1-3)**  
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.
- ACCT 388**                      **Independent Study**                      **(1-3)**  
A research and writing project to be determined in consultation with the Instructor. Can be repeated for credit with a different topic. Junior standing. Prerequisite: ACCT 201.
- ACCT 389**                      **Special Topics**                      **(3)**  
Can be repeated for credit with a different topic. Permission of instructor.

**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. Prerequisite: ACCT 205.

**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 accounting. Topics include: Accounting Theory, Concepts and Standards, Standard Setting Process, Emerging Issues, Accounting Institutions, Accounting Regulation, and Ethical Issues in Accounting. Prerequisite: ACCT 301.

**ACCT 413**                      **Accounting Capstone: Auditing**                      (3)  
 Accounting and auditing principles and standards, reporting methods, controls and test of controls, function of the independent auditor. Prerequisite: ACCT 301.

**ACCT 421**                      **International Financial Reporting Standards**                      (3)  
 An overview of International Financial Reporting Standards and the accounting standards generally accepted in Kuwait. Students are introduced to the Financial Reporting requirements of global capital markets. Prerequisite: ACCT 201.

**ACCT 470**                      **Internship in Accounting**                      (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 Accounting and related fields. Students are limited to a maximum of 3 internship credit hours for any major and 6 credits overall. Permission of instructor. This is a pass/fail course.

## **AMERICAN STUDIES (AMST)**

**AMST 121**                      **US History since 1900**                      (3) [S]  
 Examination of the major political and economic themes in the US from 1900 to the present. Topics will include the world wars, prohibition and the Depression, the rise of the US as a global power, the Cold War, and the Gulf War.

**AMST 220**                      **Early American Political History**                      (3) [S]  
 The course traces the political history of America from the period of European colonial settlement through the Gilded Age. Topics include colonialism, independence, the US Constitution, Jacksonian Democracy, the Civil War and Reconstruction, westward expansion, and modernization. Prerequisite: ENGL 101.

**AMST 333**                      **American Culture**                      (3) [S]  
 An interdisciplinary study of America's view of itself: contemporary society including race, ethnicity, politics, literature and film; issues of violence, discrimination, racism, and attitudes that shape contemporary American culture. Sophomore standing or permission of instructor.

**AMST 369**                      **Short Course**                      (1-3)  
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

**AMST 388**                      **Independent Study**                      (1-3)  
 A research and writing project to be determined in consultation with the instructor. Can be repeated for credit with a different topic. Senior standing and permission of instructor.

**AMST 389**                      **Special Topics**                      (1-3)  
 Can be repeated for credit with a different topic. Junior standing and permission of instructor. Prerequisite: any 100 or 200-level HIST course, or AMST course.

**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 standing. Prerequisite: any 100 or 200-level HIST course, or AMST course.

**AMST 409 American 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 standing or permission of instructor. Prerequisite: any 100 or 200-level HIST or AMST course.

**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 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 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) [A]**

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) [A]**

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 placement exam score 15 or higher.



**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 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 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 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 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 standing. Prerequisite: ARAB 220.

**ARAB 369 Short Course (1-3)**  
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

**ARAB 388 Independent Study (1-3)**  
 Can be repeated for credit with a different topic. Permission of instructor.

**ARAB 389 Special Topics (3)**  
 Can be repeated for credit with a different topic. Permission of instructor.

## **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 I (3) [H]**  
 A chronological survey highlighting the developments in Western Art from the prehistoric to the early Renaissance.

**ART 102 Art History II (3) [H]**  
 A chronological survey highlighting the developments in Western Art from the Renaissance to the late 20th C.

- 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 104**                      **Art Appreciation**                      (3) [H]  
This is an introductory-level class that emphasizes understanding and aesthetic pleasure in the visual arts through the study of styles, materials, terminology, and techniques of the art world, as well as major artists and art movements.
- 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.
- 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 122**                      **3-D Design I**                      (3) [H]  
This course is a studio course investigating the basic elements and principles of the visual arts in three dimensional media and form.
- 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 205**                      **Contemporary Art**                      (3) [H]  
A study and discussion of current art practices around the world.
- ART 211**                      **Cities as Art**                      (3) [H]  
An examination of various historic cities, with a discussion of their history and evolution, important artworks, landmarks, and buildings.
- ART 221**                      **Drawing II**                      (3) [H]  
Drawing II is the second of two fundamental drawing courses. It continues the processes and concepts introduced in Drawing I and introduces interpretive approaches to drawing with a growing emphasis on creativity and content. Prerequisite: ART 121.
- ART 240**                      **Water-Based Painting I**                      (3) [H]  
This course provides a foundation in the practices and materials associated with water-based painting. Working from direct observation as well as expressive and conceptual approaches, students develop an understanding of formal concerns as well as paint manipulation to produce strong representational and/or non-representational painting. Prerequisite: ART 121.
- ART 241**                      **Oil Painting I**                      (3) [H]  
This course provides a foundation in the practices and materials associated with painting, and prepares students to work in oil based media. Working from direct observation, students develop an understanding of formal concerns as well as paint manipulation to produce strong representational and/or non-representational paintings. Prerequisite: ART 121.
- ART 340**                      **Water-Based Painting II**                      (3) [H]  
This course provides a continuing investigation of the materials, processes, and techniques of water-based painting. Students will develop an expanded vocabulary of paint language and increased skill in rendering volume, space, light, color, and movement in their work based on observation as well as expressive and conceptual approaches. Prerequisite: ART 240.



**ART 341**                      **Oil Painting II**                      **(3) [H]**  
 This course provides a continuing investigation of the materials, processes, and techniques of oil painting. Students will develop an expanded vocabulary of paint language and increased skill in rendering volume, space, light, color, and movement in their work based on observation. Prerequisite: ART 241.

**ART 369**                      **Short Course**                      **(1-3)**  
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

**ART 388**                      **Independent Study**                      **(1-3)**  
 Can be repeated for credit with a different topic. Permission of instructor.

**ART 389**                      **Special Topics**                      **(3)**  
 Can be repeated for credit with a different topic. Permission of instructor or Junior standing.

### **BUSINESS ETHICS & LAW (BEAL)**

**BEAL 369**                      **Short Course**                      **(1-3)**  
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

**BEAL 388**                      **Independent Study**                      **(1-3)**  
 Can be repeated for credit with a different topic. Permission of instructor. Prerequisite: MGMT 304.

**BEAL 389**                      **Special Topics**                      **(3)**  
 Can be repeated for credit with a different topic. Permission of instructor.

**BEAL 401**                      **Legal & Ethical Issues in Business**                      **(3)**  
 Introduces students to legal concepts, the philosophy of law, ethics, and the functions of the court systems. Surveys business-related laws including constitutional law and the law of torts, intellectual property, business entities, and corporations. Course content includes an analysis of ethical reasoning and decision making processes in business settings. Prerequisite: BUS 210.

**BEAL 403**                      **Corporate Governance & Ethics**                      **(3)**  
 This course seeks to generate a critical understanding of corporate governance, including government regulatory compliance, the exploitation of legal and regulatory loopholes, business ethics, social auditing, and corporate social responsibility, and the role of these practices in the profitability and sustainability of business. Prerequisite: MGMT 304.

**BEAL 407**                      **International Business Law**                      **(3)**  
 A study of international investment law, the law of international trade, currency exchange, and World Trade Organization regulations. Prerequisite: FINC 341.

### **BIOLOGY (BIOL)**

**BIOL 101**                      **General Biology I**                      **(4) [P]**  
 Part one of a two-semester course. An in-depth introduction to scientific method, and exploration of study of life from atoms to cellular levels of organization. Emphasis on the cell structure, function, energy and metabolism, genes, evolution and speciation, the origins of life, bacteria, plants, and animals. A required laboratory is part of the course.

**BIOL 102**                      **General Biology II**                      **(4) [P]**  
 Part two of a two-semester course. Emphasis on the organismal and higher levels of biological organization. The plant and animal diversity, plant and animal form and function, body systems, animal behavior, ecology and conservation of biology. A required laboratory is part of the course. Prerequisite: BIOL 101.

**BIOL 103**                      **Biology in Everyday Life**                      **(4) [P]**  
An exploration of biological concepts related to everyday life. The student is introduced to the basic principles that govern the biological world. Topics include cell structure and function, energy and metabolism, evolution and diversity of life, plant structure and function, animal anatomy and physiology, and genetics. A required laboratory is part of the course.

**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, population dynamics, resource use and conservation, pollution, management and eradication of pollution, ethics and the environment.

**BIOL 200**                      **Structure and Function of the Human Body**                      **(3) [P]**  
This introductory course addresses the relationship between human activity and the environment. Emphasis on ecosystems, energy flow and nutrient cycling, population dynamics, resource use and conservation, pollution, management and eradication of pollution, ethics and the environment.

**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 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. Can be repeated for credit with a different topic. Permission of instructor.

**BIOL 388**                      **Independent Study**                      **(1-4)**  
Can be repeated for credit with a different topic. Permission of instructor.

**BIOL 389**                      **Special Topics**                      **(3)**  
Can be repeated for credit with a different topic. Permission of instructor.

### **FREE ELECTIVES UNDER ANY BUSINESS & ECONOMICS DISCIPLINE (BUEL)**

**BUEL 473**                      **Internship for Free Elective**                      **(1-3)**  
Supervised experience designed to enhance intellectual development through application of knowledge in an occupation. Requirements include: weekly journals, and final report explaining what the internship added to the student's knowledge in an approved discipline. A pass/no pass course requiring Junior standing and permission of instructor. Prerequisite: minimum GPA of 2.00.

### **BUSINESS (BUS)**

**BUS 100**                      **Introduction to Business**                      **(3)**  
Business 100 provides an overview of business and the role business plays in economic, social, and political environments. It will also provide exposure to the functional areas of business such as management, operations, marketing, and finance. There will be opportunities to discuss current events in business as they apply to the topics being covered.



**CHEM 388**                      **Independent Study**                      **(1-4)**  
Can be repeated for credit with a different topic. Permission of instructor.

## **COMMUNICATION STUDIES (COMM)**

**COMM 101**                      **Introduction 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**                      **Introduction 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: 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 in Communication**                      **(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. Prerequisite: COMM 101.

**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. Prerequisite: COMM 101.

**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. Prerequisite: COMM 101.

- 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 standing or permission of instructor. Prerequisite: COMM 208 or GDES 208.
- 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 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 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 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 mold 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 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 standing or permission of instructor. Prerequisite: 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 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 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 standing or permission of instructor. Prerequisite: COMM 230.

- COMM 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 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 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. Can be repeated for credit with a different topic. Permission of instructor.
- 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 standing. Prerequisite: 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 standing or permission of instructor. Prerequisite: ENGL 102. [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. Sophomore standing. [Cross-listed with TRAN 380]
- COMM 388**                      **Independent Study**                      **(1-3)**  
Can be repeated for credit with a different topic. Permission of instructor.
- COMM 389**                      **Special Topics**                      **(3)**  
Can be repeated for credit with a different topic. Permission of instructor.
- 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 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 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 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 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. Prerequisite: COMM 101.
- COMM 430**                      **Oral History**                      **(3) [S]**  
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. Prerequisite: COMM 101 or any HIST or AMST 100- or 200-level course. [Cross-listed with HIST 430]
- 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 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 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. This is a pass/fail course. Junior standing and permission of instructor.
- COMM 480**                      **Seminar in Communication**                      **(3)**  
Junior 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. Permission of instructor. Prerequisite: CSIS 120. Concurrent: MATH 210.

**CPEG 201L                      Matlab Programming Laboratory                      (1)**

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. Permission of instructor. Prerequisite: CSIS 120. Concurrent: MATH 210.

**CPEG 210                      Digital Logic Design                      (3)**

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 210L                      Digital Logic Design Laboratory                      (1)**

A laboratory component for the course CPEG 210 Digital Logic Design. The lab syllabus is aligned with the course topics. Implementations are done using hardware circuits, software schematic capture and simulation, and hardware description under VHDL. Concurrent: CPEG 210.

**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; architectural features influenced by such features as operating systems and window systems, high level languages, etc.; floating point arithmetic, performance of computer systems, processor implementation strategies, micro-programming, pipelining, CISC and RISC, vector processors; memory hierarchy, cache, virtual memory organization for high performance machines; A brief introduction to I/O and bus subsystems. Prerequisite: CPEG 210.

**CPEG 303L                      Advanced Programming  
for Engineering Laboratory                      (1)**

Parallel programming: Multi-threaded applications, client server model, distributed computing. Basic database programming and connectivity. Graphical user interface. C programming language for Java programmers: differences, pointers, and applications. Prerequisite: CSIS 210.

**CPEG 330                      Microprocessors & Interfacing                      (3)**

Microprocessor organization, multicore processors, programming model, assembly language programming, addressing modes, translating high-level programs to assembly language, arithmetic/logic operations, selection, looping, pointers, subroutines/macros, etc. I/O and buses, protocols, modern interfacing techniques, interfacing ICs, applications of microprocessors and microcontrollers, and software/hardware interface design; a lab component is included in this course. Prerequisites: CPEG 220 and ELEG 270. Concurrent: CPEG 330L.

**CPEG 330L                      Microprocessors & Interfacing Laboratory                      (1)**

A microcontrollers-based laboratory component for the course CPEG 330 Microprocessors & Interfacing. The lab syllabus is aligned with the course topics. Concurrent: CPEG 330.



