AMERICAN UNIVERSITY *of* KUWAIT

Academic Catalog
2008 - 2009

AMERICAN UNIVERSITY *of* KUWAIT

ACADEMIC CATALOG

AUK
AMERICAN
UNIVERSITY
of **KUWAIT**

2008 - 2009 EDITION

DISCLAIMER

Information, programs and courses are subject to change at the discretion of the Board of Trustees and Administration of the American university of Kuwait.

While every effort was made to ensure that the 2008-2009 Academic Catalog is accurate and up-to-date, some information may have changed between the printing and actual distribution of this catalog.

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NOTE: Please note that based on Kuwait's new telephone numbering system, please add **"1"** before the 802040 and **"2"** before the 224-8399 and fax numbers.

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2008-2009 Academic Calendar

FALL 2008

SEPTEMBER

01	M	Holy Month of Ramadan begins
16	T	Placement, Advising and Registration and New Student Orientation for Undergraduate and Intensive English students
18	Th	Tuition and Fees due
21	Su	Fall semester and 1st Block courses begin. Ramadan schedule in effect
		De-Registration process for non-payment of Tuition for Fall semester courses
25	Th	Fall semester and 1st Block Drop/Add deadline
		Last day to submit a Pass/Fail Option form
		Last day to submit a Permission to Audit form
		Last day to submit an Independent Study form
		Last day to submit an Internship form
		Last day to withdraw from the University with a 90% refund

OCTOBER

01-04	W-Sa	Eid Al-Fitr starts. University closed
05	Su	Classes Resume
		Last day to withdraw from individual Fall semester and 1st Block courses with a 50% refund.
		Last day to withdraw from the University with a 50% refund
		Administrative Withdrawals permitted for Fall semester and 1st Block courses
29	W	Last day to withdraw with a W from 1st Block courses
30	Th	First Tuition Installment due

November

06	Th	Disbursement of Fall semester refunds
12	W	Last day of 1st Block courses
13	Th	Midterm grades for Fall semester courses due via AUK Self Service by 11:59 PM
16	Su	Midterm grades for Fall semester courses available to students via AUK Self Service effective 12:01 PM
16	Su	2nd Block courses begins 1st Block final grades due via AUK Self Service by 11:59 PM
17	M	1st Block final grades available to students via AUK Self Service effective 12:01 PM
20	Th	2nd Block Drop/Add deadline
27	Th	Last day to withdraw from individual 2nd Block courses with a 50% refund
30	Su	Administrative Withdrawals permitted for 2nd Block courses Second Tuition Installment due

December

07-11	Su-Th	Eid Al-Adha starts. University closed
14	Su	Academic Advising and Advance Registration for Spring 2009 and Summer 2009 begins
23	Tu	Last day of classes before Winter Break Third Tuition Installment due
24	W	Winter Break begins. University closed
29	M	Islamic New Year. University closed

January

04	Su	University re-opens and classes resume Last day to withdraw with a W from Fall semester and 2nd Block courses Last day to withdraw with a W from 2nd Block courses
18	Su	Last Day of classes for Fall semester and 2nd Block courses
21	W	Final Exams begin (see exam schedule)
29	Th	Final grades for Fall semester and 2nd Block courses due via AUK Self Service by 11:59 PM

February

01	Su	Final grades for Fall semester and 2nd Block courses available to students via AUK Self Service effective 12:01 PM

SPRING 2009

FEBRUARY

9	M	Tuition and Fees due
10	T	Spring semester and 1st Block courses begin
		De-Registration process for non-payment of Tuition for Spring semester courses
16	M	Spring semester and 1st Block Drop/Add deadline
		Last day to submit Permission to Audit form
		Last day to submit a Pass/Fail Option form
		Last day to submit an Independent Study form
		Last day to submit an Internship form
		Last day to withdraw from the University with 90% refund
23	M	Last day to withdraw from individual Spring semester and 1st Block courses with a 50% refund
		Last day to withdraw from the University with a 50% refund
25	W	National Day observed. University closed
26	Th	Liberation Day observed. University closed

MARCH

1	Su	Classes resume
		Administrative withdrawals permitted for Spring semester and 1st Block courses
15	Su	Prophet's Birthday observed. University closed
19	Th	Last day to withdraw with a W from 1st Block courses
22	Su	Disbursement of Spring semester refunds
30	M	First Tuition Installment due

APRIL

2	Th	Last day of 1st Block courses
5	Su	2nd Block courses begin
		1st Block final grades due via AUK Self Service by 11:59 PM
		Midterm grades for Spring semester courses due via AUK Self Service by 11:59 PM
6	M	1st Block final grades available to students via AUK Self Service effective 12:01 PM
		Midterm grades for Spring semester courses available to students via AUK Self Service effective 12:01 PM
9	Th	2nd Block Drop/Add deadline
12	Su	Spring Break begins; Spring Holiday - University Closed
19	Su	Classes resume
		Last day to withdraw from individual 2nd Block courses with 50% refund
		Academic Advising and Advance Registration for Fall 2009 begins
27	M	Administrative Withdrawals permitted for 2nd Block courses
30	Th	Second Tuition Installment due

18	M	Last day to withdraw with a W from Spring semester courses and 2nd Block courses
31	Su	Third Tuition Installment due

June

1	M	Last day of classes for Spring semester and 2nd Block courses
4	Th	Final Exams begin (see exam schedule)
14	Su	Final grades for Spring semester and 2nd Block courses due via AUK Self Service by 11:59 PM
15	M	Final grades for Spring semester and 2nd Block courses available to students via AUK Self Service effective 12:01 PM
18	Th	Graduation

SUMMER 2009
UNDERGRADUATE – SUMMER FULL SEMESTER

June

18	Th	Tuition and Fees due Graduation
21	Su	Summer Full semester courses begin De-Registration process for non-payment of Tuition for Summer semester courses
25	Th	Summer Full semester Drop/Add deadline Last day to submit Permission to Audit form Last day to submit a Pass/Fail Option form Last day to submit an Independent Study form Last day to submit an Internship form Last day to withdraw from the University with a 90% refund

July

2	Th	Last day to withdraw from individual Summer Full semester courses with a 50% refund Last day to withdraw from the University with a 50% refund
5	Su	Administrative withdrawals accepted
16	Th	Disbursement of Summer Full semester refunds First Tuition Installment due
19	Su	Prophet Ascension (Isra' Wa Maraj). University Closed
20	M	Midterm grades for Summer Full semester courses due via AUK Self Service by 11:59 PM
21	T	Midterm grades for Summer Full semester courses Available to students via AUK Self Service effective 12.01 PM
30	Th	Last day to withdraw with a W from Summer Full Semester courses Last day to submit Administrative Withdrawals for Summer Full semester courses

13	Th	Last day of classes for Summer Full semester courses
16	Su	Final Exams for Summer Full semester courses
		Second Tuition Installment due
18	T	Final grades for Summer Full courses due via AUK
		Self Service by 11.59 PM
19	W	Final grades for Summer Full courses available to
		Students via AUK Self Service effective 12.01 PM

SUMMER 2009
UNDERGRADUATE – SUMMER 1ST BLOCK

June

18	Th	Tuition and Fees due
21	Su	Summer 1st Block semester courses begin
		De-Registration process for non-payment of Tuition
		for Summer semester courses
22	M	Summer 1st Block semester Drop/Add deadline
		Last day to submit Permission to Audit form
		Last day to submit a Pass/Fail Option form
		Last day to submit an Independent Study form
		Last day to submit an Internship form
		Last day to withdraw from the University with a 90% refund
28	Su	Last day to withdraw from individual Summer 1st
		Block Semester courses with a 50% refund
		Last day to withdraw from the University with a 50% refund
29	M	Administrative Withdrawals accepted

July

1	W	Last day to withdraw with a W from Summer 1st Block Semester
		Last day to submit Administrative Withdrawals for Summer 1st
		Block semester courses
14	T	Disbursement of Summer 1st Block refunds
15	W	Last day of classes for Summer 1st Block semester
		Courses
16	Th	First Tuition Installment due
		Final exams for Summer 1st Block semester courses
19	Su	Prophet Ascension (Isra' Wa Maraj) observed
		University closed.
20	M	Final grades for Summer 1st Block semester due via AUK Self
		Service by 11.59 PM
21	T	Final grades for Summer 1st Block semester courses available to
		students via AUK Self Service effective 12.01 PM

SUMMER 2009
UNDERGRADUATE – SUMMER 2ND BLOCK

JUNE

18	Th	Tuition and Fees due

JULY

16	Th	First Tuition Installment due
23	Th	Tuition and Fees due
26	Su	Summer 2nd Block semester courses begin
27	M	Summer 2nd Block semester Drop/Add deadline
		Last day to submit Permission to Audit form
		Last day to submit a Pass/Fail Option form
		Last day to submit an Independent Study form
		Last day to submit an Internship form
		Last day to withdraw from the University with a 90% refund

AUGUST

2	Su	Last day to withdraw from individual Summer 2nd Block semester courses with a 50% refund
		Last day to withdraw from the University with a 50% refund
3	M	Administrative Withdrawals accepted
5	W	Last day to withdraw with a W from a Summer 2nd Block semester courses
		Last day to submit Administrative Withdrawals for Summer 2nd Block semester courses
10	M	Disbursement of Summer 2nd Block semester refunds
16	Su	Second Tuition Installment due
19	W	Last day of classes for Summer 2nd Block semester courses
20	Th	Final exams for Summer 2nd Block semester courses
22	Sa	Holy Month of Ramadan begins
24	M	Final grades for Summer 2nd Block semester courses due via AUK Self Service by 11.59 PM
25	T	Final grades for Summer 2nd Block semester courses available to students via AUK Self Service effective 12.01 PM

SUMMER 2009
INTENSIVE ENGLISH PROGRAM

JUNE

18	Th	Tuition and Fees due
21	Su	Summer semester courses begin
		De-Registration process for non-payment of Tuition for Intensive English Summer semester courses
25	Th	Summer semester Drop/Add deadline
		Last day to withdraw from the University with a 90% refund

JULY

2	Th	Last day to withdraw from the University with a 50% refund
		Last day to withdraw from individual Summer courses with a 50% refund
5	Su	Administrative Withdrawals permitted
16	Th	Disbursement of Summer semester refunds
		First Tuition Installment due
19	Su	Prophet Ascension (Isra' Wa Maraj). University closed
26	Su	Midterm grades for Summer semester courses due via AUK Self Service by 11.59 PM
27	M	Midterm grades for Summer semester courses available to Students via AUK Self Service effective 12.00 PM

AUGUST

16	Su	Second Tuition Installment due
18	T	Last day to withdraw with a W from Summer semester courses
		Last day to submit Administrative Withdrawals for Summer semester courses
22	Sa	Holy Month of Ramadan begins

SEPTEMBER

1	T	Last day of classes for Summer semester
2	W	Final Exams
6	Su	Final grades for Summer semester due via AUK Self Service by 11.59 PM
7	M	Final grades for Summer semester available to students via AUK Self Service effective 12.01 PM

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

Message from the President

Dear Students,

Welcome to the American University of Kuwait, the university that offers you a diverse curriculum patterned after the universally recognized American model of liberal-arts education. Pursuing higher education in the classical tradition of liberal (that is, broad) Arts and Sciences is one of the most important and beneficial investments of time, energy, and resources you will ever make. At AUK we help you set and fulfill your educational and professional goals by providing high-quality learning that promotes the fullest development of every student through intellectual, social, and emotional dimensions. You will find that student activities at AUK offer numerous opportunities for leadership, creativity, responsible risk-taking, personal development, and service. Inside and outside the classroom, AUK aspires to cultivate in our students intellectual competence and ethical judgment, preparing them for life in a larger world. AUK is a truly special place with the distinctive mission of preparing future leaders of society and economy.

Our students' academic success has brought them and AUK national and international recognition. But education is not only about subjects and disciplines; it is also about ideas. American-style curriculum engages faculty and students in active advising and provides continuous support to students in a demanding academic environment. Our catalog shows our growth in building and advancing the curriculum and increasing student choices among Major and Minor fields. With new American-trained faculty arriving at AUK campus every semester, the choice of our program and courses is growing and expanding. We ask our undergraduates to conduct research, to embrace knowledge, and to develop critical thinking and communication skills.

This catalog is designed to help students search for programs and courses that challenge young people to think synthetically and to further their intellectual development. We have responded to students' needs by identifying General Education graduation requirements and identifying the appropriate courses. Academic Year 2008-09 marks the introduction, in addition to previously existing programs, of the Computer Engineering program. Also new this year are the four-year degree plans designed to help students plan their progress through the General Education and Degree Program components of the AUK curriculum under the appropriate Bachelor's degree program.

The entire AUK community welcomes the Class of 2012. I encourage you to become involved in the academic, extra-curricular, and sports activities that AUK offers in support of its mission to educate future leaders of society. We wish you a successful, productive, and most enjoyable time of learning and growth as a member of the American University of Kuwait family.

Sincerely,

Marina A. Tolmacheva
President

The American University of Kuwait

- **BOARD OF TRUSTEES**
- **THE UNIVERSITY**
- **AUK AND DARTMOUTH COLLEGE**
- **CAMPUS ENVIRONMENT**
  - SEGREGATION
  - A SAFE AND SUBSTANCE-FREE CAMPUS
  - SMOKING POLICY
  - THE ADMINISTRATION BUILDING
  - THE ACADEMIC BUILDINGS

- **ACADEMIC RESOURCES**
  - UNIVERSITY LIBRARY
  - STUDENT SUCCESS CENTER
  - WRITING CENTER

- **UNIVERSITY LABORATORIES**
  - COMPUTER LABORATORIES
  - SCIENCE LABORATORIES

- **COMMUNITY RESOURCES**
  - THE AMERICAN CORNER
  - CENTER FOR CONTINUING EDUCATION
  - GULF STUDIES CENTER

- **ON-CAMPUS SERVICES**
  - AUK BOOKSTORE
  - BANKING
  - BUSINESS CENTER
  - ELECTRONIC MAIL SERVICES (E-MAIL)
  - MyAUK PORTAL
  - FOOD SERVICES AND COFFEE SHOPS
  - HEALTH CARE SERVICES
  - PARKING
  - STUDENT ACCOUNTS

BOARD OF TRUSTEES

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

Shaikha Dana Nasser Sabah Al-Ahmed Al-Sabah
Founder and Chair, Board of Trustees, American University of Kuwait
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General Manager, Al-Bayan Bilingual School, Kuwait

Ameenah Rajab Farhan, Ph.D.
Vice Dean of Research, Faculty of Science, Kuwait University

The University

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

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

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

The AUK faculty is a highly qualified group of international academics with first-hand experience of the U.S.-style of higher education. There are over eighty faculty members, including over 50 undergraduate faculty with Ph.D.s. With a class size from 10 to a maximum of 32 students, it is easy for students to get to know their professors and classmates.

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

MISSION

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

VALUES

The values that guide AUK:

- AUK values freedom of thought and expression and emphasizes the need for students to learn to think critically, to develop the art of questioning, to understand cause and effect, to communicate effectively, to write expressively, to learn about the world and to become life-long learners.
- AUK values self-awareness with a moral and ethical responsibility throughout its learning community.
- AUK values the importance of a strong and diverse educational experience and knowledge in varied fields.
- AUK values a multi-cultural and diverse environment and an active campus life.
- AUK values staff commitment to service.
- AUK values the role of faculty in teaching, scholarship, creative expression and service.

UNIVERSITY CULTURE

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

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

UNIVERSITY FACULTY

The faculty of the American University of Kuwait is a group of highly qualified and trained academicians and professionals who are committed to high standards of teaching excellence and proficient in the use of technology in teaching and research. Full-time teaching faculty members have acquired terminal degrees from institutions in the Middle East and abroad in addition to having taught in a variety of international systems of higher education. The AUK faculty is a diverse group of exceptionally talented teachers-scholars, several of whom are and have been involved with the Fulbright Scholarship Program, a program that has international prestige. AUK regularly hosts U.S. participants in the Fulbright Program, students and faculty alike.

The American University of Kuwait has several Educational Partnerships and Agreements with universities and institutions for various purposes. The following institutions have agreements with AUK:

- **Dartmouth College**
  Hanover, New Hampshire, USA
- **Virginia Polytechnic Institute and State University (Virginia Tech)**
  Blacksburg, Virginia, USA
- **Washington State University (WSU)**
  Pullman, Washington, USA
- **Koç University**
  Istanbul, Turkey
- **New Bulgarian University (NBU)**
  Sofia, Bulgaria
- **Sciences-Po**
  Paris, France
- **Australian College of Kuwait (ACK)**
  Mishref, Kuwait
- **Embassy of the United States of America in Kuwait**
  Bayan, Kuwait
- **America-Mideast Education and Training Services (AMIDEAST)**
  Salmiya, Kuwait
- **Lothan Youth Achievement Center**
  Salmiya, Kuwait

AUK AND DARTMOUTH COLLEGE

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

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

CAMPUS ENVIRONMENT

The campus of AUK is located in Salmiya district at the intersection of Salem Al-Mubarak and Amro Ibn Al-'Asse Streets in the middle of one of Kuwait's most vibrant and prestigious neighborhoods.

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

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

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

The University has a student government association, a student-run newspaper and academic journal, Intramural and Intercollegiate athletic clubs and organizations, theater, academic organizations and activities in which students can participate.

AUK's location in the Salmiya district 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. The Salmiya district is active, lively, and secure.

- **Future Campus in Ardiyah:**

The American University of Kuwait is developing plans to build a new campus in Ardhiya, Kuwait, located at the corner of Mohammad Bin Al-Qasem Street to the East and Jordan Street to the North, between the 5th and the 6th Ring Roads. This dynamic campus is designed to have state-of-the-art facilities, following international quality standards, and will maintain attractive landscaping. In an area of 150,000 square meters, the new campus will contain several buildings to house the following fields: Business & Economics, Performing Arts (with a theatre), Humanities & Social Sciences, Intensive English, and Sciences & Engineering. There will also be a large Library and Learning Commons, a Sports Arena with capacity for 2,000 people, a soccer field, and a multi-story car-park. The new campus will ensure that the future expansion of AUK students, faculty, and staff is well-accommodated, allowing utilization of the top facilities to create a vibrant learning environment. Construction on the new campus will begin in Fall 2009.

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

A Safe and Substance-Free Campus

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

Smoking Policy

Smoking is not permitted in University buildings or vehicles.

The Administration Building

The Administration Building includes the Board of Trustees Office, the Office of the President, and the Office of Executive Director of Finance and Administration. Additionally, the administration building houses the following departments: the Human Resources, Finance, Campus Services, Public Relations and Marketing, and the AUK Bookstore.

The Academic Buildings

There are two Major academic buildings on campus. Most of the University's classrooms and computer laboratories, and all the faculty offices are located in these buildings. The Sciences building houses the Assistant Dean of Student Affairs, Academic Support/Tutoring Center, Student Life, Information Technology Department, Starbucks Café and the Social and Behavioral Sciences, Computer Sciences and Engineering and Intensive English Program faculty. Located in the Liberal Arts Building is the Dean of the College of Arts and Sciences office, the University Auditorium, the Diner, the open Computer laboratory, the Student Success Center, and the Arts & Humanities, Business and Economics Faculty. The C building classrooms are reserved for the Intensive English Program and the Music and Drama Performance Labs.

ACADEMIC RESOURCES

University Library

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

The University Library occupies a beautiful, two-story modern space. It is a state-of-the-art, electronically wired building. The Library houses a collection of books and periodicals in English, Arabic and other languages related to the disciplines (fields of study) and degree programs that the University offers.

The Library also has reference books, journals and media materials (DVDs, videotapes, audiotapes, etc.) to support course work. The Library is fully computerized and has online subscriptions to academic and intellectual journals needed for classroom instruction and academic research. Within the Library, there are computer workstations that allow access to the Library's online catalog and electronic databases, as well as the Internet. All Library resources are available to members of the AUK community and other authorized users with a valid AUK I.D.

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

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

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

- **Online Resources and Databases:**

The library subscribes to 26 bibliographic and full-text databases including Access Science, Columbia International Affairs Online (CIAO), Columbia Gazetteer of the World Online, Encyclopedia Britannica Online, Encyclopedia of Islam Online, Grove Art Online, Grove Music Online, Islamic Studies Online, Oxford, Literature Online & Literature Collection, OED – Oxford English Dictionary, Academic Search Complete, AnthroSource, *Business Source Complete,* Humanities E-Books, Ingenta, JSTOR, Lexis-Nexis Academic, Library, Information Science & Technology Abstracts, MLA International Bibliography, MLA Directory of Periodicals, Philosopher's Index, Project MUSE, PsycINFO, PsycARTICLES, Regional Business News, SocIndex with Full Text. The University has access to approximately 38,500 electronic journals and 1,700 E-books.

- **Print Resources:**

The library print resources include over 15,000 Books, Reserve collection, over 2,200 Reference collection titles, 74 Periodicals, and almost 1,465 Audio-Visual DVDs and CD-ROMs.

Student Success Center

The Student Success Center, a department within the Division of Student Affairs, provides academic, personal and career support to all currently enrolled students. Programs include academic advisement, early warning, peer tutoring, supplemental instruction, career counseling, personal counseling, healthy student living, and disability services. Students can also receive assistance with time management, study habits, and note taking skills.

Writing Center

Because writing is central to developing and fostering an environment of intellectual inquiry and social responsibility, the AUK Writing Center aims to:

- Cultivate an environment of collaborative inquiry with students seeking help with a variety of writing needs, concerns, and goals.
- Promote writing as a way of thinking, learning, and creating.
- Promote an understanding of writing as multi-mediated.
- Promote students' interest in and engagement with writing as a recursive process.
- Develop students' understanding of the variety of writing purposes, audiences, genres, and styles.
- Develop students' strategies for reading and writing for a variety of purposes and audiences.
- Support students' efforts in all stages of their writing processes.
- Provide thoughtful and constructive feedback.
- Provide resources on writing for the entire University community.
- Create, develop, and sustain cross-disciplinary, cross departmental, and cross-constituency engagement with writing in all its forms and functions.

UNIVERSITY LABORATORIES

Computer Laboratories

The Information Technology Department (IT) maintains a computer network that serves students, faculty, and staff. The University has instructional labs as well as an open lab for access to the World Wide Web for research and learning purposes. AUK's computer network uses state-of-the-art fiber optic cables and wireless points connecting the campus community.

Science Laboratories

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

COMMUNITY RESOURCES

The American Corner

The American Corner, located in the AUK Library, serves as a forum for visiting American Scholars, AUK faculty, and AUK students for the discussion of salient issues with the AUK community. Topics discussed have included the adjudication of non-state actors, Western journalism on the Middle East, and the 2008 US Elections. The Corner is supported by donated resources from the US Embassy. AUK's use of these resources, such as the Digital Video Conferencing Equipment, has allowed for live international dialogue to be conducted with various universities and institutions.

Center for Continuing Education

The Center for Continuing Education offers programs and services which complement those of the College of Arts and Sciences and the Intensive English Program.

The Center's target audiences include:

- adults who wish to
  - advance or change their careers
  - update or upgrade their knowledge, skills and abilities
  - achieve professional credentials or certifications
  - prepare for advanced studies or exams such as the GMAT
  - fulfill continuing professional education requirements
  - pursue personal and professional development interests
  - prepare for life-changing events such as parenthood and retirement
- young adults who wish to
  - prepare for university studies
  - prepare for exams such as the TOEFL, IELTS,and SAT
  - participate in enrichment programs
  - increase their knowledge and confidence in areas such as Conversational English
  - pursue personal interests

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

Gulf Studies Center

The Gulf Studies Center at the American University of Kuwait seeks to enhance the understanding of the Gulf region and encourage informed scholarship in all academic disciplines (fields of study). The Center also works to promote dialogue and understanding between Gulf Countries and the West. This is achieved through publications, lecture series, and academic conferences; cooperative programs with other universities and institutions; and the Gulf Studies Certificate Program and the Gulf Studies Minor. The Gulf Studies Certificate program is designed for, but not limited to, students from abroad who will spend a semester at AUK studying Arabic and researching the Gulf region.

The Gulf Studies Program is designed to allow visiting students or non-degree-seeking students to earn a Gulf Studies certificate in one semester. Please refer to the "Gulf Studies Program" section of the catalog for more information. AUK students may choose to earn a Gulf Studies Minor (Please refer to the "Gulf Studies Minor" section of the Catalog). The Faculty Coordinator of the Gulf Studies Program is **Dr. Marjorie Kelly.**

The Director of the Gulf Studies Center is **Dr. Hesham Al-Awadi**, *Assistant Professor of History.*

Contact information:

Gulf Studies Center
Room B 443
Liberal Arts Building
E-mail: **gulfcenter@auk.edu.kw**

Tel: 224-8399, Ext. 543

ON-CAMPUS SERVICES

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

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

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

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

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

MyAUK portal
AUK's new portal, Luminis, is set to make its debut in the Fall Semester 2008-2009. The SCT Luminis Platform IV portal (MyAUK) provides the AUK community with a solid foundation of infrastructure, enterprise applications and features required to support a digital campus.

Over the past several years, Luminis has become the predominant portal used by universities running Banner. MyAUK provides a personalized single-sign-in access for students, faculty, and staff to existing services on campus targeting individual groups with information relevant to them.

In addition to Banner integration, features of the new portal include channeled content and layout; publish-and-subscribe channel model; end-user customization; separate channels for e-mail, personal and campus announcements, and a channel for 'My Courses'.

Luminis provides other portal channels such as group collaboration tools that can be used by departments, organizations and clubs. Over time, portal features will allow users to create an online environment customized by every member of the campus community. Luminis also comes with a calendar, SunOne, which will be available to faculty, staff and students. As the rollout continues, more aspects of the new portal will continue to evolve.

One of the exciting new functions featured on the Luminis portal is 'Group Studio', which provides an increased and efficient communications avenue. In Group Studio, groups and teams could all potentially utilize new functions such as chat, message boards, and file and photo sharing areas to communicate more effectively with their individuals groups or departments.

You can access the portal through a link on the AUK Website or directly through the MyAUK URL: **http://myauk.auk.edu.kw.** Using your university username and password, you are all set to access this whole new digital campus experience.

For more information, please contact Roland Lopes, Web/Portal Developer in the PR & Marketing Department: **Rlopes@auk.edu.kw**

Food Services and Coffee Shops
There are three food service outlets on Campus. La Maison du Café is located in the Library Building and serves a variety of cold and grilled food. Starbucks is located on the ground floor of the Sciences Building and serves standard Starbucks' fare. The Diner is a full service cafeteria and is located on the ground floor of the Liberal Arts Building.

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

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

Student Accounts
Students pay tuition and fees at the Finance Department located on the first floor of the Administration Building. Before classes begin, students are required to settle accounts or make satisfactory arrangements for payment of tuition and fees. Students also have the option to pay tuition and fees online via Banner Self-Service.

Admission, Registration Guidance and Tuition

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ADMISSION, REGISTRATION GUIDANCE, AND TUITION

ADMISSION OVERVIEW

The American University of Kuwait places special emphasis on quality education in liberal arts. Applicants are considered on the basis of their educational qualifications regardless of race, color, gender, religion, age, disabilities, or national origin.

AUK accepts applications from individuals who have completed - or are about to complete - their secondary education and who have demonstrated academic achievement and seriousness of purpose. Admission to the American University of Kuwait is competitive, based on evidence of potential for successful study, and on available space in the entering Admissions Class.

Each semester the Office of Admissions will evaluate all qualified applications and extend offers of admission to academically deserving applicants. The following criteria are considered by the Office of Admissions during the admissions decision process: high school courses and grades, English proficiency, standardized test scores, personal essay, recommendations, and extracurricular activities 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 Pre-University Intensive English students to the University. Students have the choice of being enrolled on a full-time basis (minimum of 12 credit hours and maximum of 18 credit hours per semester), or on a part-time basis (minimum of 1 credit hour and maximum of 11 credit hours per semester). Visiting and Non-degree students are also eligible for admission to the American University of Kuwait.

All inquiries, requests for application forms and subsequent correspondence should be addressed to: **admissions@auk.edu.kw,** American University of Kuwait, Office of Admissions, P.O. Box 3323, Safat 13034, Kuwait, or call to speak with an Admissions officer at (+965) 224-8399 extension 206. To be considered as a candidate for admission, an applicant must submit a complete Application Packet which may be completed online or downloaded from the AUK website at **http://www.auk.edu.**

ADMISSION PROCESS

STEP I: APPLICATION

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

STEP II: CONFIRMATION AND ENROLLMENT DEPOSIT

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

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

STEP III: FINAL TRANSCRIPT

All accepted applicants who choose to attend AUK will be required to submit an official final transcript upon graduation from high school, including any remaining test scores. All applicants must have their final high school transcript certified and stamped by the Kuwait Ministry of Education indicating that the student has met the Ministry's high school equivalency requirement. If a student who is accepted into AUK submits a final transcript that no longer meets AUK's admission requirements or if the student cannot provide a final high school transcript certified by the Kuwait Ministry of Education, AUK will revoke that student's acceptance.

In addition, students will not be allowed to participate in early registration or register for the subsequent term unless all Admission documentation has been received by the end of the term of initial enrollment.

ADMISSION CATEGORIES AND REQUIREMENTS

To be considered as a candidate for admission, an applicant must submit a complete Application Packet which may be completed online or downloaded from the AUK website at **http://www.auk.edu.kw**. Admissions Counselors are available to assist with any questions regarding the application process. It is the responsibility of each applicant to ensure that all required information is completed and sent directly to the Office of Admissions.

ENGLISH COMPETENCY

As instruction at the American University of Kuwait is in English, evidence of English competency is required of all undergraduate applicants. Applicants born in countries where English is the native language, are exempt from having to demonstrate English proficiency as evidence by standardized test scores. In addition, applicants who have completed high school (must have attended at least 2 years) in a country in which English is the native language are exempt from having to demonstrate basic English proficiency. English Proficiency, for students not meeting aforementioned criteria, is demonstrated by achieving a minimum score of 68 on the internet-based Test of English as a Foreign Language (TOEFL), or a minimum score of 190 on the computer-based TOEFL, or a minimum score of 520 on the paper-based TOEFL. TOEFL scores are valid for 2 years. Undergraduate applicants may also satisfy the English proficiency requirement if they have fulfilled one of the following requirements:

1. Verbal score of 450 or above on the SAT I.
2. IELTS score of Band 5.5 or higher.
3. Successful completion of Pre-University Intensive English program at the American University of Kuwait.
4. Successful completion of a minimum of 24 credit hours of course work with a minimum grade of "C" from a post-secondary institution approved by the Ministry of Higher Education where English is the language of instruction.

5.   Successful completion of an accredited English 101 or equivalent course with a "C" or above from a post-secondary institution approved by the Ministry of Higher Education in the state of Kuwait.

UNDERGRADUATE APPLICATION REQUIREMENTS - FIRST YEAR UNIVERSITY STUDENTS
Undergraduate applicants who have <u>never</u> attended another university or college are required to submit the following:
1.   Complete Application Form with a nonrefundable application fee.
2.   Official high school transcripts complete up to the time of application.*
3.   High School Equivalency certified by the Kuwait Ministry of Education.*
4.   Results of the Test of English as a Foreign Language (TOEFL) or IELTS or verification of English proficiency.
5.   Official scores from any accelerated programs, such as International Baccalaureate (IB) or Advanced Placement (AP).
6.   Typed Personal essay composed by the applicant.

UNDERGRADUATE APPLICATION REQUIREMENTS - TRANSFERRING STUDENTS
Undergraduate applicants who graduated from high school, attended another college-level institution, and attempted one or more courses irrespective of credit earned are required to submit the following:
1.   Complete Application Form with a non-refundable application fee.
2.   Official transcript 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.
3.   Official final high school transcript certified by the Kuwait Ministry of Education.
4.   High School Equivalency certified by the Kuwait Ministry of Education
5.   Results of the Test of English as a Foreign Language (TOEFL) or IELTS or verification of English proficiency for all applicants who have not successfully completed a minimum of 24 credit hours of coursework with a minimum grade of "C" from a post-secondary institution accredited by the Kuwait Ministry of Higher Education and where English is the language of instruction. The Office of Admissions may require individual transfer applicants who have successfully completed 24 credit hours of coursework at a non-English instruction institution to also submit TOEFL results.
6.   Typed personal essay composed by the applicant.