- CPEG 331L**                      **Data Acquisition and Automation Laboratory**                      **(1)**  
 Data acquisition and automation using both software and hardware tools. Introduction to instrumentation and signal conditioning. Virtual instruments and graphical programming for the analysis and visualization of data. Interfacing analog and digital signals. Real-time interfacing, sensors, transducers, and actuators, found in industry. Prerequisite: CPEG 220.
- CPEG 340**                      **Embedded System Design**                      **(3)**  
 System design process: requirements analysis, specification, hardware/software co-design, testing; embedded computing platforms: general-and special-purpose processors, hardware accelerators, systems-on-a-chip, intellectual property (IP) core-based design; software design tools and technologies: CAD tools, compilers, and assemblers; hardware design tools and technologies: hardware-description languages, high-level synthesis tools, ASIC and FPGA design. Prerequisite: CPEG 220.
- CPEG 340L**                      **Embedded System Design Laboratory**                      **(1)**  
 An FPGA-based laboratory component for the course CPEG 340 Embedded System Design. The lab syllabus is aligned with the course topics. Concurrent: CPEG 340.
- CPEG 350**                      **Data Communications and Computer Networks**                      **(3)**  
 A basic technical introduction to data communication: encoding, modulating, and error detection & correction codes. Networks classification. Architecture: OSI reference model, TCP/IP, layer services, protocols, LANs, packet switching, routing, and addressing. Network technologies and devices. Network services. An introduction to network security. Prerequisites: CPEG 210 and CSIS 210.
- CPEG 350L**                      **Data Communication and Computer Networks Laboratory**                      **(1)**  
 A laboratory component for the course CPEG 350 Computer Networks. The lab syllabus is aligned with the course topics. Prerequisite: CPEG 350
- CPEG 369**                      **Short Course**                      **(1-3)**  
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with different topic. Permission of instructor.
- CPEG 388**                      **Independent Study**                      **(1-4)**  
 Can be repeated for credit with different topic. Permission of instructor.
- CPEG 389**                      **Special Topics in Computer Engineering**                      **(3)**  
 Can be repeated for credit with different topic. Permission of instructor.
- CPEG 422**                      **Digital Signal Processing**                      **(3)**  
 Digital processing of signals, sampling, difference equations, discrete-time Fourier transforms, discrete and fast Fourier transforms, digital filter design. Signal Processing under MATLAB. Prerequisite: ELEG 320.
- CPEG 441**                      **Hardware/Software Co-Design**                      **(3)**  
 Design models: state machines, concurrent process models, dataflow, communicating sequential processes, etc. Design partitioning, co-synthesis, co-stimulation, co-design. Transformational co-design, formal models, correctness. Functional programming in HW design, concurrency, synthesis of parallel algorithms. HW Compilers. Prerequisite: CPEG 340.
- CPEG 450**                      **Network Security**                      **(3)**  
 Fundamental security principles and real-world applications of Internet and computer security. Topics covered in the course include legal and privacy issues, risk analysis, attack and intrusion detection concepts, system log analysis, intrusion detection and packet filtering techniques, computer security models, computer forensics, and distributed denial-of-service (DDoS) attacks. Junior standing or permission of instructor. Prerequisite: CPEG 350.



polymorphism, exception handling, dynamic data structures, File I/O, and graphical user interfaces. Prerequisite: CSIS 120.

**CSIS 150 Professional & Ethical Issues in CSIS (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 MATH 110. Concurrent: 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. Prerequisites: 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)**

This course provides the students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. 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. Concurrent: CSIS 250.

**CSIS 260 System Analysis and Design (3)**

This course discusses the processes, methods, techniques and tools used by organizations to determine how they should conduct their business with a particular focus on how computer-based technologies can most effectively contribute to the way business is organized. The course covers a systematic methodology for analyzing a business problem or opportunity, modeling it using a formal technique, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf (COTS) packages. Prerequisite: CSIS210.

**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 standing or permission of instructor. Prerequisite: CSIS 250.

- CSIS 310 Introduction to Operating Systems (3)**  
Study of supervisory programs. System services and files 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 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 standing or permission of instructor. Prerequisite: CSIS 210.
- CSIS 322 Computer Networks and Data Communication (3)**  
This course introduces the fundamentals of networking infrastructure, different types of networks and network hardware and software. The course focuses on data transmission, switches, routers topology, wiring and physical topology protocol, layering LAN, WAN and internetworking. Prerequisite: CSIS 210 and MATH 213.
- CSIS 327 IS Security and Risk Management (3)**  
This course provides an introduction to the fundamental principles and topics of Information Systems Security and Risk Management at the organizational level. Students will learn critical security principles that enable them to plan, develop, and perform security tasks. The course will address hardware, software, processes, communications, applications, and policies and procedures with respect to organizational IS Security and Risk Management. Junior standing or permission of instructor.
- CSIS 330 Software Engineering (3)**  
An introduction to the software development cycle (analysis, design, coding, testing and maintenance) and contemporary software development methods. This course places special emphasis on object-oriented systems. Students are expected to complete a medium-scale software project. Sophomore standing or permission of instructor. Prerequisite: CSIS 210.
- CSIS 369 Short Course (1-3)**  
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.
- CSIS 370 Computer Graphics (3)**  
Detailed study of two-dimensional graphics and introduction to issues from three-dimensional graphics. Graphics hardware and applications. Study of graphics primitives into two dimensions: lines, attributes, windowing, clipping, transformations. Overview of other topics: three-dimensional transformations, modeling, color science, rendering. Sophomore standing or permission of instructor. Prerequisites: CSIS 210 and MATH 201.
- CSIS 388 Independent Study (1-4)**  
Can be repeated for credit with a different topic. Permission of instructor.
- CSIS 389 Special Topics in Computer Science (3)**  
Can be repeated for credit with a different topic. Permission of instructor.
- CSIS 390 Special Topics in Information Systems (3)**  
Can be repeated for credit with a different topic. Permission of instructor.
- CSIS 395 Enterprise Systems (3)**  
This course discusses the key aspects relating to the selection, implementation, adoption, diffusion and management of Enterprise Resource Planning (ERP) Systems (also known as Enterprise Systems





**DRAM 160 Theatre Practicum (3) [H]**  
 Faculty directed theatre production. Specific dramatic material will vary. Students will have an opportunity to gain initial experience in acting, stage management, dramaturgy, assistant direction, design (costume/lighting/ scenic), or as other production staff. DRAM 160 runs concurrently with DRAM 360 and students cannot be enrolled in both during one semester.

**DRAM 211 Contemporary Theatre (3) [H]**  
 Survey course designed to familiarize the student with contemporary works of dramatic literature works from 1879 to the present.

**DRAM 212 Ancient Greek Theatre (3) [H]**  
 An in-depth survey course of the dramatic writings of the ancient Greek world, this course will acquaint the student with some of the first works of the Western civilization.

**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. Permission of instructor. Prerequisite: DRAM 150.

**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 standing.

**DRAM 360 Theatre Production (3) [H]**  
 Faculty directed theatre production. Specific dramatic material will vary. Opportunity is open to any students by audition or related academic work to qualify for a position of major responsibility as an actor a crewmember as designated by the director. May be repeated for credit. Permission of instructor.

**DRAM 369 Short Course (1-3)**  
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with different topic. Permission of instructor.

**DRAM 388 Independent Study (3)**  
 Can be repeated for credit with different topic. Permission of instructor

**DRAM 389 Special Topics (1-3)**  
 Can be repeated for credit with different topic. Permission of instructor.

## **ECONOMICS (ECON)**

**ECON 101 Introduction to Contemporary Economic Issues (3)**  
 Introduction to fundamental concepts of micro- and macro-economics and the tools that are generally used to analyze current business and economic issues.

**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,





- 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: ECON 209.
- ECON 389**                      **Special Topics**                      **(3)**  
An analysis of contemporary issues in economic theory. Can be repeated for credit with a different topic. Permission of instructor. Prerequisites: ECON 200 and ECON 201.
- 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. Prerequisites: ECON 200 and ECON 201.
- 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. Prerequisites: ECON 200 and ECON 201.
- ECON 429**                      **Environmental & Energy Policy**                      **(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 focuses on the study of environmental protection, evaluation of environmental costs and benefits, and optimal management of energy resources. Prerequisites: ECON 200 and ECON 201.
- 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. Prerequisites: ECON 300 and ECON 301.
- ECON 470**                      **Internship in Economics**                      **(1-3)**  
An internship experience with the requirement that the student write a report 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 for any major and 6 credits overall. Permission of instructor. This is pass/fail course.
- 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 standing.

## **EDUCATION (EDUC)**

- EDUC 389**                      **Special Topics**                      **(3)**  
Can be repeated for credit with different topic. Permission of instructor.

## **ELECTRICAL ENGINEERING (ELEG)**

- ELEG 220**                      **Electric Circuits**                      **(3)**  
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. Concurrent: ELEG 220L and MATH 210.

**ELEG 220L                      Electric Circuits Laboratory                      (1)**

A laboratory component for the course ELEG 220 Electric Circuits. The lab syllabus is aligned with the course topics. Implementations are done using hardware circuits and software simulation tools. Concurrent: ELEG 220.

**ELEG 270                      Electronics                      (3)**

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. Concurrent: ELEG 270L.

**ELEG 270L                      Electronics Laboratory                      (1)**

A laboratory component for the course ELEG 270 Electronics. The lab syllabus is aligned with the course topics. Implementations are done using hardware circuits and software simulation tools. Concurrent: ELEG 270.

**ELEG 300                      Engineering Electromagnetics                      (3)**

Static electric & Magnetic fields, conductors, capacitance, electrostatic energy and forces, Poisson's equation, Biot-Savart law, Ampere's law, vector magnetic potential, inductance, Maxwell's equations, Faraday's law, time-harmonic fields, wave propagation, reflection, and transmission lines. Prerequisites: ELEG 220 and MATH 207.

**ELEG 310                      Electric Machines & Power Fund                      (3)**

3-phase circuits and power calculation, magnetic circuits. Transformers: single-phase, construction, operation, autotransformers, and 3-phase. AC and DC machines. Synchronous generators: construction, equivalent circuits, testing and performance characteristics; Induction motors. Prerequisite: ELEG 220. Concurrent: ELEG 310L.

**ELEG 310L                      Electric Machines Laboratory                      (1)**

A laboratory component for the course ELEG 310 Electric Machines. The lab syllabus is aligned with the course topics. Concurrent: ELEG 310.

**ELEG 320                      Signals & Systems                      (3)**

Signals (functions of one or more independent variables) and Systems (devices that perform operations on signals) present 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. Prerequisite: ELEG 220. Concurrent: ELEG 320L.

**ELEG 320L                      Signals & Systems Laboratory                      (1)**

A laboratory component for the course ELEG 320 Signals & Systems. The lab syllabus is aligned with the course topics. Implementations are done using hardware circuits and software tools. Concurrent: ELEG 320.

**ELEG 330                      Power System Analysis                      (3)**

Examines power system concepts; transmission line, transformer and rotating machine modeling; steady-state analysis and power flow; fault analysis; theory of symmetrical components; and power system stability. Prerequisite: ELEG 310. Concurrent: ELEG 330L.

**ELEG 330L                      Power Systems Laboratory                      (1)**

A laboratory component for the course ELEG 330 Power System Analysis. The lab syllabus is aligned with the course topics. Concurrent: ELEG 330.

**ELEG 369                      Short Course                      (1-3)**

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with different topic. Permission of instructor.

<b>ELEG 388</b>	<b>Independent Study</b>	<b>(1-4)</b>
Can be repeated for credit with different topic. Permission of instructor.		
<b>ELEG 389</b>	<b>Special Topics in Electrical Engineering</b>	<b>(3)</b>
Can be repeated for credit with different topic. Permission of instructor.		
<b>ELEG 400</b>	<b>Environmental Aspects of Energy Systems</b>	<b>(3)</b>
World energy resources & classifications; sources and effects of air pollution; air quality modeling, Gaussian dispersion estimation models; motor vehicle emissions & noise pollution; environmental impacts of electricity generation and electromagnetic radiation, pollution control systems, high- voltage applications. Prerequisite: ELEG 220.		
<b>ELEG 411</b>	<b>Electric Drives</b>	<b>(3)</b>
Analysis of dc and poly-phase induction motors, starting, and control; AC solid-state control, dc link in adjustable speed drivers, voltage and frequency controls, braking and plugging; DC rectifier and chopper, dynamic and regenerative braking, plugging; stepper motors; power drive; special-purpose motors. Prerequisite: ELEG 310.		
<b>ELEG 412</b>	<b>Renewable Energy Systems</b>	<b>(3)</b>
Modeling and control of renewable energy sources such as wind generation, solar panels and fuel cells; power electronics topologies and interfaces for renewable energy systems; and integration of renewable energy systems with the distribution grid. Prerequisite: ELEG 330.		
<b>ELEG 421</b>	<b>Control Systems</b>	<b>(3)</b>
Control Systems. Advantages of closed-loop feedback systems. System representations using mathematical models, block diagrams & signal flow graphs. Poles and zeroes. P, PI & PID controllers. System design & stability. Frequency response techniques, Root-locus, & Bode-plot analysis. Basic lead-lag compensation. Control systems under MATLAB. Prerequisite: ELEG 320.		
<b>ELEG 421L</b>	<b>Control Systems Laboratory</b>	<b>(1)</b>
A laboratory component for the course ELEG 421 Control Systems. The lab syllabus is aligned with the course topics. Concurrent: ELEG 421.		
<b>ELEG 423</b>	<b>Instrumentation</b>	<b>(3)</b>
Error analysis, linear displacement transducers, strain gauge, rotational speed, capacitive and inductive transducers, temperature, pressure and flow, and ultrasonic systems. Design of instrumentation systems. Application areas and course projects include industrial control, automation systems, etc. Prerequisite: ELEG 421.		
<b>ELEG 423L</b>	<b>Instrumentation Lab</b>	<b>(1)</b>
A laboratory component for the course ELEG 423 Instrumentation. The lab syllabus is aligned with the course topics. Co- requisite: ELEG 423.		
<b>ELEG 470</b>	<b>Internship in Electrical Engineering</b>	<b>(1-3)</b>
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. This is a pass/fail course. Junior standing and permission of instructor. Prerequisite: minimum GPA of 2.0.		
<b>ELEG 471</b>	<b>Power Electronics</b>	<b>(3)</b>
Operating characteristics of BJTs, IGBTs, MOSFETs, Thyristors. Diode circuits & rectifiers, source inductance, 3- phase rectifiers dc- dc switched mode converters, buck, boost, & buck- boost circuits, bridge converter; PWM inverters, voltage control, harmonics, 3- phase inverters; gate & base drive circuits, snubber circuits. Prerequisite: ELEG 270.		

**ELEG 471L                      Power Electronics Laboratory                      (1)**

A laboratory component for the course ELEG 471 Power Electronics. The lab syllabus is aligned with the course topics. Concurrent: ELEG 471.

**ELEG 475                      Senior Capstone Design I                      (3)**

A supervised project in groups of normally three students aimed at providing practical experience in Electrical Engineering. Students are expected to complete a literature survey, project specification, critical analysis, and to acquire the material needed for their end product. Prerequisites: ELEG 270, CPEG 220, and ELEG 310.

**ELEG 480                      Senior Capstone Design II                      (3)**

A course that seeks to impart in students the skill to integrate the knowledge gained in different courses by developing a product that has passed through the design, analysis, testing, and evaluation stages. This course includes the production of a professional report. Prerequisite: ELEG 475.

**ENGLISH LANGUAGE & LITERATURE (ENGL)****ENGL 100                      Foundations of Academic Reading & Writing                      (4) [E]**

This course is a portfolio-based, preparatory course in reading and writing for academic purposes. Through a small-class workshop environment centered on reading and writing activities, class discussion, small-group collaboration, individual conferences with instructors, and supplemental lab workshops, students will develop their understanding of and facility with a variety of reading and writing strategies necessary for success in university coursework. Particular emphasis will be given to summarizing, analyzing, and synthesizing ideas as well as to revising and editing strategies. A concurrent lab section is required. Prerequisite: TOEFL internet-based (iBT) reading score of 15 and writing score or 17. Additional placement testing may be required.

**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 TOEFL iBT reading score of 21 or higher and a writing score of 22 or higher, OR a grade of C or better in ENGL 100 or IENG 030/031. A grade of “C” or better must be earned to pass this course.

**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. A grade of “C” or better must be earned to pass this course.

**ENGL 108                      Public Speaking                      (3) [H]**

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. A grade of “C” or better must be earned to pass this course.

**ENGL 200                      Introduction to Literary Studies                      (3) [H]**

This core course is designed to initiate students into the elements of literature and literary analysis. Students will learn what makes a piece of writing “literary,” as well as the terms and skills needed to

read, understand, and analyze literature. The course will cover literary genres and critical approaches, providing a foundation for literary studies. Concurrent: ENGL 102.

**ENGL 207 Introduction to Rhetorical Std. (3) [H]**

A study of rhetoric from its roots in the classical world to its many variations over time and culture. Central to the course will be the role of rhetoric in determining the multiple ways in which discourse is constructed to achieve specific ends. Prerequisite: ENGL 101.

**ENGL 220 Survey of World Literatures I (3) [H]**

This course provides a foundation in canonical texts of world literatures from antiquity through the mid-17th century by introducing major historical periods, movements, authors and literary texts. The course may include works such as Gilgamesh, Beowulf, The Odyssey, Canterbury Tales, Shakespeare's plays, Paradise Lost, and Don Quixote. Concurrent: ENGL 102 and ENGL 200.

**ENGL 221 Survey of World Literatures II (3) [H]**

This course provides a foundation in canonical texts of world literatures from the late 17th century onward through an introduction of major historical periods, movements, authors and literary texts. The course may include works by Johnson, Wordsworth, Conrad, Achebe and Joyce. Concurrent: ENGL 102 and ENGL 200.

**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 standing or permission of instructor. Prerequisite: ENGL 102.

**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. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.

**ENGL 303 English Poetry & 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. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.

**ENGL 304 English Poetry & 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. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.

**ENGL 305 Professional Writing & Comm. (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. 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. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.

- 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. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.
- 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. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.
- 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. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.
- ENGL 311**                      **English Novel**                      **(3) [H]**  
An examination of representative English novels from the beginning up to the Nineteenth Century. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.
- ENGL 312**                      **American Novel**                      **(3) [H]**  
An examination of representative American novels from the beginning up to the Nineteenth Century. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.
- 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. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.
- 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. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.
- 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. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.
- 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 200. Concurrent: ENGL 220 or ENGL 221.

- 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. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.
- 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. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.
- 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 García Marquez. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.
- ENGL 369**                      **Short Course**                      **(1-3)**  
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor. Prerequisite: ENGL 102.
- ENGL 375**                      **Rhetorics of Cult 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 standing or permission of instructor. Prerequisite: ENGL 102. [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 102.
- 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 102.
- ENGL 388**                      **Independent Study**                      **(1-3)**  
 Can be repeated for credit with a different topic. Permission of instructor. Prerequisite: ENGL 102.
- ENGL 389**                      **Special Topics**                      **(3)**  
 Can be repeated for credit with a different topic. Prerequisite: ENGL 200. Concurrent: ENGL 220 or ENGL 221.
- 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 standing or permission of instructor. Prerequisite: ENGL 102.

- 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 standing or permission of instructor. Prerequisite: ENGL 102.
- ENGL 402**                      **History of Theatre 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 standing or permission of instructor. Prerequisite: ENGL 102.
- 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 standing or permission of instructor. Prerequisite: ENGL 102.
- 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 standing or permission of instructor. Prerequisite: ENGL 102.
- 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 standing or permission of instructor. Prerequisite: ENGL 102.
- 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 standing or permission of instructor. Prerequisite: ENGL 102.
- ENGL 450**                      **Senior Seminar**                      **(3)**  
This capstone course is the culminating opportunity for English majors to demonstrate skills of literary interpretation, critical thinking, research, and analytical writing. Topics, although they vary widely, will be addressed in the context of current critical discourse. Students will be required to make a scholarly presentation and write a long research paper. English major with senior class standing. Prerequisites: ENGL 220 and ENGL 221.
- ENGL 470**                      **Internship in English**                      **(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 English Language and Literature. Students are limited to a maximum of 6 internship credit hours. This is a pass/fail course. Junior standing and permission of instructor. Prerequisite: minimum GPA of 2.0. Prerequisite: ENGL 102.
- ENGL 485**                      **Senior Thesis**                      **(3)**  
English majors apply their writing abilities, research skills, and knowledge in an independent study project. Senior standing and permission of instructor. Prerequisite: ENGL 102.



**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 standing or permission of instructor. Prerequisite: MATH 203.
- ENGR 369**                      **Short Course**                      **(1-3)**  
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.
- ENGR 388**                      **Independent Study**                      **(1-4)**  
Can be repeated for credit with a different topic. Permission of instructor.
- ENGR 389**                      **Special Topics**                      **(3)**  
Can be repeated for credit with a different topic. Permission of instructor.

**ENTREPRENEURSHIP (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 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. Can be repeated for credit with a different topic. Permission of instructor.
- ENTR 388**                      **Independent Study**                      **(1-3)**  
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.
- ENTR 389**                      **Special Topics**                      **(3)**  
Can be repeated for credit with a different topic. Permission of instructor.
- 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. This is a pass/fail course. Senior standing and permission of instructor. Prerequisites: ENTR 201 and a minimum GPA of 2.25.

**ENVIRONMENTAL STUDIES (ENVS)**

- ENVS 101**                      **Introduction to Environmental Studies**                      (3) [S]  
Introduction to the major issues and themes within the field of Environmental Studies. Topics may include endangered species, air/water pollution, energy, global warming, environmental law/ justice, ethics and policy.
- ENVS 215**                      **Environmental Data Analysis**                      (3) [S]  
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) [S]  
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 Standing or permission of instructor. Prerequisite: BIOL 105.
- ENVS 310**                      **Environmental Ethics**                      (3) [S]  
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 standing or permission of instructor. Prerequisite: ENGL 101. [Cross-listed with PHIL 310]
- ENVS 320**                      **Global Environmental Policy**                      (3) [S]  
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 standing.
- ENVS 325**                      **Health, Environment & Armed Conflict**                      (3) [S]  
This class explores the interrelationship between health, the natural environment and armed conflict. It does so by focusing on conflict over access to and use of the environment as well as examining ideas about "health" in various parts of the world. Sophomore standing. Prerequisite: ENVS 101.
- ENVS 340**                      **The Gendered Environment**                      (3) [S]  
This multidisciplinary course affords students the opportunity to become familiar with the key debates and theoretical approaches involved in understanding environmental issues from a gender and justice perspective. Sophomore standing. Prerequisite: ENVS 101.

**ENVS 369**                      **Short Course**                      **(1-3)**  
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

**ENVS 388**                      **Independent Study**                      **(1-3)**  
 Can be repeated for credit with a different topic. Permission of instructor.

**ENVS 389**                      **Special Topics**                      **(3)**  
 Can be repeated for credit with a different topic. Permission of instructor.

## **FINANCE (FINC)**

**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 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. Junior standing. Prerequisites: ACCT 205 and FINC 332.

**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. Junior standing. Prerequisite: FINC 332.

**FINC 345**                      **Investments & 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. Junior standing. Prerequisite: FINC 332.

**FINC 355**                      **Financial Institutions of the Gulf**                      **(3)**  
 This course focuses on the financial institutions of Kuwait and the Arabian Gulf. It covers the role of the central bank and regulatory authorities, commercial bank operations, securities markets and public-private financing.

**FINC 365**                      **International Finance**                      **(3)**  
 International Finance addresses financial issues specific to cross-border transactions. It focuses on exchange rates and spot and future markets. It details the mechanics of covered interest arbitrage. Prerequisites: ACCT 205 and FINC 345.

**FINC 369**                      **Short Course**                      **(1-3)**  
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Junior standing.

**FINC 388**                      **Independent Study**                      **(1-3)**  
 Can be repeated for credit with a different topic. Junior standing.

**FINC 389**                      **Special Topics**                      **(3)**  
 An analysis of contemporary issues in Finance. Can be repeated for credit with a different topic. Junior standing.



**FRNC 388 Independent Study (1-3)**

Can be repeated for credit with a different topic. Permission of instructor.

**FRNC 389 Special Topics (3)**

Can be repeated for credit with a different topic. Permission of instructor.

**FRNC 399 French Study Abroad (1-3)**

Can be repeated for credit with a different topic. Permission of instructor.

**GRAPHIC DESIGN (GDES)****GDES 102 Introduction to Visual Communication (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. A lab fee may be required. [Cross-listed with COMM 110]

**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 will use digital cameras to take photos that meet the requirements of a series of assignments designed to develop specific skills, and stimulate the students' creative capacities for personal expression, communication and self-understanding. Concurrent: GDES 110 or COMM 110.

**GDES 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 COMM 208]

**GDES 220 Graphic Design I (3)**

An introductory course to the field of graphic design and visual problem solving. Students will learn basic design principles and elements of design, composition, form, typography, and the historical context is introduced in this course. Provides practical experience in essential studio processes and procedures, critiques, and group discussions. Concurrent: GDES 110 or COMM 110, ART 115, GDES 102, and ART 121.

**GDES 221 Typography I (3)**

An introduction to typography as both language and tool, one through which a graphic designer can communicate visual hierarchy, verbal information, form, and meaning. This course explores type design, the study of letterforms, an introduction to the historical and modern development of the alphabet, and the study of grid structures. Prerequisites: ART 101 and ART 121, and GDES 110 or COMM 110, and GDES 102. Concurrent: ART 115.

**GDES 242 Digital Imaging I (3)**

This course introduces digital manipulation and enhancement of photographic images. Students learn to retouch and enhance digital inputs to create high-quality digital photographic outputs for use in print creation and screen presentations. A lab fee may be required. Prerequisite: GDES 110 or COMM 110.

**GDES 315**                      **History of Design**                      **(3)**  
This course explores the evolution of graphic design from past to present. Prerequisite: ART 101.

**GDES 320**                      **Graphic Design II**                      **(3)**  
This intermediate studio course is a comprehensive study of graphic design through the integration of typography and imagery; from topic selection to research; and from concept building to the visualization of content. Students will enhance layout skills, and work with alternative materials. Class time will be devoted to lectures, projects and critiques will be developed. Prerequisites: GDES 220 and GDES 221.

**GDES 321**                      **Typography II**                      **(3)**  
This intermediate studio course is a comprehensive study of graphic design through the integration of typography and imagery; from topic selection to research; and from concept building to the visualization of content. Students will enhance layout skills, and work with alternative materials. Class time will be devoted to lectures, projects and critiques will be developed. Prerequisites: GDES 220 and GDES 221.

**GDES 330**                      **Print Production**                      **(3)**  
This course explores the various printing technologies currently available for graphic designers, with an emphasis on the Off-Set printing process. Pre-press, printing, post-production, and all the supporting services offered by printing houses, will be thoroughly investigated throughout this course. Prerequisites: GDES 220 and GDES 221.

**GDES 337**                      **Environmental Design**                      **(3)**  
A studio course that explores way finding, 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. A lab fee may be required. Prerequisite: GDES 242.

**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. Prerequisite: GDES 110 or permission of instructor.

**GDES 369**                      **Short Course**                      **(1-3)**  
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

**GDES 388**                      **Independent Study**                      **(1-3)**  
Can be repeated for credit with a different topic. Permission of instructor.

**GDES 389**                      **Special Topics**                      **(3)**  
Can be repeated for credit with a different topic. Permission of instructor.

**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. Prerequisite: GDES 320.

- 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 standing. Prerequisites: GDES 320 and GDES 321.
- 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 standing. Prerequisites: GDES 321 and GDES 320.
- 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. A lab fee may be required. Junior standing.
- 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. Prerequisite: GDES 242.
- GDES 470**                      **Internship in Graphic Design**                      **(1-3)**  
 The GDES Internship provides students the opportunity to work in career-related fields for academic credit. A creative paper submission is expected upon the completion of the internship. Students are limited to a maximum of 6 internship credit hours of which only 3 count toward the degree requirement. This is a pass/fail course. Junior standing and permission of instructor.
- 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. Pre-requisite: GDES 420.
- 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 311**                      **Ottoman History (1400-1923)**                      **(3) [S]**  
The course covers the early history of Ottoman growth and expansion, institutions and bureaucracy, the development of the devshirme and the janissary corps, responses to European expansion and intervention, the Tanzimat reforms, the question of Ottoman “decline,” the rise of Turkish and other nationalisms, and WWI and imperial disintegration. Sophomore standing or permission of instructor. Prerequisite: any 100- or 200-level HIST or AMST course.
- HIST 317**                      **Topics in English/British History**                      **(3) [S]**  
Exploration of the history of England and Britain: Parliament, Common Law, the civil war, the question of kingship, the conflict of church and state; the Industrial Revolution, the growth of the British Empire (excluding India and the Middle East); 20th century conflicts; Constitutional monarchy; globalization; and the creation of the United Kingdom. Sophomore standing or permission of instructor. Prerequisite: any 100- or 200-level HIST course, or AMST course.
- HIST 319**                      **The British Empire**                      **(3)**  
The rise, structure, and dynamics of the British Empire with special emphasis on its policies, actions and impact on India, the Arabian Peninsula and the rest of the Middle East. Prerequisite: any 100- or 200-level HIST or AMST course.
- HIST 369**                      **Short Course**                      **(1-3)**  
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.
- HIST 388**                      **Independent Study**                      **(1-3)**  
A research and writing project to be determined in consultation with the instructor. Can be repeated for credit with a different topic. Senior standing or permission of instructor.
- HIST 389**                      **Special Topics**                      **(3)**  
Can be repeated for credit with a different topic. Sophomore standing.
- HIST 401**                      **Economic History: Twentieth Century**                      **(3)**  
Historical investigation of economic development. Comparison of European and the Third World development. Junior class standing. Prerequisite: any 100- or 200-level HIST course, or AMST course.
- HIST 421**                      **Intellectual History**                      **(3)**  
Survey of Western and non-Western intellectual History in the context of social, economic and political change; major intellectual movements in the modern times. Junior standing. Prerequisite: any 100- or 200-level HIST course, or AMST course.
- HIST 430**                      **Oral History**                      **(3)**  
A history 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. Junior standing. Prerequisite: COMM 101 or any HIST or AMST 100- or 200-level course. [Cross-listed with COMM 430]

## **HUMAN RESOURCES (HR)**

- HR 205**                      **Human Resource Management**                      **(3)**  
This course examines theories and practice of human resource management in local, regional, and global contexts. The course focuses on key aspects of human resources, planning, and their implications on public and/or business policy. It also studies major models that shape human resources development. Prerequisite: MGMT 201.