•   **Transfer of Credit:**
Transfer credit may only be considered if the institution where prior coursework was earned is approved by the Kuwait Ministry of Higher Education. A listing of institutions accredited by the Kuwait Ministry of Higher Education can be found on their website at: **http://www.mohe.edu.kw.**

The Office of the Registrar evaluates official documents showing previous college-level work completed. AUK academic divisions determine how and if credit will apply toward specific degree programs.

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

A maximum of 60 credit hours from two-year and four-year institutions of higher education approved by the Ministry of Higher Education with a grade of "C" or above may be considered for transfer evaluation. Academic departments determine the credit hours that apply towards a specific degree program. Grades "C-" or lower are not eligible for transfer credit.

Transfer applicants must submit an official transcript from each institution where courses were attempted. Attendance at all institutions must be reported whether or not credit was earned and whether or not transfer credit is desired. Failure to report all previous academic work will be considered sufficient cause for rejection of an application or to rescind that student's acceptance into AUK.

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

All undergraduate students are required to take the placement tests administered by the University. Exemptions are made for students who have earned equivalent college credit for English 101 and College level Mathematics. The purpose of placement test is to determine whether there is a need for remedial coursework before taking college English Language and/or Mathematics courses. All students must sit for the Arabic Placement exam. No student is allowed to sit for the placement test more than once for any given semester. Students may retake the ACCUPLACER test for a fee.

Pre-University Intensive English Program Application Requirements
Pre-University Intensive English Program students are required to take between one and three semesters of Intensive English courses. The duration of the program will be determined by a placement test administered by AUK. Applicants to the Pre-University Intensive English Program must submit:
1. Complete Application Form with a nonrefundable application fee.
2. Official high school and/or university-level transcripts complete up to the time of application*.
3. High School Equivalency certified by the Kuwait Ministry of Education*.
4. Results of the AUK Language Placement Test.
5. A personal essay written by the applicant.

Students successfully completing the Intensive English Program and wishing to continue at the Undergraduate level, must submit an application to the Office of Admissions and satisfy the Undergraduate admission requirements for the intended semester of enrollment.

Admission Grade Point Average Requirements
The following is a list of some common high school systems and the corresponding minimum high school Grade Point Average (GPA) or equivalent requirements for admission to AUK. All applicants must provide official transcripts for all years in secondary school along with any final test scores and/or leaving certificates. All applicants seeking admission to AUK must submit a high school equivalency certified by the Ministry of Education.

* Ministry of Education Arabic and Religious Studies may each substitute for an IGSCE. High School systems not covered above will be addressed on a case-by-case basis and will require at least a passing grade as well as Ministry of Education equivalency.

- **First Year Admission:**

All First Year students seeking admission to AUK must provide a high school equivalency certified by the Ministry of Education and satisfy the following minimum high school GPA requirements:

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	2.00 or equivalent
Bilingual System	Required	2.00
English System	Required	6 IGSCE with minimum of "C" or 70% cumulative average
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: Higher Secondary School Certificate; Intermediate Examination Certificate; "All India Senior School" Certificate
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

- **Students Transferring with Fewer than 24 Attempted Semester Credit Hours / First Year Admission:**

Students seeking to transfer to AUK from colleges or universities approved by the Ministry of Higher Education with fewer than 24 attempted semester credit hours may apply for First Year admission and must satisfy the following minimum requirements:

1. Must have received their high school equivalency certified by the Ministry of Education and satisfy the aforementioned minimum high school GPA requirements.
2. Courses taken at universities approved by the Ministry of Higher Education with a grade of "C" or above may be considered for transfer evaluation. First Year students may transfer a maximum of 23 semester credit hours to AUK "C-" grades are not eligible for transfer.

- **Students Transferring with at Least 24 Attempted Semester Credit Hours:**

1. Students seeking to transfer to AUK who have attempted at least 24 semester credit hours from colleges or universities approved by the Ministry of Higher Education must satisfy the following minimum requirements: "C-" grades are not eligible for transfer.

- **Transfer Admission:**

1. Must have a minimum cumulative transfer GPA of 2.00 from all prior institutions.
2. Courses taken at institutions approved by the Ministry of Higher Education with a grade of "C" or above may be considered for transfer evaluation. Up to a maximum of 60 credit hours of transfer credit may be awarded to students admitted under Transfer admission. "C-" grades are not eligible for transfer.

- **Students transferring with 2-Year Diplomas:**

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

1. Must successfully complete their High School and must present a high school equivalency certified by the Ministry of Education.
2. Have the minimum GPA of 2.00 from an institution approved by the Ministry of Higher Education.
3. Courses taken at the approved institution with a grade of "C" or above may be considered for transfer evaluation. "C-" grades are not eligible for transfer. Up to a maximum of 60 credit hours of transfer credit may be awarded. **Students may be required to submit an official evaluation of courses attempted if the transfer institution is not based upon the American model of higher education.**

AUK Application Form

The AUK Application may be completed online or downloaded from the AUK Office of Admissions website at **http://www.auk.edu.kw**. 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 disciplinary action or the student's acceptance into AUK being revoked.

High School Transcript

Two official and sealed copies 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 transcripts should be accompanied by a certified English translation.

If an applicant is still in the final year of high school at the time of submission of an application, the transcript should include his/her GPA up until the end of the first semester of that year. It is possible to accept applicants provisionally based upon nearly complete documentation. However, students who are provisionally accepted into AUK must submit an official final transcript from their high school. The Office reserves the right to adjust the admission status or deny admission to a provisionally accepted applicant if the GPA on their official final high school transcript fails to meet AUK admissions standards.

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

High School Equivalency

All AUK applicants are required to provide a high school equivalency certified by the Kuwait Ministry of Education. AUK will not accept responsibility for securing high school equivalency certifications.

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 by the applicant is provided on the Application Form. As pertaining 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 KD 35 with the Application Packet. Packets received without the fee will not be processed or reviewed. Only fees paid by check or money order made payable to the American University of Kuwait may be enclosed in the Application Packet envelope. If applicants wish to pay cash, they may do so at the AUK Finance Department and then submit a copy of their cash receipt with the Application Packet. **Government Scholarship students are also required to pay the Admissions Application fee.**

EVIDENCE OF ENGLISH PROFICIENCY

All applicants are required to demonstrate English Proficiency. One way to demonstrate proficiency is the TOEFL exam. AMIDEAST is the only organization in Kuwait that is licensed to administer the Test of English as a Foreign Language (TOEFL) exam. TOEFL scores should be no more than two years old at the date of application, and an official score report must be submitted to complete the Application Packet.

If applicants have limited knowledge of the English language, they are urged to take the TOEFL as early as possible in order to know their scores. If the score is below 68 on the internet-based TOEFL, 190 on the computer-based TOEFL or 520 on the paper-based TOEFL, applicants will not qualify for application to the Undergraduate Program but will be considered for admission to the Pre-University Intensive English Program. If the score is 68 or above on the Internet-based TOEFL, 190 on the computer-based TOEFL and 520 on the paper-based TOEFL, applicants will be evaluated as an undergraduate applicant.

To have an official TOEFL score report sent to the Office of Admissions, AUK's official Designated Institution (DI) Code (8444) must be included in the appropriate place on the TOEFL exam paper. Official scores take anywhere between four and six weeks to reach AUK from the Educational Testing Services (ETS).

OPTIONAL EXAMINATIONS
- **SAT II: Subject Tests**

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

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

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

- **Advanced Placement (AP)**

AUK awards college credit for scores of 3 or higher on certain Advanced Placement examinations for the corresponding AUK courses. The student will receive the relevant credit hours for the corresponding course without having to take the course at AUK. However, grades received in the AP course in high school will not be factored into the student's Grade Point Average at AUK, but the earned AP credit will count towards the minimum 120 credit hours needed for the degree programs. If a student subsequently takes and receives credit for a course for which AP credits have been awarded, the AP credits will be removed.

The official score report must be sent to AUK directly by ETS. To have an official score report sent to AUK by ETS, AUK's official Distinguished Institution (DI) Code (4185) must be included in the appropriate place on the AP exam paper.

- **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.

- **International Baccalaureate (IB)**

AUK awards college credit for scores of 4 and above on certain International Baccalaureate (IB) examinations for up to 6 corresponding AUK courses in the Arts and Sciences, provided these are higher level IB examinations.

ADMISSION APPLICATION TIMELINES

Admission into the incoming class is competitive and limited. As the Office of Admissions will admit applicants on a first come, first served basis until the incoming admissions class reaches full capacity, applicants are strongly encouraged to submit their admissions application and all required documentation as early as possible. AUK will not accept applications after the published application deadline or after the incoming admissions class has reached full capacity, whichever comes first.

The application deadlines which are subject to change based upon capacity are as follows:

Undergraduate Applicants (First Year and Transfer)	
Semester	**Application Deadline**
Fall	1 September
Spring	1 February
Summer	1st Day of Summer Classes

Pre-University Intensive English Application	
Semester	**Application Deadline**
Fall	1 September
Spring	1 February
Summer	1st Day of Summer Classes

- **International Student Admission Deadlines:**

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

Undergraduate and Pre-University Intensive English Application	
Semester	**Application Deadline**
Fall	1 August
Spring	1 January
Summer	1 May

For more information and updates, please refer to the Office of Admissions or check the AUK website.

Conditional Admission

Students who are currently enrolled in high school or another university/college may receive conditional admission to the American University of Kuwait. In these cases, the student's undergraduate admission remains conditional pending completion and for in-progress coursework.

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 the student cannot provide a final high school transcript certified by the Ministry of Education, the student's acceptance to AUK will be rescinded and the student will be prevented from continuing their studies at AUK until he/she has satisfied these 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. Conditional admits will be prevented from participation in subsequent Registrations until Admissions files have been completed.

Visiting Students

Visiting students who plan to earn a degree from another institution and wish to take courses at the American University of Kuwait in the Fall, Spring and/or Summer semesters will be evaluated on a case-by-case basis. Students normally visit for one semester. Special programs allow for students to visit up to one year equivelant. Visiting students must complete an Application Packet and present documentation from their home institutions to the Office of Admissions certifying that they are currently enrolled at another institution, are academically eligible to return to their home institution and/or on a leave of absence, and are eligible to take courses at the American University of Kuwait. Visiting students are required to meet the English Competency requirement. The Office of Admissions may require individual visiting applicants who are concurrently enrolled at a non-English instruction institution to also submit TOEFL scores.

Second Bachelor's Degree

American University of Kuwait students and alumni may earn a second degree in another degree program (B.A., B.S., or B.B.A.). The second degree earned will be noted on the graduate's transcript. A second diploma may be requested by the student when he/she applies to graduate. Students who elect to receive a second diploma will need to pay an additional diploma fee.

For the former graduate, any additional courses needed to complete the desired degree requirements must be taken for a combined minimum of 150 credits. The new degree program must not be in the Minor field of the first degree. Former graduates declare the catalog year of reinstatement for second degree programs. The student must formally declare the second degree program in the Office of the Registrar. Readmission into degree-seeking status after graduation is accomplished through the Office of Admissions.

Post-graduate students with a previously earned Bachelor's degree from another institution may earn a second Bachelor's degree in another field. The student must complete all degree requirements and meet all residency requirements stated in the Catalog in effect when the student enters degree-seeking status at AUK. Such students will apply for graduation, a graduation fee, and receive the transcript and diploma indicating the completion of the appropriate degree program.

Non-Degree Status

The American University of Kuwait may offer non-degree admission to individuals who wish to enroll in undergraduate credit courses but are not pursuing an undergraduate degree program. Non-degree students may earn up to 30 non-degree credit hours. Non-degree status is allowed for a maximum of one complete academic year.

Credit earned in courses with a grade of "C" or better at the American University of Kuwait in non-degree status may be transferred and applied to a degree program in the College of Arts and Sciences if the student is subsequently admitted into an undergraduate degree program. Students seeking to change status to degree-seeking must meet all admission requirements and have a minimum cummulative GPA of a 2.00 in the non-degree status.

Academic Standards for Non-Degree Pursuing Students

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

Transferring from Non-Degree Status to Degree-Seeking Status

To apply for degree-seeking status, a non-degree student must meet all AUK undergraduate admission requirements for the semester of intended admission and must submit all appropriate application materials and supporting documents to the Office of Admissions. Students may apply a maximum of 30 credit hours earned in courses passed with a grade of "C" or higher taken in non-degree status at AUK toward a degree program.

Applicants with Disabilities

The University provides accommodations to applicants with certain disabilities. Students requiring accommodations should contact the Department of Student Success for evaluation and determination of whether accommodations can be provided. This information will be treated confidentially.

Academic Scholarships

AUK awards a limited number of merit-based academic scholarships to our most academically deserving applicants. Students who are awarded a scholarship must maintain a 3.00 GPA or better and complete at least 70% of courses attempted in order to retain their scholarship. Scholarship applications will be evaluated on various academic measures, including but not limited to high school and/or university grade point average (GPA), TOEFL scores, and class rank.

Scholarship Application Process

The following documents must be submitted before the Scholarship Application is considered complete:
1. Complete Admissions Application and payment of application fee.
2. Complete Scholarship Application.
3. Official transcript(s) indicating courses and grades earned and/or currently in progress (required of both First Year and Transfer applicants)
4. Official TOEFL score (required of First Year applicants only)

Scholarship Application Deadline

To be eligible for consideration for an academic scholarship, completed applications must be submitted to the Office of Admissions by the scholarship deadline identified on the Office of Admissions website.

Deferred Admission

Admitted students may defer admission to the American University of Kuwait for up to two academic years. 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. To apply for admission for a future semester, deferred students must provide the Office of Admissions with an updated Application Form as well as re-submit updated academic transcripts in accordance with the admissions deadlines for that future semester.

Readmission and Reinstatement

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

1. Students who voluntarily withdraw from the American University of Kuwait and are seeking readmission must meet all admissions requirement as per the re-entry catalog.

2. Students who have been dismissed from the American University of Kuwait for academic deficiency will be considered for reinstatement following the prescribed suspension period. Reinstated students may return to AUK for a period of one year (two consecutive regular semesters and a Summer) with specific conditions. If the reinstated student has not increased his/her cumulative AUK GPA to a minimum of 2.00 by the end of the reinstatement period, the student will be academically dismissed without appeal.

3. Students who voluntarily leave the American University of Kuwait while on academic probation may be reinstated, but under the conditions outlined in 2 above.

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

Registration Guidance

Placement, Advising and Registration (PAR)

Prior to the start of the Fall, Spring and Summer semesters, the University organizes a Placement, Advising and Registration (PAR) orientation program for all incoming students to acquaint them with University academic programs, campus facilities and campus life. PAR includes placement testing for undergraduate courses, academic advisement, and registration. **PAR is required for all first time to AUK students.**

Placement Testing

AUK wants all students to be successful in accomplishing their educational goals. Therefore it is important to evaluate your level of preparation in English and Math, as part of the registration process. All new students admitted into AUK are required to take the ACCUPLACER exam as part of the registration process. Students whose placement scores do not meet the required college level scores for registration in English or Math must improve their skills. These courses, also known as college preparatory courses, are designed to provide students with the skills to enhance their chances of success in collegiate level courses. College preparatory courses are required, but cannot be used for credit towards completion of the bachelor's degree. Transfer students who have articulated college English or Math are exempt from the Placement exam. All students will also sit for an Arabic Placement exam. There will be no exemptions.

Advisement

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

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

Registration

The Registration process at AUK occurs online through Self Service. Students are trained on the use of Self-Service during the PAR process. Students are encouraged to consult the Schedule of Courses for course sections offered. Registration in absentia or through a proxy is not permitted. Students are expected to make sure that all documents required for finalizing their Admissions are submitted to the Office of Admissions before the term begins. Students with incomplete files will not be allowed to register for subsequent terms.

Student Tuition Fees and Charges 2008 - 2009

The following student tuition fees and other charges are scheduled for the 2008-2009 academic year. Fees and tuition are subject to change without notice by the Board of Trustees. Updated fee information, and payment deadlines and procedures are available on the AUK website at **http://www.auk.edu.kw.**Fees and charges are payable in the AUK Finance Department located on the first floor of the Administration Building, or online through the payment gateway in Self-Service.

STUDENT FEES AND CHARGES		
Tuition Fees (1)	**KWD**	
Undergraduate Degree Program (2)	175	per credit hour
Intensive English Program	1,635	per semester
Other Fees and Charges (3)	**KWD**	
Application (4)	35	Non-Refundable
Enrollment Deposit	100	Non-Refundable
Special Course and Activity (5)	As determined	as determined
Engineering Program		on certification of the declaration of the Major
Library (6)	15	per semester
Technology (6)	50	per semester
Student Activity (6)	50	per semester
Graduation	50	per graduate
Diploma Re-Issuance Fee	10	per diploma
Deferred Payment Service Charge	10	per payment
Late Payment	25	per payment

NOTES:

1. Tuition fees are 90% refundable before the last day of the first week of classes, 50% refundable before the last day of the second week of classes, and not refundable except in extenuating circumstances thereafter.
2. Tuition fees for courses in the Undergraduate Degree Program are applicable to all students whether they are enrolled as degree seeking students or not.
3. Other fees of KWD 115 per semester and charges are not refundable.
4. The Application fee is charged for processing a candidate's application and must be included with the application package or paid in the AUK Finance Department. All students are required to pay the Application fee.
5. A Special Course and Activity fee may be charged for courses and activities with extraordinary costs as determined by the Executive Director of Finance and Administration.
6. Library, Technology, and Student Activity fees are reduced by 50% for the summer semester.
7. Fees and charges for continuing education courses, programs, and activities are determined on a course/program/activity by course/program/activity basis.
8. Library fines are determined and administered by the Director of Library.
9. Students are responsible for (the cost of) their text books and other course materials and supplies.
10. Siblings attending AUK may be eligible for a tuition fee discount – Contact the AUK Finance Department for further information.

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

ENROLLMENT DEPOSIT

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

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

LEGAL CONTRACT

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

PAYMENT OF FEES AND CHARGES

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

AUK accepts the following methods of payments:
- Cashier's checks
- Debit cards
- Credit Cards
- Cash

Students should retain a receipt of payment.

DEREGISTRATION

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

NON-PAYMENT

AUK reserves the right to recover the total amount due 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.

TUITION FEES REFUND

Students may apply for a refund of tuition as follows:
1. Dropping courses per the provision outlined in the University Catalog,
2. Withdrawal from AUK per the provision outlined in the University Catalog, or
3. Due to "extenuating circumstances.[1]"

Students petitioning for a refund based on extenuating circumstances must:
1. Withdraw from courses by completing a Withdrawal (from AUK) Form and submitting it to the Office of the Registrar.
2. Provide a letter of request and verifiable written documentation supporting the request to the Director of Finance.
3. Petitioning for a refund does not guarantee that a refund will awarded.

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

Students will be receiving their refunds either in Cash or Checks in their names.

Finance 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.

Payment options

1-   *Full Payment*

All tuition and fees are paid on the day of registration. This means that students pay in full the tuition and fees upon completion of their registration. For example; if a student registers for 15 credit hours (each credit hour is KWD 175), he pays KWD 2,625, plus KWD 115 for other fees (Library Fee, Student Activities Fee and Technology Fee) for a total of KWD 2,740. After consideration of his enrollment deposit, his total fee to pay at registration is KWD 2,640.

2-   *Deferred Payment Scheme*

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

Summer Term Payment and Fees

Summer Term payment and fees are due at the time of Registration. Library, Technology, and Student Activity fees are reduced by 50% for the summer term. Students should consult the AUK website for fee deadlines.

General University Academic Information

- ACADEMIC POLICIES
  - ACADEMIC ADVISING
  - UNDERGRADUATE DEGREE REQUIREMENTS
  - CLASS ATTENDANCE
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  - INDEPENDENT STUDY COURSES
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- COURSES AND CLASS SCHEDULES
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  - PREREQUISITES
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  - UNIVERSITY ACADEMIC OPERATION AND CLASS PERIODS

- COURSE DESCRIPTIONS AND SYLLABI
- CATEGORIES OF STUDENTS AND CLASS STANDING

GENERAL UNIVERSITY ACADEMIC INFORMATION

Students are individually responsible for complying with regulations in the Catalog. Failure to read, understand and/or comply does not exempt students from requirements. Students are strongly urged to
- seek approval from their academic advisors for their academic programs, and consult regularly with their advisors;
- keep their own records of transactions with the University; and
- retain copies of all tests, papers, etc., submitted in fulfillment of the coursework for which they are formally registered.

ACADEMIC POLICIES

Academic Advising

Advising is an essential dimension of the successful educational process, and the American University of Kuwait encourages regular student-advisor consultation. At these meetings, the student and advisor will review the student's educational plan and his or her progress towards degree completion, as well as addressing other issues of concern to the student.

All new and undeclared undergraduate students are assigned to the Student Success Center for advising. The SSC also advises declared Degree Program or Major students on probation. Once a student declares a Degree Program or Major, the student is assigned a faculty advisor. Students enrolled in Level III of the Intensive English Program should seek advising assistance from the Student Success

Center in order to facilitate a smooth transition to the undergraduate program.

Undergraduate Degree Requirements

Students who have been continuously enrolled have the option of fulfilling all the graduation requirements from the Catalog under which they declared their Degree Program or Major or the requirements from any subsequent Catalog. Students who withdraw and then return to the American University of Kuwait must follow the graduation requirements from the Catalog under which they are re-admitted or any subsequent Catalog, provided that they maintained continuous enrollment.

Class Attendance

Students are expected to attend all classes, laboratories, or required fieldwork. All missed classes, laboratories, or fieldwork must be made up. A student is responsible for the work that is done, and for any announcements that are made, during his/her absence. Accordingly, the University has set a policy for attendance, absence, and lateness. Instructors may set more stringent policies: students should consult the syllabus of each course. The University policy is that:

- Students who do not drop/withdraw from a course and have failed to attend at least one meeting of a course by the end of the second week of classes will be withdrawn from the course by the instructor. A grade of "W" will be posted to the student's academic transcript, and full tuition will be assessed for the course.
- Any absence may affect the student's grade, in accordance with the policy outlined in the course syllabus.
- Instructors are not obligated to give substitute assignments or examinations to students who miss class. All policy is subject to the instructor's policy as stated in the course syllabus. If a student misses an announced examination or quiz, he/she must present an excuse considered valid by the instructor of the course. The course instructor may then require the student to take a make-up examination. Should there be a question about the validity of any excuse presented by the student, the matter should be referred to the Academic Student Affairs Committee for declared Degree Program and Major students, and to the SSC for undeclared Degree Program and Major students.
- Instructors are expected to maintain attendance records and to draw the student's attention to attendance requirements noted in the course syllabus.
- In the event that a student misses more than 20% of the class sessions, for any reason, the instructor will inform the Student Success Center (undeclared students) or the Academic Student Affairs Committee (declared students), who will issue a warning letter to the student.
- If a student has been suspended due to academic and/or non-academic reasons, temporary banning him/her from the University, etc, the student is required to make up all course work for the time suspended. Suspension does not constitute an excused absence.
- In case of serious illness, a student may petition Student Affairs (undeclared students) or Academic Affairs (declared students), for exemption from regular class attendance. The student must provide medical reports and supporting documentation demonstrating that he/she may not be able to attend class regularly. The Dean of the College of Arts and Sciences or the Director of the Student Success Center, in consultation with the Instructor(s), will determine the course of action regarding the student's progress in his or her course(s).
- In the event that a student must miss a class due to an instructional activity, university activity, or national athletic activity, the instructor is asked to excuse the absence.

Passing grades are A, excellent; B, good; C, fair; and P, passing (see Pass/Fail option below). These grades may be modified by a plus or minus. Although a D is a passing grade in most cases, it represents less than satisfactory work (see "Failing and Course Repetition" for more information). 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**	**Letter Grade Explanation**
4.0	**A**	An "A" is the highest grade possible to achieve at AUK. An "A" is not automatically awarded to the highest grade in the course. An "A" in the course reflects a student's outstanding performance on assignments and exams as well as attendance and conduct. This grade denotes comprehensive mastery of course learning outcomes and their integration with previously learned material. An "A" student is usually one who proactively presents originality of thought, independent creativity, and insightful reasoning above and beyond that of his or her peers.
3.7	A-	A-
3.3	B+	B+
3.0	**B**	A "B" in the course represents excellent achievement within the course, demonstrating an understanding of concepts and a presentation of work within high standards. This student is an active participant in the class and frequently demonstrates leadership qualities, such as originality and critical inquisitiveness.
2.7	B-	B-
2.3	C+	C+
2.0	**C**	A "C" in the course represents satisfactory work, demonstrating a basic comprehension of the material presented as well as basic achievement of course learning outcomes. This grade implies that the student has met the minimum standards necessary to pass the course. The student must have a minimum cumulative GPA of 2.00 (C) to graduate from AUK.
1.7	C-	A 1.70 GPA is equivalent to an overall average of "C-" however, AUK does not award the grade "C-" in its courses.
1.3	D+	A 1.30 GPA is equivalent to an overall average of "D+" however, AUK does not award the grade "D+" in its courses.
1.0	**D**	A "D" in the course represents substandard work done for the course. This grade implies the student has a limited understanding of the course material and concepts and does not display leadership in thought. It signifies that coursework falls below the acceptable standards in quality and quantity. A "D" is a passing grade for some General Education courses that are not required for the Major.
0.7	D-	A 0.70 GPA is equivalent to an overall average of "D-" however, AUK does not award the grade "D-" in its courses.
0.0	**F**	An "F" in the course represents work done that has not met the standards set by the course and by AUK, incomplete comprehension of the material, and incomplete submission of materials required for the course. An "F" is a failing grade.

- **Grade Notations that are not Calculated in the GPA**

    I   **Incomplete**
    AU   **Audit - no credit**
    P   **Pass (for Pass/Fail option only)**
    W   **Withdrawal**

The Pass/Fail option is provided to encourage students to enrich their educational experience by venturing outside their areas of specialization or competence. To earn a pass under the Pass/Fail 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 following restrictions apply.

- A student electing the Pass/Fail option must be in good standing (not on academic probation) and should be of sophomore standing or above.
- A student electing the Pass/Fail option must do so at registration by completing a *Pass/Fail Option Request*. No change may be made after the Drop/Add period.
- No more than 12 credit hours may be taken under the Pass/Fail option toward a degree program and no more than one course in any one semester.
- No course taken on the Pass/Fail option may be used to satisfy the General Education requirements or be taken in the student's major degree program or Minor program (except internships that are required by the Degree Program or Major).
- Internships are also graded Pass / Fail. The student is limited to a maximum of 6 credit hours of internship. Only 3 credit hours may be applied toward the Degree Program or Major if the Degree Program or Major requires an internship. If a student wishes to take another 3 credits of internship, the credits may be applied to another Degree Program, another Major, or towards another student's free electives.
- No course may be repeated on a Pass/Fail option. A course for which the grade "P" has been received may not be repeated.

Students interested in enrolling in a course using the Pass/Fail option should consult with their respective academic advisor beforehand. Students can register for a course using the Pass/Fail option through the Office of the Registrar, and may only change to or from Pass/Fail status through the end of the Drop/Add period.

- **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.

- **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 grade point average 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 of their required Major and Minor courses. Some programs may impose higher requirements for continuance in the program or graduation.

Advanced Placement credits, IB, and A Level credits, credits transferred from accredited institutions, credits earned through extension work, and credit for courses taken on a Pass/Fail basis are not used in computing a student's GPA, but may be accepted toward a degree.

- **Failing and Course Repetition**

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

- A student must have declarsed his or her Degree Program or Major with the 2006 – 2007 Catalog onward
- A student who may have received the "D" grade in a course taken during the Fall 2006 semester onwards
- The following General Education Requirements must be completed with a grade of "C" or better. (A "D" is not a passing grade for the following courses):
    o Arabic Language
    o Arabic Culture
    o English Language
    o Any course that is a prerequisite for a Major or Minor course, or a Major requirement, in a degree program.

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

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. A student may not attempt a course more than three times, including withdrawals. Students wishing to register for the fourth attempt will be referred to the Dean of the College of Arts and Sciences for review and recommendation.

Students may also elect to repeat up to 12 credit hours of coursework with a minimum grade of "C" to improve there GPA. This excludes prerequisite courses and courses which have Catalog restrictions due to duplication of subject matter.

A student will be given credit only once for any passed course counted towards there 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.

- **Incomplete Grades and Make-Up Requirements**

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

If an Incomplete "I" grade has been entered by the instructor, it is the responsibility of the student to complete or fulfill the uncompleted course requirement(s) on the date specified by his/her instructor, (the date must be less than 45 days following the scheduled examination for the course in question) or within 45 calendar days following the scheduled final examination for the course in question. The instructor has 45 calendar days following the deadline for submitting final grades for the course to submit the final grade via the *Change of Incomplete/Grade of I* form to the Office of the Registrar. After 45 days, all "I" grades will be administratively converted to "F".

- **Course Grade Appeals**

A student may appeal his/her final grade if there is proof of clerical error, prejudicial evaluation or inconsistent application of the standards of evaluation not based on the criteria stated in the course syllabus. It is the responsibility of the student appealing a grade, however, to provide proof for these inconsistencies. The process for filing a grade appeal begins with a student scheduling a consultation with the faculty member. If the faculty member's response does not satisfy the student, he/she may appeal to the Division Head by filing a completed and signed *Grade Appeal Form*. If the student is dissatisfied with the Division Head's decision regarding the grade appeal, the matter may be referred to the Dean of the College of Arts and Sciences. The decision of the Dean is final and binding on all parties.

A grade appeal must be filed within the first two weeks of instruction of the next semester in which the student is enrolled.

- **Tests & Examinations**

Following the American model of higher education, evaluations of a student's performance may be via quizzes, tests, projects, and examinations, as well as via other advanced assessment tools.

The student will take a minimum of one quiz administered during the schedule time period. Instructors may require more quizzes and tests. Students should consult the syllabus of each scheduled course. These quizzes or tests will address the content and concepts presented in the lectures and text readings.

The student will take a minimum of two examinations (a midterm and final examination) to demonstrate understanding of information presented primarily during lectures. Examinations are usually announced in course syllabi. These proctored exams will be closed-book exams and students will not be allowed to refer to texts, notes, or other materials while taking the exam. The student must take the exam during the scheduled time period. A student missing an exam because of an illness or legitimate emergency must present an excuse considered valid by the instructor of the course. The course instructor should will then determine whether the student take a make-up examination.

A student may be asked to show photo identification, preferably the AUK ID, in order to enter the examination room.

- **Request for Make Up Examination**

If a student misses a quiz, test, project, or examination, it is up to the faculty member's discretion as to whether to offer a make-up test. This policy may be noted in the instructor's course syllabus.

- **Change of Final Grade**

Faculty may change a final grade by submitting a *Change of Grade Request* form to the Office of the Registrar. Final grades may only be changed within 45 calendar days of "Final Grades Due" deadline for the semester in question. Final grades may not be changed after 45 days have elapsed.

- **Course Repetition Policy**

Students may elect to repeat up to 12 credit hours of coursework with a minimum earned grade of "C", excluding prerequisite courses for passed courses and courses which have Catalog restrictions due to duplication of subject material. A student will receive credit only once for any course. The highest grade is counted in the calculation of the GPA. Grades for all courses completed at AUK will be recorded on the student's AUK transcript, and repeated courses will be so designated, to distinguish them from other courses.

Courses with an earned grade lower than a "C" may be repeated up to three times without the approval of the Dean of the College of Arts and Sciences. Students wishing to register for a fourth attempt will be referred to the Dean.