**HR 310 Recruiting and Staffing (3)**  
Focus is on successful identification, recruitment, selection, and promotion of employees. Topics include external and internal recruitment, human resource planning, job analysis, and employee selection including testing and interviewing, as well as validation procedures. Prerequisite: HR 205.

**HR 311 Total Rewards: Compensation (3)**  
A variety of compensation methods are examined and their relationships to pay structures and employee performance. Topics include total compensation, design of pay levels, benefit options, job evaluation techniques, incentive plans and administration. Prerequisite: HR 205.

**HR 325 Work and Well-being (3)**  
Focus is on approaches to promoting well-being in the workplace. Topics include organizational health programs, career development, job satisfaction, safety, risk management, and labor relations. Prerequisite: HR 205.

**HR 344 Managing Conflict (3)**  
Develop conflict management skills to facilitate relationships in organizations. Prevention as well as management of disputes is covered on the individual, group, and organizational levels. The course takes a stakeholder approach. Prerequisite: HR 205.

**HR 350 International HR Management (3)**  
Focus is on managing human resources in international organizations. The course covers the context of international human resources management, globalization, and cross-border mergers and alliances. Emphasis is on international approaches to employee recruiting, staffing, development, performance management, and union relations. Prerequisite: HR 205.

**HR 388 Independent Study (1-3)**  
Can be repeated for credit with a different topic. Permission of instructor.

**HR 389 Special Topics (3)**  
Topics vary by semester. Each offering provides students the opportunity to study a topic either not addressed in other HR courses or one previously addressed, but in greater depth. Prerequisite: HR 205.

**HR 413 Human Resource Management Capstone (3)**  
Focus is on an integration of human resource management techniques to develop a strategic perspective. The course emphasizes human resource development approaches and performance management systems aimed at achieving an effective interface with the external environment of organizations. Senior standing. Prerequisite: HR 205.

**HR 470 Internship in Human Resources (1-3)**  
Students apply classroom learning and gain experience in the real world of HR, something particularly valuable for non-BBA students. Students must keep a journal and write a report describing what the internship job added to their knowledge of HR. Students are limited to a maximum of 3 internship credit hours for any major and 6 credits overall. Permission of instructor. This is a pass/fail course.

### **FREE ELECTIVE UNDER ANY HUMANITIES DISCIPLINE (HUCM)**

**HUCM 473 Intern Free Elective -COMM (1-3)**  
Supervised experience designed to enhance intellectual development through application of knowledge in an occupation. Requirements include: weekly log and final report explaining what the internship added to the student's knowledge in an approved discipline. A Pass/No Pass Course requiring Junior standing and permission of instructor. Prerequisite: Minimum GPA of 2.00.

**HUEL 473 Internship for Free Elective (1-3)**  
Supervised experience designed to enhance intellectual development through application of knowledge

in an occupation. Requirements include: weekly log and final report explaining what the internship added to the student's knowledge in an approved discipline. A Pass/No Pass Course requiring Junior standing and Permission of instructor. Prerequisite: Minimum GPA or 2.00.

**HUGD 473 Intern for Free Elective-GDES (1-3)**

Supervised experience designed to enhance intellectual development through application of knowledge in an occupation. Requirements include: weekly log and final report explaining what the internship added to the student's knowledge in an approved discipline. A pass/no pass course requiring junior standing and permission of instructor. Prerequisite: minimum GPA of 2.00.

**INTERNATIONAL RELATIONS (IR)**

**IR 101 Introduction to International Relations (3) [S]**

The role of the sovereign state in a complex and interdependent state system; introduction to global political economy; labor migrations; internationalization of communication; international environmental issues; monetary, financial and energy issues; patterns of conflict and cooperation; international and regional state organizations; and non-state political and social movements.

**IR 202 Trends in International Relations (3) [S]**

An examination of the basic factors and conditions which determine or influence relations among government and states. Attention is paid to the impact of non-state actors and international organizations, determinants of foreign policy, sources of national economic and political power.

**IR 206 International Political Economy (3) [S]**

An examination of the interaction between policies and economies in international affairs. Attention is paid to the impact of foreign and military policies on economic relations; the internationalization of trade, finance, information and communication technology, and human resources. Issues such as the environment and security are discussed. Pre-requisite: IR 101 or PLSC 101.

**IR 210 Methods of Research in International Relations (3) [S]**

Introduction to scientific method, data gathering, research design, statistical analysis, and computer applications for international relations and comparative studies research. Develops analytical skills that students need as active consumers of research findings. Prerequisite: IR 101 or IR 202. [Cross listed with PLSC 210]

**IR 306 Global Political Economy (3)**

This course focuses on four major themes: globalization, Global North-North relations, Global North-South relations, and Global South-South relations. Considerable attention is also paid the Global East countries.

**IR 307 IR of Arab States (3) [S]**

Historical and contemporary analysis of foreign policies of Arab states, as well as Intra-Arab states; Euro-Arab states, and East Asian-Arab states relations.

**IR 309 Dynamics of Globalization (3) [S]**

Causes and consequences of contemporary global transformations. Is globalization today unique, or part of a recurring pattern in world politics? Analysis of the opportunities and vulnerabilities created by globalization, and of the politics of anti-globalization movements. Sophomore standing or Permission of Instructor. Prerequisite: IR 101.

**IR 339 International Organizations (3) [S]**

The study of the origins, charters, organizational structure, activities, and performance of international organizations; the United Nations; the International Monetary Fund; the World Bank; the World Trade Organization, and others. Sophomore standing or permission of instructor. Prerequisite: IR 101.



**IR 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 standing or permission of instructor. Prerequisites: IR 101 and ECON 409.

**IR 470 Internship in International Relations (1-3)**  
 An internship experience to apply the knowledge acquired in the International Relations Program. A maximum of three (3) internship credit hours can be applied to the IR degree program. Permission of instructor required.

**IR 485 Senior Seminar in Conflict Resolution (3)**  
 A senior seminar that examines selected critical issues in the field of Conflict Resolution. Senior standing. Only declared majors in the International Relations program may take this course. Prerequisite: IR 210.

**IR 486 Senior Seminar in International Law and Organizations (3)**  
 A senior seminar that examines selected critical issues in the field of International Law and Organizations. Senior standing. Only declared majors in the International Relations program may take this course. Prerequisite: IR 210.

**IR 487 Senior Seminar in International Political Economy (3)**  
 A senior seminar that examines selected critical issues in the field of International Political Economy. Senior standing. Only declared Majors in the International Relations program may take this course. Prerequisite: IR 210.

## ITALIAN (ITAL)

**ITAL 101 Introduction to Italian I (3) [H]**  
 The goals of this course are communicative. They are aimed at developing the four skills with an initial emphasis in listening and speaking. The course provides various opportunities for students to communicate in Italian in reality based situations.

**ITAL 102 Introduction to Italian II (3) [H]**  
 This courses reviews material covered in ITAL 101. Students will gain proficiency in all four language skills (listening, speaking, reading and writing) and develop an understanding of the Italian people and culture. Permission of instructor. Prerequisite: ITAL 101.

**ITAL 201 Intermediate Italian (3) [H]**  
 This course offers a complete review of the basic principles of grammar in addition to extensive oral practice. Emphasis is placed on developing good conversational ability. More focus will be placed on vocabulary building, reading and writing short texts in given situations. Permission of instructor. Prerequisite: ITAL 102.

## MATHEMATICS (MATH)

**MATH 095 Preparatory Mathematics (3)**  
 This course is given at the elementary level. Topics include a review of basic algebra, linear equations and inequalities in one and two variables, graphs, exponents and polynomials, factoring and quadratics, rational expressions and equations, and systems of linear equations. Prerequisite: Placement Test

**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, linear and quadratic equations, functions, graphs, systems of linear equations and inequalities, matrices, linear programming, sets, probability, combinatorics, and elementary data analysis. Prerequisite: MATH 100 or by Placement Test
- MATH 102**                      **Introduction 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 100 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 100 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]**  
This course includes a review of polynomials and transcendental functions of one variable. It is followed by in depth covering of the differential calculus topics. These topics include limits, derivatives, and applications of differential calculus to real-world problem areas.
- MATH 203**                      **Calculus II**                      **(3) [M]**  
Riemann sum, fundamental theorem of calculus, fundamental integration techniques, numerical integration, applications of integrations, improper integrals, sequence and series, and the use of CAS. Prerequisite: MATH 201.
- MATH 205**                      **Linear Algebra**                      **(3) [M]**  
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]**  
Parametric equations, polar coordinates, surfaces in space, functions of several variables, partial derivatives, the chain rules, gradients, directional derivatives, total derivatives, Lagrange multipliers, multiple integrals, Fubini’s Theorem, cylindrical and spherical coordinates, vector fields, line integrals, curl, divergence, Green’s and Stoke’s theorem. Use of CAS. Prerequisite: MATH 203.
- MATH 207**                      **Advanced Engineering Mathematics**                      **(4)**  
Functions of Several Variables. Vectors & Geometry of space. Linear Sys. & Matrices including Determinants, Linear Systems of Equations, Eigenvalues & Eigenvectors. Vector Functions. Curvature, Motion in Space. Multiple Integrals. Introduction to Vector Integral Calculus: Fields, Line & Surface Integral, Green’s, Stroke’s, & Divergence Theorems. Complex Analysis: complex numbers and functions, differentiation and integration. Use of CAS. For Engineering majors only. Prerequisite: MATH 203.
- 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 Laplace transform.  
Prerequisite: MATH 203.

**MATH 213**                      **Discrete Mathematics**                      **(3) [M]**  
 Logic of compound and quantified statements, elementary number theory, modular arithmetic, methods of proof, sequences, mathematical induction, set theory, matrices, functions, relations, graphs, combinatorics, and trees. Prerequisite: MATH 101 or MATH 110

**MATH 325**                      **Numerical Computing**                      **(3)**  
 Introduction to numerical algorithms, root finding, Approximation of functions, collocation, numerical integration and differentiation. Sophomore standing or Permission of instructor. Prerequisites: MATH 203 and CSIS 120.

**MATH 388**                      **Independent Study**                      **(1-3)**  
 Can be repeated for credit with a different topic. Permission of instructor.

**MATH 389**                      **Special Topics**                      **(3)**  
 Can be repeated for credit with a different topic. Permission of instructor.

## **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. Prerequisite: ENGL 102.

**MGMT 301**                      **Change Management**                      **(3)**  
 This course aims at offering students the knowledge and skills they will need to face the challenges of organizational change. It investigates the change capabilities of organizations, the reasons people may resist change, and introduces models of the change process and how it could be managed effectively. The course focuses on specific concepts, theories and tools of change management and identifies common mistakes, and reasons why change initiatives fail, as well as the factors underlying the successful management of change projects. 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. Prerequisite: MGMT 201

**MGMT 304**                      **Business Relationship Management**                      **(3)**  
 Develops communication skills for managing business relationships. Topics include relationships with external stakeholders and inter-organizational communication. Emphasis is on managing tensions among organizational stakeholders in relation to primary business goals. Prerequisite: MGMT 201.

**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. 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. Prerequisite: MGMT 201. [Cross-listed with PLSC 333]





- 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. 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. 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. Prerequisite: MRKT 200.
- MRKT 369**                      **Short Course**                      **(1-3)**  
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor. Prerequisite: MRKT 200.
- MRKT 388**                      **Independent Study**                      **(1-3)**  
Can be repeated for credit with a different topic. Permission of instructor. Prerequisite: MRKT 200.
- MRKT 389**                      **Special Topics**                      **(3)**  
Can be repeated for credit with a different topic. Permission of instructor. Prerequisite: MRKT 200.
- 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. Junior standing. Prerequisites: STAT 201 and MRKT 200.
- MRKT 413**                      **Marketing Capstone: Marketing Strategy**                      **(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 standing. Prerequisite: MRKT 200.
- 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 standing. Prerequisites: MRKT 200 and STAT 201.
- 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. Permission of instructor. This is a pass/fail course. Prerequisite: MRKT 200.

**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 intensive instrument or voice instruction. May be repeated for 8 total earned credits. Permission of instructor.
- MUSC 160**                      **Ensemble**                      **(3) [H]**  
Students sing and/or perform musical instruments in a group setting. Can be repeated for credit. Permission of instructor.
- MUSC 165**                      **Percussion Ensemble**                      **(3) [H]**  
An introductory performing percussion ensemble class (xylophones, other idiophones, drums). 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.
- 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**                      **(3) [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 217**                      **Voice Class**                      **(3) [H]**  
An introduction to the basic principles of singing with particular attention to issues of breathing, tone, diction, and vocal range.
- MUSC 220**                      **Music Theory I**                      **(3) [H]**  
Skill development in the foundations of music. Students learn to read and write music notation, sing or play 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 310**                      **Applied Lessons II**                      **(1-2) [H]**  
Advanced private intensive instrument or voice instruction for students with established performance ability. May be repeated for 8 total earned credits. Permission of instructor.
- MUSC 369**                      **Short Course**                      **(1-3)**  
Topic varies by semester. Classes are usually taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

**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. Permission of instructor. [Cross-listed with SBSA 370]

**MUSC 388**                      **Independent Study**                      (1-3) [H]  
 Can be repeated for credit with a different topic. Permission of instructor.