- **Challenging Educational Materials**

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

ACADEMIC PROBATION

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

- **Initial Probation**

A student goes on academic probation at the end of the first semester when his or her earned cumulative AUK GPA falls below 2.00. In order to regain good academic standing, students on probation may register for a maximum of 12 credit hours per semester, and should repeat courses in which "D" or "F" grades were earned and participate in academic success initiatives.

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

- **Final Probation**

After the end of the second consecutive semester with an earned cumulative AUK GPA below 2.00, the student is considered "at risk," and is required to meet with the Retention Specialist. The Retention Specialist will review and adjust the student's schedule in order to give the student the best option for removing academic deficiencies. Students on final probation are required to participate in the academic support program initiatives.

- **Academic Dismissal**

At the end of the third consecutive semester with an earned cumulative AUK GPA below 2.00, a student will be academically dismissed from AUK. Academically dismissed students may apply for reinstatement to AUK after a semester of separation. Dismissed students who return to AUK must meet with the Retention Specialist who will assist them with the development of a schedule designed to remove academic deficiencies. Students may register for a maximum of 12 credit hours per semester and are required to participate in the academic support programs specified by the Retention Specialist. Failure to comply with the program as defined by the Retention Specialist jeopardizes the student's continued enrollment at AUK.

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

Students is reinstated after being academically dismissed who find themselves being dismissed for a second time, are not eligible to reapply to AUK.

- **Removal of Academic Probation**

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

REGISTRATION

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

- **Registration Holds**

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

- **Drop and Add**

Students are allowed to drop and add courses online via AUK Self Service through the end of the Drop/Add period. The Drop/Add period during the Fall and Spring semesters is usually the first week of classes, and the Drop/Add period during the Summer is usually the first two days of classes. Courses dropped during the Drop/Add period will not be entered in the students' academic records. Students should consult with their respective academic advisors and consult the tuition refund schedule before finalizing registration changes.

WITHDRAWAL
- **Withdrawal from Individual Courses**

Students are permitted to withdraw from individual courses. However, to maintain full-time status, the student must be registered in a minimum of 12 credits per semester. Withdrawal from individual courses should occur no later than the Withdrawal deadline for the respective block or semester.

A grade of "W" will be recorded in the student's transcript for the course from which the student has voluntarily withdrawn after the Drop/Add deadline for the block or semester. After the published withdrawal deadline, students may only withdraw from individual courses following the late withdrawal process (see below). For additional information regarding the individual course withdrawal deadline, students should visit the Office of the Registrar website at **http://www.auk.edu.kw**. Students are also encouraged to consult the tuition refund schedule before withdrawing from a course.

- **Late Withdrawal from Individual Courses**

Students may request a *Late Withdrawal* between the withdrawal deadline and two instructional weeks before the last day of regular classes (regular semester). Late withdrawals are at the discretion of the faculty. A student request does not guarantee withdrawal.

- **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. Withdrawal from AUK before the withdrawal deadline will result in a grade of "W".

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

INDEPENDENT STUDY COURSES

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

AUDITING

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

LEAVE OF ABSENCE

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

- **Resuming Study at AUK**

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

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

STUDY AT ANOTHER INSTITUTION

An AUK student who plans to take courses at another institution and transfer the credit to American University of Kuwait must be in good academic standing, and must complete the *Study Away Request* form, obtaining the necessary signatures from the Dean of the College of Arts and Sciences and the Dean of Student Affairs. The student must be alert to the residency implications of a request to study at another institution.

A student is allowed to take courses at another institution (approved by the Ministry of Higher Education) if he/she has met the 60 hour AUK residency requirement and needs a course that is not offered at AUK that semester. A student is also allowed to take Summer courses at a Kuwaiti institution approved by the Ministry of Higher Education-State of Kuwait if the courses that he/she plans to take will not be offered at AUK prior to the student's graduation. Students may not take classes at other institutions during their last year (unless enrolled in an approved AUK-exchange program or AUK-approved Study Abroad program), irrespective of whether they have met the residency requirement of 60 credits.

Students at AUK who choose to attend an AUK-approved Study Abroad program or AUK exchange program will have transferable credits that will be counted within the 60 credit maximum for transfer credits. AUK is not under obligation to accept transfer credit unless the programs and courses are agreed upon in advance and/or if the program or courses were approved by AUK.

- **Transfer of Credit**

Transfer credit is applicable toward the requirements of a Major or graduation if the earned grade is "C" or better. Approval is granted for specific courses only, not programs. Only credit for courses from institutions of higher education approved by the Ministry of Higher Education-State of Kuwait can be transferred to AUK.

COURSES AND CLASS SCHEDULES

Course Schedules
Each semester, the University publishes its schedule of course offerings for the following semester, available through AUK Self Service. The schedule provides information on the courses to be offered, the meeting schedule and frequency, the time schedule (time of the day and days of the week), and the classrooms and laboratories for the respective courses. Students should consult their class schedule on AUK Self Service before seeking advice from their academic advisor.

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

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

Prerequisites

Prerequisites are courses or conditions that must be satisfactorily completed before enrolling in certain courses. Upper-level courses, typically with 300 and 400 designations, may require one or more prerequisites. Specific prerequisites are usually noted in the course description, with the prefixes, numbers, and titles. 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. Students should consult with their academic advisor for written acceptance of equivalency and permission to enroll in upper level courses. It is the responsibility of the student to enroll in the course only after completing the appropriate prerequisite(s). Students who do not satisfy the course prerequisites will have their registration for that course removed by the Office of the Registrar unless they present an approved form granting them permission to enroll.

Co-requisites

A co-requisite course may be taken at the same time as another specified course, or courses, as designated by the department. A co-requisite course may also be completed before taking the course(s) with which it is paired. Specific co-requisites are noted in the course description.

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, 45 contact hours. Class duration and meeting frequency may differ during the Summer term.

Course Descriptions and Syllabi

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

Categories of Students and Class Standing

Part-time students must complete the AUK application process and be accepted into AUK as a student. Students are considered part-time if they carry 11 credit hours or less. Full-time students carry a course load of 12 - 18 credit hours per regular semester. Students may register 21 credits in their semester of graduation or while registered for an internship, with the permission of the Dean of the College of Arts and Sciences.

The maximum enrollment for the Summer term is usually limited to 10 credit hours for the entire summer semester. Under special circumstances, a student with a cumulative average of 3.00 or above may secure the permission of the Dean of the College of Arts and Sciences to take one additional three-credit hour course.

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

Degree Programs and Major Requirements

The University offers Bachelor degrees in various fields: Bachelor of Arts, Bachelor of Science, and Bachelor of Business Administration. The term "Major" refers to the specialty (major field of study) in the degree program. All the Business Administration fields at AUK constitute separate degree programs. Students wishing to gain more than one Business specialty may consider earning a Minor or a second B.B.A. degree (see "Division of Business and Economics" section). Within Bachelor of Arts and Bachelor of Science degree programs, students may choose one or more majors. All degree programs include Major requirements as well as General Education requirements (see Graduation Requirements table). No more than 9 credit hours of General Education Requirements may apply toward the major in any degree program. Students are also to complete at least 40 credit hours of upper-level (300 and 400 level) courses. Students may indicate their intended field of study at the time of application, but admission to AUK does not ensure acceptance into any specific program as a certified major or degree candidate.

Declaration of Major in the degree program

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

Students should formally choose and declare a major by the start of their junior or third year of full-time coursework by completing the *Degree Program, Major, and/or Minor Declaration Request* form. After students declare a degree program and major field and the declaration is certified, they are assigned to the appropriate faculty advisor. For information and forms for declaring a degree program and major within the degree (if appropriate), students are advised to visit the web page of the Office of the Registrar: **http://www.auk.edu.kw/registrar/default.jsp**.

Change in Degree Program , Major and/or Minor

Transfer from one degree program or major to another in the College of Arts and Sciences requires approval of the Division Head of the prospective program and completion of at least one full semester of work in the current degree program or major. Transfer forms (*Degree Program, Major, and/or Minor update Request*) are available at the Office of the Registrar website. The transfer form must be cleared with the SSC and submitted to the Division Head of the prospective program at least three weeks before the end of the semester. If approved, the transfer becomes effective in the following semester. Government Scholarship Students must follow a special procedure; see the AUK government scholarship coordinator before attempting to change major.

Completion of the Major in the Degree Program

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

Once a student has completed his or her Major program requirements for a degree, the student is responsible for having the completion certified by filling out the *Completion of a Degree Program, Major, or Minor Form*. Forms can be obtained from the faculty advisor. After the student has collected the appropriate signatures, s/he must turn in the form to the Office of the Registrar for certification.

Double Major

Students may complete two Majors by satisfactorily completing all the major and major-related coursework required by the two majors. Once a student has completed his or her program requirements for the second Major, the student is responsible for having the completion certified. This requires filling out the *Completion of a Degree Program, Major, or Minor Form*, collecting the appropriate signatures, and turning in the form to the Office of the Registrar.

A double Major is usually pursued in the same degree program: i.e., two Majors in the Bachelor of Arts programs or two Majors offered in the Bachelor of Science programs. In the case of B.B.A. degrees at AUK, the specialties of Accounting, Finance, Management, and Marketing are all constituted as separate degrees. Students who wish to complete two of these Business programs must follow the guidelines for the Second Bachelor's Degree. Students who wish to obtain additional specialization, but do not need a second major or second degree, may choose to minor in another field of study. 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 or a minor. Credit hours taken for any course at AUK will only be counted once toward the total 120 credit hours for graduation.

Second Bachelor's Degree

AUK students (or graduates) who wish to earn two different degrees from AUK programs may do so by completing one major in a Bachelor of Arts degree and another major in a Bachelor of Science degree or by finishing two Bachelor of Business Administration degrees (for instance, a B.B.A. degree in Marketing and another B.B.A. degree in Accounting). Such students must satisfy the requirements for both degree programs and complete a total of at least 150 credit hours. The specific amount of coursework required to earn the second degree, beyond the minimum requirement of 150 credit hours, will depend on analysis by the Academic Advisor. Advisors will take cognizance of the student's academic background and needs, in the context of the second degree's requirements. Students must submit a separate *Completion of a Degree Program, Major, or Minor Form* for each degree to the Office of the Registrar. A second degree also requires a separate *Application for Graduation* (the Graduation Fee applies).

Minor Requirements and Declaration of Minor(s)

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

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

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

Completion of the Minor

Once a student has completed his or her program requirements for a Minor, the student is responsible for having the completion certified by filling out the *Completion of a Degree Program, Major, or Minor Form*. After the student has collected the appropriate signatures, s/he must turn in the form to the Office of the Registrar. The Minor will be noted on the student's transcript. It does not appear on the diploma.

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 program in residence at the American University of Kuwait. The student must have a grade of "C" or higher for each course and a minimum GPA of 2.00. Certificates should be requested from the Office of the Registrar. A certificate fee may apply.

GRADUATION

ELIGIBILITY FOR GRADUATION AND CREDIT HOUR REQUIREMENTS

A liberal arts degree is an integrated program whose components work together, as described elsewhere in the Catalog. This chart is intended to provide a quick overview to readers who may be unfamiliar with the discrete elements that make up the AUK degree program.

Graduation Requirement	Standard	Remarks
Credit hours	credit hours 120	Minimum: More may be required, depending on the Degree Program, Major and/or Minor(s)
General Education Requirements	credit hours 45	See Catalog for distribution
Upper division credit hours	credit hours 40	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	cumulative GPA 2.00	Earned AUK GPA
Residence requirement	credit hours, the last 30 60 of which must be at AUK	Senior year must be spent at AUK or in AUK-approved exchange programs.
Maximum number of credits that can be transferred	credit hours 60	Only grades of "C" or better transfer, all previous colleges attended must be declared at the time of application
Application for graduation	Must be made by deadline (see Registrar's web page)	Reminder sent to students with ≥ 90 credit hours
Eligibility for participation in ceremony	Completion of all requirements. Exception: Ten or fewer credit hours remaining	Must be completed in summer session immediately following the ceremony
Graduation Fee	A graduation fee applies	The fee must be paid in full in order to graduate regardless of whether participating in ceremony.

The American University of Kuwait confers degrees at the end of the academic year. Candidates for graduation must submit a completed *Application for Graduation* to the Office of the Registrar. Reminders will be sent to the AUK e-mail address of students who have minimum of 90 earned credit hours towards their degree. After the application has been filed, the Registration Coordinator will perform a degree audit and advise the student and advisor.

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

The Dean of Student Affairs 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 Kuwait Council of Private Universities.

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

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

• Conferral of Degrees and the Graduation Ceremony

The American University of Kuwait confers degrees at the end of the academic year. The Graduation ceremony or Commencement exercise is held in June. 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 specified date as noted on the Registrar's website.

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

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

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

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

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

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

- **Additional Diplomas**

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

STUDENT ACADEMIC RECORD

PERMANENT RECORD

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

TRANSCRIPTS

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

DISCLOSURE OF STUDENT RECORDS

Student records are considered confidential and are only released with express written permission of the student. Students wishing to access official records must present valid identification. Parent or guardians may receive limited information such as enrollment status, declared major and class standing.

Parents/guardians wanting additional information must make an appointment to meet with the Student Ombudsman and the student. The Student Ombudsman will obtain the relevant information from the Instructor or staff member and will share the information with the concerned party. If family members request to meet with faculty, the Student Ombudsman will assist in making the arrangements through the office of the Dean of the College of Arts & Sciences.

UNIVERSITY HONORS AND AWARDS

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

- be registered for a minimum of 12 credit hours in graded courses numbered 100 or above;
- not be on probation and have no "I", "W", or "F" grades during the semester;
- have a 3.5 GPA or better;
- not have been subject to any disciplinary action within the university during the semester.

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

- be registered for a minimum of 12 credit hours in graded courses numbered 100 or above;
- not be on probation and have no "I", "W", or "F" grades during the semester;
- have 4.0 GPA;
- not have been subject to any disciplinary action within the university 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 American University of Kuwait and have achieved the requisite cumulative GPA. These are:

Summa Cum Laude	"With greatest honor"	3.90 - 4.00
Magna Cum Laude	"With high honor"	3.70 - 3.89
Cum Laude	"High 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 has no liability if the student ignores the advice of academic advisors or fails to abide and comply by the regulations contained in the Catalog.

College of Arts and Science

- **DEAN OF COLLEGE OF ARTS & SCIENCES**
  - ○ ACADEMIC DIVISIONS
- **UNIVERSITY DEGREE REQUIREMENTS**
  - ○ GENERAL EDUCATION THE FIRST TWO YEARS AT AUK
  - ○ GENERAL EDUCATION LEARNING OUTCOMES
  - ○ ADEQUATE ADVANCEMENT TOWARD THE MAJOR IN DEGREE PROGRAM
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  - • Arabic
  - • Communication and Media
  - • English Language and Literature
  - • Graphic Design
  - • Visual-Performing Arts
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- **DIVISION OF SCIENCES AND ENGINEERING**
  - o DEGREE PROGRAMS IN THE DIVISION OF SCIENCES AND ENGINEERING
    - • Computer Engineering (B.S.)
    - • Computer Science (B.S)
    - • Information Systems (B.S.)
  - o MINORS IN THE DIVISION OF SCIENCES AND ENGINEERING
    - • Computer Science
    - • Environmental Studies
    - • Information Systems
    - • Mathematics
    - • Natural Sciences
  - o INTERNSHIP PROCESS AND ASSESSMENT

- **DIVISION OF SOCIAL SCIENCES**
  - o DEGREE PROGRAMS IN THE DIVISION OF SOCIAL SCIENCES
    - • International Studies (B.A.)
    - • Social and Behavioral Sciences (B.A.)
  - o CERTIFICATE PROGRAMS
    - • Gulf Studies Program
  - o MINORS IN THE DIVISION OF SOCIAL SCIENCES
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    - • History
    - • Human Resources
    - • International Studies
    - • Psychology
    - • Social and Behavioral Sciences
  - o INTERNSHIP PROCESS AND ASSESSMENT

- **COURSE DESCRIPTIONS BY DISCIPLINE (FIELD OF STUDY)**

COLLEGE OF ARTS AND SCIENCES

Dean of the College of Arts and Sciences

Prof. Nizar Hamzeh

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

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

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

Strategic Goals
The strategic goals of the College of Arts and Sciences are:

- **Excellence in Education:** To provide excellent and fully accredited professional and liberal arts education for students. Students should receive an excellent education that offers a balance between the goals of liberal arts education and specialization in specific fields, either in a Major in the Arts and Sciences or through participation in undergraduate program. The engagement of all its academic programs in achieving this goal is vital to the success of the College's mission and vision.

- **Scholarly Research and Creative Work:** To promote a high quality faculty and student research environment. Quality research and creative work are encouraged and supported by the College and the University, for the purpose of maintaining high standards of education, attracting high quality faculty and developing students' research skills.

- **Leadership and Integrity:** To foster within the University community the values of strong leadership, intellectual curiosity, ethical behavior, civic responsibility, mutual cooperation and social tolerance.

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

- Business and Economics
- Humanities and Arts
- Sciences and Engineering
- Social Sciences

University Degree Requirements

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

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

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

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in Economics
- Bachelor of Arts in English Language and Literature
- Bachelor of Arts in Graphic Design
- Bachelor of Arts in International Studies
- Bachelor of Arts in Social and Behavioral Sciences
- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Finance
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

General Education The First Two Years at AUK

All Bachelor's Degree programs include General Education: Each specific Degree program has further Degree Program or Major and Major-related requirements that are detailed in their respective sections of the Catalog.

To earn a Bachelor's Degree, students are governed by the following requirements including a set of General Education requirements. General Education courses should be completed in the first two years in order to have adequate advancement toward the Major. In addition, the following two courses of English (ENGL 101 and ENGL 108) should be completed in the first year.

General Education courses are designed to provide all students with a foundation of core knowledge upon which degree programs are built. Students should consult with their academic advisor before choosing and scheduling their General Education courses.

Students must successfully complete:

Forty five (45) General Education credit hours in the following courses:

Courses	Credit hours	Course Code
English Language Requirement	(6)	[E]
Oral Communication Requirement	(3)	[C]
Arabic Language and Culture Requirement	(6)	Language: [A] Culture: [K]
Mathematics Requirement	(6)	[M]
Computer Science and Information Systems Requirement	(3)	[T]
Health and Wellness Requirement	(1)	[F]
Essentials of Learning Requirement	(1)	[L]
Humanities Requirement	(6)	[H]
Social Sciences Requirement	(6)	[S]
Sciences Requirement	(7)	[P]

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

Grades earned in courses numbered 099 and below are not averaged 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
After the first two years of taking General Education requirements, the student will have learned the following fundamental skills, values, and abilities:

- Critical Thinking
- Effective Communication
- Innovative Leadership
- Aesthetic Appreciation
- Cultural Awareness
- Ethical Standards
- Technological Literacy

- **Critical Thinking:** AUK graduates will be able to logically piece together processes and information using inductive and deductive reasoning, with relevant quantitative and qualitative data to construct an idea. They will be able to critically analyze information in order to make responsible decisions.
- **Effective Communication:** AUK graduates will be able to effectively communicate in a variety of media (orally or electronically) and formally suited to any audience in English and in Arabic.

- **Innovative Leadership:** AUK graduates will becomes leaders in their societies, being able to recognize areas requiring strengthening, independently research creative methods of how to solve the issue, and recommend the changes in areas requiring reform.

- **Aesthetic Appreciation:** AUK graduates will be able to appreciate the arts, recognizing the balance between preservation of the past and the possibilities of the future. The students will understand the importance of the traditional as well as the necessity of the modern.

- **Cultural Awareness:** AUK graduates will be able to positively contribute to any society in which they work. They will be able to empathize with a variety of cultures and will be able to work efficiently with a heightened awareness of cultural implications. AUK graduates will be able to understand societal interactions, human behavior, and the dynamics of human relationships and will be able to utilize this knowledge within their societies.

- **Ethical Standards:** AUK graduates will be guided by the highest moral and ethical standards in conducting themselves in their societies. They will be able to use their learned appreciation of ethical theory to responsibly apply their methodology to the moral and civic standards of their society.

- **Technological Literacy:** AUK graduates will be able to compose, create, present, and send information through various technical channels, such as the Internet. Graduates will be able to use the latest technological devices in order to convey their quantitative and qualitative literacy and apply this to enhance their current careers, lives, and societies.

ADEQUATE ADVANCEMENT TOWARD THE MAJOR IN DEGREE PROGRAM

After the student spends his/her first two years completing the General Education requirements, the student will be able to obtain the skill set to be able to advance towards Degree Program or Major requirements. The student generally declares his or her Degree Program or Major after completion of the General Education Requirements, which is at the end of the second year (fourth semester) or at the beginning of the third year (fifth semester). Students may apply no more than 9 credit hours of general Education coursework toward their major and vice versa.

- **The General Education Requirement "D" Grade**

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

  o   A student must have declared his or her Degree Program or Major with the 2006 – 2007 Catalog onward.
  o   A student who may have received the "D" grade in a course taken during the Fall 2006 semester onwards.

- The following General Education Requirements must be completed with a grade of "C" or better. (A "D" is not a passing grade for the following courses):
  - o　Arabic Language
  - o　Arabic Culture
  - o　English Language
  - o　Any course that is a prerequisite for a Major or Minor course, or Major requirement, or in a degree program.

Students must receive at least a "C" in the entire core courses required for their declared Degree Program, Major and/or Minor. Students must have a C average for all degree electives and free electives. All students must have a minimum of 2.00 GPA to graduate.

- **Upper-Level Courses**

Students admitted to AUK for Fall 2008 and later are required to complete a minimum of 40 hours upper-level (300 or 400 level) courses. A minimum of 21 hours of the upper-level courses should be completed in residence at AUK.

GENERAL EDUCATION REQUIREMENTS
- **[E]: English Language Requirement (6 credit hours)**

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

- ENGL 101　Approaches to Critical Reading and Writing　(3) [E]

This course should be completed by the end of the first year.
AND

- ENGL 102　Writing and Information Literacy　(3) [E]

OR
- ENGL 204　Business Writing　(3) [E]

This course is recommended for all Business and Economics Majors and should be completed by the end of the second year.

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

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

- ENGL 108　Public Speaking　(3) [C]

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

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

Students with an Arabic-speaking educational background should take the following course to satisfy the language/literature Arabic General Education Requirement:

- ARAB 220   Readings in Arabic Heritage   (3) [A]

Students with a non-Arabic speaking educational background (those who attended foreign schools) should take either one of the following courses to satisfy the language/literature Arabic General Education Requirement according to their proficiency level in Arabic:

- ARAB 220   Arabic as a Second Language   (3) [A]
  OR
- ARAB 220   Arabic Basic Language Skills   (3) [A]
  OR
- ARAB 220   Arabic Composition I   (3) [A]

Students whose proficiency level in Arabic is higher than the level of ARAB 110 are required to take any higher-number ARAB course. Proficiency level is determined by an Arabic Placement Test or by Arabic Admission Placement.

[K] Arab Culture Requirement

- ARAB 150   Human Developement in the Arab World   (3) [K]
  OR
- ARAB 205   Fundamentals of Arabic Society   (3) [K]
  OR

Any course listed as satisfying the General Education Requirement for Arab Culture. (See course descriptions).

- **[M]: Mathematics Requirement (6 credit hours)**

For some degree programs, specific MATH courses are required or may be prerequisites for Major courses. If the student knows what he or she wishes to major in, the student is encouraged to refer to his or 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 101   Finite Mathematics   (3) [M]
- MATH 102   Introduction to Modern Mathematics   (3) [M]
- MATH 103   Mathematics for Business   (3) [M]
- MATH 110   Pre-Calculus   (3) [M]
- MATH 201   Calculus I   (3) [M]
- MATH 203   Calculus II   (3) [M]
- MATH 210   Differential Equations   (3) [M]
- MATH 213   Discrete Mathematics   (3) [M]
- MATH 201   Statistics   (3) [M]

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

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

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

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

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

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

- EDUC 100   Essential of Learning   (1) [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 EDUC 100 course. However, the one credit must be made up in another area to satisfy degree credit hour requirements.

- **[H]: Humanities Requirement (6 credit hours)**

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

- **Arabic** (ARAB) (150, 205, 220, 303, 304, 308, 312, 313, 400) [H]
- **Art** (ART) [H]
- **Drama** (DRAM) [H]
- **English** (ENGL)) (200-level courses or above except for ENGL 204) [H]
- **French** (FRNC) [H]
- **Music** (MUSC) [H]
- **Philosophy** (PHIL) [H]
- **Religion** (RELG) [H]
- **Spanish** (SPAN) [H]

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

Students can fulfill the Social Sciences Requirement by taking a total of six (6) credit hours from the following areas:
- **Economics** (ECON) [S]
- **History** (HIST) [S]
- **International Studies** (INST) [S]
- **Psychology** (PSYC) [S]
- **Political Science** (PLSC) [S]
- **Social and Behavioral Sciences** (SBSA) [S]

- **[P]: Science Requirement (7 credit hours)**

Students are required to take a total of seven (7) credit hours to fulfill the Science Requirement: One science course with a lab (4 credit hours) as well as one science course without a lab (3 credit hours). Students can take science courses from the following areas:
- **Biology** (BIOL) [P]
- **Chemistry** (CHEM) [P]
- **Environmental Studies** (ENVS) [P]
- **Natural Sciences** (NSCI) [P]
- **Physics** (PHYS) [P]

INTERNSHIPS

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

Students may be interested in participating in an internship for reasons relating to the student's Degree Program or Major. Some degree programs require an internship while for other degree programs participation is strongly recommended. Internships are graded on a Pass/Fail basis.

The student interested in an internship must have satisfied the following prerequisites:
- The student must have declared his or her Degree Program or Major.
- The student must be either a Junior (3rd year, at least 60 earned credit hours) or a Senior (4th year, at least 90 earned credit hours).
- The student must be enrolled in a "470" (Internship) course while participating in the internship. Students must register for the "470" designation that is consistent with his or her Degree Program or Major. The following 470 courses are available for students to take: Accounting 470, Communication and Media 470, Computer Engineering 470, Computer Science and Information Systems 470, Economics 470, English Language and Literature 470, Finance 470, Graphic design 470, International Studies 470, Management 470, Marketing 470, Psychology 470, and Social and Behavioral Sciences 470.
- Enrollment in an internship course is restricted. Students must have permission from a faculty member who will serve as the internship supervisor to register for a 470 course designation. In most circumstances, the internship supervising faculty member is the student's faculty advisor.
- The student must have a minimum grade point average of 2.00.
- The student is limited to a maximum of 6 credit hours of internship. Only 3 credit hours may be applied toward any Degree program or Major if the Degree Program or Major requires an internship. If a student wishes to take another 3 credits of internship, the credits may be applied to another Degree Program, another Major, or towards a student's free electives.

After the student has ensured that the AUK Internship prerequisites are satisfied, the student should follow the general steps for internship:

Each Division has distinct guidelines and steps. The student is asked to consult each Division's requirements located in the Degree Programs section of this catalog as well as in each Division's documents, handbooks, and materials located in the Division Head's office.) Students are to consult with the specifics of their degree program and their Division:

1.   Students, with the support of the 470 instructor, identify appropriate internship opportunities that are related to his or her Major. The student will ensure that, during the application process, he or she has received approval from the 470 instructor to apply to various programs that are all required to be related to the student's Degree Program or Major.
2.   The student is responsible for following the internship application guidelines. The process may include formal application, interview, presentation or competency exam.
3.   Once the internship site has been secured, the student and employing supervisor will determine the number of hours, responsibilities, expectations, and learning outcomes of the experience, and contact information. The student is responsible for articulating the information about the internship to the 470 instructor. Students must keep in mind the number of credits awarded for the successful completion of the internship are based upon the number of hours worked.
4.   It is the responsibility of the student to obtain an internship contract from the company or organization where he or she interns. It should be signed by the 470 instructor and the employer supervisor.
5.   It is expected that the employer supervisor create and send an assessment of the student's progress to the 470 instructor.
6.   The student should create or organize any reports, assessments, 470 instructor – employer supervisor meetings, projects, etc., relating to the internship as is required by his or her Degree Program or Major program and / or 470 instructor.
7.   The final evaluation of the student is conducted by the "on-the-job" supervisor, who communicates his or her evaluation in writing to the student's 470 instructor. The evaluation letter will be used by the 470 instructor in determining whether or not the student receives a passing grade.
8.   If the student receives a "pass," he or she will earn the following credit hours:

Every 1 credit is equivalent to 40 or 42 work hours, thus:
- 3 credit hours for successfully completing 120 or 126 hours of supervised work
- 4 credit hours for successfully completing 160 or 168 hours to 239 hours of supervised work
- 6 credit hours for successfully completing 240 or 252 hours of supervised work.

9.   All awarded credit hours are contingent upon the student being registered for the appropriate 470 internship course. If the student has not registered for the appropriate course and paid tuition for the course, the student may not be awarded credit hours.
10.   Some information about internships can also be found in the Student Success Center. The Student Success Center may also enhance the student's chances of success by providing assistance, like mock interview assessments or resume' critiques.

LoYAC Internships

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

The following are steps for participation in the LoYAC program:

1.   The student must complete an application form located on the LoYAC website **(http://www.loyac.org).**
2.   LoYAC will provide internship opportunities to registered AUK students who have filled out an internship application form. LoYAC will ensure that the internship opportunities provided to the AUK student corresponds to the student's Degree Program or Major. The 470 instructor will verify that the internship opportunities provided to the AUK student corresponds to the student's Degree Program or Major.
3.   Once LoYAC guides the student to an internship opportunity at a certain establishment, the student must apply at the establishment itself by presenting his or her resume and undergoing the interview process.
4.   If the student successfully obtains the internship, he or she will have an AUK 470 instructor as well as an employer supervisor at the establishment where he or she interns. The student will be responsible for informing the AUK 470 instructor of the successful obtainment of the internship and must communicate all necessary information about the internship to the 470 instructor. LoYAC will be supervising the internship and will be creating assessment reports on the AUK student.
5.   It is the responsibility of the student to obtain an internship contract from the company or organization where he or she interns. It should be signed by the 470 instructor and the employer supervisor.
6.   LoYAC will be responsible for conducting at least one assessment of the student during the student's participation in the internship program and for communicating the assessment to the AUK 470 instructor.
7.   The student should create or organize any reports, assessments, AUK 470 instructor – employer supervisor meetings, projects, etc., relating to the internship as is required by his or her Degree Program or Major program and / or 470 instructor.
8.   The final evaluation of the student is conducted by the "on-the-job" supervisor, who communicates his or her evaluation via letter or personal communication to the student's 470 instructor. The evaluation letter will be used by the 470 instructor in determining whether or not the student receives a passing grade.
11. If the student receives a "pass," he or she will earn the following credit hours:

Every 1 credit is equivalent to 40 or 42 work hours, thus:
- 3 credit hours for successfully completing 120 or 126 hours of supervised work
- 4 credit hours for successfully completing 160 or 168 hours to 239 hours of supervised work
- 6 credit hours for successfully completing 240 or 252 hours of supervised work.

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

Division of Business and Economics

DIVISION HEAD: PROF. JEREMY CRIPPS

MAJOR DEGREE PROGRAMS
The Division of Business and Economics oversees the following Degree Programs:
- Bachelor of Business Administration in Accounting
- Bachelor of Business Administration in Finance
- Bachelor of Business Administration in Management
- Bachelor of Business Administration in Marketing

The Division of Business and Economics also oversees the
- Bachelor of Arts in Economics

MINORS
The Division of Business and Economics oversees the following Minor programs:
- Accounting
- Business Administration
- Economics
- Finance
- Management
- Marketing

DISCIPLINES (FIELDS OF STUDY)
The Division of Business and Economics includes the following disciplines:

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

- **ACADEMIC AND PROFESSIONAL SKILLS DEVELOPED BY THE DEGREE PROGRAMS**

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

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

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

The approach is towards analytical problem-solving and business-related case studies.

The social and leadership opportunities at AUK encourage students to develop the ability to deal effectively with people, to learn and practice organizational and management skills, and to develop their potential for leadership in their careers and their communities.

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

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

Careers in business are varied but the following is a list of possibilities:
- Accounting: Management Information Systems, Strategic Planning, Cash Management
- Finance: Banking, Investment Analysis, Financial Analysis
- Management: Manufacturing, Real Estate, Government
- Marketing: Wholesale and Retail Consumer Public Relations

Overview of Requirements for the Bachelor of Business Administration Programs (ACCT, FINC, MGMT, MRKT)

Division Head: Prof. Jeremy Cripps   *Program E-mail:* **Business@auk.edu.kw**

Admission to the Program:
- A cumulative grade point average (GPA) of 2.0.

University Degree Requirements (120 credit hours)
To receive a Bachelor of Business Administration, students must complete at least 120 credit hours:
- General Education Requirements (45)
- Business Administration Core Courses (25)
- Internship (3-6)
- Specialty Program Requirements (18)
- Electives (26 -29)

- **General Education Requirements:**
Students who plan on a BBA degree are advised that they need to complete the following General Education Requirements. These courses are prerequisites for many Business courses.

- ECON 200   Principles of Microeconomics   [S] (3)
- ECON 201   Principles of Macroeconomics   [S] (3)

- MATH 103 Mathematics for Business [M] (3)
- MGMT 201 Principles of Management (3)
- MGMT 204 Business Writing [E] (3)
- STAT 201 Statistics [M] (3)

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

- **Business Administration Core Courses (25 credit hours):**
All B.B.A. students must complete the following core courses:

- ACCT 201 Principles of Financial Accounting (4)
- ACCT 205 Managerial Accounting (3)
- FINC 332 Financial Management (3)
- MGMT 210 Research Methods for Business (3)
- MGMT 321 International Business Management (3)
- MGMT 345 Business Operations (3)
- MRKT 200 Principles of Marketing (3)
  AND
- BEAL 401 Legal Issues in Business (3)
  OR
- BEAL 403 Corporate Governance (3)

- **Internship (3-6 credit hours)**
All students must participate in an Internship Program. The Internship Program provides students with an opportunity to demonstrate their capacity for leadership, teamwork, and business activity in the context of work experience. Each degree program requires a separate internship (Accounting: ACCT 470; Finance: FINC 470; Management: MGMT 470; Marketing: MRKT 470). Internships are completed in the junior or senior year and while in residency at AUK.

Students are limited to a maximum of 6 internship credit hours, and should have at least Junior class standing and a minimum GPA of 2.00. Internships are graded "Pass" or "Fail." Students electing to take 6 credit hours of internship should note that a 470 internship course *may not* be used to substitute for a required course in General Education, the Business Administration Core, the Specialty Program Requirements, or a Minor.

Students undertaking a second B.B.A. degree and electing to take 6 credit hours of internship may be required to register for two separate 3 credit hour internships. The requirement will ensure that internships provide experience that complements the different disciplines associated with the First B.B.A. Degree and Second Degree. Students should consult with their Academic Advisor.

The Division's *Internship Handbook* provides extensive details of the internship process, requirements, and methods of assessment. Information on the process and assessment of internships offered by the Division of Business and Economics is also located at the end of the "Division of Business and Economics" section of the Catalog.

- **Specialty Program Requirements (18 credit hours)**

Students may select to pursue the Bachelor of Business Administration degree in: Accounting, Finance, Management, or Marketing. Students who choose to pursue one of these degree programs must follow the specified guidelines for completing the Business Administration Core Requirements and the requisite 18 credit hours in the degree program of choice (Accounting, Finance, Management, and Marketing). Courses in the B.B.A. program are listed at the Junior (300 level) and Senior level (400 level) with the following prefix designations: **ACCT**, **BEAL**, **ECON**, **ENTR**, **FINC**, **MGMT**, and **MRKT**.

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

Also, note that for all 400 level courses, "Permission of Instructor" is required for enrollment.

- **Electives (26-29 credit hours)**

Students are allowed 26 - 29 credit hours to complete 120 credit hour requirement for graduation. BBA students are strongly adviced to consult with the Academic Advisor for the best course choices.

DEGREE PROGRAMS IN THE DIVISION OF BUSINESS AND ECONOMICS

BACHELOR OF BUSINESS ADMINISTRATION IN ACCOUNTING (ACCT)

Program Lead: Prof. John Russell   *Program E-mail:* **Business@auk.edu.kw**

Accounting Program Learning Outcomes:
Upon completion of the AUK Degree Program Bachelor of Business Administration in Accounting, the student will be able to:

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

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

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

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

Business administration electives include courses with the following prefix designations: **ACCT, BEAL, ECON, ENTR, FINC, MGMT,** and **MRKT**.

The Accounting Internship course has the designation ACCT 470. Information on the process and assessment of internships offered by the Division of Business and Economics is located at the end of the "Division of Business and Economics" section of the Catalog.

Bachelor of Business Administration in Finance (FINC)

Program Lead: Dr. Ralph Palliam   *Program E-mail:* **Business@auk.edu.kw**

Finance Program Learning Outcomes:
Upon completion of the AUK Degree Program Bachelor of Business Administration in Finance, the student will be able to:

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

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

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

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

Business administration electives include courses with the following prefix designations: **ACCT, BEAL, ECON, ENTR, FINC, MGMT** and **MRKT**.

The Finance Internship course has the designation FINC 470. Information on the process and assessment of internships offered by the Division of Business and Economics is located at the end of the "Division of Business and Economics" section of the Catalog.

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT (MGMT)

Program Lead: Dr. Athmar Al-Salem   *Program E-mail:* **Business@auk.edu.kw**

Management Program Learning Outcomes:
Upon completion of the AUK Degree Program Bachelor of Business Administration in Management, the student will be able to:

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

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

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

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

Business administration electives include courses with the following prefix designations: **ACCT, BEAL, ECON, ENTR, FINC, MGMT,** and **MRKT**.

The Management Internship course has the designation MGMT 470. Information on the process and assessment of internships offered by the Division of Business and Economics is located at the end of the "Division of Business and Economics" section of the Catalog.

Bachelor of Business Administration in Marketing (MRKT)

Program Lead: Dr. Mohsen Bagnied   *Program E-mail:* **Business@auk.edu.kw**

Marketing Program Learning Outcomes:
Upon completion of the AUK Degree Program Bachelor of Business Administration in Marketing, the student will be able to:

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

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

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

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

Business administration electives include courses with the following prefix designations: **ACCT, BEAL, ECON, ENTR, FINC, MGMT,** and **MRKT**.

The Marketing Internship course has the designation MRKT 470. Information on the process and assessment of internships offered by the Division of Business and Economics is located at the end of the "Division of Business and Economics" section of the Catalog.

BUSINESS ADMINISTRATION 4-YEAR PLAN

Courses Required to Graduate			Credit Hrs	BBA / ACCT		BBA / FINC		BBA / MGMT		BBA / MRKT	
				BBA - FOUR YEAR PLANS							
				By Year / Semester: 1/2, 3/4, 5/6, 7/8							
				Fall	Spr.	Fall	Spr.	Fall	Spr.	Fall	Spr.
Gen. Ed. Requirements:											
ENGLISH	ENGL	101	3	1		1		1		1	
	MGMT	204	3		2		2		2		2
ORAL	ENGL	108	3	3		3		3		3	
Arabic Lang.	ARAB		3	1		1		1		1	
Arab Culture	.		3		2		2		2		2
MATH	MATH	103	3	1		1		1		1	
	STAT	201	3		2		2		2		2
CSIS	CSIS		3	3		3		3		3	
Health	HFIT		1	1		1		1		1	
Learning	EDUC	100	1	1		1		1		1	
Humanities	.		3	1		1		1		1	
	.		3		2		2		2		2
Social Science	ECON	200	3	3		3		3		3	
	ECON	201	3		4		4		4		4
Sciences	.		4	5		5		5		5	
	.		3		4		4		4		4
			45								

BBA Business Core:			Credit Hrs	Fall	Spr.	Fall	Spr.	Fall	Spr.	Fall	Spr.
	ACCT	201	4	3		3		3		3	
	ACCT	205	3		4		4		4		4
	MRKT	200	3	3		3		3		3	
	MGMT	210	3		4		4		4		4
	MGMT	321	3	5		5		5		5	
	FINC	332	3		6		6		6		6
	MGMT	345	3	5		5		5		5	
	BEAL	401/403	3		8		8		8		8
			25								

BBA Degree Program Requirements

ACCT	FINC		MGMT	MRKT	Credit Hrs		Fall	Spr.	Fall	Spr.	Fall	Spr.	Fall	Spr.
ACCT 301	FINC 341		ENTR 201	MRKT 309	3		5		5		5		5	
ACCT 305	FINC 345		MGMT 301	MRKT 355	3			6		6		6		6
ACCT 401/5	FINC 355		MGMT 333	MRKT 401	3		7		7		7		7	
ACCT 413	FINC 413		MGMT 413	MRKT 413	3			8		8		8		8
Related Reqs: (300 level or above)														
			.		3			6		8		6		6
			.		3		7		7		7		7	
					18									
Internship [3-6 Cr Hrs]		.	470		3			6		6		6		6
					3									

Electives

		Credit Hrs		Fall	Spr.	Fall	Spr.	Fall	Spr.	Fall	Spr.
		3			2		2		2		2
Required Pre-Req	MGMT 201	3		3		3		3		3	
	.	3			4		4		4		4
	.	3		5		5		5		5	
	.	3		7		7		7		7	
	.	3			6		6		6		6
	.	3		7		7		7		7	
	.	3		7		7		7		7	
	.	3			8		6		8		8
	.	2			8		8		8		8
Special Req: Min 40 Cr Hrs @ 300		**29**									

	GPA	
GRADUATION REQUIREMENT	**Above 2.0**	120

AMERICAN UNIVERSITY *of* **KUWAIT**

ECONOMICS

In addition to overseeing the Bachelor of Business Administration Programs, the Division also oversees the Bachelor of Arts program in Economics.

Academic and Professional skills developed by the Degree Program

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

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

BACHELOR OF ARTS IN ECONOMICS

Program Lead: Dr. Mourad Dakhli   *Program E-mail:* **Business@auk.edu.kw**

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

Admission to the Program:
- Students should apply and be approved for formal admission into the degree program (or Major) by the second semester of the sophomore or second year.
- Students must have a minimum 2.00 GPA.
- Students must have completed STAT 201 with a grade of "C" or better.

University Degree Requirements (120 credit hours)
To receive a Bachelor of Arts in Economics, students must complete at least 120 credit hours:

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

- **General Education Requirements (45 credit hours)**

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

- ENGL 204   Business Writing   [E] (3)
- MATH 103   Math for Business   [M] (3)
- MATH 201   Calculus I   [M] (3)
- STAT 201   Statistics   [M] (3)

- **Economics Core Requirements (36 credit hours)**

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

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

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

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

- **Economics Electives (15 credit hours)**

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

- **Free Electives (24 credit hours)**

Choose 8 courses (24 credit hours) in consultation with the academic advisor.

Economics 4-Year Plan

			Hrs		Spring	Fall
General Education Requirements:						
ENGLISH	**ENGL**	**101**	3		1	
	MGMT	**204**	3			2
ORAL	**ENGL**	**108**	3		3	
Arabic Lang	**ARAB**		3		1	
Arab Culture	.		3			2
MATH	**MATH**	**103**	3		1	
	STAT	**201**	3			2
CSIS	**CSIS**		3		3	
Health	**HFIT**	**101**	1		1	
Learning	**EDUC**	**100**	1		1	
Humanities	.		3		1	
	.		3			2
Social	**ECON**	**200**	3		3	
Science	**ECON**	**201**	3			4
Science	.		3		3	
	.		4			4
			45			

			Hrs		Spring	Fall
BA Economics Core			**Hrs**			
	ECON	**200**				
	ECON	**201**				
	ECON	**300**	**3**		3	
	ECON	**301**	**3**			4
	ECON	**304**	**3**		5	
	ECON	**305**	**3**		5	6
	ECON	**351**	**3**			6
	ECON	**405**	**3**		7	
	ECON	**409**	**3**		7	
	ECON	**452**	**3**			8
	ECON	**470**	**3**			8
	ECON	**485**	**3**			8
			30			
Economics Electives			**Hrs**			
Select from SBSA, ENTR, FINC, HIST, PLSC, & all B&E Division courses at the 300 level or above						
	.		**3**		5	
	.		**3**		5	
	.		**3**		3	
	.		**3**			6
	.		**3**			6
			15			
Free Electives			**Hrs**			
	.		3			2
	.		3			4
	.		3			4
	.		3		5	
	.		3			6
	.		3		7	
	.		3		7	
	.		3		7	
	.		3			8
	.		3			8
Special Req: Min 40 Cr Hrs @ 300			**30**			
		GPA				
GRADUATION REQUIREMENT		**Above 2.0**	**120**			

MINORS IN THE DIVISION OF BUSINESS AND ECONOMICS

Students may elect to complement their Degree with a Minor, defined as specialization in a discipline (academic area) *outside* their chosen Degree Program.

The Division oversees the following Minors:
- Accounting
- Business Administration
- Economics
- Finance
- Management
- Marketing

The Minors in Accounting, Finance, Management, and Marketing are designed for students taking a B.B.A. degree. For example, a student can complete their B.B.A. in Accounting with a Minor or Minors that provide specializations(s) in one or more of the following disciplines: Finance, Management, Marketing, or Economics.

The Minor in Business Administration is designed for students taking a B.A. in Economics or a Degree Program in the Divisions of Humanities & Arts, Sciences & Engineering, or Social Sciences. It is not designed for students taking a B.B.A. degree.

The Minor in Economics is designed for students taking a B.B.A. degree, or a Degree program in the Divisions of Humanities & Arts, Sciences & Engineering or Social Sciences. It is not designed for students taking the B.A. in Economics.

- **General Requirements for a Minor**

Students wishing to complete a Minor must complete a minimum 18 credit hours. The minimum credit hours for the Economics Minor are 18; for Accounting, Finance, Management, and Marketing Minors 21; and for the Business Administration Minor 22.

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

- **Requirements for a Minor in Accounting, Finance, Management, or Marketing**

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

- Accounting: Prof. John Russell
- Finance: Dr. Ralph Palliam
- Management: Dr. Athmar Al-Salem
- Marketing: Dr. Mohsen Bagnied

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

Specific details of the course requirements for the Minors in Business Administration and in Economics respectively are given below.

Minor in Business Administration (22 credit hours)

Program Lead: Prof. Jeremy Cripps

This Minor is designated for students taking the B.A. in Economics or Degree Programs in the Divisions of the Humanities & Arts, Sciences & Engineering, and Social Sciences. The Minor requires students to complete the following:

- ACCT 201   Principles of Financial Accounting   (4)
- ECON 200   Principles of Microeconomics   [S] (3)
- ECON 201   Principles of Macroeconomics   [S] (3)
- MGMT 333   Organizational Behavior   (3)
- MRKT 413   Marketing Strategy   (3)

In addition, students must complete 2 courses (6 credit hours) from among the Business Administration electives.

Business Administration electives include courses with the following prefix designations: **ACCT, BEAL, ECON, ENTR, FINC, MGMT,** and **MRKT**.

Minor in Economics (18 credit hours)

Program Lead: Dr. Mourad Dakhli

This Minor is designated for students taking a B.B.A. or Degree Programs in the Divisions of the Humanities & Arts, Sciences & Engineering, and Social Sciences. Students must complete 6 courses (18 credit hours) for the Minor.

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

- ECON 200   Principles of Microeconomics   [S] (3)
- ECON 201   Principles of Macroeconomics   [S] (3)

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

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

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

INTERNSHIP PROCESS AND ASSESSMENT

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

Program discussion: Potential Interns (Juniors or Seniors pursuing a Degree Program within the Division) 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.

Internship Handbook: The student is asked to read through the Internship Handbook. They are asked to ask questions and confirm that they understand the process of the internship. At this stage they will also complete the *Permission to Enroll* form which registers the student for an internship.

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 internship 470 instructor all sign the form.

At this meeting special details of the internship are agreed in the format of a contract between the three parties.

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

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

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

Mid-Term assessment of the Intern: is initially made by the Off-campus supervisor and this leads to the 470 instructor submitting a Midterm grade. Note that grades for internship are on a Pass/Fail basis.

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 students has completed. The student submits the report.

Once the report is submitted, it is reviewed by the 470 instructor. Additions may be requested during an interview and discussion with the student.

Final Assessment: The final assessment begins with a final assessment by the Off-campus supervisor. This is submitted by the Off-campus supervisor.

The 470 instructor then confirms the Off-campus supervisor assessment. The 470 instructor will then submit a final grade.

Overall Assessment: The most auspicious evaluation and assessment of the student comes when, as often happens, the student is either encouraged to return to the company where the internship is held or even as in fewer cases when the students 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 routine of tasks and deadlines in the work environment.

Division of Humanities and Arts

DIVISION HEAD: DR. CRAIG LOOMIS

MAJOR DEGREE PROGRAMS
The Division of Humanities and Arts oversees Bachelor of Arts programs with Majors in the following academic disciplines:
• Bachelor of Arts in Communication and Media
• Bachelor of Arts in English Language and Literature
• Bachelor of Arts in Graphic Design

MINORS
The Division of Humanities and Arts oversees the following Minor programs:
• Arabic
• Advertising
• Communication
• English Language and Literature
• Graphic Design
• Journalism
• Public Relations
• Visual-Performing Arts

DISCIPLINES (FIELDS OF STUDY)
The Division of Humanities and Arts includes the following disciplines (fields of study):
• Art (ART)
• Arabic (ARAB)
• Communication and Media (COMM)
• Drama (DRAM)
• Education (EDUC)
• English (ENGL)
• French (FRNC)
• Graphic Design (GDES)
• Music (MUSC)
• Philosophy (PHIL)
• Religion (RELG)
• Spanish (SPAN)
• Translation (TRAN)

DEGREE PROGRAMS IN THE DIVISION OF HUMANITIES AND ARTS COMMUNICATION AND MEDIA (COMM)

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

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

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

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

BACHELOR OF ARTS IN COMMUNICATION AND MEDIA

Program Lead: Dr. Shaheed Mohammed   *Program E-mail:* **COMM@auk.edu.kw**

Communication and Media Learning Outcomes:
Upon completion of the AUK degree in Communication and Media, the student will:

- Demonstrate critical awareness and understanding of the impact of communications as a social process with its attendant influences on politics, culture and economic development.
- Demonstrate broad knowledge of key theories and practices in the field of communications.
- Demonstrate competence in appropriate technology to the creation and dissemination ofmedia messages.
- Be prepared to embark on professional careers as skilled and responsible media practitioners operating within legal and ethical boundaries.
- Be prepared to create original media expressions that effectively communicate useful messages to diverse audiences.
- Be prepared to use the communication process for the greater good of their communities and nations.

Admission to the Program:

- Students wishing to Major in Communication and Media should apply for Major declaration by the end of their sophomore year.
- Cumulative GPA of 2.0 or better.
- Grade of C or better in ENGL 101 and in either ENGL 102 or ENGL 204.

University Degree Requirements (120 credit hours)

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

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

- **Communication and Media Core Requirements (27 credit hours)**

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

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

- **Communication Area Courses (18 credit hours)**

Students are to complete each course in each area.

Advertising courses:

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

Journalism courses:

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

<u>**Public Relations courses:**</u>

- 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 the Academic Advisor. At least one 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 4-YEAR PLAN

YEAR 1   *Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	101	Approaches to Critical Reading and Writing	
COMM	101	Introduction to Mass Communication	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

YEAR 1   *Semester-2*

Prefix	Number	Title	Prerequisite/s
ENGL	102 or 204	Writing and Information Literacy / Business Writing	ENGL 101
COMM	110	Introduction to Digital Media Design	
ENGL	108	Public Speaking	
General		General Education Requirement	
General		General Education Requirement	

YEAR 2   *Semester-1*

Prefix	Number	Title	Prerequisite/s
COMM	201	Principles of Journalism	COMM 101
COMM	230	Principles of Advertising	COMM 101
COMM	240	Principles of Public Relations	COMM 101
General		General Education Requirement	
General		General Education Requirement	

YEAR 2   *Semester-2*

Prefix	Number	Title	Prerequisite/s
COMM	205	Writing for Mass Media	ENGL 101
COMM	210	Research Methods in Communication	COMM 101 & STAT 101
COMM	225	Theories of Communication	ENGL 101 & COMM 101
General		General Education Requirement	
General		General Education Requirement	

YEAR 3   *Semester-1*

Prefix	Number	Title	Prerequisite/s
COMM	310	Broadcast Journalism	COMM 201
COMM	312	News Reporting and Editing	COMM 201 or COMM 205

COMM	360	Public Relations Writing	COMM 240
General		Upper Level General Education Requirement	
Elective		Free Elective	

YEAR 3 *Semester-2*

Prefix	Number	Title	Prerequisite/s
COMM	402	PR Campaigns	COMM 240
COMM	460	Advertising Campaigns	COMM 230
COMM/ GDES		Additional Course in COMM or GDES	
General		General Education Requirement	
Elective		Upper Level Free Elective	

YEAR 4 *Semester-1*

Prefix	Number	Title	Prerequisite/s
COMM	455	Advertising Media Planning	COMM 230
COMM/ GDES		Upper Level Additional Course in COMM or GDES	
Elective		Upper Level Free Elective	
Elective		Free Elective	
Elective		Free Elective	

YEAR 4 *Semester-2*

Prefix	Number	Title	Prerequisite/s
COMM	470	Internship in Communication	
COMM/ GDES		Upper Level Additional Course in COMM or GDES	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	

ENGLISH LANGUAGE AND LITERATURE (ENGL)

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

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

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

BACHELOR OF ARTS IN ENGLISH LANGUAGE AND LITERATURE

Program Lead: Dr. Kathryn Kleypas   *Program E-mail:* **English@auk.edu.kw**

English Language and Literature Learning Outcomes:
Upon completion of the AUK degree in English Language and Literature, the student will be able to:

- Learn to explicate literary texts and theoretical contexts as a method of analysis.
- Study a wide range of texts that cover different periods and genres.
- Pursue critical specializations through the means of advanced coursework, independent studies, and a senior thesis.
- Engage in a comparative analysis of periods and genres in a historical, political, and economic context.
- Develop and refine academic communication skills and acquire more focused, analytical, and critical capabilities.
- Apply literary theory.
- Recognize the history of British and American literatures.
- Recognize that cultural diversity of literature.

Literature Majors begin their coursework with a survey of Western Literature 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 grade point average (GPA) of 2.00.

- **University Degree Requirements (120 credit hours)**

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

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

- **English Core Requirements (18 credit hours)**

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

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

- **English Electives (27 credit hours)**

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

- **Free Electives (30 credit hours)**

Choose 10 courses (30 credit hours) in consultation with the academic advisor.

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

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

English Language and Literature 4-Year Plan

YEAR 1   *Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	101	Approaches to Critical Reading and Writing	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

YEAR 1   *Semester-2*

Prefix	Number	Title	Prerequisite/s
ENGL	**102** or 204	Writing and Information Literacy / Business Writing	ENGL 101
ENGL	108	Public Speaking	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

YEAR 2   *Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	201	Foundations of Western Literature I	ENGL 101
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
Engl. Elective		English Elective	

YEAR 2   *Semester-2*

Prefix	Number	Title	Prerequisite/s
ENGL	203	Foundations of Western Literature II	ENGL 101
General		General Education Requirement	
General		General Education Requirement	
Engl. Elective		English Elective	
Elective		Free Elective	

YEAR 3   *Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	211	World Literatures in English I	ENGL 101
Engl. Elective		English Elective	
Engl. Elective		Upper Level English Elective	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	

YEAR 3   *Semester-2*

Prefix	Number	Title	Prerequisite/s
ENGL	212	World Literatures in English II	ENGL 101
Engl. Elective		English Elective	
Engl. Elective		Upper Level English Elective	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	

YEAR 4   *Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	300	History of the English Language	ENGL 101
Engl. Elective		English Elective	
Engl. Elective		Upper Level English Elective	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	

YEAR 4   *Semester-2*

Prefix	Number	Title	Prerequisite/s
ENGL	415	Literary Theory and Criticism	ENGL 101
Engl. Elective		Upper Level English Elective	
Engl. Elective		Upper Level English Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	

GRAPHIC DESIGN (GDES)

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

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

BACHELOR OF ARTS (B.A.) IN GRAPHIC DESIGN

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

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

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

University Degree Requirements (120 credit hours)
To receive a Bachelor of Fine Arts in Graphic Design, students must complete at least 120 credit hours:
- General Education Requirements (45)
- GDES Major Requirements (42), composed of:
    - Graphic Design Core Courses (24)
    - Graphic Design Electives (18)
- Free Electives (33)
- A grade of "C" or better in all courses required for the Major.

Graphic Design Core Requirements (24 credit hours)

- GDES 110   Graphic Design   (3)
- GDES 115   Intro to Design and Color Theory   (3)
- GDES 220   Layout   (3)
- GDES 221   Typography I   (3)
- GDES 330   Print Production   (3)
- GDES 242   Digital Imaging I   (3)
- GDES 460   Advertising Campaigns   (3)
- GDES 490   Senior Portfolio   (3)

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

- GDES 245   Film Production I   (3)
- GDES 251   Digital Media   (3)
- GDES 322   Typography II   (3)
- GDES 342   Digital Imaging II   (3)
- GDES 345   Film Production II   (3)
- GDES 441   Commercial Photography   (3)
- GDES 451   Web Design II   (3)
- GDES 452   3 D Modeling and Animation   (3)
- GDES 461   Publication Design   (3)
- GDES 462   Creative Solutions   (3)

Electives (33 credit hours)
Students must take 11 courses (33 credit hours) among ART, COMM, and GDES, as well as other disciplines (fields of study) in consultation with the academic advisor.

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

YEAR 1   *Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	101	Approaches to Critical Reading and Writing	
ART	101	Art History	
GDES	110	Graphic Design	
General		General Education Requirement	
General		General Education Requirement	

YEAR 1   *Semester-2*

Prefix	Number	Title	Prerequisite/s
ENGL	102 or 204	Writing and Information Literacy / Business Writing	ENGL 101
ENGL	108	Public Speaking	
ART	121	Drawing I	
GDES	115	Color Theory	
General		General Education Requirement	

YEAR 2   *Semester-1*

Prefix	Number	Title	Prerequisite/s
GDES	220	Layout	ART 101 and GDES 110
COMM	101	Introduction to Mass Communication	
GDES Elective		Graphic Design Elective	
General		General Education Requirement	
General		General Education Requirement	

YEAR 2   *Semester-2*

Prefix	Number	Title	Prerequisite/s
GDES	221	Typography I	ART 101 and GDES 110 and GDES 115
COMM	210	Research Methods in Communication	COMM 101 and STAT 101
Elective		Elective	
General		General Education Requirement	
General		General Education Requirement	

YEAR 3 *Semester-1*

Prefix	Number	Title	Prerequisite/s
GDES	330	Print Production	GDES 220 and GDES 221
GDES Elective		Upper Level Graphic Design Elective	
Elective		Upper Level Elective	
General		General Education Requirement	
General		General Education Requirement	

YEAR 3 *Semester-2*

Prefix	Number	Title	Prerequisite/s
GDES	242	Digital Imaging I	GDES 110
GDES Elective		Graphic Design Elective	
GDES Elective		Upper Level Graphic Design Elective	
Elective		Upper Level Elective	
General		Upper Level General Education Requirement	

YEAR 4 *Semester-1*

Prefix	Number	Title	Prerequisite/s
GDES	460	Advertising Campaigns	GDES 221
GDES Elective		Graphic Design Elective	
GDES Elective		Upper Level Graphic Design Elective	
Elective		Upper Level Elective	
Elective		Upper Level Elective	

YEAR 4 *Semester-2*

Prefix	Number	Title	Prerequisite/s
GDES	490	Senior Portfolio	GDES 115 and GDES 220 and GDES 221
Elective		Upper Level Elective	
Elective		Upper Level Elective	
Elective		Upper Level Elective	
Elective		Elective	

MINORS IN THE DIVISION OF HUMANITIES AND ARTS

MINOR IN ADVERTISING, JOURNALISM, OR PUBLIC RELATIONS (18 CREDIT HOURS)

Program Lead: Dr. Shaheed Mohammed

Students may elect to complement their degree with one of the following minors:
- Advertising
- Journalism
- Public Relations

General Requirements:

Students wishing to complete a Minor must complete a minimum 18 credit hours. At least 9 credit hours of the Minor must be upper-level (300 and 400 level) courses.

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

Requirements for a Minor in Advertising, Journalism, or Public Relations

Students choosing to add a minor in Advertising, Journalism, or Public Relations should consult the Program Lead and the Academic Advisor for complete curriculum requirements.

MINOR IN ARABIC (18 CREDIT HOURS)

Program Lead: Dr. Raymond Farrin

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.

Admission to the Program
- At least 9 credit hours must be taken at AUK
- A minimum grade of C must be achieved in each Arabic course

Arabic Core Courses (12 credit hours)

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

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

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

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

Minor in Communication and Media (21 credit hours)
Program Lead: Dr. Shaheed Mohammed

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

Admission to the Program:
- Students enrolling in the Communication Minor should have normally completed a minimum of 30 credit hours of coursework and be in good academic standing.

Students seeking a Minor in Communication must complete the following courses or their equivalents. All course prerequisites must be satisfied.

Minor Core Requirements in Communication (12 credit hours)
- COMM 101   Intro to Mass Communication   (3)
- COMM 110   Introduction to Digital Media Design   (3)
- COMM 225   Theories of Communication   (3)
- COMM 205   Writing for Mass Media   (3)

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

Minor in English Language and Literature (18 credit hours)
Program Lead: Dr. Craig Loomis

Students wishing to Minor in English Language and Literature are required to take six (6) courses (18 credit hours). Students must take any three (3) courses (9 credit hours) of the following four core courses:
- ENGL 201   Foundations of Western Literature I   [H] (3)
- ENGL 203   Foundations of Western Literature II   [H] (3)
- ENGL 211   World Literature in English I   [H] (3)
- ENGL 212   World Literature in English II   [H] (3)

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

Minor in Graphic Design (21 credit hours)
Program Lead: Ms. Maryam Hosseinnia

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

The Minor requires a minimum of 21 credits hours including the core of 4 GDES courses (12 credit hours) listed below and 3 courses (9 credit hours) from the GDES electives list.

Minor Core Requirements in Graphic Design (12 credit hours)

- GDES 110   Graphic Design   (3)
- GDES 115   Intro to Design and Color Theory   (3)
- GDES 220   Layout   (3)
- GDES 221   Typography I   (3)

Minor Electives (9 credit hours)
Students must complete at least 3 courses (9 credit hours) in consultation with their academic advisor from the GDES Minor electives list at the 300 level or above.

MINOR IN VISUAL-PERFORMING ARTS (18 CREDIT HOURS)
Program Lead: Dr. Lisa Urkevich

The interdisciplinary VPA Minor includes courses in visual art, music, and drama.

Visual-Performing Arts Core Courses (6 credit hours)
Choose 6 credit hours from at least two different disciplines (fields of study) (**ART, MUSC, DRAM)**

- ART 101   Art History   [H] (3)
- ART 103   Arab and Islamic Art   [H][K](3)
- DRAM 101   Introduction to Theater History   [H] (3)
- DRAM 150   Beginning Acting   [H] (3)
- MUSC 101   Music Appreciation   [H] (3)
- MUSC 105   Introduction to World Music   [H] (3)
- MUSC 220   Music Theory   [H] (3)

VPA Minor Electives (12 credit hours)
Students are required to complete12 credits of electives from the following prefix designations: **ART, DRAM,** and **MUSC**.

Students are advised that no single course can apply as both a core course and an elective and that no more than 9 credits should be taken from one discipline (field of study).

INTERNSHIP PROCESS AND ASSESSMENT

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

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

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

Sites: 470 instructors often visit sites that can provide internship opportunities. When students obtain internships at well established organizations such as local television stations, 470 instructors usually need to ensure that the student's specific duties meet the expectations of their Major program. 470 instructors also routinely call and e-mail site supervisors to check on the progress of student interns.
Worksite supervisor/student reports: Students are required to file monthly reports of their activities on the internship site that are signed by their on-site supervisor. These reports index weekly activities and achievements and serve as an ongoing check of site and activity appropriateness.