**MUSC 389**                      **Special Topics**                      (3) [H]  
 Can be repeated for credit with a different topic. Permission of instructor.

**MUSC 399**                      **Music and Culture Study Abroad**                      (1-3) [H]  
 Introduces students to the dynamics of traditional cultures through ethnomusicological research and fieldwork involving live music, dance, rituals, and dramatic performances. Cultures can vary each semester, and course can be repeated for credit with a different topic. Permission of instructor.

## **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.

## **PHILOSOPHY (PHIL)**

**PHIL 100**                      **Critical Reasoning**                      (3) [H]  
 The course introduces a student to basic logical concepts and skills, such as arguments, induction, deduction, testing for validity and soundness. Special emphasis is placed on applying critical reasoning skills in everyday life, including the skill of identifying the logical fallacies and irrational appeals that attempt to manipulate our beliefs and actions.

**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 103**                      **Introduction to Moral Philosophy**                      (3) [H]  
 The course examines major historical theories of ethics starting from Socrates and ending with contemporary philosophers, such as virtue theory, consequentialism and deontology. An attempt will be made to understand the historical development of ethics as a continuous process, with each succeeding stage building on the insights of the previous philosophers.

**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 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.
- 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 standing or permission of instructor. Prerequisite: ENGL 101. [Cross-listed with ENV5 310]
- PHIL 311**                      **Modern Western Philosophy**                      **(3) [H]**  
 Review of modern Western Philosophy of the Seventeenth, Eighteenth and Nineteenth Centuries. It explores issues of science, politics and culture and the impact of the Industrial Revolution. The course covers philosophy of science, pragmatism, utilitarianism, Darwinism and Marxism. Sophomore standing or permission of instructor. Prerequisite: PHIL 101.
- PHIL 322**                      **Western Political Philosophy**                      **(3) [H]**  
 Students will examine historical and contemporary political and social theories. This examination has the objective of increasing students' critical understanding of the theoretical bases for much of today's socio-political structures and beliefs. Historical and contemporary theories include the works of Plato, Aristotle, Hobbes, Locke, Machiavelli, Confucius, Gandhi, Marx, Mill, Rawls and Nozick. Sophomore standing or permission of instructor. Prerequisites: PHIL 101 or any IR/PLSC and ENGL 101. [Cross-listed with PLSC 322]
- PHIL 350**                      **Metaphysics**                      **(3) [H]**  
 Metaphysics is the study of "what is." This course introduces students to major metaphysical theories from the pre-Socratics to contemporary theories. Students will analyze the major metaphysical theories as well as develop their own justifications for their metaphysical beliefs. Topics covered may include: the existence of qualia, mind/body distinction, proofs for the existence of God and the nature of substances. Historical figures covered may include Plato, Aristotle, Aquinas, Descartes, Hume, Kant, Sartre, Quine and Kripke. Sophomore standing or permission of instructor. Prerequisites: Any PHIL course and ENGL 102.
- PHIL 388**                      **Independent Study**                      **(1-3)**  
 Can be repeated for credit with a different topic. Permission of instructor.
- PHIL 389**                      **Special Topics**                      **(3)**  
 Can be repeated for credit with a different topic.
- PHIL 403**                      **Advanced Business Ethics**                      **(3)**  
 This course examines ethical debates facing individuals working in professional fields. Topics covered may include: ethical treatment of employees by employers, ethical treatment of employer by

philanthropic duties in the workplace and ethical duties of businesses to clients and vice versa. This course will also address issues surrounding corporate environmental and social obligations.

## PHYSICS (PHYS)

### PHYS 101 Introduction to Physics I (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 mechanics and thermodynamics. Course topics include motion in one dimension, projectile motion, Newton's Laws of force, work, energy, circular motion, momentum, and heat and thermodynamics. A required laboratory that offers experiments in basic physics concepts is part of this course.

### 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 107 Life in the Universe (3) [P]

This course is an inter-disciplinary science course which explores our role in the universe, starting here on Earth where the very definition of "life" derives, to wondrous worlds in our solar system and finally to the great divide of interstellar space. The quest for life is the search for who we are and why we are here. The course topics will cover different areas of physics, chemistry, biology and geology.

### 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











internship job added to his to her knowledge of Psychology. Students are limited to a maximum of 6 internship credit hours. This is a pass/fail course. Junior standing and permission of instructor. Prerequisite: a minimum GPA of 2.0.

**PSYC 475**                                      **Current Issues**                                      **(3)**  
Seminar on current research, theory and applications of psychological principles. Offered Fall term only. Junior standing or permission of instructor. Prerequisite: PSYC 101.

**RELIGION (RELG)**

**RELG 101**                                      **Introduction 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]**  
The course introduces the world's major religions both in their historical dimension and as they are practiced today. The origins and historical development, central doctrines, devotional practices, and cultural expressions of Hinduism, Jainism, Buddhism, Sikhism, Daoism, Confucianism, Shinto, Judaism, Christianity and Islam are considered in relation to common themes of human experience. Sophomore Standing.

**RELG 369**                                      **Short Course**                                      **(1-3)**  
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.

**RELG 388**                                      **Independent Study**                                      **(1-3)**  
Can be repeated for credit with a different topic. Permission of instructor.

**RELG 389**                                      **Special Topics**                                      **(3)**  
Selected topics of interest in religion. Can be repeated for credit with a different topic. Permission of instructor.

**SOCIAL & 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**                                      **Ethnographic and Research Methods**                                      **(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 and Spaces of 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) [S]

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 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 342**                                      **Gender Relations in the Arab World**                                      **(3) [K][S]**  
 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.
- SBSA 345**                                      **Globalization: Opportunities and Challenges**                                      **(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.
- SBSA 348**                                      **Anthropology of Human Rights**                                      **(3) [S]**  
 This course applies anthropological concepts and methods to understanding human rights issues in the contemporary world. The course compares Western to non-western views of human rights, and examines how competing views are grounded in the United Nations, governmental and non-governmental organizations.
- SBSA 360**                                      **Genocide and Refugees**                                      **(3) [S]**  
 A critical, historical approach to understanding genocide with a human rights orientation to assess why such atrocities should be confronted. The course explores specific cases and diverse conditions leading to genocide, ethnocide and population displacements. Students will analyze the role of the modern state, colonialism, political ideologies, ethnicities and nationalism as major forces behind genocidal campaigns and assess the cultural factors leading to genocide.
- SBSA 366**                                      **Popular Culture in South Asia: Film and Beyond**                                      **(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.
- SBSA 369**                                      **Short Course**                                      **(1-3)**  
 Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Can be repeated for credit with a different topic. Permission of instructor.
- 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. Permission of instructor. [Cross-listed with MUSC 370]
- SBSA 372**                                      **Anthropology of Business**                                      **(3) [S]**  
 This course focuses on the application of anthropology in business. Access to meaningful information is often the difference between success and failure. Anthropological methods, by focusing on a holistic approach, qualitative data, and ethnographic analyses provide information in ways that traditional business simply cannot. Anthropology plays a critical role in understanding and analyzing diverse

business and organizational issues in different societies and cultures, where cultural awareness and sensitivity is critical for successful business ventures.

**SBSA 388 Independent Study (1-3)**

Can be repeated for credit with a different topic. Permission of instructor.

**SBSA 389 Special Topics (3)**

Can be repeated for credit with a different topic. Permission of instructor.

**SBSA 470 Internship in Social and Behavioral Sciences, Concentration Anthropology (1-3)**

An internship experience to apply the knowledge acquired in the Social and Behavioral Sciences, concentration Anthropology Program. A maximum of three (3) internship credits hours can be applied to the SBSA degree program. Permission of instructor is required.

**SBSA 485 Seminar in Social and Behavioral Sciences, Concentration in Anthropology (3)**

A senior seminar that examines selected critical issues in the field of Social and Behavioral Sciences, Concentration in Anthropology. Senior standing or permission of instructor.

**FREE ELECTIVE UNDER ANY SCIENCES DISCIPLINE (SCEL)**

**SCEL 473 Internship for Free Elective Sciences & Engineering (1-3)**

Supervised experience designed to enhance intellectual development through application of knowledge in an occupation. Requirements include: weekly journals, and final report explaining what the internship added to the student's knowledge in an approved discipline. A pass/no pass course requiring junior standing and permission of instructor. Prerequisite: a minimum GPA of 2.00.

**SCSC 473 Internship for Free Elective CSIS (1-3)**

Supervised experience designed to enhance intellectual development through application of knowledge in an occupation. Requirements include: weekly log and final report explaining what the internship added to the student's knowledge in an approved discipline. A pass/no pass course requiring junior standing and permission of instructor for enrollment. Prerequisite: minimum GPA of 2.00.

**SOEL 473 Internship for Free Elective Social Sciences (1-3)**

Supervised experience designed to enhance intellectual development through appreciation of knowledge outside the academy. Requirements include: weekly journals, and final report explaining what the internship added to the student's knowledge in an approved discipline. A pass/no pass course requiring junior standing and permission of instructor. Prerequisite: a minimum GPA of 2.00.

**SOSA 473 Intern for Free Elective – SBSA (1-3)**

Supervised experience designed to enhance intellectual development through application of knowledge in an occupation. Requirements include: weekly log and final report explaining what the internship added to the student's knowledge in an approved discipline. A pass/no pass course requiring junior standing and permission of instructor for enrollment. Prerequisite: minimum GPA of 2.00.

**SPANISH (SPAN)**

**SPAN 101 Introduction to Spanish I (3) [H]**

The course is designed for beginners. The objective is to provide students with necessary skills in oral and written communication. The class is taught almost entirely in Spanish.

**SPAN 102 Introduction to Spanish II (3) [H]**

Introduction to Spanish II continues to reinforce communicating skills with an emphasis placed



populations, statistical inference, Chi-square tests, simple and multiple regressions and model building. Prerequisite: STAT 201.

**STAT 214**                                      **Statistics for Engineers**                                      **(4) [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 388**                                      **Independent Study**                                      **(1-3)**  
Can be repeated for credit with a different topic. Permission of instructor.

## **TRANSLATION (TRAN)**

**TRAN 101**                                      **Introduction to Translation**                                      **(3) [H]**  
The course introduces students to the discipline of translation as a multilingual, interdisciplinary process involving various linguistic and cultural perspectives. Elementary skills are developed by reviewing dictionary types, thesauri, synonyms and antonyms, and by rendering English into Arabic and vice versa.

**TRAN 201**                                      **Theoretical and Practical Issues in Translation**                                      **(3) [H]**  
Various theoretical and practical issues associated with translation. The course covers several translation methods including word-for-word, semantic, and communicative translation. The course also examines how to approach problematic issues such as lexical and cultural gaps as well as the translation of idioms, proverbs and folk sayings. Prerequisite: TRAN 101.

**TRAN 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. Sophomore standing. [Cross-listed with COMM 380]

**TRAN 388**                                      **Independent Study**                                      **(1-3)**  
Can be repeated for credit with a different topic. Permission of instructor.

**TRAN 389**                                      **Special Topics**                                      **(3)**  
Can be repeated for credit with different topic. Permission of Instructor.

## **UNIVERSITY (UNIV)**

**UNIV 100**                                      **Essentials of Learning**                                      **(2) [L]**  
The course facilitates students' integration into AUK's learning community by developing their understanding of the university's liberal arts culture. Skills for academic success are integrated into an interdisciplinary context which fosters students' meaningful educational engagement, and encourages them to incorporate self-reflective practices.

**UNIV 110**                                      **University, Community and Citizenship**                                      **(3) [L]**  
The Common Reader course provides first-year students with a shared intellectual experience that will stimulate discussion and critical thinking while encouraging students to use higher-level reasoning skills in order to make decisions or draw conclusions. The course will incorporate the principles of public speaking in both large and small group environments and promote effective communication in a variety of contexts. A primary aim of this course is to investigate the common reader material from multitude perspectives informed by the liberal arts philosophy. This interdisciplinary course will synthesize general education concepts to create sense of community among students, faculty and staff. Concurrent: UNIV 100.



## COURSE DESCRIPTIONS – Intensive English (IENG)

### **IENG 010**                      **Level 1/Oral Communication I**                      **(0)**

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. Exit exam required. Credit earned cannot be used for graduation. Prerequisite: ACCUPLACER (LPT 62-77.5). Co-requisite: IENG 011.

### **IENG 011**                      **Level 1/Reading & Writing I**                      **(0)**

This course focuses on introducing reading and 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 academic text material to analyze, evaluate, summarize, paraphrase, and synthesize information and ideas taken from a variety of sources in the creation of formal writing assignments. 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 (LPT 62-77.5) (ESL Write Placer 2-3). Co-requisite: IENG 010.

### **IENG 020**                      **Level 2/Oral Communication II**                      **(0)**

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. Exit exam required. Credit earned cannot be used for graduation. Prerequisite: ACCUPLACER (LPT 78-93.5). Co-requisite: IENG 021.

### **IENG 021**                      **Level 2/Reading & Writing II**                      **(0)**

This course focuses on developing reading and 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 academic text material to analyze, evaluate, summarize, paraphrase, and synthesize information and ideas taken from a variety of sources in the creation of paragraphs and short essays. 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 (LPT 78-93.5) (ESL Write Placer 3-4). Co-requisite: IENG 020.

### **IENG 030**                      **Level 3/Oral Communication III**                      **(0)**

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. 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 (LPT 94-109.5). Co-requisite: IENG 031.

### **IENG 031**                      **Level 3/Reading & Writing III**                      **(0)**

This course focuses on refining reading and writing skills necessary for success in the academic environment. Under the close supervision of the instructor and using the workshop method, students will utilize academic text material to analyze, evaluate, summarize, paraphrase, and synthesize information and ideas taken from a variety of sources in the creation of essays. The student is guided through methods of appropriately expanding and challenging ideas contained within academic 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 (LPT 94-109.5) (ESL Write Placer 4-5). Co-requisite: IENG 030.