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

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

AMERICAN UNIVERSITY *of* **KUWAIT**

Division of Sciences and Engineering

DIVISION HEAD: DR. SHEREEF ABU AL-MAATI

MAJORS
The Division of Sciences and Engineering oversees Bachelor of Science programs with Majors in the following academic disciplines:
- Bachelor of Science in Computer Engineering
- Bachelor of Science in Computer Science
- Bachelor of Science in Information Systems

MINORS
The Division of Sciences and Engineering oversees the following Minor programs:
- Computer Science
- Environmental Studies
- Information Systems
- Mathematics
- Natural Science

DISCIPLINES (FIELDS OF STUDY)
The Division of Sciences and Engineering includes the following disciplines (Fields of Study):
- Biology (BIOL)
- Chemistry (CHEM)
- Computer Engineering (CPEG)
- Computer Science and Information Systems (CSIS)
- Electrical Engineering (ELEG)
- Engineering (ENGR)
- Environmental Studies (ENVS)
- Mathematics (MATH)
- Natural Sciences (NSCI)
- Physics (PHYS)
- Statistics (STAT)

DEGREE PROGRAMS IN THE DIVISION OF SCIENCES AND ENGINEERING

COMPUTER ENGINEERING (CPEG)

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

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

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

Bachelor of Science in Computer Engineering

Program Lead: Dr. Shereef Abu Al-Maati   *Program E-Mail:* **CPEG@auk.edu.kw**

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

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

Admission to Program:
Admission to the Computer Engineering program takes place in the 2nd year of the engineering program after the student has completed all required first year engineering courses listed below with an overall university GPA of 2.70 (B-) or higher on the selected program prerequisites shown below. A program fee may apply upon certification of the declaration of the major.

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

University Degree Requirements (131 credit hours)
To receive a Bachelor of Science in Computer Engineering, students must complete at least 131 credit hours:

Major Requirements **(102)**
Composed of:

- Computer Engineering Core   (54)
- Computer Engineering Electives   (9)
- Related Field Requirements   (39)
  Composed of:
  - o   Math   (18)
  - o   Science   (12)
  - o   Entrepreneurship   (9)

Remaining General Education Requirements in these fields:
Humanities, Social Sciences, Arabic & English   (29)

Major Requirements
Students must complete all 16 courses (54 credit hours) listed in the Computer Engineering Core courses, 3 courses (9 credit hours) from the Computer Engineering elective courses and 11 courses (36 credit hours) in related field requirements which is composed of Math 6 courses (18 credit hours), Science 3 courses (12 credit hours) and Entrepreneurship 3 courses (9 credit hours).

Computer Engineering Core Courses (54 credit hours)

- CPEG 210   Digital Logic Design   (4)
- CPEG 230   Microprocessor System Design   (4)
- CPEG 410   Embedded System Design   (4)
- CPEG 470*   Senior Design Capstone I   (3)
- CPEG 475   Senior Design Capstone II   (3)
- CSIS 120   Computer Programming I   [T] (4)
- CSIS 130   Computer Programming II   [T] (4)
- CSIS 210   Data Structures & Algorithms   (3)
- CSIS 220   Comp. Arch & Assembly Lang   (3)
- CSIS 310   Operating System   (3)
- CSIS 322   Net-Centric Computing   (3)
- CSIS 330   Software Engineering   (3)
- ELEG 220   Electric Circuit Analysis   (3)
- ELEG 270   Electronics I   (4)
- ELEG 320   Signals & Systems   (3)
- ENGR 330   Engineering Economics   (3)

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

Computer Engineering Elective Courses (9 credit hours)
Three Computer Engineering elective courses (9 credits), selected in consultation with the Academic Advisor, from any 200 level or higher CSIS or CPEG courses.

Related Field Requirements (39 credit hours)
Students must complete:

Math Requirements: 6 courses (18 credit hours)

- MATH 201   Calculus I   [M] (4)
- MATH 203   Calculus II   [M] (4)
- MATH 206   Calculus III   [M] (4)
- MATH 210   Differential Equations   [M] (4)
- MATH 213   Discrete Mathematics   [M] (4)
- STAT 201   Statistics   [M] (4)

Science Requirements: 3 courses (12 credit hours)

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

Entrepreneurship Requirements: 3 courses (9 credit hours)

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

Remaining General Education Requirements (29 credit hours)
Students must complete the following
- Social Sciences   (6 credits)
- Humanities   (6 credits)
- ENGL 101, 108 & 204   (9 credits)
- Arabic   (6 credits)
- EDUC 100 & Any HFIT   (2 credits)

COMPUTER ENGINEERING 4 Year Plan

Semester 1

MATH 201	Calculus I	3
CHEM 101	General Chemistry I	4
CSIS 120	Computer Programming I	4
PHYS 115	General Physics I	4
ENGL 101	Critical Reading & Writing	3
	Total	**18**

Semester 2

MATH 203	Calculus II	3
ENGL 204	Business Writing	3
CSIS 130	Computer Programming II	4
PHYS 116	General Physics II	4
EDUC 100	Essentials of Learning	1
HFIT 101	Health & Wellness	1
	Total	**16**

Semester 3

MATH 210	Differential Equations	3
CPEG 210	Digital Logic	4
CSIS 220	Comp. Arch & Assembly Lang.	3
ELEG 220	Electric Circuit Analysis	3
MATH 213	Discrete Math	3
	Total	**16**

Semester 4

MATH 206	Calculus III	3
CPEG 230	Microprocessor System Design	4
CSIS 210	Data Structures & Algorithms	3
ENGL 108	Public Speaking	3
MGMT 201	Principles of Mgmt	3
	Total	**16**

Semester 5

ELEG 270	Electronics I	4
CSIS 322	Net-Centric	3
	Arabic I	3
ENTR 201	Principles of Entrepreneurship	3
CSIS 310	Operating System	3
	Total	**16**

Semester 6

ENGR 330	Engineering Economics	3
ELEG 320	Signals & Systems	3
STAT 201	Statistics	3
CSIS 330	Software Engineering	3
CPEG 410	Embedded System Design	4
	Total	**16**

Semester 7

CPEG 470	Senior Capstone Design I	3
ENTR 301	Intermediate Entrepreneurship	3
	Upper Level Engr Elect1	3
	Upper Level Humanities I	3
	Social Sciences I	3
	Arabic II	3
	Total	**18**

Semester 8

CPEG 475	Senior Capstone Design II	3
	Upper Level Engr Elect2	3
	Upper Level Engr Elect3	3
	Upper Level Social Sciences II	3
	Humanities II	3
	Total	**15**
	Grand Total	**131**

COMPUTER SCIENCE AND INFORMATION SYSTEMS PROGRAM (CSIS)

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

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

BACHELOR OF SCIENCE (B.S.) IN COMPUTER SCIENCE

Program Lead: Dr. Amir Zeid   *Program E-mail:* **CSIS@auk.edu.kw**

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

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

Admission to Program:
Once a student completes CSIS 120, CSIS 130, and MATH 213 with a grade of "C" or higher, they can proceed to declare their Major and be accepted into the Computer Science Program. Students are recommended to declare their Major by the end of their second (Sophomore) year.

University Degree Requirements (120 credit hours)

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

- Major Requirements (88 credit hours) composed of:
- Computer Science Core Course Requirements (47 credit hours)
- Computer Science Elective Courses (9 credit hours)
- Related Fields Requirements (32 credit hours)
- Math (15 credit hours)
- Science (11 credit hours)
- Business (6 credit hours)
- Remaining General Education Requirements (32 credit hours) composed of:
- English (9 credit hours)
- Arabic (6 credit hours)
- Humanities and Social Sciences (12 credit hours)
- Computer Science literacy (3 credit hours)
- Health and Fitness, Essentials of learning (2 credit hours)

Major Requirements (88 Credit hours)

- **Computer Science Core Course Requirements (47 credit hours)**

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

•	CSIS 120	Computer Programming I	[I] (4)
•	CSIS 130	Computer Programming II	[I] (4)
•	CSIS 210	Data Structures and Algorithms	(3)
•	CSIS 150	Professional and Ethical Issues in CSIS	(3)
•	CSIS 220	Computer Architecture and Assembly Language	(3)
•	CSIS 250	Database Systems	(3)
•	CSIS 255	Web Technologies	(3)
•	CSIS 310	Introduction to Operating Systems	(3)
•	CSIS 320	Principles of Programming Languages	(3)
•	CSIS 330	Software Engineering	(3)
•	CSIS 405	Analysis of Algorithms	(3)
•	CSIS 475	Compiler Construction	(3)
•	CSIS 400	Theory of Computation	(3)
•	CSIS 490	Computer Science Capstone I	(3)
•	CSIS 491	Computer Science Capstone II	(3)

- **Computer Science Elective Courses (9 credit hours)**

Three other CSIS courses (9 credit hours), 200-level or above, in consultation with the Academic Advisor.

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

Related Field Requirements (32 credit hours)

- **Math Requirements (15 credit hours)**

Students who plan on a B.S. degree in Computer Science will take the following courses:

  - MATH 201   Calculus I   [M] (3)
  - MATH 213   Discrete Mathematics   [M] (3)
  - STAT 201   Statistics   [M] (3)
  - Math 203   Calculus II   [M] (3)

  Any other 200 or 300 level Math course up to the student's choice   (3)

- **Science Requirements (11 credit hours)**

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

  - BIOL 101   General Biology I   [P] (4)
    - **AND**
  - BIOL 102   General Biology II   [P] (4)
    - **OR**
  - CHEM 101   General Chemistry I   [P] (4)
    - **AND**
  - CHEM 102   General Chemistry II   [P] (4)
    - **OR**
  - PHYS 115   General Physics I   [P] (4)
    - **AND**
  - PHYS 116   General Physics II   [P] (4)
    - **AND**
  - An additional course (3 credit hours) in BIOL, CHEM, or PHYS

CSIS 101 is an introductory course that may fulfill the CSIS General Education Requirements and does not count therefore towards Computer Science Major requirements. In general, Computer Science and Information Systems Majors do not need to take CSIS 101 to fulfill their General Education Requirements, as CSIS 120 will automatically fulfill that requirement.

- **Business Requirements (6 credit hours)**

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

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

COMPUTER SCIENCE 4-YEAR PLAN

YEAR 1 *Semester-1*

Prefix	Number	Title	Credits	Prerequisite/s
CSIS	120	Computer Programming I	4	
Math	201	Calculus I	3	
General		GER-1	3	
General		GER-2	1	
		Science-1	4	
		Total	**15**	

YEAR 1 *Semester-2*

Prefix	Number	Title	Credits	Prerequisite/s
CSIS	130	Computer Programming II	4	CSIS 120
CSIS	150	Professional and Ethical Issues in CSIS	3	CSIS 120
Math	203	Calculus II	3	
General		GER-3	3	
		Science-2	4	
		Total	**17**	

YEAR 2 *Semester-1*

Prefix	Number	Title	Credits	Prerequisite/s
CSIS	210	Data Structures and Algorithms	3	CSIS 130 and MATH 213
CSIS	255	Web Technologies	3	CSIS 130
General		GER-4	3	
Math	213	Discrete Math	3	
General		GER-12	3	
		Total	**15**	

YEAR 2 *Semester-2*

Prefix	Number	Title	Credits	Prerequisite/s
General		GER-5	3	
Stat	201	Statistics	3	
CSIS	250	Database Systems	3	CSIS 130
Science		Elective	3	
CSIS	220	Computer Architecture and Assembly Language	3	CSIS 130
		Total	**15**	

YEAR 3   *Semester-1*

Prefix	Number	Title	Credits	Prerequisite/s
CSIS	310	Operating Systems	3	CSIS 210
Math		Math Elective	3	
General		GER-6	3	
General		GER-7	3	
CSIS	330	Software Engineering	3	CSIS 210
		Total	**15**	

YEAR 3   *Semester-2*

Prefix	Number	Title	Credits	Prerequisite/s
MGMT	201	Principles of Management	3	
CSIS		Upper Level CS Elective-1	3	
General		GER-8	3	
CSIS	320	Principles of Programming Languages	3	CSIS 210
CSIS	405	Algorithms	3	CSIS 210 and MATH 213
		Total	**15**	

YEAR 4   *Semester-1*

Prefix	Number	Title	Credits	Prerequisite/s
CSIS		Upper Level CS Elective-2	3	
CSIS	400	Theory of Computation	3	
ENTR	201	Principles of Entrepreneurship	3	MGMT 201
CSIS	490	Computer Science Capstone I	3	
General		Upper Level GER-9	3	
		Total	**15**	

YEAR 4   *Semester-2*

Prefix	Number	Title	Credits	Prerequisite/s
CSIS	475	Compiler Construction	3	
General		Upper Level GER-10	1	
CSIS		Upper Level CS Elective-3	3	
General		Upper Level GER-11	3	
CSIS	491	Computer Science Capstone II	3	CSIS 330
		Total	**13**	

Bachelor of Science in Information Systems

Program Lead: Dr. Amir Zeid   *Program E-mail:* **CSIS@auk.edu.kw**

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

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

Admission to Program:
Once a student completes CSIS 120, CSIS 130, and MATH 213 with a grade of C or higher, they can proceed to declare their Major and be accepted into the Information Systems Program. Students are recommended to declare their Major by the end of their second (Sophomore) year.

University Degree Requirements (120 credit hours)
To receive a Bachelor of Science in Information Systems, students must complete at least 120 credit hours:
- Major Requirements (82 credit hours) composed of:
    - Information Systems Core Course Requirements (47 credit hours)
    - Information Systems Elective Courses (9 credit hours)
    - Related Fields Requirements (32 credit hours)
    - Math (9 credit hours)
    - Science (8 credit hours)
    - Business (15 credit hours)
    - Remaining General Education Requirements (32 credit hours) composed of:
    - English (9 credit hours)
    - Arabic (6 credit hours)
    - Humanities and Social Sciences (12 credit hours)
    - Computer Science literacy (3 credit hours)
    - Health and Fitness, Essentials of learning (2 credit hours)

Major Requirements (82 Credit hours)
- **Information Systems Core Course Requirements (47 credit hours)**
Students should earn a grade of "C" or better in the Major courses.

•	CSIS 110	Information Systems	[T] (3)
•	CSIS 120	Computer Programming I	[T] (4)
•	CSIS 130	Computer Programming II	[T] (4)
•	CSIS 210	Data Structures and Algorithms	(3)
•	CSIS 150	Professional and Ethical Issues in CSIS	(3)

- CSIS 220   Computer Architecture and Assembly Language   (3)
- CSIS 250   Database Systems   (3)
- CSIS 255   Web Technologies   (3)
- CSIS 260   Systems Analysis and Design   (3)
- CSIS 300   E-Commerce   (3)
- CSIS 322   Net-Centric Computing   (3)
- CSIS 330   Software Engineering   (3)
- CSIS 440   Software Project Management   (3)
- CSIS 490   Information Systems Capstone I   (3)
- CSIS 491   Information Systems Capstone II   (3)

- **Information Systems Elective Courses (9 credit hours)**

Three other CSIS courses (9 credit hours), 200-level or above, in consultation with the Academic Advisor. At least one of the elective courses should be in theoretical computing.

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

- **Related Field Requirements (32 credit hours)**

Math Requirements (9 credit hours)
Students who plan on a B.B.A. degree in Information Systems will take the following courses:

- MATH 213   Discrete Mathematics   [M] (3)
- STAT 201   Statistics   [M] (3)
- Students will need one additional MATH course (3 credit hours)

Science Requirements (8 credit hours):
Students who plan on a B.S. degree in Information Systems must also complete 1 of the following course sequences:

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

CSIS 101 is an introductory course that may fulfill the CSIS General Education Requirements and does not count therefore towards Computer Science Major requirements. In general, Computer Science and Information Systems Majors do not need to take CSIS 101 to fulfill their General Education Requirements, as CSIS 120 will automatically fulfill that requirement.

Business (15 credit hours)
The following 2 courses are required for CSIS students:

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

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

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

INFORMATION SYSTEMS 4-YEAR PLAN

YEAR 1 *Semester-1*

Prefix	Number	Title	Credits	Prerequisite/s
CSIS	120	Computer Programming I	4	
CSIS	110	Information Systems	3	
General		GER-1	3	
General		GER-2	1	
		Science-1	4	
		Total	**15**	

YEAR 1 *Semester-2*

Prefix	Number	Title	Credits	Prerequisite/s
CSIS	130	Computer Programming II	4	CSIS 120
CSIS	150	Professional and Ethical Issues in CSIS	3	CSIS 120
MATH	213	Discrete Mathematics	3	
MGMT	201	Principles of Management	3	
General		GER-5	3	
		Total	**16**	

YEAR 2 *Semester-1*

Prefix	Number	Title	Credits	Prerequisite/s
CSIS	210	Data Structures and Algorithms	3	CSIS 130 and MATH 213
CSIS	255	Web Technologies	3	CSIS 130
General		GER-4	3	
MATH		Elective	3	
ENTR	201	Principles of Entrepreneurship	3	MGMT 201
		Total	**16**	

YEAR 2 *Semester-2*

Prefix	Number	Title	Credits	Prerequisite/s
General		GER-6	3	
STAT	201	Statistics	3	
CSIS	250	Database Systems	3	CSIS 130
Electives		Business Electives	3	
CSIS	220	Computer Architecture and Assembly Language	3	CSIS 130
		Total	**15**	

YEAR 3   *Semester-1*

Prefix	Number	Title	Credits	Prerequisite/s
CSIS	260	System Analysis and Design	3	CSIS 210
Electives		Upper Level Business Electives	3	
General		Upper Level GER-7	3	
General		GER-8	3	
CSIS	330	Software Engineering	3	CSIS 210
		Total	15	

YEAR 3   *Semester-2*

Prefix	Number	Title	Credits	Prerequisite/s
Electives		Business Electives	3	
CSIS		Upper Level Elective-1	3	
General		GER-9	3	
General		Upper Level Elective	3	
CSIS	300	E-commerce	3	CSIS 210 and MATH 213
		Total	15	

YEAR 4   *Semester-1*

Prefix	Number	Title	Credits	Prerequisite/s
CSIS		Upper Level CS Elective-2	3	
CSIS	322	Net-Centric Computing	3	
		Science-2	4	
CSIS	490	Information Systems Capstone I	3	
General		Upper Level GER-10	3	
		Total	16	

YEAR 4   *Semester-2*

Prefix	Number	Title	Credits	Prerequisite/s
CSIS	470	Practicum in Computing and Information Systems	3	
General		GER-11	1	
CSIS		Upper Level CS Elective-3	3	
General		Upper Level GER-12	3	
CSIS	491	Information Systems Capstone II	3	CSIS 330
		Total	13	

MINORS IN THE DIVISION OF SCIENCES AND ENGINEERING

MINOR IN COMPUTER SCIENCE (18 CREDIT HOURS)

Program Lead: Dr. Amir Zeid

Students must take the following four core courses (12 credit hours):

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

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

MINOR IN ENVIRONMENTAL STUDIES (18 CREDIT HOURS)

Program Lead: Dr. Neamat Mosad

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

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

Admission to the Program:
- A grade of "C" or better in each course.
- At least 6 credit hours must be taken in upper level courses (300 level or above).

To complete a Minor in Environmental Studies, students must complete the following courses:

Environmental Studies Core Courses (3 credit hours)
Choose from one of the following:

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

Environmental Studies Electives (15 credit hours)
Choose one natural science course, one math course, and three environmental studies courses:

- **Natural Sciences (3 credit hours)**
Choose one course from the following:

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

- **Math (3 credit hours)**
Choose one course from the following:

  - STAT 201   Statistics   [M] (3)
  - ENVS 210   Environmental Data Analysis   [P] (3)

- **Environmental Studies (9 credit hours)**
Choose three courses from the following:

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

MINOR IN INFORMATION SYSTEMS (18 CREDIT HOURS)
Program Lead: Dr. Amir Zeid

Students must take the following four core courses (12 credit hours):

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

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

MINOR IN MATHEMATICS (18 CREDIT HOURS)

Program Lead: Dr. Fernand Tessier

Mathematics is a group of related subjects that concern the study of numbers, geometry, shape, space, and pattern 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. In fact, it is one of the most natural ways of thinking. Mathematics is also one of the most useful bodies of knowledge. In view of these features, the mathematics faculty members at AUK offer a Minor in this subject with the purpose of demonstrating its use as well as its relation to other subjects.

Admission to the Program:

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

Mathematics Minor Learning Outcomes

Upon completion of the AUK Minor in mathematics, students will:

- Be able to use computational tools effectively and apply mathematics to several fields (e.g.,Physics, Computer Programming, Business, etc).
- Have acquired sufficient knowledge and skill to succeed in a mathematics Major program.
- Will have reached a level of development that allows them to read and comprehend mathematical explanations and proofs.
- Will be able to summarize and articulate solutions to problems that require the use of known mathematics.

Mathematics Core Courses (9 credit hours)

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

- MATH 110   Pre-Calculus   [M] (3)
- MATH 201   Calculus I   [M] (3)
- MATH 203   Calculus II   [M] (3)

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

- STAT 201   Statistics   [M] (3)
- MATH 210   Differential Equations   [M] (3)
- MATH 213   Discrete Mathematics   [M] (3)
- MATH 325   Numerical Computing   (3)
- MATH 359   Principles of Operations Research   (3)
- MATH 389   Special Topics   (1 – 3)

Minor in Natural Sciences [Biology, Chemistry, Physics] (21 credit hours)

Program Lead: Dr. Ali Charara

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 which require an understanding of physics and chemistry, whilst 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, 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 those from business, English literature, computer science, history and international studies, and other disciplines (fields of study). It provides a solid foundation in any of the Natural Science disciplines (fields of study) and still enables the student to focus on particular sub-disciplines (fields of study), such as human biology or astronomy.

The Minor in 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.

Program Admission:
- Students must have a minimum 2.00 GPA in Natural Science courses taken for the Minor.

Natural Sciences Core Courses (8 credit hours)
Students must complete, in consultation with the academic advisor, two courses from among the following core courses (8 credit hours):

- BIOL 101   General Biology I   (4)
- BIOL 102   General Biology II   (4)
- PHYS 101   Introduction to Physics I   (4)
- PHYS 102   Introduction to Physics II   (4)
- CHEM 101   General Chemistry I   (4)
- CHEM 102   General Chemistry II   (4)

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

INTERNSHIP PROCESS AND ASSESSMENT

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

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

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

Internship Contract signed: The next stage is to have a meeting with the organization which has agreed to provide the internship. At this meeting the nature of the internship is discussed and the student, the off-campus supervisor and the 470 instructor all sign the form.

At this meeting special details of the internship are agreed in the format of a contract between the three parties.

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

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

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

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

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

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

Final Assessment: The final assessment begins with a final assessment by the Off-campus supervisor. This is submitted by the Off-campus supervisor. The 470 instructor then confirms the Off-campus supervisor assessment. The student will have to present his findings then the 470 instructor will then submit the final grade, of either Pass or Fail.

Grade distribution:

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

Guidelines

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

Division of **Social Sciences**

DIVISION HEAD: PROF. SHOMA MUNSHI

MAJORS

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

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

CERTIFICATE PROGRAMS
- Gulf Studies Certificate Program

MINORS

The Division of Social Sciences oversees the following Minor programs:
- History
- Human Resources
- International Studies
- Psychology
- Social and Behavioral Sciences

DISCIPLINES (FIELDS OF STUDY)

The Division of Social Sciences includes the following disciplines (fields of study):
- American Studies (AMST)
- Health and Fitness (HFIT)
- History (HIST)
- International Studies (INST)
- Political Science (PLSC)
- Psychology (PSYC)
- Social and Behavioral Sciences, Concentration Anthropology (SBSA)

DEGREE PROGRAMS IN THE DIVISION OF SOCIAL SCIENCES

International Studies (Inst)

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

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

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

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

Bachelor of Arts in International Studies

Program Lead: Dr. Dmytro Roman Kulchitsky   *Program E-mail:* **INST@auk.edu.kw**

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

- Appreciate diverse perspectives about international affairs;
- Demonstrate both qualitative and quantitative knowledge and understanding of different political and economic systems and their institutional arrangements;
- Discuss and apply key concepts, models, theories, and debates involved in the study of the contemporary international system with high standards of moral and ethical responsibility;
- 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; and
- Participate as leaders in the identification and management of local, national, and regional policy issues and strategies in the international arena.

Admission to the Program of International Studies:

- High School Graduates of the Scientific Section: The student must have at least a 70% cumulative high school grade in the *Thanawiya Amma* system or in the British System.
- High School Graduates of the Scientific Section: The student must have at least a 2.5 cumulative high school GPA in the *Muqararat* system or in the American School System.

- High School Graduates of the Literary Section: The student must have at least a 74% cumulative high school grade in the *Thanawiya Amma* system or in the British System.
- High School Graduates of the Literary Section: The student must have at least a 2.7 cumulative high school GPA in the *Muqararat* system or in the American School System.
- Students should apply and get formal approval for admission into the program (or Major) by the end of the second semester of their sophomore or second year.
- Students must have completed English 101 with a grade of "C" or better.
- Students changing their Major to International Studies must also have completed English 101 with a grade of "C" or better.

Transfer students: Transfers to the Major from other universities must have a minimum 2.00 GPA in equivalent Major courses and a grade of "C" or better in English 101 or its equivalent. Transfers from other universities are not normally accepted in their senior year.

University Degree Requirements (120 credit hours)
To receive the degree of a Bachelor of Arts with a Major in International Studies, students must complete at least 120 credit hours:
- General Education Requirements (45)
- Major Requirements (42), composed of:
  - Core Courses (15)
  - Area Studies Courses (27)
- International Studies Electives (15)
- Free Electives (18)

Major Requirements (42 credit hours)
Major requirements include 5 required core courses (15 credit hours), followed by 9 Area Studies courses (27 credit hours) in Global Studies and Regional Studies:

• **Core Courses (15 credit hours)**
Students must take the following core courses (12 credit hours):

•	HIST 101	History and Politics of Kuwait	[S] (3)
•	INST 210	Methods of Research in International Studies	[S] (3)
•	PLSC 200	Introduction to Political Science	[S] (3)
•	INST 309	Dynamics of Globalization	[S] (3)
		AND	
•	INST 101	Introduction to International Studies	[S] (3)
		OR	
•	PLSC 202	International Relations	[S] (3)

• **Area Studies Courses (27 credit hours)**
Majors must complete, in consultation with the academic advisor, 3 courses (9 credit hours) in Global Studies, which must include the senior capstone course (INST 485, "Seminar in History and International Studies"). Majors must also complete, in consultation with the academic advisor, 3 courses (9 credit hours) in each one of the two areas of Regional Studies:

Global Studies (9 credit hours)

- INST 485   Seminar in History and International Studies   (3)

AND

- INST 339   International Organization   [S] (3)
- INST 341   Public International Law   [S] (3)
- INST 345   Conflict Resolution   [S] (3)
- INST 389   Special Topics*   (3)
- INST 412   Sustainable Development   (3)
- PLSC 204   International Political Economy   [S] (3)

*The student must consult with their Academic Advisor to ensure that the INST 389 "Special Topics" course offered that semester falls under the "Global Studies" category.

Regional Studies (18 credit hours)

Euro-American Region Studies (9 credit hours)

- AMST 121   US History Since 1900   [S] (3)
- HIST 317   Topics in English/British History   [S] (3)
- INST 204   Survey of European Political History   [S] (3)
- INST 205   Modern Europe   [S] (3)
- INST 386   Perspectives on US Foreign Policy in the Middle East (Soliya Connect Program)   [S] (3)
- INST 389   Special Topics*   (3)
- INST 400   Colonialism   (3)
- INST 405   Comparative Economic and Political Systems   (3)
- PLSC 203   Comparative Politics   [S] (3)
- PLSC 302   Public Policy   [S] (3)
- PLSC 315   American Government   [S] (3)
- PLSC 316   Political and Social Forces in the U.S.   [S] (3)
- PLSC 322   Western Political Theory   [S] (3)
- PLSC 327   Comparative Ethnicity, Identity, and Ethnic Conflict   [S] (3)
- PLSC 334   E-Government   [S] (3)
- PLSC 335   Current Trends in Public Administration   [S] (3)

*The student must consult with their Academic Advisor to ensure that the INST 389 "Special Topics" course offered that semester falls under the "Euro-American Region Studies" category.

Arab, Islamic, and Other Region Studies (9 credit hours)

- HIST 221   Survey of Gulf History   [S] (3)
- HIST 305   History of the Islamic World: 622 – 1800   [S] (3)
- HIST 307   Arab History in the Late Ottoman Period: 1800-1922   [S] (3)
- HIST 311   Ottoman History   [S] (3)
- HIST 333   Modern History of Kuwait and the Gulf   [S] (3)

- INST 310   20th Century Arab Middle East   [S] (3)
- INST 389   Special Topics*   (3)
- INST 484   Islamic Militant Movements   (3)
- PLSC 207   International Relations of Arab States   [S] (3)
- PLSC 304   Arab Politics   [S] (3)
- PLSC 317   Government and Politics in Kuwait   [S] (3)
- PLSC 321   Islamic Political Philosophy   [S] (3)

*The student must consult with their Academic Advisor to ensure that the INST 389 "Special Topics" course offered that semester falls under the "Arab, Islamic, and Other Region Studies" category.

International Studies Electives (15 credit hours)
Students will choose 5 courses (15 credit hours), in consultation with their academic advisors, from the following prefix designations: **ACCT, ART, BEAL, COMM, ECON, ENGL, HIST, INST, PHIL, PLSC, RELG,** and **SBSA**.

Free Electives (18 credit hours)
Majors are expected to take 6 courses (18 credits hours) of their choice from among courses in Arts and Sciences.

NOTE: Information on internship assessment for internships offered by the Division of Social Sciences is also located at the end of the "Division of Social Sciences" section of the Catalog.

YEAR 1   *Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	101	Approaches to Critical Reading and Writing	
HIST	101	History and Politics of Kuwait	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

YEAR 1   *Semester-2*

Prefix	Number	Title	Prerequisite/s
ENGL	102	Writing and Information Literacy	ENGL 101
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

YEAR 2   *Semester-1*

Prefix	Number	Title	Prerequisite/s
INST	101	Introduction to International Studies	
PLSC	200	Introduction to Political Science	
INST	210	Methods of Research in International Studies	INST 101
General		General Education Requirement	
General		General Education Requirement	

YEAR 2   *Semester-2*

Prefix	Number	Title	Prerequisite/s
EARS		Euro-American Region Studies	
EARS		Euro-American Region Studies	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

YEAR 3   *Semester-1*

Prefix	Number	Title	Prerequisite/s
INST	309	Dynamics of Globalization	INST 101
EARS		Upper Level Euro-American Region Studies	
AIAORS		Upper Level Arab, Islamic, and Other Region Studies	
INST Elective		International Studies Elective	
Elective		Free Elective	

YEAR 3 *Semester-2*

Prefix	Number	Title	Prerequisite/s
AIAORS		Arab, Islamic, and Other Region Studies	
INST Elective		Upper Level International Studies Elective	
INST Elective		Upper Level International Studies Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	

YEAR 4 *Semester-1*

Prefix	Number	Title	Prerequisite/s
INST	485	Seminar in History and International Studies	
GS		Upper Level Global Studies	
AIAORS		Upper Level Arab, Islamic, and Other Region Studies	
General		General Education Requirement	
Elective		Upper Level Free Elective	

YEAR 4 *Semester-2*

Prefix	Number	Title	Prerequisite/s
GS		Upper Level Global Studies	
INST Elective		Upper Level International Studies Elective	
INST Elective		Upper Level International Studies Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	

SOCIAL AND BEHAVIORAL SCIENCES (SBSA)

The program of Social and Behavioral Sciences is the study of human beings and societies across time and around the globe. Social and behavioral scientists study how human societies and cultures comprise, and are shaped by, natural and human-made environments, systems of social groupings and status relationships, material exchanges, and language-based capacities for symbolic expression and communication.

At the American University of Kuwait, Social and Behavioral Sciences offers a concentration in Anthropology. Social and behavioral scientists, with a concentration in anthropology, focus on the comparative study of "culture" - the past and present conditions and evolution of human environments, institutions, systems of thought, and their dynamic interconnections. Social and behavioral scientists with a concentration in Anthropology use qualitative ("ethnographic") and quantitative methods, and investigate such contemporary issues as class formation, gender relationships, ethnicity and ethnic revitalization, religious movements, poverty and economic development, violence, visual culture and mass media, and migration.

Graduates of Social and Behavioral Sciences, with a concentration in Anthropology, find employment in government agencies, non-governmental organizations, international aid and development agencies, and in the private sector in management positions, community service, social service, and in media and research organizations. With knowledge of the quantitative and qualitative methods of social and behavioral sciences research, graduates can also be employed by research and consulting agencies, polling organizations, and print and electronic media institutions.

BACHELOR OF ARTS IN SOCIAL AND BEHAVIORAL SCIENCES

Program Lead: Prof. Shoma Munshi   *Program E-mail:* **SBSA@auk.edu.kw**

Social and Behavioral Sciences Learning Outcomes:
Upon completion of the AUK Major in Social and Behavioral Sciences, the student will be able to:

- Demonstrate an understanding of fundamental concepts in social and behavioral sciences with regard to different societies and cultures.
- Demonstrate an understanding that categories of difference are socially constructed and the ways in which culture constructs behaviors of everyday life.
- Assess and analyze the impact on societies and cultures of increased global media, telecommunication, travel, migration and immigration.
- Understand the ways in which different parts of the world are inter-related and consequently the importance of ethical standards in studying and researching other cultures.
- Demonstrate an awareness and sensitivity to diverse cultural perspectives, critical in today' global society.

Admission to the Program of Social and Behavioral Sciences with a concentration in Anthropology:

- High School Graduates of the Scientific Section: The student must have at least a 70% cumulative high school grade in the *Thanawiya Amma* system or in the British System.
- High School Graduates of the Scientific Section: The student must have at least a 2.5 cumulative high school GPA in the *Muqararat* system or in the American School System.

- High School Graduates of the Literary Section: The student must have at least a 74% cumulative high school grade in the *Thanawiya Amma* system or in the British System.
- High School Graduates of the Literary Section: The student must have at least a 2.7 cumulative high school GPA in the *Muqararat* system or in the American School System.
- A cumulative University grade point average (GPA) of 2.00.
- The completion of English 101 with a grade of C or better.
- A grade of 2.00 or higher in the two semester sequence:

•	SBSA 101	Introduction to Social and Behavioral Sciences: Concentration in Anthropology	[S] (3)
•	SBSA 200	Research Methods: Ways of Seeing and Knowing	[S] (3)

University Degree Requirements (120 credit hours)
To receive a Bachelor of Arts in Social and Behavioral Sciences, students must complete at least 120 credit hours:

- General Education Requirements (45)
- Major Requirements (36), composed of:
  o Core Courses (9)
  o Concentration Courses (27)
- Social and Behavioral Sciences Electives (15)
- Free Electives (24)

Major Requirements (36 credit hours)
The Major in Social and Behavioral Sciences has a core of 3 required courses (9 credit hours):

- **Core Courses (9 credit hours)**

•	SBSA 101	Introduction to Social and Behavioral Sciences: Concentration in Anthropology	[S] (3)
•	SBSA 200	Research Methods: Ways of Seeing and Knowing	[S] (3)

Capstone Course in the senior year (3 credit hours):

•	SBSA 485	Seminar in Social and Behavioral Sciences, Concentration in Anthropology	(3)

- **Concentration Courses (27 credit hours)**
Students must complete, in consultation with their academic advisors, at least 3 courses (9 credit hours) in each of the two categories (total 18 credit hours). The remaining 9 credit hours can be taken from either category.

Category 1: Global Practices

- SBSA205 Fundamentals of Arab Society [S] (3)
- SBSA 214 Lost Worlds [S] (3)
- SBSA 224 Shopping and Consumerism [S] (3)
- SBSA 228 African Healing [S] (3)
- SBSA 230 Genocide and Refugees [S] (3)
- SBSA 239 Nation and Migration [S] (3)
- SBSA 250 Religion and Spirituality [S] (3)
- SBSA 341 Women in Cross-Cultural Perspective [S] (3)
- SBSA 344 Tourism and Cultural Change [S] (3)
- SBSA 345 Globalization: In its Defense and its Discontents [S] (3)
- SBSA 361 Mind, Mood and Medicine [S] (3)

Category 2: Representation of Culture (9 credit hours)

- SBSA210 Arab Society and Culture [S] (3)
- SBSA 218 Museums as Artifacts [S] (3)
- SBSA 219 Developing Museum Exhibitions [S] (3)
- SBSA 220 Culture and Visual Arts [S] (3)
- SBSA 222 Global Media and Spaces of Identity [S] (3)
- SBSA 235 Identity, Difference, and Deviance [S] (3)
- SBSA 249 Images of Women in Media [S] (3)
- SBSA 260 Ethnographic Film [S] (3)
- SBSA 265 South Asian Film: A Global Perspective [S] (3)
- SBSA 355 Politics and Popular Culture in Africa [S] (3)
- SBSA 366 Popular Culture in South Asia: Film and Beyond [S] (3)
- SBSA 370 Music of the Arabian Peninsula [S] (3)

- **Social and Behavioral Sciences Electives (15 credit hours)**

Students are strongly encouraged to choose 5 courses (15 credit hours), in consultation with their academic advisors, from the following disciplines (fields of study): **AMST, HIST**, **PLSC**, **INST**, **PSYC, ECON** and **ART**.

- **Free Electives (24 credit hours)**

Majors are expected to take 24 credit hours of their choice from among courses in Arts and Sciences.

NOTE: Information on internship assessment for internships offered by the Division of Social Sciences is also located at the end of the "Division of Social Sciences" section of the Catalog.

Social and Behavioral Sciences Four Year Plan

YEAR 1   *Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	101	Approaches to Critical Reading and Writing	
SBSA	101	Introduction to Social and Behavioral Sciences, concentration Anthropology	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

YEAR 1   *Semester-2*

Prefix	Number	Title	Prerequisite/s
SBSA	200	Research Methods: Ways of Seeing and Knowing	SBSA 101
SBSA 1		Social and Behavioral Sciences, Category 1	
SBSA 2		Social and Behavioral Sciences, Category 2	
General		General Education Requirement	
General		General Education Requirement	

YEAR 2   *Semester-1*

Prefix	Number	Title	Prerequisite/s
SBSA 1		Social and Behavioral Sciences, Category 1	
SBSA 2		Social and Behavioral Sciences, Category 2	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

YEAR 2   *Semester-2*

Prefix	Number	Title	Prerequisite/s
SBSA 1		Social and Behavioral Sciences, Category 1	
SBSA 2		Social and Behavioral Sciences, Category 2	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

YEAR 3   *Semester-1*

Prefix	Number	Title	Prerequisite/s
SBSA 1		Upper Level Social and Behavioral Sciences, Category 1	
SBSA 2		Upper Level Social and Behavioral Sciences, Category 2	
SBSA Elective		Upper Level Social and Behavioral Sciences Elective	
General		General Education Requirement	
General		General Education Requirement	

YEAR 3   *Semester-2*

Prefix	Number	Title	Prerequisite/s
SBSA 1		Upper Level Social and Behavioral Sciences, Category 1	
SBSA Elective		Upper Level Social and Behavioral Sciences Elective	
SBSA Elective		Upper Level Social and Behavioral Sciences Elective	
SBSA Elective		Social and Behavioral Sciences Elective	
General		General Education Requirement	

YEAR 4   *Semester-1*

Prefix	Number	Title	Prerequisite/s
SBSA Elective		Upper Level Social and Behavioral Sciences Elective	
General		Upper Level General Education Requirement	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	

YEAR 4   *Semester-2*

Prefix	Number	Title	Prerequisite/s
SBSA	485	Seminar in Social and Behavioral Sciences, concentration Anthropology	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	

GULF STUDIES CERTIFICATE PROGRAM

Program Lead: Dr. Marjorie Kelly   *Program E-mail:* **gulfcenter@auk.edu.kw**

Program Benefits of a Gulf Studies Certificate Program

- Exposure to Gulf society, culture, and lifestyle.
- Opportunity to begin/expand Arabic language study.
- Enhanced understanding of Arab traditions, history, and culture.
- Preparation for careers in a variety of fields.

The Gulf Studies Certificate Program is designed for visiting students or non-degree-seeking students who wish to spend a semester at AUK focusing on regional history, politics, society, culture, and the arts. Students are required to take a total of 4 courses (12 credit hours) from the courses recommended by the Director of the Gulf Studies Program. These courses are listed in the Gulf Studies Center brochure, and the list is available at the Gulf Studies Center Office. Students are asked to see the Gulf Studies Program Director Dr. Marjorie Kelly for current course listings.

All courses must be completed with a grade of "C" or better. Not all courses may be available every semester. As new courses are developed, more choices will become available for certificate electives.

For students with no background in Arabic, ARAB 102 or ARAB 201 (Arabic as a Second Language I or II) is recommended. For students with a background in Arabic, ARAB 110 "Arab Composition" or ARAB 205 "Arab-Islamic Civilization" is recommended.

It is recommended that students choose courses applicable to the Gulf Studies Program in both the humanities (including the following prefixes: **ARAB**, **ART**, **COMM**, **ENGL**, and **MUSC**) and in the social sciences (including the following prefixes: **HIST**, **INST**, **PLSC**, and **SBSA**) in consultation with the Director of the Gulf Studies program and/or in consultation with the Academic Advisor.

MINORS IN THE DIVISION OF SOCIAL SCIENCES

Minor in Gulf Studies (18 credit hours)

Program Lead: Dr. Marjorie Kelly   *Program E-mail:* **gulfcenter@auk.edu.kw**

The Gulf Studies Minor is an interdisciplinary program that requires a total of 18 credit hours. The courses are based in the humanities/arts and the social sciences. All courses must be completed with a grade of "C" or better. At least 9 credit hours must be taken in residence at AUK.

Core course requirements vary depending on whether students have a background in Arabic or not. Electives are to be selected from the courses listed below in the fields of Arabic, art, anthropology, history, international studies, music, and political science. It is recommended that students take courses in both the humanities and social sciences when choosing electives. As new courses are developed, more choices may become available as electives.

Core Requirements (6 credit hours)

- SBSA 205   Fundamentals of Arab Society   [S] (3)
  OR
- SBSA 210   Arab Society and Culture   [S] (3)
  OR
- HIST 221   Survey of Gulf History   [S] (3)

Arabic Course (3 credit hours)

Category 1
For students with no background in the Arabic language:

- ARAB 101   Arabic as a Second Language I   [A] (3)
  OR
- ARAB 201   Arabic as a Second Language II   [A] (3)

Category 2
For students with a background in the Arabic language:

- ARAB 215   Arab Composition I   [A] (3)
  OR
- ARAB 205   Survey of Arab-Islamic Civilization   [A] (3)

Minor Electives (12 credit hours)
Students are required to complete 4 courses (12 credit hours) in courses applicable to the Gulf Studies Program. This includes courses in the humanities (including the following prefixes: **ARAB**, **ART**, **COMM**, **ENGL**, and **MUSC**) as well as courses in the social sciences (including the following prefixes: **HIST**, **INST**, **PLSC**, and **SBSA**). Students are required to choose courses in consultation with the Director of the Gulf Studies program and/or in consultation with the Academic Advisor.

MINOR IN HISTORY (18 CREDIT HOURS)

Program Lead: Dr. Christopher Ohan

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 the following 3 core courses (9 credit hours):

- HIST 101   History and Politics of Kuwait   [S] (3)
  AND
- HIST 305   History of the Islamic World 622 - 1800   [S] (3)
  OR
- HIST 333   Modern History of Kuwait and the Gulf   [S] (3)
  AND
- INST 205   Modern Europe   [S] (3)
  OR
- HIST 289   Topics in World History   [S] (3)
  OR
- AMST 320   American History from European Colonization to 1900   [S] (3)

Students must also take an additional two 200-level or above courses (6 credit hours) in the following prefixes: **AMST, HIST, INST,** and **PLSC**.

Minor in Human Resources (18 credit hours)

Program Lead: Dr. Dmytro Roman Kulchitsky

The Minor is designed to introduce students to the basic concepts, processes, approaches, and policies that are reshaping the field of human resources administrations. Students completing the Minor will be able to:

- Understand the importance of thinking systematically and strategically about managing human assets;
- Understand the intellectual basis for human resource administration such as economics (compensation/incentives), sociology (group norms), psychology (motivation), and political science (the environment);
- Discuss basic and in-depth issues confronting human resource policy formulation and implementation in private, public, and nonprofit organizations;
- Develop a sophisticated understanding of how culture frames the options open to human resource managers around the world;
- Apply critical thinking and writing skills while analyzing and evaluating human resource problems; and
- Apply information and communication technology skills appropriately for the assessment, formulation, implementation, and evaluation of human resource strategies.

Human Resources Minor Core Courses (9 credit hours)
To complete a Minor in Human Resources, students must complete the following core courses:

- MGMT 204   Business Writing   [E] (3)
  AND
- PLSC 205   Human Resources Administration and Development   (3)
  OR
- MGMT 205   Human Resources Administration and Development   (3)
  AND
- PLSC 333   Organization Theory   (3)
  OR
- MGMT 333   Organizational Behavior   (3)

Human Resources Minor Electives (9 credit hours)
Students should complete at least 3 upper-level courses (9 credit hours of 300- or 400-level courses) from the following list:

- ECON 315   Managerial Economics   [S] (3)
- FINC 343   Financial Services Management   (3)
- INST 309   Dynamics of Globalization   [S] (3)
- INST 405   Comparative Economic and Political Systems   (3)
- MGMT 303   Management and Leadership Development   (3)
- PLSC 201   Introduction to Public Administration   [S] (3)
- PLSC 302   Public Policy   [S] (3)

- PLSC 334   E-government   [S] (3)
- PLSC 335   Current Trends in Public Administration   [S] (3)
- PSYC 203   Social Psychology   [S] (3)
- PSYC 337   Community Psychology   [S] (3)
- SBSA 341   Women in Cross-Cultural Perspective   [S] (3)
- SBSA 345   Globalization: In its Defense and its Discontents   [S] (3)

Students may also substitute upper-level courses approved by the Minor's Program Lead from the following prefix designations: **ACCT**, **BEAL**, **ECON**, **ENTR**, **FINC**, **MGMT**, **MRKT**, **PLSC**, **PSYC**, and **SBSA**.

Minor in International Studies (18 credit hours)

Program Lead: Dr. Dmytro Roman Kulchitsky

Students wishing to Minor in International Studies are required to take 6 courses (18 credit hours) of which at least 3 courses (9 credits hours) must be taken at AUK. Students must complete the following three core courses (9 credit hours):

- HIST 101   History and Politics of Kuwait   [S] (3)
- INST 101   Introduction to International Studies   [S] (3)
- PLSC 200   Introduction to Political Science   [S] (3)

Students must also take an additional three 300-level or above courses (9 credit hours) in the following prefixes: **AMST, HIST, INST,** and **PLSC**.

Minor in Psychology (18 credit hours)

Program Lead: Dr. Juliet Dinkha

The Psychology Minor is a unique program that creates an opportunity for students to learn about the psychologies of individuals and communities, and the diverse applications of psychological principles to everyday life. The program teaches students how to apply psychological theories, research methods, and research findings to practical concerns.

A Minor in psychology introduces students to behavioral principles, useful in the fields of business, advertising, human resources, public relations, anthropology, social work, counseling, health care, film and television, and other professions in which contact with the public is of primary importance. The Minor also introduces students to international psychological concepts so that students learn about the realities, styles, and needs of individuals and communities in a global world.

Program Admission:
- At least 9 credit hours must be taken at AUK.
- At least 9 credit hours from upper division classes. All Psychology courses must be completed with a grade of "C" or better.

Psychology Core Course (3 credit hours)

PSYC 101   Introductions to Psychology   [S] (3)

Psychology Electives (15 credit hours)
- Any 2 courses from 200-level PSYC courses (6 credit hours)
- Any 3 courses from 300-level or 400-level PSYC courses (9 credit hours)

Minor in Social and Behavioral Sciences (18 credit hours)

Program Lead: Prof. Shoma Munshi

Students must complete the following course:

- **SBSA 101**   Introduction to Social and Behavioral Sciences, Concentration in Anthropology   [S] (3)

- And 5 additional courses (15 credit hours), with at least 3 courses (9 credit hours) from the 300-level series in either category.

INTERNSHIP PROCESS AND ASSESSMENT

About the Course:
The internship is a practicum course that explores Social Sciences through a variety of work experiences, both governmental and non-governmental. Students are expected to perform work for academic credit and submit, as part of their course requirements, written evaluative reports based on their experiences under the guidance of faculty of the Social Sciences division, as well as an oral presentation at the end of the internship. Students with a general average of at least "C" at the beginning of the senior year may petition the department for internship approval.

Grading: The grading scale used will be the standard scale for the Division of Social Sciences. Grades will be determined as follows:

1. Field experience report	35%
2. Midterm Observations and Reflections	25%
3. Learning Logs	15%
4. Presentation to the Program/Division	25%

Major Assignments

Field Experience Report: Students are required to turn in a comprehensive report that describes their field experience. Early in the semester students will receive detailed information regarding the expectations with respect to compiling their report.

Midterm Observations and Reflections: The on-site supervisor will make the initial assessment and forward this to the 470 instructor. Students must meet with their coordinating 470 instructor halfway through the internship to discuss their progress. Within one week following the observation, students should submit a brief reflection paper (3-4 pages typed, double-spaced, 12 pt. font) to the professor who observed them. Students' reflection papers should contain their own critical reflection on their learning experience.

Learning Logs: The learning log is designed to be an ongoing collection of student's day-to-day work in the course and their own self-assessment of that work, as well as a record of their growth in understanding during the course. This will also help in future review of activities during the internship.

Intern's Internship Final Report: At the end of the student's period of work, the student is required to present a Report of Activity. The Report is to record the activities that the student has completed. The report is reviewed by the 470 instructor. Additions may be requested after discussions with the student.

Presentation to the Program/Division: Students must prepare an oral presentation for the Program/Division.

Final Assessment
The final assessment begins with the on-site supervisor, who submits his/her report to the 470 instructor. The 470 instructor then confirms the on-site supervisor's assessment; and if necessary, discusses it with the on-site supervisor.

The 470 instructor takes into account all the above mentioned points for grading (see Grading) and then submits the final grade.

Overall Assessment

The most positive assessment of the student comes when the student is either encouraged to return to the company where the internship is carried out; or as may happen in rare cases, the student is offered immediate employment.

The most important assessment for the student is his/her understanding of the differences in the work day between the tasks and deadlines in the academic environment and those of the tasks and deadlines in the work environment.

Guidelines
1. A student with a departmental average of at least "C" at the beginning of the senior year may elect to pursue an internship course.
2. The Social Sciences Division sets the standards for the internship and reserves the right to decide on the suitability of the work experience.
3. The Social Sciences Division may assist students to find suitable employment.
4. Students are encouraged to find their own placements. However, the Social Sciences Division must be advised before a student approaches a prospective organization.
5. The 470 instructor will visit the place of work where the student will be working to determine if the environment is suitable and that the nature of the work and place of the work are in synergy.
6. Contact will be established between the 470 instructor and on-site supervisor to ensure that if any problems arise during the internship, there is a clear understanding of the roles each party will play to ensure that the student has a quality learning experience.
7. A placement is not secured until it has been approved by the Program Lead and Division Head, Social Sciences, and the student has signed and returned the Student Internship Agreement (see below).
8. A student must secure an internship for the entire semester.
9. Students should work at least 3 hours per week (for 1 credit); 8 hours per week (for 3 credits); 12 hours per week (for 4 credits); and 16 hours per week (for 6 credits).
10. Students are required to work with the 470 instructor at least once a week to report on progress and activity.
11. Any student who is dismissed from his/her internship must notify the program Lead immediately, who, in turn, will notify the Division Head. Failure to do so within a reasonable amount of time will result in a failing grade.
12. All students will be treated equally and given the same opportunities.

Attendance

In accordance with AUK policy, the expectation is that students will be present, on time, and prepared for every class meeting with the 470 instructor. Students are also required to be present, on time, and prepared for their internship.

Writing Standards and Academic Integrity

The quality of students' ideas as well as their presentation will be taken into consideration when assigning grades. They are expected to produce written documents that include no spelling errors, and are easily read, well-organized, clearly understood, and grammatically correct. Students are encouraged to use the grammar and spell-check capabilities of their word-processor, and to ask their peers or staff from the AUK Writing Center to proof read their papers prior to submitting them to the professor. In accordance with AUK policy, a student's grade on any assignment may be reduced if he or she fails to attend to these aspects of his or her written assignments. Furthermore, the university policy on Academic Integrity will be strictly adhered to in this course.

COURSE DESCRIPTION BY DISCIPLINE (FIELD OF STUDY)

Explanation of Course Descriptions:

Course Prefix and Number	Course Title	Credit Hours	Gen Ed Requirement

| ARAB 150 | Human Development in the Arab World | (3) | [K], [H] |

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.

Prerequisite

Course Description

Variable Credit

FINC 470   Internship in Finance   (1-6)

An Internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of finance and related fields. Students are limited to a maximum of 6 internship credit hours.

Junior class standing and Permission of Instructor.   **Course Restriction**

Prerequisite: A Minimum Grade Point Average of 2.0.

GLOSSARY OF TERMS

Co-requisite: A co-requisite is a course that can be taken before or during the course with the co-requisite.

Course Description: The Course Description explains the content of the course.

Course Restriction: A course restriction is a constraint placed upon a course to ensure that the student is prepared to take the course. Most of the time, there are no course restrictions on 100-level courses. In the example above, FINC 470, the student must be at least a Junior and must have the permission of the instructor to enter the course. In order to have the permission of the instructor, the student must fill out a form, receive the necessary signatures, and turn in the form to the Registrar.

Course Prefix and Number: The course prefix is a four letter mnemonic that represents the discipline (field of study).In this example, "ARAB" is the prefix for Arabic. The course number denotes the difficulty level of the course material. In general, lower-level courses (100 and 200 level courses) are taken by Freshman and Sophomore students, while upper-level courses (300 and 400 level courses) are taken by Junior and Senior students.

Course Title: The course title denotes the name of the course.

Credit Hours: The amount of credit hours reflects the numerical value of the course as it relates to course load. A student at AUK is expected to complete at least 120 credit hours in order to graduate. With an average course load of 15 credit hours per semester (usually around 5 courses), the student is expected to graduate in 4 years.

Cross-listed: If a course is cross-listed, it means that the course is offered jointly by more than one discipline (field of study). Students may choose to take the course under the prefix (discipline / field of study) that aligns with the student's Major.

Gen Ed Requirement: A "Gen Ed Requirement" is a General Education Requirement. All students of AUK must complete 45 credits of General Education, dispersed among 10 disciplines (fields of study) Upon completion of General Education, the student will have learned several skill sets and mental abilities.

Prerequisite: A prerequisite is a course or courses that the student must take before he or she may take the course with the prerequisite[s]. In the example above, a student must take English 101 before taking the course Arabic 101.

Variable Credit: Some courses have variable credit, meaning that the course may be worth 1, 2, or up to six credit hours. Verify the amount of credit hours with the instructor and/or Division Head before the class begins. Each student wishing to take a course with variable credit should fill out a form with the assigned number of credit hours and receive the appropriate signatures before turning the form into the Registrar.

DISCIPLINES (FIELDS OF STUDY)

- o **Accounting (ACCT)**
- o **American Studies (AMST)**
- o **Arabic (ARAB)**
- o **Art (ART)**
- o **Business Ethics and Law (BEAL)**
- o **Biology (BIOL)**
- o **Chemistry (CHEM)**
- o **Communication Studies (COMM)**
- o **Computer Engineering (CPEG)**
- o **Computer Science (CSIS)**
- o **Drama (DRAM)**
- o **Economics (ECON)**
- o **Education (EDUC)**
- o **Electrical Engineering (ELEG)**
- o **English Language and Literature (ENGL)**
- o **Engineering (ENGR)**
- o **Entrepreneurship Studies (ENTR)**
- o **Environmental Studies (ENVS)**
- o **Finance (FINC)**
- o **French (FRNC)**
- o **Graphic Design (GDES)**
- o **Health and Fitness (HFIT)**
- o **History (HIST)**
- o **International Studies (INST)**
- o **Mathematics (MATH)**
- o **Management (MGMT)**
- o **Marketing (MRKT)**
- o **Music (MUSC)**
- o **Natural Sciences (NSCI)**
- o **Philosophy (PHIL)**
- o **Physics (PHYS)**
- o **Political Science (PLSC)**
- o **Psychology (PSYC)**
- o **Religion (RELG)**
- o **Social and Behavioral Sciences (SBSA)**
- o **Spanish (SPAN)**
- o **Statistics (STAT)**
- o **Translation (TRANS)**

ACCOUNTING (ACCT)

ACCT 201   Principles of Financial Accounting   (4)

An introduction and overview of financial accounting. Topics include basic concepts and principles of accounting; the accounting cycle, financial statements, cash, cash flow statement, receivables, inventories, assets and liabilities and merchandizing operations.
Prerequisite: MATH 103 or MATH 110.

ACCT 205   Managerial Accounting   (3)

An introduction to internal accounting including cost measurement, product costing, cost- volume relationship, budgeting and budget variance analysis, performance evaluation**.**
Prerequisite: ACCT 201.

ACCT 301   Intermediate Accounting I   (3)

This course begins in-depth analysis of financial accounting. Topics include accounting standards and theory, the balance sheet, statement of cash flows, comprehensive income, revenue recognition, profitability analysis, receivables and investment valuation; inventory and departures from historic cost, operational assets and impairment. Sophomore class standing or Permission of Instructor.
Prerequisite: ACCT 201 or ACCT 205.

ACCT 305   Intermediate Accounting II   (3)

This course builds on applications, standards, and practices taught in ACCT 301, providing in-depth analysis of financial accounting, advancing to consider liabilities and owners' equity. Topics include accounting for current liabilities, contingencies, bonds, long term notes, pensions, leases, income tax and shareholders' equity, embracing contributed capital, retained earnings, and dividends and earnings per share. Sophomore class standing or Permission of Instructor.
Prerequisite: ACCT 301.

ACCT 334   Individual and Corporate Taxation   (3)

An analysis of international taxation theory and the application of tax theory for domestic and international activity in Kuwait. Sophomore class standing or Permission of Instructor.
Prerequisite: ACCT 205.

ACCT 369   Short Course   (1-3)

Issues of cost management and its use to achieve organizational goals. Relationship of performance measurement, compensation, authority to organizational structure, organizational development and success. Junior class standing or Permission of Instructor.
Prerequisites: ACCT 205 and MGMT 345.

ACCT 388   Independent Study   (1-3)

A research and writing project to be determined in consultation with the Instructor.
Prerequisite: ACCT 205. Senior class standing and Permission of Instructor. Can be repeated for credit.

ACCT 389   Special Topics   (3)

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. Junior class standing or Permission of Instructor. **Prerequisites: ACCT 205 and MGMT 345**.

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. Junior class standing or Permission of Instructor. **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. Junior class standing or Permission of Instructor. **Prerequisites: ACCT 205 and MGMT 345**.

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. Junior class standing or Permission of Instructor. **Prerequisite: ACCT 205**.

ACCT 470   Internship in Accounting   (1-6)

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 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass / Fail course. **Prerequisite: A Minimum Grade Point Average of 2.00**.

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 320   American History from European Colonization to 1900   (3) [S]

Discovery of the Western Hemisphere; European colonial settlement; birth of a nation; history of the United States until the Civil War including slavery and emancipation; westward expansion and Native American response; modernization. Sophomore class standing or Permission of Instructor.

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 class standing or Permission of Instructor.

AMST 369   Short Course   (1-3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

AMST 388   Independent Study   (1-3)

A research and writing project to be determined in consultation with the Instructor. Senior class standing and Permission of Instructor. Can be repeated for credit.

AMST 389   Special Topics   (3)

Senior class standing and permission of Instructor. Can be repeated for credit.

AMST 402   American Social History in the Twentieth Century   (3)

The economic boom and the conservative/traditional 50s; the Civil Rights movement; the anti-war movement; the feminist movement; the counter-culture movement; the student movement; the response of the political right; the information revolution; transformation of the culture and the political landscape. Junior class standing or Permission of Instructor. **Prerequisite: HIST 101**.

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 class standing or Permission of Instructor.

ARABIC (ARAB)

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

This course introduces the student to the Arabic alphabet, the script of modern written Arabic, and develops the student's knowledge in the four language skill areas. The materials are designed in the effective modern approach to foreign language teaching. This course is taught in the Arabic language. **Prerequisite: Arabic Admission Placement or Arabic Placement Exam score less than or equal to 4**.

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

This course introduces students to basic Arabic language skills: listening, speaking, reading and writing. This course is taught in the Arabic language. **Prerequisite: Arabic Admission Placement or Arabic Placement Exam score between 5 and 14**.

ARAB 150   Human Development in the Arab World   (3) [H], [K]

This course examines Human Development in the Arab World using the Reports of the UN Development Program and The Arab Fund for Economic and Social Development, which were released in 2003/2004. It provides students with detailed description and critical evaluation of the economic, demographic, social and political conditions in the Arab countries. This course is taught in the English language. **Prerequisite: ENGL 101**.

ARAB 201   Arabic as a Second Language II   (3)

This course extends ARAB 101 and is designed to enhance further the non-native speaker's knowledge and proficiency of Arabic. This course is taught in the Arabic language. **Prerequisite: ARAB 101**.

ARAB 205   Survey of Arab-Islamic Civilization   [H], [K] (3)

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. **Prerequisite: Arabic Admission Placement or Arabic Placement Exam 15 or higher**.

ARAB 220   **Readings in Arabic Heritage**   **(3) [A], [H]**

This course surveys selections of writings from classical Arabic works. The main aim of the selections is to reflect the intellectual, literary and cultural developments of the Arabs from pre-Islamic times up to the present day. The course is thematically organized to allow students the opportunity to study the continuity or changes of certain values and beliefs in Arabic culture. This course is taught in the Arabic language. **Prerequisite: Arabic Admission Placement or Arabic Placement Exam 25 or higher**.

ARAB 221   **Creative Writing**   **(3)**

This course introduces students to the skills of writing the genre of the short story and novel. This .course is taught in the Arabic language

ARAB 301   **Arabic as a Second Language III**   **(3)**

This course builds on the earlier Arabic courses for non native speakers. It uses more advanced materials to strengthen the reading, writing, listening and speaking abilities of the student. This course is taught in the Arabic language. **Prerequisite: ARAB 201**.

ARAB 303   **Literature of the Arabian Gulf**   **(3) [H], [K]**

This course looks at the contribution of literary figures from the Arabian Gulf, especially those of Kuwait, to Arabic literature in general. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arabic Culture. Sophomore class standing and Permission of Instructor.

ARAB 304   **Arabic Drama**   **(3) [H], [K]**

The course looks at the emergence of Arabic drama in the 19th century until the present day, and assesses prototype drama forms of the medieval period. Through a study of selected plays by prominent authors, a picture will emerge as the influence of Arabic drama on Arabic literature. A selection of video recordings will also accompany the course. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arabic Culture. Sophomore class standing or Permission of Instructor.

ARAB 308   **Arab Women in History**   **(3) [H]**

An exploration of the diversity of voices of Arab women, both past and present, from a multidisciplinary perspective. Topics include women as revolutionaries and nationalists, male-female relations, women in the workforce, female circumcision, family structures and lifestyles. This course is taught in the Arabic language. Sophomore class standing or Permission of Instructor.