# STUDENT AFFAIRS

## OFFICE OF THE DEAN OF STUDENT AFFAIRS

### MISSION

### DIVISION OBJECTIVES

### OFFICE OF STUDENT LIFE

Mission

Objectives

Student Activities

The Wolfpack Hangout

Clubs and Organizations

Student Council

Student Publications

Athletic Sports & Recreational Programs

Judicial Affairs

Student Employment

University IDs

### DEPARTMENT OF CAREER SERVICES AND WELLNESS

Mission

Objectives

Personal Counseling

Disability Disclosure

Career Counseling and Services

### ALUMNI AFFAIRS

Mission

Objectives

Services

### AUK CLINIC

Mission

Services

Contact Information

7



# STUDENT AFFAIRS

## OFFICE OF THE DEAN OF STUDENT AFFAIRS

### Greetings from the Dean of Student Affairs!

Welcome to the Wolfpack family. We live by the motto *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. A team of professionals are ready to assist you in defining and reaching your personal, educational, and career goals. That support does not stop at graduation; we are committed to your lifelong success.

In partnership with many other offices and departments at AUK, the Office of the Dean of Student Affairs is responsible for leading the organizational units that support the moral, social, cultural, and physical development of the student. From wellness, health services, and student leadership to athletics, career exploration, or just simply listening to your concerns, we encourage students to take full advantage of all 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 about your life as a student, please visit the Student Affairs section of the university website at [www.auk.edu.kw](http://www.auk.edu.kw); for AUK community members check out the AUK Portal, or email [studentaffairs@auk.edu.kw](mailto:studentaffairs@auk.edu.kw).

### Dr. Hanan Muzaffar

*Dean of Student Affairs*

## DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs believes that students are more apt to be successful if they lead a balanced academic and social collegiate life. The departments within Student Affairs are devoted to providing extra- and co-curricular programs in which students have the opportunity to engage in experiences and services outside the classroom that are designed to enhance one's academic life and encourage social growth and maturity. Involvement is an important component of a well-rounded college experience.

## MISSION STATEMENT

The Division of Student Affairs strives to provide a comprehensive array of effective programs and services designed to support students from matriculation to degree completion and beyond, facilitating personal and academic development and promoting lifelong learning which sustains a mutually beneficial relationship with the university

## DIVISION OBJECTIVES

Maintain services and programs which facilitate students' mental and physical wellbeing, thus enabling them to succeed academically and socially.

- 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 lifelong learning while promoting enlightened values 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.
- Provide opportunity to enrich lives beyond the traditional classroom setting through lifelong learning initiatives.

Student Affairs, through the departments of Student Life, Career Services and Wellness, and Alumni Affairs, meets its objectives by hosting a variety of cultural, educational, social, recreational, career- and health-related activities and services. In addition, the staff provides programming and support for student organizations, the Student Council, and alumni. Co-curricular, student leadership, athletic and intramural sports programs, student employment, counseling and healthy living, as well as student adjudication are also coordinated by Student Affairs.

Our university is also a community dedicated to working together to create conditions that support teaching, 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 all are obligated to respect, honor, and promote when one becomes a member of the AUK community. The Office of Student Life 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 Planner & Handbook.

AUK, as a learning community, is compelled morally and ethically to uphold and promote the highest academic and behavioral standards among its students. Evidenced in its programs and services, the Division is committed to enhancing our students' positive and proactive attitude towards themselves, the community and the world while they continue to Learn, Think, and Become.

## OFFICE OF STUDENT LIFE

### MISSION STATEMENT

The Office of Student Life's mission is to create a campus environment that encourages personal growth and promotes professional, ethical, intellectual, and physical development through student engagement in lifelong learning opportunities outside the classroom.

### OBJECTIVES

- **Personal Growth & Responsibility**

Create and facilitate opportunities to assist students in developing lifelong skills which promote positive values, personal integrity, individual responsibility, communication skills, and teamwork.

- **Student & Civic Engagement**

Facilitate student perception of social responsibility to a greater community beyond themselves within AUK and Kuwait, in an effort to promote personal and ethical accountability and growth.

- **Diversity & Social Responsibility**

Create and promote programs that will assist students in fostering a better understanding of campus and world diversity while learning to respect all cultures, people, and differences to enhance relationships and gain a more professional and intellectual knowledgebase.

- **Healthy & Recreational Activities**

Develop and provide students the opportunity to participate in intramural sports, athletics, and activities to promote a healthy lifestyle and encourage physical fitness.

- **Fun & Interactive Experiences**

Ensure activities are provided throughout the year that allow students to engage in a welcoming, fun, and social learning environment that encourages personal growth.

### STUDENT ACTIVITIES

A variety of activities and events are organized for students throughout the year. Events have included movie nights, guest speakers, various competitions, social nights, and many educational and entertaining activities. In addition, a variety of annual events take place, including welcome back barbeques, haunted houses, talent shows, international weeks, awareness weeks, art exhibitions, and the AUK volunteer program. Students receive weekly announcements via email as well as through flyers, social networks, and SMS to keep them informed about campus happenings.

### THE WOLFPACK HANGOUT

Students have the opportunity to relax and/or entertain themselves at the university student activity lounge. They can spend free time playing board games, PlayStation, Wii, Table Tennis, Pool, Foosball, or watch television. Additionally, the Hangout coordinates larger scale activities for students throughout the year such as the Big Day Out, Foosball championships, and Pool tournaments, to name a few. The Wolf Pack Hangout is located behind the offices of Career Services & Wellness, next to Gate 1, and is open on weekdays from 9:00 a.m. to 8:00 p.m.

### CLUBS AND ORGANIZATIONS

Student organizations and clubs also contribute to the total college experience. Students can join or establish clubs and organizations, from the academic and literary, to the social and cultural. Currently, there are over 30 active organizations on campus, which students can join and participate in. To apply for university recognition, organizations must have a minimum of 5 committed members to the club or organization. Each student club or organization elects or appoints an executive board consisting of (at minimum) a president, secretary, and treasurer. Student organizations are open to any registered and eligible student in good academic and behavioral standing at the American University of Kuwait. An Involvement Fair is held twice a year, once every semester, to encourage recruitment for clubs and membership. Detailed information on campus organizations can be obtained from the Office of Student Life.

## **STUDENT COUNCIL**

The university encourages the active participation of the Student Council (SC) in university life. The SC provides an opportunity for students to hone their leadership skills and practice participatory government.

The SC, including student representatives from various campus constituencies through the Student Delegation, is the principle medium of the student voice in university affairs. The SC also has a voice in the creation, organization, and functioning of many student activities, as well as the opportunity to serve on university committees where student representation is required.

## **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.

All student organizations are advised and guided by a member of faculty or staff. The Dean of Student Affairs or designee has the supervisory and ultimate responsibility for all student programs and publications sponsored through the Office of Student Life.

## **ATHLETIC SPORTS & RECREATIONAL PROGRAMS**

Students participating in intercollegiate athletics and recreational programs are given the opportunity to improve their fitness level and athletic skills, while developing teamwork, leadership, sportsmanship, and self-confidence. These extracurricular activities help to develop important social, emotional, and intellectual skills that can assist students in becoming well rounded individuals.

Intercollegiate athletics are organized sporting events between higher education institutions. Opportunities to compete in soccer, basketball, volleyball, tennis, table tennis, squash, and swimming are offered to both male and female students. Student athletes represent AUK in various local and regional competitions throughout the year.

Recreational programs allow members of the AUK community (students, alumni, faculty, and staff) to participate in fitness classes, learn a new sport, or compete in intramural sports. AUK offers a variety of fitness classes, from aerobics to zomba and kickboxing. Each semester a different sport is introduced for the AUK community to try, such as golf, paintball, and archery. Throughout the year intramural tournaments are organized for some athletic activities like soccer, basketball, and volleyball, as well as other non-athletic activities, such as computer games. This variety of individual and team activities gives members of the AUK community the chance to discover extracurricular activities that cater to their interests. For more information, contact the Office of Student Life.

## **JUDICIAL AFFAIRS**

AUK students must comply with the academic and behavioral regulations of the American University of Kuwait as well as observe national laws. The Office of Student Affairs is responsible for adjudicating the behavioral violations of the Code of Conduct. Violations related to academic integrity are adjudicated by Academic Affairs. Violations may include, but are not limited to, campus safety regulations, institutional operational procedures, misuse of campus facilities, and actions which impede upon the educational process. Judicial Affairs encompasses the services that oversee infractions of institutional policy. Institutional policies that govern student behavior are addressed in the Student Code of Conduct, inclusive of policy and procedural components, which are listed in full detail in the Student Planner & Handbook.

### **Student Code of Conduct**

In order to sustain an environment that supports optimal learning opportunities and promotes personal growth, the American University of Kuwait expects all community members (students, faculty, and

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staff) to adhere to the guidelines and policies established by the institution. These guidelines and policies set forth the ethical standards and organizational values by which AUK operates as an institution of higher education.

The University Code of Conduct, Student Code of Conduct, and the Code of Academic Honesty and Integrity provide general explanations of community members' rights and responsibilities, outline acceptable and unacceptable behaviors, and describe specific disciplinary procedures and sanctions.

*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, which can be found on the website at [www.auk.edu.kw](http://www.auk.edu.kw) or at the Office of Student Life.*

### **STUDENT EMPLOYMENT**

The AUK on-campus student employment program is designed to support a student's 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-set an applicant brings to the required position. For more information on the Student Employment Program, contact the Office of Student Life.

### **UNIVERSITY IDs**

Students, staff, and faculty must have an official university identification card (ID) to access the AUK campus. Students collect their ID cards from the Office of Student Life at the beginning of their first semester. Students must update their ID cards at the beginning of every semester to verify current enrollment. Members of the AUK community must present an official ID card upon request from any university official. ID card updates and replacement of IDs (due to loss or damage) are done through the Office of Student Life.



## DEPARTMENT OF CAREER SERVICES AND WELLNESS

The Career Services and Wellness Department at AUK offers a wide range of services and opportunities for students to make the most out of their university experience. Services include personal counseling, career counseling, healthy living, and disability services. The department's role is to support the growth and development of students as individuals and professionals.

### MISSION STATEMENT

Provide effective support programs and services intended to address emotional, social, and educational concerns, as well as learning disorders and disability access, thus allowing students the opportunity to overcome what inhibitions to their success.

### OBJECTIVES

- Create a trusting and thoughtful environment so that students feel free to address personal issues and concerns.
- Identify strategies designed to accommodate a student's learning requirements when there are disabilities.
- Assist students in preparing for life after AUK, from career decision-making to employability skills to preparation for graduate school.

### PERSONAL COUNSELING

Personal counseling is provided to students to assist them with concerns including anxiety, depression, relationship issues, interpersonal relationships, academic concerns, family and social issues, and personal problems. Counseling approaches are personalized to fit each student's needs and are confidential. Information is not released without a student's written consent.

### DISABILITY DISCLOSURE

Because of its limited resources for students with disabilities, AUK evaluates any requests for accommodation and access to university programs on a case-by-case basis. Students with disabilities who are requesting accommodations must declare this in the relevant section of their Admission Application packet and provide specific verifiable documentation, which will be evaluated by the Career Services and Wellness Department.

Any current student seeking accommodations who has not disclosed a disability at the time of admission or who after matriculation has discovered an impairment impeding their academic progress and success is subject to the same disclosure and verification procedures as described for new students. AUK does not guarantee accommodations will be provided in all cases.

***Scholarship students who find it difficult to meet the learning objectives of the course of study or the intended major due to an identified disability or due to the ineffectiveness of the accommodations received are advised to contact the Scholarship Department prior to the beginning of the following term to discuss options.***

AUK reserves the right to make decisions regarding accommodations based upon the availability of resources and/or the change of condition or status of the student. AUK reserves the right to refuse a request for accommodation if it is determined the request fundamentally alters the essential elements of the course, program or activity, and/or exceeds the institution's assets or resources.

Students are responsible for meeting the learning objectives of the courses in which they are registered.

For more information about services and accommodations provided for students with disabilities, please contact (+965) 2224-8399 ext. 3232, or email [CSW@auk.edu.kw](mailto:CSW@auk.edu.kw).

**CAREER COUNSELING AND SERVICES**

The career counselor provides solution-focused counseling services and support for current students and alumni. The following services are available:

- Assistance with graduate school applications.
- Interviewing skills.
- Personal Statement reviews.
- Mock interviews.
- Cover letter, resume, and CV critiques.
- Career counseling and assessment.
- Plan and access to on-campus interviews.
- Access to job postings.
- Access to employer's database.
- AUK Career Fairs.
- Assistance in locating internships.
- Access to career-related workshops.

## ALUMNI AFFAIRS

### MISSION STATEMENT

The Department of Alumni Affairs develops relationships and establishes lifelong connections between AUK and its alumni, leading to increased support for the institution's mission and goals through the cultivation of alumni as mentors, volunteers and advocates to AUK. We believe in fostering a deep connection with our senior students to uphold a lasting connection upon their graduation.

### OBJECTIVES

- Assist students in the transition to life after graduation.
- Provide avenues for graduates to stay connected with AUK.
- Foster continued involvement with alumni in an effort to enhance mutually beneficial relationships.

### SERVICES

The American University of Kuwait's Alumni Affairs exists to strengthen and promote the interests and welfare of AUK through lifelong commitment and support of its alumni. Through a variety of initiatives, events, services, and communication, Alumni Affairs promotes positive interaction between the university and alumni.

Alumni Affairs considers all graduates from the American University of Kuwait as members of the Alumni Association. Members receive several benefits including:

- An AUK Alumni ID card.
- Bi-annual newsletter.
- Library access and database privileges.
- Alumni email account.
- Career Services support.
- Center for Continuing Education discounts.
- Networking and university events.

Alumni Affairs hosts several events for alumni and students including:

- Senior Launch.
- Annual Alumni Reception.
- AUK Diwaniya.
- Game Nights.
- Movie Nights.
- Senior De-Stress Day.

All members of the Alumni Association are encouraged to submit updated information about their personal and professional lives as well as address and phone number corrections. Updated information allows the university to stay in contact. Alumni can update their information by using the "Update your Information" tab on the website <http://webforms.auk.edu.kw/alumniAffairs/form.php>.

For additional information about Alumni Affairs, please visit the office or contact (+965) 1802040/ (+965) 2224-8399 ext. 3279. To update address or telephone records, email: [alumniAffairs@auk.edu.kw](mailto:alumniAffairs@auk.edu.kw).

## AUK CLINIC

### MISSION STATEMENT

The AUK Health Clinic provides services designed to promote, sustain, and address the physical wellness of the members of the university community through first response and initial care for medical ailments and injuries on campus, and through educational initiatives which promote healthy lifestyles. This is achieved through excellence inpatient care and education.

### SERVICES

The AUK Health Clinic is designed to provide basic care for community members in immediate need of medical attention. The staff consists of a trained nurse and a receptionist who are able to evaluate the level of care needed for patients. Emergencies and serious health cases are immediately referred to nearby facilities. The goal of the clinic is to encourage a healthy and safe environment.

Health Services provided at AUK Clinic include but are not limited to:

- Emergency first aid response.
- Blood pressure checks.
- Blood sugar test.
- Hospital referrals.

Addresses the following symptoms:

- Cold/flu symptoms.
- Fainting/dizziness.
- General body & muscle pain.
- Headache.
- Fever/Coughs.
- Skin allergies/minor irritation/ minor burns.
- Abdominal pain.
- Athletic injuries.
- Female health issues.

Additionally, the AUK Health Clinic provides health education information and materials (books & videos) that promote healthy lifestyle choices and disease prevention. Preventative services include blood pressure checks, blood sugar monitoring, and treatment for elective cases. The clinic strives to address acute medical conditions along with medical assistance such as first aid and basic life support as per clinic procedures. Should any community member or visitor fail to use a reasonable amount of care, any injury or damage resulting from student/employee negligence is not the responsibility of the university.

### CONTACT INFORMATION

Sunday through Thursday, 8:00 a.m. – 6:00 p.m. (*during semesters only, with reduced hours during other periods*)

Tel: 1-802040 or (+965) 2224-8399, ext. 3400/3401

E-Mail: [clinic@auk.edu.kw](mailto:clinic@auk.edu.kw)

# FACULTY AND UNIVERSITY ADMINISTRATION

COLLEGE OF ARTS AND SCIENCES

COLLEGE OF BUSINESS AND ECONOMICS

UNIVERSITY ADMINISTRATION

8



# FACULTY & UNIVERSITY ADMINISTRATION

## COLLEGE OF ARTS AND SCIENCES

### DEPARTMENT OF ARABIC & FOREIGN LANGUAGES

**AL-KHOULI, Khitam**, Assistant Professor of Arabic; Ph.D., 2008, *Institute of Arabic Research*, Cairo, Egypt.

**FARRIN, Raymond**, Department Chair, Associate Professor of Arabic Language and Literature; Ph.D., 2006, *University of California*, Berkeley, California, USA.

**FIANNACA, Joseph**, Senior Instructor of French Language and Literature; M.A., 2002, *Stendhal University*, Grenoble, France.

**MOHAMED, Ghaidaa**, Instructor of Arabic; M.A., 2005, *Indiana University*, Bloomington, Indiana, USA.

**PEIRETTI, Viviana**, Instructor of Spanish Language and Literature; M.A. 2006, *Villanova University*, Philadelphia, Pennsylvania, USA

**TAMIMI, Maher M.**, Instructor of Arabic; M.A., 1998, *Ohio State University*, Columbus, Ohio, USA.

**ZAVALIY, Andrei G.**, Associate Professor of Philosophy; Ph.D., 2008, *City University of New York*, New York, USA.

### DEPARTMENT OF ART & GRAPHIC DESIGN

**ANDERSEN, William**, Assistant Professor of Studio Arts/Graphic Design; M.F.A., 2000, *School of the Art Institute of Chicago*, Chicago, Illinois, USA.

**BAUER, George**, Professor of Art History/Studio Arts; Ph.D., 2002, *Texas Tech University*, Lubbock, Texas, USA.

**HOSSEINNIA, Maryam**, Department Chair, Associate Professor of Graphic Design; M.F.A., 2002, *Minneapolis College of Art and Design*, Minneapolis, Minnesota, USA.

**KHAIR, Ramy**, Assistant Professor of Graphic Design; M.P.S., 2002, *Tisch School of the Arts*, New York University, New York, USA.

**MERHEB, Rita**, Assistant Professor of Graphic Design; M.F.A., 2005, *Academie Libanaise des Beaux-Arts*, Lebanon.

**KULCHITSKY, Marcella**, Assistant Professor of Graphic Design; M.F.A., 1989, *Boston University*, Boston, Massachusetts, USA.

**STAMOS, Antonia**, Assistant Professor of Art History; Ph.D., 2006, *Temple University*, Philadelphia, Pennsylvania, USA.

## DEPARTMENT OF COMMUNICATIONS & MEDIA

**AKBAR, Mohammad**, Assistant Professor of Communication; Ph.D., 2005, *American University in London*, London, UK.

**AL-HADDAD, Iqbal**, Instructor of Communication and Media, M.A., 1983, *Webster University*, Geneva, Switzerland.

**CALLOWAY, Candace M.**, Assistant Professor of Mass Communication and Media; Ph.D., 2009, *Howard University* – Washington, DC, USA.

**SATTI, Mohamed**, Assistant Professor of Communication/Media; Ph.D., 2009, *Ohio University*, Athens, Ohio, USA.

**MUNSHI, Shoma**, Department Chair, Professor of Anthropology; Ph.D., 1990, *Ecole des Hautes Etudes en Sciences Sociales*, Paris, France.

## DEPARTMENT OF ENGLISH

**AWWAD, Rawda**, Dean of the College of Arts and Sciences, Associate Professor of English; Ph.D., 1997, *Duquesne University*, Pittsburgh, Pennsylvania, USA.

**BUCKTON-TUCKER**, Rosalind, Assistant Professor of English; Ph.D., 1976, *University of Leicester*, UK.

**CRACE, Benjamin**, Instructor of English Writing; MA, *Western Kentucky University*, Bowling Green, Kentucky, USA.

**DeANGELIS, Angelica**, Assistant Professor of Comparative Literature; Ph.D., 2002, *University of California- Santa Barbara*, California, USA.

**LAMBERT, James**, Department Chair, Assistant Professor of English; Ph.D., 2012, *University of Iowa*, Iowa City, Iowa, USA.

**LOOMIS, Craig**, Associate Professor of English Language and Literature; Ph.D., 1992, *University of Toledo*, Toledo, Ohio, USA.

**MOHAMMAD, Malek**, Assistant Professor of English; Ph.D., 2010, *Texas A&M University*, College Station, Texas, USA.

**MUZAFFAR, Hanan**, Dean of Student Affairs, Assistant Professor of English; Ph.D., 2000, *Indiana University of Pennsylvania*, Indiana, Pennsylvania, USA.

**MAHFOUZ, Inas Y**, Assistant Professor of English; Ph.D., 2008, *Ain Shams University*, Cairo, Egypt.

**NASSIR, Ghazi**, 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.

**PARKS, Derek**, Instructor of English Writing; MA, 1989, *University of Arizona*, Tucson, Arizona, USA.

**QUEEN, Mary**, Director of Academic Advising and Learning Support Services, Associate Professor of Writing and Rhetoric; Ph.D., 2005, *Syracuse University*, Syracuse, New York, USA.

**VALI, Abid Akbar**, Assistant Professor of English; Ph.D. 2014, *University of Otago*, New Zealand.

**SIRAKI, Arby Ted**, Assistant Professor of English; Ph.D., 2013, *University of Ottawa*, Canada.



## DEPARTMENT OF MUSIC AND DRAMA

**DOWNNS, Kathleen**, Assistant Professor of Theatre/Drama; Ph.D., 1992, *Kent State University*, Kent, Ohio, USA.

**URKEVICH, Lisa**, Department Chair, Associate Professor of Musicology/Ethnomusicology; Ph.D., 1997, *University of Maryland*, College Park, Maryland, USA.

**FAJGA, Agnieszka**, Assistant Professor of Music; Doctoral coursework 2014, *Nowowiejski Music Academy*, Bydgoszcz, Poland.

## DEPARTMENT OF COMPUTER ENGINEERING

**DAMAJ, Issam**, Department Chair, Associate 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.

**ESMAEILI, Seyed Ebrahim**, Assistant Professor of Electrical Engineering; Ph.D., 2011, *Concordia University*, Montreal, Canada.

**HUMMES, Detlef**, Assistant Professor of Electrical Engineering; Ph.D., 1997, *University of Duisburg*, Germany

**KHANAFER, Mounib**, Assistant Professor of Computer and Electrical Engineering; Ph.D., 2012, *University of Ottawa*, Ottawa, Ontario, Canada.

**YOUSAFZAI, Jibran Khan**, Assistant Professor of Computer and Electronic Engineering, Ph.D., 2010, *King's College*, London, United Kingdom

**ZAHER, Ashraf**, Associate Professor of Computer Engineering; Ph.D., 2001, *Oakland University*, Rochester, Michigan, USA.

## DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

**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; M.S., 2003, *Kuwait University*, Kuwait.

**RABAA'I, Ahmad**, Department Chair, Assistant Professor of Information Systems; Ph.D., 2012, *Queensland University of Technology*, Australia.

**ZEID, Amir**, Associate Professor of Computer Science; Ph.D.; 2000, *Carleton University*, Ottawa, Ontario, Canada.

## DEPARTMENT OF MATHEMATICS & NATURAL SCIENCES

**AL-MUTAIRI, Mutlaq**, Assistant Professor of Mathematics; Ph.D., 2004, *University of Central Florida*, Orlando, Florida, USA.

**AL-SAWAFTA, Mohammed**, Assistant Professor of Physics; Ph.D. 2012, *Concordia University*, Montreal, Quebec Canada.

**ARISTIDOU, Michael**, Assistant Professor of Mathematics; Ph.D., 2005, *Louisiana State University, Baton Rouge*, Louisiana, U.S.A.

**BASHA, Noura**, Lab Teaching Assistant in Biology; B.S. in Medical Laboratory, 2003, *Kuwait University*, Kuwait.

**CHARARA, Ali**, Associate Dean, Associate Professor of Biology; Ph.D., 1997, *Laval University*, Québec City, Québec, Canada.

**EZZEDDINE, Rima**, Lab Teaching Assistant in Chemistry; MS., 2012, *Kuwait University*, Kuwait

**GEORGI, Donia**, Lab Teaching Assistant in Physics; M.Sc., Physics 1998, *Mahatma Gandhi University*, Kerala, India.

**JALLAD, Karim**, Associate 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.

**LUKIC, Jelena**, Teaching Assistant in Math; BS & MS in Geology Engineering, *Belgrade University*, 2003

**MOSAAD, Neamat**, Associate Professor of Physics; Ph.D., 1987, *University of Strathclyde*, Glasgow, Scotland, UK.

**SAHELI, Ali**, Assistant Professor of Mathematics; Ph.D., 2003, *University of Windsor*, Windsor, ON, Canada.

**TAHA, Leen**, Teaching Assistant/Instructional Assistant; MA, 2013, *Kuwait University*, Kuwait.

**TESSIER, Fernand**, Associate Professor of Mathematics; M.Sc., 1970, *McGill University*, Montreal, Québec, Canada.

**ZOGHEIB, Bashar**, Department Chair, Associate Professor of Mathematics; Ph.D., 2006, *University of Windsor, Windsor*, Ontario, Canada

## DEPARTMENT OF INTERNATIONAL RELATIONS

**AL-AWADI, Hesham**, Associate Professor of Political Science and History; Ph.D., 2003, *University of Exeter*, Exeter, UK.

**AL-NAKIB, Farah**, Assistant Professor of History; Ph.D., 2011, *School of Oriental and African Studies, University of London*, UK.

**HAMZEH, Nizar**, President, Professor of Political Science and International Law; Ph.D., 1986, *University of Southern California*, Los Angeles, California, USA.

**IRANI, George Emile**, Associate Professor of International Relations; Ph.D., 1984, *University of Southern California*, Los Angeles, California, USA.

**KULCHITSKY, Dmytro Roman**, Department Chair, Assistant Professor of Public Policy and International Relations; Ph.D., 2001, *George Mason University*, Fairfax, Virginia, USA.

**VATANDOUST, Gholamreza**, Associate Professor of History; Ph.D., 1977, *University of Washington, Seattle*, Washington, USA.

## DEPARTMENT OF SOCIAL AND BEHAVIORAL SCIENCES

**DINKHA, Juliet**, Associate Professor of Psychology; Psy.D., 2000, *Illinois School of Professional Psychology, Chicago*, Illinois, USA.

**MUNSHI, Shoma**, Professor of Anthropology; Ph.D., 1990, *Ecole des Hautes Etudes en Sciences Sociales*, Paris, France.

**LUCIANO, Pellegrino**, Assistant Professor of Anthropology; Ph.D., 2005, *City University of New York*, New York, USA.

**ROSE, James L.** Department Chair, Assistant Professor of Psychology; Ph.D., 1999, *University of Virginia, Charlottesville*, Virginia, USA.