ARAB 312   **Modern Arabic Literature**   **(3) [H], [K]**

This course surveys modern and postmodern Arabic creative writing: novel, short story, drama, poetry and literary criticism. Themes in this course include, but are not limited to, love, death, exile, social pressures and political concerns. The course demonstrates the nexus between Arabic literary production and contemporary challenges of Arab life. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arab Culture. Sophomore class standing or Permission of Instructor. **Prerequisite: ARAB 220**.

ARAB 313   **Arab Women and Literature**   **(3) [H], [K]**

A survey of the history of Arab women's literature, from the medieval period to the present day. Special attention is paid to the questions of literary tradition. This course is taught in the Arabic language. Sophomore class standing or Permission of Instructor.

ARAB 314   Classical Arabic Poetry   (3) [H], [K]

This course focuses on selected masterpieces of classical Arabic poetry. Individual works are studied with an aim to understanding the historical context of their composition and to appreciating their literary value. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arab Culture. Sophomore class standing or Permission of Instructor. **Prerequisite: ARAB 220**.

ARAB 315   Literature of Al-Andalus   (3) [H], [K]

A survey of poetry and prose from the nearly eight centuries of Arab-Islamic civilization in Al-Andalus. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arab Culture. Sophomore class standing or Permission of Instructor. **Prerequisite: ARAB 220**.

ARAB 322   Media Arabic   (3) [K]

This course familiarizes students with the language skills necessary to comprehend and contribute to a wide range of media communications: Writing, interviewing, broadcasting, reporting, news coverage, etc. This course is taught in the Arabic language. This course satisfies the General Education Requirement for Arab Culture. Sophomore class standing or Permission of Instructor.

ARAB 369   Short Course   (1-3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. .Can be repeated for credit

ARAB 388   Independent Study   (1-3)

Permission of Instructor. Can be repeated for credit.

ARAB 389   Special Topics   (3)

Permission of Instructor. Can be repeated for credit.

ARAB 400   Arab Identity and Thought   (3)

Since the Arab awakening of the late 19th century, Arab thought has been largely concerned with identity formation in relation or in opposition to other cultures and nationalities. This course examines representative writings by Arab thinkers and authors, which deal with issues concerning the state formation, modernization, nationalism, democracy, Islamism, women's rights and minority issues. This course is taught in the Arabic language. Junior class standing or Permission of Instructor.

ARAB 401   Arabic as a Second Language IV   (3)

This course concludes the sequence of Arabic courses as a Second Language. It further develops the four language skills and takes the student to the threshold of advanced proficiency. This course is taught in the Arabic language. Junior class standing or Permission of Instructor. **Prerequisite: ARAB 301**.

ART (ART)

ART 101   Art History   (3) [H]
A critical survey of the chronological development of Western Art from 1300 -1900.

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 121   Drawing I   (3) [H]

A studio course that introduces drawing materials and methods. Students gain an understanding of the techniques of drawing, including perceptions, shading, line weight, and representation drawing.

ART 201   Art and Society   (3) [H]

Focus on significant artists and artworks in the context of historical periods and requirements of the societies.

ART 211   Cities as Art   (3) [H], [K]

An examination of various historic cities in or connected to the Islamic world, with a discussion of their history and evolution, important artworks, landmarks, and buildings. This course satisfies the General Education Requirement for Arab Culture.

ART 215   Modern Art   (3) [H]

This course surveys the art and architecture of the late nineteenth and twentieth century Europe and North America. This course will both introduce students to the major artists, architects, and artistic movements of the period, including Impressionism, Cubism, Surrealism, and abstract Expressionism as well as develop the students' knowledge of the chronological development of Western art that was introduced in ART 101, Art History. **Prerequisite: ART 101**.

ART 221   Drawing II   (3) [H]

A studio course that continues on with elements examined in ART 121. Students are introduced to textures, more perceptions, different media, collages, and some color. Permission of Instructor.

ART 369   Short Course   (1-3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

ART 385   Art of the Persian Book   (3) [H]

This course studies the golden age of Persian manuscript painting from 1400-1600. Sophomore class standing or Permission of Instructor. **Prerequisite: ART 103 or ART 101.**

ART 388   Independent Study   (1-3)

Permission of Instructor. Can be repeated for credit.

ART 389   Special Topics   (3)

Permission of Instructor. Can be repeated for credit.

BUSINESS ETHICS AND LAW (BEAL)

BEAL 369   Short Course   (1-3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

BEAL 388   Independent Study   (1-3)

Permission of Instructor. Can be repeated for credit.

BEAL 389   Special Topics   (3)

Permission of Instructor. Can be repeated for credit.

BEAL 401   Legal Issues in Business   (3)

Examines business legal issues such as; legal concepts, philosophy and functions of the court systems. Survey of contracts, sales, agency, legal forms of business and regulation of businesses. **Prerequisites: MGMT 345 and Junior class standing**.

BEAL 403   Corporate Governance   (3)

The issues of human rights in labor relations in international business operations. International law, labor exploitation, child labor, piracy of intellectual rights and other issues. **Prerequisite: MGMT 345 and Junior class standing. [Cross-listed with PHIL 403]**.

BEAL 407   International Business Law   (3)

A study of international investment law, the law of international trade, currency exchange and World Trade Organization regulations. Junior class standing or Permission of Instructor. **Prerequisites: MGMT 345 and 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]

This is part of a two-semester course. Emphasis on the organism 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's 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]

A course designed to help students understand the biological basis of human health and disease. Study of cell and molecular biology, physiology, anatomy, reproductive biology, and function of various organs as they relate to humans. Emphasis will be placed on specific topics in human health and disease. **Prerequisite: BIOL 101 or BIOL 103**.

BIOL 215   General Microbiology   (3) [P]

A study of the structure, physiology, and growth of microorganisms; beneficial and harmful relationships between microorganisms and people are examined. Organisms studied include protozoa, algae, fungi, bacteria, and viruses. **Prerequisite: BIOL 101 or BIOL 103**.

BIOL 220   Ecology   (3) [P]

An examination of the interactions of living organisms with their physical and biological environments. Special attention will be given to popular dynamics and the interactions among organisms that determine the structure, function, evolutionary development of biological communities, and the ecological role played by man. **Prerequisite: BIOL 101 or BIOL 103 or BIOL 105**.

BIOL 317   Introduction to Neurobiology   (3) [P]

A general introduction to basic anatomy and physiology of the brain. Specific topics include neuronal function, synaptic transmission, sensory processing, movement, sleep and wakefulness, hunger, thirst, caloric and body fluid homeostasis, recovery of function after brain damage, and various neurological and psychiatric disorders. Sophomore class standing or Permission of Instructor. **Prerequisite: BIOL 101 or BIOL 103**.

BIOL 369   Short Course   (1-3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

BIOL 388   Independent Study   (1-4)

Permission of Instructor. Can be repeated for credit.

BIOL 389   Special Topics   (3)

Permission of Instructor. Can be repeated for credit.

CHEMISTRY (CHEM)

CHEM 101   General Chemistry I   (4) [P]

This introductory course covers the fundamental chemical principles, concepts and laws. Topics include chemical reactions, stoichiometry, gas laws, kinetic theory of fazes, thermo chemistry, atomic structure and periodicity, the Bohr model, Lewis structures, ionic and covalent bonding, the solid state and crystallography, the liquid state and phase diagrams. Laboratory experiments illustrate principles discussed in the course.

CHEM 102   General Chemistry II   (4) [P]

Continuation of General Chemistry I. Covers properties of solutions; oxidation-reduction reactions, colligative and chemical properties; acid base and complex ion equlibria, laws of thermodynamics, enthalpy and free energy, electrochemistry, representative elements, transition metals, and nuclear chemistry. Laboratory includes experiments illustrating principles discussed in the course. **Prerequisite: CHEM 101**.

CHEM 103   Chemistry in Everyday Life   (4) [P]

An introduction to the principles of chemistry and its role in our daily life. A number of topics will be addressed such as nuclear chemistry and the atomic bomb, acids and bases, petroleum, chemistry in the kitchen, food additives and coloring, perfumes, soaps and detergents, toxins and poisons, medicine and drugs, forensic chemistry and DNA fingerprinting, global warming, acid rain, air and water pollution. A required laboratory is part of the course.

CHEM 105   Environmental Chemistry   (3) [P]

A study of the Chemistry of current environmental problems and potential solutions. Topics include water pollution and treatment, air pollution, photochemical smog, hazardous wastes, heavy metal soils, ground level pollution, and toxicology. It also includes issues of the ozone layer, global warming, acid rain, nuclear waste disposal and the problem and treatment of oil spills.

CHEM 200   Aqueous Environmental Chemistry   (3) [P]

This course introduces students to properties and composition of natural waters. Topics include hydrologic cycle, water quality, partitioning, transport, chemical equilibria, pH, complexation, redox processes and water treatment. **Prerequisite: CHEM 101 or CHEM 103 or CHEM 105**.

CHEM 201   Atmospheric Environmental Chemistry   (3) [P]

Introduction to structure, composition and chemical processes occurring in Earth's atmosphere, including interactions with solar radiation, stratospheric ozone layer, photochemical smog and acid rain. **Prerequisite: CHEM 101 or CHEM 103 or CHEM 105**.

CHEM 300   Organic Chemistry   (4) [P]

An introduction to organic chemistry. The course covers the chemistry of hydrocarbons and halogenated hydrocarbons; aromatic hydrocarbons; Chemistry of oxygen and nitrogen compounds, and chemistry of alcohols, ethers, carbonyl compounds and amines. Laboratory includes experiments illustrating topics discussed in the course. Sophomore class standing or Permission of Instructor. **Prerequisite: CHEM 101 or CHEM 103**.

CHEM 369   Short Course   (1-3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

CHEM 388   Independent Study   (1-4)

Permission of Instructor. Can be repeated for credit.

CHEM 389   Special Topics   (3)

Permission of Instructor. Can be repeated for credit.

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. **[Cross-listed with GDES 111]**.

COMM 201   Principles of Journalism   (3)

This course introduces students to the tenets of what makes news culture and how the modern journalist is shaped. Students will be introduced to various theoretical and practical matters that impact the journalist and affect the news media and the audience from professional standards and techniques for informing mass audiences; paradigms of reliability, confirmation, completeness in reportorial writing for news media. **Prerequisite or Corequisite COMM 101**.

COMM 204   Business Communication   (3) [E]

Explores professional approaches to communication in today's competitive, diverse and global business environment. This course focuses on verbal and nonverbal principles and practices needed for effective internal and external business communication (memos, e-mails, letters, reports, proposals, presentations, and employment messages). Students learn to plan, investigate, organize, write, and revise successful business reports and correspondence. It also gives students an opportunity to work in problem-solving and decision making teams, experiencing the potential problems that poor communication skills can create in organizational settings. **Prerequisite: ENGL 101**. **[Cross-listed with ENGL 204 and MGMT 204]**.

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. **Prerequisite: COMM 101. [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. **Prerequisites: COMM 101 and STAT 201**. STAT 201 can be taken as a Corequisite.

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. **Prerequisites: 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 class standing or Permission of Instructor. **Prerequisite: COMM 208 or GDES 208. [Cross-listed with GDES 345]**.

COMM 310   Broadcast Journalism   (3)

Introduces students to the principles of broadcast journalism as it occurs in radio and TV. The course includes discussions of technical, ethical, and legal issues affecting broadcast news, as well as lab / studio practice in writing, editing, producing and reporting broadcast stories. Sophomore class standing or Permission of Instructor. **Prerequisite: COMM 201**.

COMM 312   **News Reporting and Editing**   **(3)**

Explores and practices the skills of a working journalist. Students will build on what is being taught in COMM 201 and apply that knowledge to this class. Emphasis will be on the reporting, writing and the editing of features, hard news stories, broadcast copy, and writing for the Web. There will also be a focus on practical and professional-based skills such as reporting beats and newsroom procedures. Sophomore class standing or Permission of Instructor. **Prerequisite: COMM 201 or COMM 205**.

COMM 320   **Mass Media Law**   **(3)**

Examines the law as it affects the mass media. Discusses such areas as libel, privacy, public records, criminal pretrial publicity, freedom of information and obscenity. Sophomore class standing or Permission of Instructor. **Prerequisite: COMM 101**.

COMM 325   **Mass Communication and Society**   **(3)**

Provides students with an overview of the effect of media on culture and society. The course explores how media reflect and mould culture. It examines the role the media play in creating the global village. It also examines how the audience uses and is used by various media outlets and how that use affects the perception of various cultures. Sophomore class standing or Permission of Instructor. **Prerequisite: COMM 101**.

COMM 328   **Media and Democratization**   **(3)**

Media's role in processes of democratization in Europe, Asia, and the Americas. Current debates and initiatives to make mass media systems more democratic. Sophomore class standing or Permission of Instructor. **Prerequisites: COMM 101 and COMM 225**.

COMM 332   **Writing/Editing Opinion Edit**   **(3)**

Principles of writing editorials and opinion columns; policies and practices of opinion writing in mass media; reviews; analysis of editorials, Op-Ed and other commentary. Sophomore class standing or Permission of Instructor. **Prerequisite: COMM 201**.

COMM 333   **Writing Speeches and Delivery**   **(3)**

The preparation and delivery of speeches and presentations, from research and writing to practical delivery. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 108**.

COMM 338   **Copywriting for Advertising**   **(3)**

Explores issues, strategies, theories, and practices in writing and editing advertising messages. Teaches the technical aspects of advertising: writing advertising copy and designing effective layouts. Students use their software design skills. Sophomore class standing or Permission of Instructor. **Prerequisite: COMM 230**.

COMM 350   **Organizational Communication and Leadership**   **(3)**

Teaches students the role of communication in creating a productive organizational environment in terms of interpersonal and group behavior. Reviews the theory and practice of team building, conflict resolution and problem solving and explores how communication and organizational cultures relate to each other. Sophomore class standing or Permission of Instructor. **Prerequisite: COMM 101 or MGMT 201. [Cross-listed with MGMT 350]**.

COMM 360   **Public Relations Writing**   **(3)**

Introduces the student to the essentials of how to prepare and present written material for use in the practice of public relations. It teaches the student the techniques needed for creating effective written communication at a standard generally expected of persons entering into the practice of public relations. Sophomore class standing or Permission of Instructor. **Prerequisite: COMM 240**.

COMM 369   **Short Course**   **(1-3)**

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

COMM 370   **Political Communication**   **(3)**

Political communication is fundamental to the political sphere. This course will introduce students to established routines in current contemporary political communication and election campaigns. Case studies from the US, UK, and other countries will be examined in institutional and cultural contexts that influence the processes of political communication. Junior class standing. **Prerequisites: COMM 101 and COMM 210 and COMM 225**.

COMM 375   **Rhetorics of Cultural Dissonance**   **(3)**

This course examines the ways in which language creates, reflects, and transforms cultural identity and beliefs and, consequently, our understanding of local and global relations of power. Through analyses of the various expressive contexts from which ideas about identity and culture emerge, students will develop a greater understanding of the origins and contemporary manifestations of conflict between and within "East" and "West" and "North" and "South." Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101. [Cross-listed with ENGL 375]**.

COMM 388   **Independent Study**   **(1-3)**

Permission of Instructor. Can be repeated for credit.

COMM 389   **Special Topics**   **(3)**

Permission of Instructor. Can be repeated for credit.

COMM 402   **PR Campaigns**   **(3)**

Capstone for public relations students. Class functions as a full-service public relations firm. The aim is to have students embark on a semester-long corporate communications project using all the relevant skills gained in other COMM and similar courses. Emphasis is given to advanced public relations writing skills aimed at creating, implementing, and machining positive corporate public image. Junior class standing or Permission of Instructor. **Prerequisite: COMM 240**.

COMM 405   **International Mass Communication**   **(3)**

Examines world mass media systems: what they are like; how they operate; what impact they have on people; what policies are and could be used by the various countries to develop or regulate them; and how they are influenced by a country's political, economic, social and cultural make-up. **Prerequisites: COMM 101 and Junior class standing**.

COMM 410   **New Media and Society**   **(3)**

The rise and diffusion of new media had a profound impact on society. The course explains the complex relationship between new media and social change and looks at how communication theory is impacted by the changing media environment. Junior class standing or Permission of Instructor. **Prerequisite: COMM 225**.

COMM 420   **Editing and Editorial Policies**   **(3)**

Fundamental principles and practices of editing, copy editing, wire editing, deadline writing, and editorial judgment; editorial policy; introduction to newspaper design and layout. Junior class standing or Permission of Instructor. **Prerequisite: COMM 320 or COMM 312**.

COMM 422　　　Writing/Edit Feature Articles　　　(3)

Practices advanced writing and editing of feature stories. Instruction will also be given on developing stories through research, interviewing, and writing, followed by marketing and publication of stories. Junior class standing or Permission of Instructor. **Prerequisite: COMM 312**.

COMM 425　　　Case Studies in Public Relations　　　(3)

Exposes students to major issues in advertising, with a focus on the characteristics of successful advertising campaigns. In addition, students examine international and cross-cultural problems in public relations within and across industry, government, and institutions. Junior class standing or Permission of Instructor. **Prerequisite: COMM 240**.

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. **Prerequisites: COMM 101 and Junior Standing**.

COMM 450　　　Advertising Research　　　(3)

Focuses on research methods in advertising. Introduces students to the concept of media mix-matching product; consumer and media profiles for retail and business-to-business applications, conception, research and planning; and designing of advertising campaigns for print, broadcast and new media.   Junior class standing or Permission of Instructor. **Prerequisite: COMM 230**.

COMM 455　　　Advertising Media Planning　　　(3)

Examines media planning, buying, and sales as performed by advertising agencies, clients, and media. Students learn how to evaluate and select advertising media for various market situations. Examines target audience, media characteristics and data sources.   Junior class standing or Permission of Instructor. **Prerequisite: COMM 230**.

COMM 460　　　Advertising Campaigns　　　(3)

Capstone for Advertising students. Class functions as a full-service advertising agency. Using all the relevant skills gained in other COMM and similar courses, students collaborate on a semester-long project that includes the conception, research, development, and execution of real-life advertising campaigns. Special emphasis is given to advanced copywriting, as well as to layout and production concerns for print, broadcast, and new media. Junior class standing or Permission of Instructor. **Prerequisite: COMM 230. [Cross-listed with GDES 460]**.

COMM 470　　　Internship in Communication　　　(1-6)

Students gain practical experience in the field. A weekly log accounting for activities required. Three credits are equivalent to 120 hours of internship. Junior class standing and Permission of Instructor. This is a Pass / Fail course.

COMM 480　　　Seminar in Communication　　　(3)

Junior class standing and Permission of Instructor.

Computer Engineering (CPEG)

CPEG 210　　　Digital Logic Design　　　(4)

The nature of digital logic and numbering systems. Boolean algebra, Karnaugh map, decision-making elements, memory elements, latches, flip-flops, design of combinational and sequential circuits, integrated circuits and logic families, shift registers, counters and combinational circuits, adders, subtracters, multiplication and division circuits, and memory types. Exposure to Logic Design automation software. The laboratory component will cover experiments in digital electronics. **Prerequisite: CSIS 120**.

CPEG 230   Microprocessor System Design   (4)

Operation and applications of microprocessors and microcontrollers, including system level organization, analysis of specific processors, and software and hardware interface design. **Prerequisites: CPEG 210 and CSIS 220**.

CPEG 369   Short Course   (1-3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

CPEG 388   Independent Study   (1-4)

Permission of Instructor. Can be repeated for credit.

CPEG 389   Special Topics in Computer Engineering   (3)

Permission of Instructor. Can be repeated for credit.

CPEG 410   Embedded System Design   (4)

Embedded processor architecture and programming, I/O and device driver interfaces to embedded processors with networks, video cards, and disk drives. Using operating systems primitives for concurrency, timeouts, scheduling, communication, and synchronization, Real-time resource management techniques, and application-level embedded system design concepts such as a basic signal processing and feedback control. Junior class standing or Permission of Instructor. **Prerequisites: CPEG 230 and ELEG 270**.

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 class standing or Permission of Instructor. **Prerequisite: CSIS 322**.

CPEG 455   Wireless Networks and Mobile Systems   (3)

Multidisciplinary, project-oriented design course that considers aspects of wireless and mobile systems. Including wireless networks and link protocols, mobile networking including support for the Internet Protocol suite, mobile middleware, and mobile applications. Junior class standing or Permission of Instructor. **Prerequisite: CSIS 322**.

CPEG 460   Robotics   (3)

Project-oriented design course that includes topics on perception, sensors, computer vision, navigation, localization, actuation, manipulation, mobility (e.g., walk, swim, roll, crawl, fly), and intelligence (e.g., control, planning, and mission execution. Junior class standing or Permission of Instructor. **Prerequisites: CPEG 230 and ELEG 320**.

CPEG 470   Internship in Computer Engineering   (1-6)

An Internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of computer engineering and related fields. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass / Fail course. **Prerequisite: A Minimum Grade Point Average of 2.0**.

CPEG 475   Senior Design Capstone I   (3)

A supervised project in groups of normally three students aimed at providing practical experience in some aspect of computer engineering. Students are expected to complete a literature survey, project specification, critical analysis, and to acquire the necessary material needed for their intended end product. Senior class standing.

CPEG 480   Senior Design Capstone II   (3)

A course that seeks to impart in students the skill to integrate the knowledge gained in different courses by asking them to develop a product that has passed through the design, analysis, testing, and evaluation stages. This course includes production of a professional report, design process and outcome, implementation and testing, and critical appraisal of the project. **Prerequisite: CPEG 475**.

Computer Science (CSIS)

CSIS 101   Computer and Information Systems   (3) [T]

An introduction to the use of computers. The hardware and system software of computers are described. Commonly-used software applications (word processing, spread sheets, databases, etc.) as well as communication (e-mail, World Wide Web, etc.) are reviewed and discussed. Students will have extensive hands-on training during supervised laboratory sessions.

CSIS 110   Information Systems   (3) [T]

An overview of information systems. Topics include: computer hardware, operating systems, databases, telecommunications and networks, Internet, information systems software, designing information systems, applications and artificial intelligence.

CSIS 120   Computer Programming I   (4) [T]

This course examines the fundamental programming constructs of an Object Oriented Language, Java: data types, variables, operators, expressions and statements, conditional and iterative control structures, classes, objects and methods.

CSIS 130   Computer Programming II   (4) [T]

This course builds upon the material presented in CSIS120 and introduces more advanced Object-Oriented programming concepts and implementation details. Topics include: inheritance and polymorphism, exception handling, dynamic data structures, File I/O, and graphical user interfaces. **Prerequisite: CSIS 120**.

CSIS 150   Professional and 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. **Prerequisite: CSIS 130. Co-requisite MATH 213**.

CSIS 220   Computer Architecture and Assembly Language   (3)

An introduction to digital computer hardware architecture and organization. Topics include digital logic, processor design, instruction sets, and system architecture. Programs written in assembly language will be used to gain hands-on experience with the underlying system architecture. **Prerequisite: CSIS 130**.

CSIS 230   Programming in a Second Language   (3)

An introduction to a second computer programming Language. Students learn to read and write programs in a second language. The language chosen is one with wide popularity and use. **Prerequisite: CSIS 130**.

CSIS 250   Database Systems   (3)

An introduction to database concepts, database advantages and users, data independence relational data model, object oriented model, database design by analysis and synthesis, relational algebra, data definition and manipulation languages, semantic integrity constraints, semantic query transformation and optimization. **Prerequisite: CSIS 130**.

CSIS 255   Web Technologies   (3)

This course focuses on building Web applications and their associated technologies. Client and server languages, professional website development tools, databases on the web, and web servers. Students are expected to complete a project in the development and maintenance of web sites as well as web services. **Prerequisite: CSIS 130**.

CSIS 260   System Analysis and Design   (3)

Study of the principles, tools and practices of information systems analysis. Emphasis on learning pragmatic aspects of working as a system analyst and employing the tools of systems analysis and design. **Prerequisites: CSIS 110 and CSIS 120**.

CSIS 300   E-Commerce   (3)

This course focuses on the evolution of electronic commerce where business is conducted between organizations and individuals relying primarily on digital media and transmission. Participants investigate the opportunities and challenges of exchanging goods and services over communications networks as well as the manner in which relationships are being reshaped. New forms of business arrangements are also examined. Course activities are designed to provide both managerial and entrepreneurial assessments of anticipated advances in information technology with respect to business systems and electronic markets. Sophomore class standing or Permission of Instructor. **Prerequisite: CSIS 250**.

CSIS 310   Introduction to Operating Systems   (3)

Study of supervisory programs. System services and file systems; CPU scheduling; memory management; virtual memory; disk scheduling. Deadlock characterization, prevention, and avoidance; concurrent processes; semaphores; critical sections; synchronization. Distributed systems and communication protocols. Sophomore class standing or Permission of Instructor. **Prerequisite: CSIS 210**.

CSIS 320   Principles of Programming Languages   (3)

Formal definition of programming languages including specification of syntax and semantics. A survey of programming paradigms (procedural, functional, and logic). History of programming languages, data types supported, control structures and run time management of dynamic structures. Sophomore class standing or Permission of Instructor. **Prerequisite: CSIS 210**.

CSIS 322   Net Centric Computing   (3)

This course covers the fundamental concepts of computer networks. Topics include: OSI model; LAN/WAN architecture and design; network services and protocols such as TCP/IP, mobile IP; DNS, ICMP, telnet, ftp, etc; distributed object systems; and collaboration technology and groupware. Students are expected to complete a project that covers the essentials of setup, configuration and administration of multi-protocol servers and clients. Sophomore class standing or Permission of Instructor. **Prerequisite: CSIS 210**.

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 class standing or Permission of Instructor. **Prerequisite: CSIS 130**.

CSIS 365   Expert Systems   (3)

Introduces the basic concepts, techniques, and tools involved in the development of information systems based on human expertise. It includes: identification of expert system projects, knowledge acquisition, architecture of expert systems, inference, verification and validation of expert systems. Sophomore class standing or Permission of Instructor.   **Prerequisite: CSIS 345**.

CSIS 369   Short Course   (1-3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

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 class standing or Permission of Instructor. **Prerequisites: CSIS 210 and MATH 201**.

CSIS 388   Independent Study   (1-4)

Permission of Instructor. Can be repeated for credit.

CSIS 389   Special Topics in Computer Science   (3)

Permission of Instructor. Can be repeated for credit.

CSIS 390   Special Topics in Information Systems   (3)

Permission of Instructor. Can be repeated for credit.

CSIS 400   Theory of Computation   (3)

Abstract models of computers (finite automata, pushdown automata, and turning machines) and the language classes they recognize or generate (regular, context-free, and recursively enumerable) Church's thesis, decidability, the halting problem, and computability. Junior class standing or Permission of Instructor. **Prerequisite: CSIS 210**.

CSIS 405   Analysis of Algorithms   (3)

Covers algorithmic analysis and strategies, advanced searching and sorting algorithms, hashing, graph and spanning trees algorithms, topological sort, complexity, approximation algorithms, and basic computability theory. Junior class standing or Permission of Instructor. **Prerequisites: CSIS 210 and MATH 201**.

CSIS 420   Information Systems Capstone   (3)

This course integrates core topics of the Information Systems body of knowledge, teamwork, and professional practices through the implementation of a large-scale project. Senior class standing.

CSIS 425   Software Engineering II   (3)

This course will study some of the major advanced Object-oriented (OO) topics. It is an extension to the concepts learned in CSIS 330. The course will introduce the concept of design patterns and the relationships between patterns and frameworks. Some of the other topics include: OO metrics, OO project management, OO testing techniques, survey of OO programming languages, and Distributed objects. The course includes a group project to apply the concepts we discuss in class. One of the activities is to write a term paper in the format of a conference paper. The best papers will be considered for publication in real conferences. Junior class standing or Permission of Instructor. **Prerequisite: CSIS 330**.

CSIS 440   Software Project Management   (3)

Study of project management in the context of software systems development. The course will cover the processes, contexts, metrics, planning, and management concerns of projects for modern software systems. Junior class standing or Permission of Instructor. **Prerequisite: CSIS 330**.

CSIS 470   Practicum in Computing and Information Systems   (1-6)

An internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of computer science. Permission of Instructor. This is a Pass / Fail course.

CSIS 475   Compiler Construction   (3)

Principles and practices in the design of compilers. Introduction to formal languages. Lexical analysis and syntax analysis. Top-down and bottom-up parsing. Syntax directed translation and syntax trees. Intermediate forms, symbol tables, and code generation. Junior class standing or Permission of Instructor. **Prerequisite: CSIS 320**.

CSIS 490   Computer Science and Information Systems Capstone I   (3)

This course integrates core topics of the computer science body of knowledge, teamwork, and professional practices through the implementation of a large-scale project. Senior class standing. **Prerequisite: CSIS 330**.

CSIS 491   Computer Science and Information Systems Capstone II   (3)

This course integrates core topics of the computer science body of knowledge, teamwork, and professional practices through the implementation of a large-scale project. Senior class standing. **Prerequisite: CSIS 490**.

Drama (DRAM)

DRAM 101   Introduction to Theatre History   (3) [H]

A comprehensive introduction of western theatre history from Ancient Greek Comedy and Tragedy to modern American and English drama.

DRAM 150   Introduction to Acting   (3) [H]

An introductory course into acting focusing on terminology, movement, and various contemporary western acting methods.

DRAM 211   Contemporary Theater   (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 Theater   (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 Stanislovsky method and Chekhov. **Prerequisite: DRAM 150 or Permission of Instructor**.

DRAM 251   Acting II   (3) [H]

Acting Lab focusing on a specific playwright or other dramatic forms such as Comedia del Arte, Greek Chorus, movement, or puppetry. **Prerequisite: DRAM 250**.

DRAM 350   Shakespeare in Performance   (3) [H]

An exploration into Shakespeare's prose and poetry through text and performance. Text analysis and scansion techniques will be discussed as well as sonnet composition. Sophomore class standing and Permission of Instructor. **Prerequisite: ENGL 307**.

DRAM 360   Theater Production   (3) [H]

Faculty directed theater production. Specific dramatic material will vary. Students may participate in acting, stage management, dramaturgy, assistant direction, design (costume/ lighting/ scenic), or as other production staff. Sophomore class standing and Permission of Instructor.

DRAM 369   Short Course   (3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

DRAM 388   Independent Study   (1-3)

Permission of Instructor. Can be repeated for credit.

DRAM 389   Special Topics   (3)

Permission of Instructor. Can be repeated for credit.

ECONOMICS (ECON)

ECON 101   Introduction to Contemporary Economic Issues   (3) [S]

Intertwining economic theory and real-world issues, the course provides a general education approach to economics. It illustrates how such ideas as opportunity cost, marginality, and aggregate demand and supply can be used to analyze issues in economics today, including: wage and price control, inflation, fiscal policy, international trade, and energy prices.

ECON 200   Principles of Microeconomics   (3) [S]

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) [S]

An introduction to macroeconomics. The course focuses on national income and product accounts, consumption, investment, international trade, and output. It also provides students with a theoretical basis in macroeconomics, introduces them to the use of Macro models in a real-world context. Topics covered include the nature of risk and its impact, the use of forecasts, the volatility of foreign exchange markets, and the role of fiscal and monetary policy in stabilizing the economy. **Prerequisite: MATH 101, 103 or 110**.

ECON 300   Intermediate Microeconomics   (3) [S]

Mathematically-based theory of relative prices of commodities and services under perfect and imperfect competition; theory of the firm; consumer demand. Sophomore class standing or Permission of Instructor. **Prerequisites: ECON 200 and ECON 201**.

ECON 301   Intermediate Macroeconomics   (3) [S]

Mathematically-based theory and concepts of national income determination, employment and economic growth. Sophomore class standing or Permission of Instructor. **Prerequisites: ECON 200 and ECON 201**.