**SCULL, Nicholas C.**, Assistant Professor of Psychology; Ph.D., 2009, *University of Wisconsin*, Madison, USA

## FYE UNIT

**ABAL, Abdulaziz**, Assistant Professor of Education, Ph.D., 2012, *Florida International University*, Florida, USA.

**AL-NAJJAR, Hala**, Coordinator, Instructor; M.Ed., 2001, Education, *Fitchburg State College*, Massachusetts, USA

**AL-SUFFI, Kimberly**, Senior Instructor; M.Ed., 1992, Education Policy and Administration, *University of Maryland*, College Park, Maryland, USA

## INTENSIVE ENGLISH PROGRAM

**AL JAFFERY, Yacoub**, Instructor. M.A., 2010, TESOL. *Saint Cloud State University* - Minnesota, USA.

**AWWAD, Beth**, Senior Instructor; M.Sc., 2004, *English Education, Syracuse University* – New York, USA.

**BARNETT, John**, Senior Instructor; M.A., 1974, Reading and Counseling, *University of Tulsa* – Oklahoma, USA.

**BERLIN, Scott**, Instructor; M.A.T., 1998, TESOL, *School for International Training* - Vermont, USA.

**HESS, David**, Instructor; M.A., 1999, TESOL, *LaSalle University*– Pennsylvania, USA.

**JARRAH, Maaly**, Instructor; M.A., 2011, Applied Linguistics (TESOL), *Brock University* - Ontario, Canada

**KLINGBEIL, Ted**, Instructor; M.A., 2012, English (TESOL Concentration), *University of Toledo* - Ohio, USA.

**KOUSHKI, Alison**, Instructor; M.A., 1977, Linguistics, *University of Wisconsin-Madison* – Wisconsin, USA.

**MATHEW, Reena**, Instructor; M.S., 2008, TESOL Education, *Mercy College* - Dobbs Ferry, NY, USA.

**MORGAN, Tommy**, Instructor; M.A., 1979, English, *University of Alabama* – Alabama, USA.

**PRADES, Donald**, Senior Instructor; M.A., 1985, TESOL, *Florida State University* – Florida, USA.

**SABA, Robin**, Instructor; MA, 2009, *University of South Florida*, Tampa, Florida, USA

**SAGE, Rachel**, Instructor; M.A., 2006, Linguistics, *Georgetown University* – Washington, DC, USA.

**STEIN, Sandra**, Director; M.Ed., 2000, TESOL, *The College of New Jersey* – New Jersey, USA.

**TESSIER, Marisa**, Instructor; M.A., 2008, Education, *Bishop's University* – Quebec, Canada.

**TRAGO WAITE, Lisa**, Instructor; M.A., 2010, TESOL, *Cornerstone University*- Michigan, USA.

## COLLEGE OF BUSINESS AND ECONOMICS

### DEPARTMENT OF ACCOUNTING

**HADDAD, Ayman**, Department Chair, Associate Professor of Accounting; Ph.D., 2006, *University of East Anglia*, Norwich, UK.

**RUSSELL, John**, Professor of Accounting; CGA, CMA, Ph.D., 1998, *Pennsylvania State University* – Pennsylvania, USA.

**SHIBLY, Fatima**, Assistant Professor of Accounting; Ph.D., 2014, *University of Grenoble*, Grenoble, France.

### DEPARTMENT OF ECONOMICS

**ALJAMAL, Ali**, Department Chair, Assistant Professor of Economics; Ph.D., 1999, *University of Arizona*, Tucson, Arizona, USA.

**CADER, Hanas**, Associate Professor of Economics; Ph.D., 2006, *Kansas State University*, Manhattan, Kansas, USA.

**WANG, Jin**, Dean of the College of Business and Economics, Professor of Economics; Ph.D., 1989, *Kansas State University*, Kansas, USA.

### DEPARTMENT OF FINANCE

**BHUYAN, Rafiqul**, Department Chair, Professor of Finance; Ph.D., 2002, *Concordia University*, Montreal, Quebec, Canada.

**SBEITI, Wafaa**, Associate Professor of Economics and Finance; Ph.D., 2008, *Durham University*, Durham, UK.

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## DEPARTMENT OF MANAGEMENT

**AL-SALEM, Athmar**, Department Chair, Associate Professor of Management; D.Sc., 1989, School of Engineering and Applied Science (SEAS), *The George Washington University*, Washington, DC, USA.

**ELESWED, Muath**, Assistant Professor of Management; Ph.D., 2008, *University of Maryland Eastern Shore*, Princess Anne, Maryland, USA.

**FUSILIER, Marcelline**, Associate Dean – Accreditation, Professor of Management; Ph.D., 1979, *Purdue University*, West Lafayette, Indiana, USA.

**MANSOUR, Aly**, Associate Professor of Management; Ed.D., 1994, *George Washington University*, Washington, DC, USA.

**PALLIAM, Ralph**, Associate Professor of Business Administration; D. Comm., 1998, *University of Pretoria*, Pretoria, South Africa.

## DEPARTMENT OF MARKETING

**ARNOUS, Hanan**, Instructor of Marketing; M.B.A., 2006, *Athabasca University*, Canada

**BAGNIED, Mohsen**, Department Chair, Associate Professor of Marketing and Management; Ph.D., 1973, *University of Maryland*, College Park, Maryland, USA.

**CHAKRABARTY, Subhra**, Associate Professor of Marketing; DBA, 1994, *Louisiana Tech university*, Ruston, Louisiana.

**SPEECE, Mark**, Associate Professor of Marketing; Ph.D., 1990, Marketing, University of Washington, Seattle, Washington; Ph.D., 1987, Middle East Economic Geography, *University of Arizona* – Arizona, USA.

# UNIVERSITY ADMINISTRATION

## OFFICE OF THE PRESIDENT

President

Assistant to President, Institutional Planning & Effectiveness

Executive Assistant to the President's Office

Executive Assistant to the President

Sr. Assistant to Academic Affairs

Driver

Nizar Hamzeh

Theodore A. Kruse

Annie N. Arabian

Amal Hadeed

Sameera Al Qenna

Mohammed K. Navas

## ACADEMIC UNITS

### College of Arts & Sciences

Dean, College of Arts & Sciences

Executive Assistant

Senior Faculty Support Coordinator, CAS

Senior Administrative Assistant, CAS

Administrative Assistant, CAS

Administrative Assistant, CAS

Administrative Assistant, CAS

Teaching Assistant - Math

Computer Engineering – Lab Technician

Rawda Awwad

Magdalene A. El Neaman

Dalia M. Hassaan

Micheline Zouein

Hadeer A. Mathews

Marie G. El Neaman

Farah M. A. Al-Toum

Jelena Lukic

Hani A. L. Samadi

### Intensive English Program

Director – IEP

Administrative Assistant

IEP Lab Specialist

Sandra Stein

Einas H. Al Helwani

Jabran N. Butt

### College of Business & Economics

Dean, College of Business & Economics

Administrative Specialist, CBE

Administrative Assistant, CBE

Jin Wang

Nour M. J. Mansour

Rana K. M. Abdelhamid

### Center for Gulf Studies

Director

Program Coordinator

Farah B. Al-Nakib

Reem A. Al-Ali

### Academic Advising and Learning Support Services

Director, AALSS

Assistant Director, Academic Advising Center

Assistant Director, Learning Support Services

Administrative Assistant

Academic Retention Advisor

Academic Retention Advisor

Academic Support Specialist (Tutoring Center)

Sr. Academic Advisor

Academic Support Specialist (Tutoring Center)

Academic Support Specialist (Writing Center)

Academic Support Specialist (Writing Center)

Mary Queen

Hala K. Al Abdulrazzaq

Hanouf Al-Juhail

Areej I. Husein

Dina N. El-Zohairy

Nour Jibril Jaber

Yassmin Diab

Monica Y.S. Matta

Sally S. S. Saleh

Hala Botros

Kirsten Bartholome

### Library

Director, Library

Sr. Administrative Assistant

Asmaa J. F. Al Kanan

Sara A. Alavinejad

Collection Development Librarian  
Reference/Circulation Librarian  
Senior Library Automation Analyst  
Library Assistant

Thomas C. Kutty  
Zainab M. O. Al-Attabi  
Hana A. Kaouri  
Souad A. Badran

### **Office of the Registrar**

University Registrar  
Assistant Registrar  
Senior Registrar Coordinator  
Registrar Coordinator  
Registrar Coordinator  
Registrar Coordinator/Transcript Evaluator  
Graduation Coordinator

Pierre Murr  
Hana A. Mathews  
Mohammed W. Da'na  
Adhari A. Al-Qadri  
May R. Omran  
Ranine A. El-Samad  
Eyad H. Zaben

## **STUDENT AFFAIRS**

Dean – Student Affairs  
Administrative Programs Officer  
Executive Assistant

Hanan Muzaffar  
Shirley M. Fox  
Lama M. Abdo

### **Alumni Affairs**

Senior Coordinator, Alumni Affairs & Events

Dana H. Taqi

### **Career Services & Wellness**

Director, Career Services & Wellness  
Assistant Director  
Counselor, Career & Personal Counseling  
Administrative Assistant

Jason R. Sullivan  
Huda Shaaban  
Abeer K. Al Taneer  
Sheetal S. Swamy

### **Office of Student Life**

Director, Student Life  
Assistant Director, Student Life  
Student Life Coordinator  
Coordinator, Student Organization  
& Student Employment  
Sports Coordinator

Laveena M. Lobo  
Rama Sabano  
Abdulwahab R. Al-Khalidi  
  
Bader K. Al Sayed Ahmed  
Omar Mehdi

## **ADMISSIONS & PUBLIC AFFAIRS**

Vice President – Admissions & Public Affairs

Amal Al-Binali

### **Admissions**

Director, Admissions  
Assistant Director, Admissions  
Senior Admissions Coordinator  
Senior Admissions Counselor  
Admissions Counselor  
Admissions Counselor  
Scholarship & Financial Aid Counselor  
Admissions Counselor  
Administrative Assistant

Maher Dabbouseh  
Eman Y. Kamel  
Amal A. Jaber  
Dana R. Al-Mansour  
Louay Y. Rashid  
Dana Abu Naameh  
Reema A. Al-Jabi  
Fawaz Al-Loughani  
Nada K. M. Baalbaki

### **Office of Scholarship & Financial Aid**

Assistant Director, Scholarship & Financial Aid  
Scholarship & Information Services Assistant

Noushig A. Momdjian  
Lama Z. Kablaoui

## Public Affairs

Director, PR & Marketing  
Assistant Director  
Senior Administrative Assistant  
Web Developer  
Web Graphic Designer  
Senior Graphic Designer  
Graphic Designer  
University Editor/News Writer

Amer S. El-Assaad  
Rehab A. H. El Bahey  
Hilda Bou Hatoum  
Roland Lopes  
Saleem T. Aboobacker  
Tareq M. Odeh  
Patrick Makhoul  
Sulaiman K. Buhaimed

## ADMINISTRATIVE UNITS

### Campus Services

Director, Campus Services  
Assistant Director, Campus Services  
Assistant Coordinator  
Administrative Assistant & Services Coordinator  
Safety & Security Coordinator  
Safety & Security Coordinator Assistant  
Office Attendant  
Office Attendant  
Office Attendant  
Office Attendant  
Painter  
Security Guard  
Senior Facilities Technician  
Facilities Technician  
Senior Technician  
Building Superintendent  
AUK Driver  
Driver/Services Assistant

Abolghasem Alavinejad  
Ahmed M. Salem  
Mohamed Wagdy El Khawaga  
Joy John  
Nawaf A. Abdulaziz  
Mahdi M. Tehrani  
Nawaj Pradania  
Abdulrahim Aman Ullah  
Foyjul I. Ali  
Nooruddin A. Majed  
Balu Nath  
Mosbah Khir  
Liaquat Ali  
Ahmed Pasha  
Eric L. Fernandes  
Ashraf M. ElGeab  
Kalimullah Bhuiyan  
Nadeem Ur Rehman

### Office of Corporate Relations

Director, Corporate Relations  
Assistant, Corporate Relations  
Assistant, Corporate Relations  
Administrative Assistant  
Logistics Specialist, Corporate Relations  
Senior Assistant, Corporate Relations  
Assistant, Corporate Relations

Norma A. Badran  
Ahmad B. Bagheri  
Abdullatif J. Alavi Nejad  
Ahmed A. Ahmed  
Abdul Hussein Zuhairy  
Ashoor K. Moussa  
Sabah O. Ghanem

### Center for Continuing Education

Director, CCE  
Training Operations Manager  
Marketing & PR Coordinator  
Administrative Assistant  
Program & Curriculum Development Coordinator  
Customer Service Representative  
CCE Receptionist  
Business Relations & Development Advisor

Buthaina A.S. AlKhubaizi  
Heather L. Rennison  
Mohammed A. A. Al Tamimi  
Rehab Adel K. Mohamed  
Faten A. Osseili  
Nour S. M. Abu Al Jaibat  
Ibtisam O. Khalil  
Huda H. Sweidan

### Diner

Executive Chef

Walid H. Hallal



## Finance Department

Director, Finance & Budgeting  
 Chief Accountant  
 Senior Accountant  
 Senior Accountant  
 Student Account Advisor  
 Accountant  
 Accountant, Payable  
 Administrative Assistant  
 Senior Purchasing Officer  
 Assistant Purchasing Officer  
 Store Keeper  
 Assistant Stores Clerk

Lalitha Varadarajan  
 Suresh John  
 Youssef G. Habib  
 Fareed K. Khan  
 Abdulraheem A. Sallam  
 Saleh J. Hanna  
 Habeeburahman Kodavandi  
 Rita N. Arabian  
 Eman El-Gallad  
 Leonilo A. Calingasan  
 Andres Z. Ternio  
 Syed Fazululla

## Human Resources Department

Director, Human Resources  
 Assistant Director, Human Resources  
 HR Generalist, Recruitment, Benefits & Training  
 HR Specialist, Payroll  
 Residential Services & Communication Specialist  
 Administrative Assistant

Ronald B. McNeill  
 Hugh Lauxley  
 Faten F. Al-Kadiri  
 Feba Sunny  
 Mishaal M. Hamdo  
 Heba I. Isaac

## Information Technology

Chief Information Officer  
 Assistant Director, IT  
 IT Technical Technician  
 Sr. IT Technical Support  
 Network Specialist  
 Sr. IT Information System Analyst  
 Multimedia Equipment Technician II  
 Programmer Analyst  
 Database Operations Manager  
 Senior Multimedia Coordinator  
 Executive Assistant - CIO  
 Systems & Security Manager  
 Network Specialist  
 System Engineer  
 IT Support Technician  
 IT Support Technician

Rusty E. Bruns  
 Hossam M. Omar  
 Naji W. Dimachkie  
 Ali A. Kutbuddin  
 Abed-Al-Rahman Y. Al-Mahani  
 Heba M. Al Dalo  
 Munawar M. J. Mullaji  
 Qussay A. Nasereddin  
 Hussein S. Diab  
 Nezam A. Hamzah  
 Carla G. Saliba  
 Shaik S. S. Mehboob  
 Mohamad A. Odeh  
 Mohammed S. Maral  
 Hani G.Q. Bhat  
 Mathew Alexander Thomas

## Institutional Research (IR)

Assistant Director, IR  
 Data Analyst

Nabegh A. Al Thalji  
 Enas M. Azab