ECON 304   Economics of Labor   (3) [S]

The application of economic theory to current labor problems, domestic and foreign. Problems include wage theory and wage differentials, training policy, poverty, unemployment and underemployment, migration, discrimination, issues of productivity, industrialization and union policies. Sophomore class standing or Permission of Instructor. **Prerequisite: ECON 200 and ECON 201**.

ECON 305   International Economics   (3) [S]

Theories and concepts of international trade; real flows; terms of trade; industry structure and resource differences; international competitiveness; the effects of international trade on the economies of importing and exporting countries; the effects of tariffs and quotas and other nontariff barriers on international trade. Also includes multinational corporations, trade and development, customs, and unions. Sophomore class standing or Permission of Instructor. **Prerequisites: ECON 200 and ECON 201**.

ECON 315   Managerial Economics   (3) [S]

The course focuses on the application of the concepts of economics to managerial issues. it integrates economic principles with modern management techniques and theory for the purpose of efficient managerial decision-making. Topics include optimization techniques, demand estimation and forecasting, production and cost analysis, market structure, and pricing practices. Sophomore class standing or Permission of Instructor. **Prerequisites: ECON 200 and ECON 201**.

ECON 350   History of Economic Thought   (3) [S]

Exposition and analysis of the development of economic history. Emphasis on tracing the evolution of economic theories out of specific historical contexts. Major theorists and schools of economic thought, from Adam Smith to the present will be reviewed. Sophomore class standing or Permission of Instructor. **Prerequisites: ECON 200 and ECON 201**.

ECON 351   Money and Banking   (3) [S]

Analysis of capital markets and the role of banks, and other financial institutions in the economy. Sophomore class standing or Permission of Instructor. **Prerequisites: ECON 200 and ECON 201**.

ECON 363   Environmental & Natural Resources Economics   (1-3)

An introductory course in the environmental and natural resource economics, it is designed to help students explore the important role of economics in the design and implementation of policy and management of natural and environmental resources. Sophomore class standing or Permission of Instructor. **Prerequisites: ECON 200 and ECON 201**.

ECON 369   Short Course   (1-3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

ECON 388   Independent Study   (1-3)

Independent study by student with the requirement hat the student writes a report summarizing the knowledge acquired during the period of study. Permission of Instructor.

ECON 389   Special Topics   (3)
An analysis of contemporary issues in economic theory. Permission of Instructor. Can be repeated for credit. **Prerequisites: ECON 200 and ECON 201.**

ECON 401   Economic History: Twentieth Century   (3)
Historical investigation of economic development; comparison of European and Third World development as contrastive case studies. **Prerequisites: ECON 200 and ECON 201. Junior class standing. [Cross listed with HIST 401].**

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. Junior class standing or Permission of Instructor. **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. Junior class standing or Permission of Instructor. **Prerequisites: ECON 200 and ECON 201.**

ECON 429   Advanced Environmental and Energy Economics   (3)
The course will examine the principles, policy instruments, and current practice of using economics to analyze various environmental and natural resource problems, especially the economics of energy. It will address the study of environmental protection, resource conservation, evaluation of environmental costs and benefits, and optimal management of energy resources. Senior class standing. **Prerequisites: ECON 200 and ECON 201.**

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. Junior class standing or Permission of Instructor. **Prerequisites: ECON 200 and ECON 201 and MATH 201 and STAT 201.**

ECON 470   Internship in Economics   (1 - 6)
An Internship experience with the requirement that the student write a report or summarizing what the internship job added to his/her knowledge of economics and related fields. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass / Fail course. **Prerequisite: A Minimum Grade Point Average of 2.0**.

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. Junior class standing and Permission of Instructor.

EDUCATION (EDUC)

EDUC 100   Essentials of Learning   (1) [L]
The course consists of modules that direct students in a methodical way through a sequence of active learning strategies. Several self-discovery units will lead students through practical activities which are designed to enhance their personal growth and development as active learners. Specifically, the course work is designed to provide students with tools to be successful as life long learners.

EDUC 200   Career Exploration   (1)
A one-credit hour course offered during the Fall and Spring semesters. This course leads students through the Major and Career Planning Process, and provides them the opportunity to explore themselves and the world of work. Through a variety of methods, students will become aware of their unique interests, skills, values, needs, and personality type. This interactive course will acquaint students with practical and theoretical aspects of the career planning process. Through library research, computer research, and oral presentations, students will demonstrate their ability to make informed choices regarding careers selection. This elective course is not intended as a substitute for EDUC 100. Sophomore, Junior, or Senior class standing.

EDUC 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

EDUC 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

EDUC 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

ELECTRICAL ENGINEERING (ELEG)

ELEG 220   Electric Circuit Analysis   (3)
Introduction to the basic laws and techniques for the analysis of electric circuits. Calculation of the response of circuits with resistors, independent sources, controlled sources, and operational amplifiers. The transient analysis of basic circuits with R, L, and C components. An introduction to AC analysis and phasors. **Prerequisites: PHYS 116 and MATH 210.**

ELEG 270   Electronics I   (4)
Introduction to the basic electronic devices including diodes and transistors and their operating principles. Analysis of electronic circuits operating under dc bias and switching conditions. Applications of devices in digital electronic circuits. **Prerequisite: ELEG 220.**

ELEG 320   Signals & Systems   (3)
Signals (functions of one or more independent variables) and Systems (devices that perform operations on signals) presents fundamental concepts that arise in a variety of fields. The ideas and techniques associated with these concepts inform such diverse disciplines as biomedical engineering, acoustics, communications, aeronautics and astronautics, circuit design, and the arts, humanities, and social sciences. Topics include transforms (Z, Laplace, Fourier), frequency analysis, convolution, FIR and IIR systems, stability, generalized functions, modulation (AM and FM), sampling, and digital filtering. Sophomore class standing or Permission of Instructor. **Prerequisite: CPEG 230.**

ELEG 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor.
Can be repeated for credit.

ELEG 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

ELEG 389   Special Topics in Electrical Engineering   (3)
Permission of Instructor. Can be repeated for credit.

ELEG 470   Internship in Electrical Engineering   (3)
An Internship experience with the requirement that the student write a report summarizing what the
internship job added to his or her knowledge of Electrical Engineering and related fields. Students are
limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor.
This is a Pass / Fail course. Prerequisite: A Minimum Grade Point Average of 2.0.
 English Language and Literature (ENGL)

ENGL 099   Fundamentals of Reading and Writing   (12)
This course focuses on developing academic reading and language skills necessary for success in the
academic environment. Under the close supervision of the instructor and using the workshop method,
students will refine their reading, vocabulary, and sentence skills while producing a portfolio of multi-
paragraph writings that demonstrates their ability to summarize, paraphrase, synthesize, analyze, and
evaluate information and ideas taken from a variety of sources. Exit exam required. This course
meets 20 hours per week. Credit earned cannot be used for graduation. Prerequisite: TOEFL 520 or
Accuplacer LOEP Reading ≤ 109/WritePlacer Essay ≤ 8.

ENGL 101   Approaches to 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 110 on reading and 9 on the essay of
the English Placement Test OR a grade of C or better in ENGL 099 OR IENG 030/031.

ENGL 102   Writing and Information Literacy   (3) [E]
This course introduces students to the academic, intellectual, and public activities of research. Through
a focus on research as a process of inquiry generated by particular purposes, audiences, and contexts,
students will develop a more complex understanding of multiple research processes and genres.
Students will formulate their own critical analysis of and response to a range of academic and public
issues. Students will develop and conduct an extended research inquiry. The primary aim of this course
is to develop students' critical and information literacy. **Prerequisite: ENGL 101.**

ENGL 108   Public Speaking   (3) [C]
This course focuses on the principles of public speaking in large and small group environments with
emphasis on audience analysis, research and evidence, reasoning, rhetoric, organization and delivery.
Through analyzing professional speeches and their effectiveness, the student practices the more
common speech types: informative, persuasive, special occasion and impromptu.

ENGL 120   Introduction to the Study of the English Language   (3)
An introduction to the study of the structure and function of language and the development of the English language to the present day: phonetics, phonology, morphology, syntax, semantics and pragmatics and changes over historical eras. It also includes the study of language acquisition, language evolution, variation and language education. **Prerequisite: ENGL 101.**

ENGL 201   Foundations of Western Literature I   (3) [H]
Traces development of early Western doctrines, concepts and practices of Western civilization. Course covers texts from ancient Greece, Rome and up to the Middle Ages. This course often includes literary works such as Homer's The Iliad and The Odyssey, Sophocles' Oedipus the King and Antigone, and Virgil's The Aeneid. **Prerequisite: ENGL 101.**

ENGL 203   Foundations of Western Literature II   (3) [H]
This course focuses on Western literatures from Medieval times to mid-Nineteenth Century. Representative texts will be studied in relationship to the social, political, and historical background. This course often includes literary works such as Cervantes' Don Quixote, Dante's Divine Comedy, and Boccaccio's The Decameron. **Prerequisite: ENGL 101.**

ENGL 204   Business Writing   (3) [E]
This course explores professional approaches to communication in today's competitive, diverse and global business environment. This course focuses on verbal and nonverbal principles and practices needed for effective internal and external business communication (memos, e-mails, letters, reports, proposals, presentations, and employment messages). Students learn to plan, investigate, organize, write, and revise successful business reports and correspondence. It also gives students an opportunity to work in problem-solving and decision making teams, experiencing the potential problems that poor communication skills can create in organizational settings. ENGL 204 is a course substitute for ENGL 102. **Prerequisite: ENGL 101. [Cross-listed with COMM 204 and MGMT 204].**

ENGL 207   Oratory and Rhetoric   (3) [H]
A study of rhetoric from its European roots in the literatures of the classical world to its many variations over time and culture. Central to the course will be the role of rhetoric and oratory in determining the way in which discourse is constructed to achieve specific ends. **Prerequisite: ENGL 101.**

ENGL 211   World Literatures in English I   (3) [H]
This course will examine the body of literatures written in English, including and going beyond the British and American canons, in order to ground the study of these canons in the context of a world Anglophone literature. This course will begin with the Middle Ages and progress through the late 18th century, including early Anglophone writings from various regions of the world. This course often includes works such as Chaucer's The Canterbury Tales, Milton's Paradise Lost, and Swift's Gulliver's Travels. **Prerequisite ENGL 101**.

ENGL 212   World Literatures in English II   (3) [H]
This course will examine the body of literatures written in English, including and going beyond the British and American canons, in order to ground the study of these canons in the context of a world Anglophone literature. This course will cover material from the early 19th century to the current day, and include literary works such as Conrad's Heart of Darkness, Achebe's Things Fall Apart, and Joyce's The Dubliners. **Prerequisite ENGL 101.**

ENGL 300   History of the English Language   (3) [H]
The structure of present day English is radically different from that of Old and Middle English. This course explores the stages through which the English language has evolved to reach its present form. This course will also examine the structure and social meanings of colonial varieties of English. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 301   Literature and Film   (3) [H]
This course will involve viewing a variety of films and critical responses to those films. Students will demonstrate in their own written and oral responses to film their ability to use effectively the critical language and methodology of professional film criticism in its varied aesthetic, historical and ideological forms. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 303   English Poetry and Prose: 1500-1660   (3) [H]
Examination of Renaissance poetry and prose, not including Shakespeare; Renaissance literature and its impact on the "modern world." Review and evaluation of the works of Sidney, More, Bacon, Marlowe, Johnson, Donne, and Milton. Also includes selections from the King James Bible for students of literature. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 304   English Poetry and Prose: 1660-1800   (3) [H]
The English Enlightenment; the Restoration and the Age of Reason figures including Dryden, Swift, Pope and Johnson. The rise of technology and technological culture and the impact of science and scientific methodology on Enlightenment literature. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 307   Shakespeare   (3) [H]
An introduction to Shakespeare: intensive study of selected comedies, tragedies, history plays, and Shakespeare's poetry. Works are discussed in their socio-historical context. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 308   Early American Literature   (3) [H]
An historical study of American literary forms and intellectual life, writers and their contributions from the Seventeenth Century world of the Puritans to the work of the early Transcendentalists in the Nineteenth Century. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 309   Nineteenth Century British Literature   (3) [H]
This course will examine major British literary texts from the Romantic and Victorian eras, including poetry and prose by Wordsworth, Shelley, Byron, Coleridge, Keats, Mary Shelley, Wollstonecraft, Ruskin, Eliot, Austen, Wilde, Tennyson, the Brontës, Dickens, Arnold, Hemans, Browning, Mill, and Carlyle. The course presents the relationship between each author's works and various historical and cultural developments, such as the industrial revolution and colonialism. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 310   Nineteenth Century American Literature   (3) [H]
This course will examine major American literary texts written by American writers of the nineteenth century, including poetry and prose by Emerson, Poe, Dickinson, Thoreau, Stowe, Melville, Chopin, Whitman, Cooper, Douglass, Jacobs, Twain, Hawthorne, and other writers concerned with issues of gender, race, and social justice. The course presents the relationship between each author and his/her works and various historical and cultural developments, such as the Civil War and Abolition and Suffrage. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 311   English Novel   (3) [H]
An examination of representative English novels from the beginning up to the Nineteenth Century. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 312   American Novel   (3) [H]
An examination of representative American novels from the beginning up to the Nineteenth Century. Sophomore class standing or Permission of Instructor.   **Prerequisite: ENGL 101.**

ENGL 314   Modernism/ Postmodernism   (3) [H]
This course investigates the trends in the intellectual and aesthetic movements that inform twentieth century Western ideas about art. Rejecting many 19th century standards, modernist figures such as Woolf, Joyce, Stein, Eliot, Pound, Mallarme, Kafka, Stevens helped radically redefine literature and culture. Students will look at various modernist trends such as emphasis on impressionism and subjectivity, blurring of distinctions between genres, tendency toward fragmented forms, discontinuous narratives, etc., and will trace the continuation and/ or rejection of these early twentieth century trends in postmodernism. Sophomore class standing or Permission of Instructor.   **Prerequisite: ENGL 101.**

ENGL 315   Twentieth Century American Literature   (3) [H]
Examines the major trends in 20th century U.S. Literature. Students may study artistic movements such as Naturalism, the Beats, the Harlem Renaissance, Lost Generation, and New Journalism, as well as literary responses to major historical events, such as the Great Depression, WW I and II, the Vietnam War, and major social movements of the second half of the century. Sophomore class standing or Permission of Instructor. **Prerequisite ENGL101.**

ENGL 319   Women and Literature   (3) [H]
An examination of representations of women and womanhood over time and the way in which those representations are culturally constructed. The course will also offer an introduction to feminist theory and examine the resistant discourses of women writers. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 345   Creative Writing   (3) [H]
The craft and practice of creative writing (short fiction and poetry) involving extensive writing throughout the semester. The course includes regular examination of professional models and the writing generated and revised by students. In addition, students will actively be involved in developing AUK's Arts and Literary Journal.   Sophomore class standing or Permission of Instructor.
Prerequisite: ENGL 101.

ENGL 349   Literature in Translation   (3) [H]
The course is an aesthetic and cultural evaluation of a specific non-English literature in translation (i.e., Arabic, French, German, Spanish, etc.). Poetry and fiction of non-English authors will be studied. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 355   Contemporary World Literature   (3) [H]
An exploration of the ways contemporary literature responds to the complex reality of our world; modernist and postmodernist fiction from a variety of national literatures; examples from Robbe-Grillet, Lessing, Boll, Mann, Duras, Morrison, Walker, Kundera, Atwood, Munro, Coetzee, Achebe, Eco and Garcia Marquez. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor.
Can be repeated for credit.

ENGL 375   Rhetorics of Cultural Dissonance   (3) [H]
This course examines the ways in which language creates, reflects, and transforms cultural identity and
beliefs and, consequently, our understanding of local and global relations of power. Through analyses
of the various expressive contexts from which ideas about identity and culture emerge, students will
develop a greater understanding of the origins and contemporary manifestations of conflict between
and within "East" and "West" and "North" and "South." Sophomore class standing or Permission of
Instructor. **Prerequisite: ENGL 101. [Cross-listed with COMM 375].**

ENGL 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

ENGL389   Special Topics   (3)
Prerequisite: ENGL 101. Permission of Instructor. Can be repeated for credit.

ENGL 400   Seminar in British Authors   (3)
An in-depth study of the work of a significant British writer, or a small group of British writers. It will
include the writer's context, approach, and contributions to literature and society. Junior class standing
or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 401   Seminar in American Authors   (3)
An in-depth study of work of a significant American author, or a small group of American writers.
It will include the author's context, approach, and contributions to literature and society. Junior class
standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 402   History of Theater and Drama   (3)
A comparative study of major works in theatre and of theories of drama and performance from
Ancient Greece and the Near East to the modern period. Special attention will be given to works
representative to distinct periods and schools of theatre and drama. Junior class standing or Permission
of Instructor. **Prerequisite: ENGL 101.**

ENGL 403   Modern Drama   (3)
This course extends the subject matter of ENGL 402 into the 20th century by focusing both on major
dramatists but also tracing the development of national and regional dramas. Special attention will be
paid to transformations of classical conventions of character, plot and audience as well as a broadening
of subject matter and use of a variety of vernaculars. Junior class standing or Permission of Instructor.
Prerequisite: ENGL 101.

ENGL 405   Postcolonial Literature   (3)
In this course students will read and discuss novels, short stories, poetry, and essays from former British
colonies in Asia, Africa, and the Caribbean, as well as from the postcolonial Diasporas. Emphasis will
be placed on the common experience of a postcolonial condition across various regions, with one of
the primary themes being "Orientalism" or the image of the West in representative texts.   Junior class
standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 406   Ethnic American Literature   (3)
This course emphasizes the critical study of literature written by diverse ethnic American authors from colonial to contemporary times. It includes works by African-, Arab-, Asian-, European-, Hispanic-, and Native Americans. Junior class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 415   Literary Theory and Criticism   (3)
An introduction to central issues in Literary Criticism; the concept of literature, the relationship of literature to criticism, and the establishment of literary canons; key schools of criticism, including formalism, structuralism, post, post- structuralism, deconstruction and reception theory, and post-colonialism and their respective historical contexts; required of Literature Majors. Junior class standing or Permission of Instructor. **Prerequisite: ENGL 101.**

ENGL 470   Internship in English Language and Literature   (1-6)
An Internship experience with the requirement that the student write a report summarizing what the internship job added to his to her knowledge of English Language and Literature. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass / Fail course. **Prerequisite: A Minimum Grade Point Average of 2.0.**

ENGL 485   Senior Thesis   (3)
English Majors apply their writing abilities, research skills, and knowledge in an independent study project. Students who select this course may have "Honor Thesis" reflected on their transcripts upon successful completion and defense of their thesis. Senior class standing and Permission of Instructor.

ENGINEERING (ENGR)

ENGR 330   Engineering Economics   (3)
Provides knowledge of economic consequences of engineering decision processes, and methods for evaluation of engineering design alternatives in terms of costs and benefits. Topics include time equivalence of money, annual cost method, present worth method, rate of return method, depreciation, benefit/cost, break-even analysis, income taxes, equipment replacement, and risk analysis. Sophomore class standing or Permission of Instructor. **Prerequisite: ECON 200.**

ENGR 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

ENGR 388   Independent Study   (1-4)
Permission of Instructor. Can be repeated for credit.

ENGR 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

ENTREPRENEURSHIP STUDIES (ENTR)

ENTR 201   Principles of Entrepreneurship   (3)
The philosophy, motivation and characteristics of entrepreneurship. Social, psychological, economic, and business factors in the success and failure of entrepreneurship; the entrepreneur; identifying and evaluating entrepreneurial opportunities; planning and developing a new business venture; managing the new venture; applications to creation and management of stand-alone ventures and those developed within corporations. **Prerequisite: MGMT 201.**

ENTR 301   Intermediate Entrepreneurship   (3)
Study of the nature and special conditions related to proprietorships, partnerships and small business enterprises. Sophomore class standing or Permission of Instructor. **Prerequisite: ENTR 201.**

ENTR 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

ENTR 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

ENTR 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

ENTR 470   Internship in Entrepreneurship   (1-6)
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 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass / Fail course. **Prerequisites: ENTR 201 and a Minimum Grade Point Average of 2.0.**

ENVIRONMENTAL STUDIES (ENVS)

ENVS 215   Environmental Data Analysis   (3) [P]
This course will introduce students to statistics, data analysis, and probability to be able to evaluate and interpret environmental data. Topics will include: Statistics and data analysis; Frequency tables, bar charts, mean, standard deviation, and skewness; Linear regression; and Probability. **Prerequisite: MATH 095.**

ENVS 220   Energy & the Environment   (3) [P]
Study of key physics principles as related to environmental issues, including: Energy forms; Energy recourses and conversions; Past and present patterns of energy use; Projection of future demand and supplies of energy; Role and method of physics in fostering rational evaluations of environmental problems and in searching for potential solutions; Resources and technologies of future energy alternatives. **Prerequisite: PHYS 101 or PHYS 105.**

ENVS 230   Environmental Geology   (3) [P]
Fundamental earth science concepts are used to assess the impact of increasing global population and development on earth's natural resources and also examine how natural processes affect human activities. Topics include volcanic eruptions, earthquakes, flooding, tsunamis, soil erosion, landslides, stream flooding, and rock-falls.

ENVS 305   Environmental Health   (3) [P]
An overview of environmental issues affecting human health and survival. Students will be introduced to biological and chemical toxins in the general environment, environmental epidemiology, and relevant environmental regulations. Attention will be paid to environmental issues at home, in work settings, the community, and in the global context. Sophomore class standing or Permission of Instructor. **Prerequisite: BIOL 105**.

ENVS 310   Environmental Ethics   (3) [P]
This course examines normative issues in the study of the environment. Students will learn basic ethical concepts and theories and how to apply them to specific environmental concerns. Students will be asked to develop arguments to defend their own respective views regarding the environment and to develop viewpoints reflecting thoughtful and scholarly consideration of human duties, both individual and social, to the environment. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101. **[Cross-listed with PHIL 310].**

ENVS 320   Global Environmental Policy   (3) [P]
A course that seeks to provide a broad overview of the key concepts, actors, and issues related to global environmental policy. This course outlines the evolution of environmental policy in facing global environmental challenges and how such policies have become inherently intertwined with government policy and business practice. Junior or Senior class standing.

ENVS 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

ENVS 388   Independent Study   (1-4)
Permission of Instructor. Can be repeated for credit.

ENVS 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

FINANCE (FINC)

FINC 207   Personal Finance   (3)
This is a course in personal investing for non-finance majors. This course will not count for credit towards a major in finance. It will cover money markets, mutual funds, and diversification.

FINC 332   Financial Management   (3)
Financial statement analysis, pro forma financial statements, time value of money, discounted cash flow, stock and bond valuation, net present value. Sophomore class standing or Permission of Instructor. **Prerequisites: MATH 103 or MATH 110 or MATH 201, and COMM 204 or ENGL 204 or MGMT 204, and ACCT 201.**

FINC 341   Corporate Finance   (3)
Capital asset pricing model, cost of capital, capital structure and dividend policy. Sophomore class standing or Permission of Instructor. **Prerequisites: ACCT 205.**

FINC 343   Financial Services Management   (3)
The course will focus on operations in financial services management including applications of competitive strategies and explorations of opportunities in various financial services sectors including banking, insurance, and personal finance planning. The course will also examine this sector in the context of the Kuwait financial services companies. Sophomore class standing or Permission of Instructor. **Prerequisites: FINC 332 and FINC 341.**

FINC 345   Investment and Securities Analysis   (3)
This course will focus on the financial theories and empirical evidence useful for investment decisions based on risk and returns. It covers optimal portfolio choice, asset pricing models, fixed-income securities, funds performance measurement, and a brief introduction to behavioral finance which studies how investor psychology may affect their investment decisions and asset prices in the market. Sophomore class standing or Permission of Instructor. **Prerequisites: FINC 332 and FINC 341.**

FINC 355   Financial Markets and Institutions in Kuwait and the Gulf   (3)
Organization of short-term money markets and long-term capital markets and institutions; investment instruments; investment constraints; resulting portfolios. Sophomore class standing or Permission of Instructor. **Prerequisite: FINC 341.**

FINC 365   International Finance   (1-3)
Foreign Affairs, global capital markets, and international corporate finance. Sophomore class standing or Permission of Instructor. **Prerequisite: FINC 341.**

FINC 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

FINC 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

FINC 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

FINC 413   Finance Capstone: International Finance, Financial Markets & Institutions   (3)
A capstone course designed for a student's last semester in the university which may include analyses of cases, more in-depth study of specialized topics, current events in finance, financial analysis, and/or financial institutions. Senior class standing or Permission of Instructor. **Prerequisite: FINC 345 and FINC 355.**

FINC 445   Portfolio Management   (3)
This course develops modern portfolio theory and applies it to pricing both individual assets and portfolios of assets. Topics include the Markowitz portfolio selection model, the capital asset pricing model, arbitrage pricing theory, options. Futures. bonds, portfolio performance measurement, and issues of market efficiency. Junior class standing or Permission of Instructor. **Prerequisites: FINC 332 and FINC 341 and FINC 345.**

FINC 470   Internship in Finance   (1-6)
An Internship experience with the requirement that the student write a report summarizing what the internship job added to his or her knowledge of finance and related fields. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass / Fail course. **Prerequisite: A Minimum Grade Point Average of 2.0.**
French (FRNC)

FRNC 101   Introduction to French I   (3) [H]
The objective of this course is to provide students with necessary skills and confidence to cope with everyday situations. The focus will be both on oral and written communication. Through extensive use of audio material, the course provides training and practice in all the language skills, with an initial emphasis on listening and speaking. The class is conducted almost entirely in French.

FRNC 102   Introduction to French II   (3) [H]
This course continues to reinforce communication skills with more emphasis placed on reading and writing texts. It will develop the ability to communicate with accurate pronunciation and intonation. Students will be exposed to French culture with the use of video and other authentic material. **Prerequisite: FRNC 101 or Permission of Instructor.**

FRNC 201   Intermediate French   (3) [H]
This course focuses on active communication skills, while working on spontaneous conversations related to daily-life topics. More emphasis is placed on writing and using a variety of formats with increasing control of grammar. Students will perfect their knowledge of French society through reading newspaper articles and literary texts. **Prerequisite: FRNC 102 or Permission of Instructor.**

FRNC 333   Language and Civilization   (3) [H]
An advanced language course that improves student's oral, reading, and writing skills through an examination of French society. Themes covered include family, education, arts, gastronomy, politics, and immigration. Class discussions will be based on literary readings, articles from French newspapers internet materials, songs, a selection of French films, and field trips. Sophomore class standing and Permission of Instructor.

FRNC 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

FRNC 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

FRNC 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

FRNC 399   French Study Abroad   (1-6)
Intensive French language course designed to increase proficiency in language skills and provide cultural awareness. Schedule varies each semester. Sophomore class standing and Permission of Instructor.

GRAPHIC DESIGN (GDES)

GDES 110   Graphic Design   (3)
This course introduces students to fundamental principles and applications of design, emphasizing critical and cultural awareness of design issues and developing of technical skills. The notion of creative problem solving is particularly emphasized. Students develop expertise in major industry standard software packages. This course lays the foundation for further study of design. [Cross-listed with COMM 110].

GDES 111   Images in Media   (3)
The power of images in media is examined through milestones including those in photography, film, video, and interactive media. [Cross-listed with COMM 111].

GDES 115   Color Theory   (3)
A series of experiences devoted to the development of the perception of color and its use as a tool for the graphic designer. 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.

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. **Prerequisite: COMM 101. [Cross-listed with COMM 208].**

GDES 220   Layout   (3)
Using design concepts, this course introduces the organization of a subject, image, or text on a page or screen by exploring the social and cultural methods of generating meaning and emotion through the spatial manipulation of content. The course focuses on how dynamic new media are changing traditional layout concepts. **Prerequisites: ART 101 and GDES 110 or COMM 110.**

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. P**rerequisites: ART 101 and GDES 115 and GDES 110 or COMM 110.**

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. Prerequisite: GDES 110 or COMM 110.

GDES 322   Typography II   (3)
This course further explores sequence of type-oriented assignments and projects; students explore a variety of advanced functional and formal typographic issues. Perceptual, emotional, and stylistic considerations of typographic usage are also covered. Sophomore class standing or Permission of Instructor. **Prerequisite: GDES 221.**

GDES 330   Print Production   (3)
This course explores the technology and the techniques used to produce printed publications. Emphases include commercial printing workflow, prepress file preparation, printing processes, and printing papers as well as color theory and color management. Students are encouraged to become proficient practitioners as well as literate critics of print production with an understanding of the historic and social significances of print. Sophomore class standing or Permission of Instructor. **Prerequisites: GDES 220 and GDES 221.**

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. Sophomore class standing or Permission of Instructor. **Prerequisite: GDES 242.**

GDES 345   Film Production II   (3)
The course emphasizes the artistic film movement, the role of the American cinema, and its mark on the world. Explores the old and the new Hollywood and the relationships between aesthetics and expenses. Students will explore the Preproduction, the Production, and the Postproduction phases of filmmaking. Sophomore class standing or Permission of Instructor. **Prerequisite: COMM 208 or GDES 208. [Cross-listed with COMM 309].**

GDES 351   Web Design   (3)
This course explores the uses and potential of the Internet as a medium of communication. It uses a hands-on approach to teach production skills including creation of content for the web by developing pages for the world wide web as well as the incorporation of streaming media and other rich content. Sophomore class standing or Permission of Instructor. **Prerequisite: GDES 221.**

GDES 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

GDES 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

GDES 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

GDES 451   Web Design II   (3)
This course builds on the earlier introduction to web design. Students will improve on their basic skills in web design and construction with a view to creating functionality on sites and increased integration with other technologies such as databases and electronic commerce systems. Junior class standing or Permission of Instructor. Prerequisite: GDES 351.

GDES 452   3D Modeling and Animation   (3)
This course will introduce principles and techniques used for creating three-dimensional content in virtual space. Students will learn principles of model creation, texture manipulation, scene rendering and animation to enable them to conceptualize and produce meaningful and artistic visualizations. The class will also explore the implications of the work produced as students engage in mutual critique. Junior Standing.

GDES 460   Advertising Campaigns   (3)
Students explore aspects of presentation in regard to advertising in magazines, newspapers, on web sites, billboards and other media through the use of computer software. Junior class standing or Permission of Instructor. **Prerequisite: GDES 221. [Cross-listed with COMM 460].**

GDES 461   Publication Design   (3)
In this advanced design course, students create layouts for publications (magazines, newsletters, and reports), including type, visual sequences, images, and graphic elements. The production dummy is prepared page-make-up computer programs and edited photo images. Junior class standing or Permission of Instructor. **Prerequisite: GDES 330.**

GDES 462　　　Creative Solutions　　　　　　　　　　　　　　　　　　(3)
Non-traditional problem solving for the fields of Design and Advertising are explored. Students will learn to conceptualize and present their ideas within the accepted international guidelines. Professionalism, design-relevant research skills, and creativity are expected outcomes of this class. Junior class standing or Permission of Instructor. **Prerequisite: GDES 110 or COMM 110.**

GDES 470　　　Internship in Graphic Design　　　　　　　　　　　　(3)
An Internship experience with the requirement that the student write a report summarizing what the internship job added to his to her knowledge of Graphic Design. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass / Fail course. **Prerequisite: A Minimum Grade point Average of 2.0.**

GDES 490　　　Senior Portfolio　　　　　　　　　　　　　　　　　　(3)
This course focuses on production of a final portfolio of work for the graduating GDES student. This will comprise earlier work but also be substantially bolstered by the completion of a real design project in collaboration with external or internal organizations. **Prerequisites: GDES 115, GDES 220 and GDES 221. Senior class standing.**

HEALTH AND FITNESS (HFIT)

HFIT 101　　　Introduction to Health and Wellness　　　　　　　(1) [F]
An introduction to the physiological, social, and psychological factors in life-long health and fitness; self-responsibility for total wellness. Introduction to wellness concerns such issues as disease prevention, stress management and behavioral and mental health.

HFIT 103　　　Nutrition and Health　　　　　　　　　　　　　　　(3) [F]
An analysis of the role and value of nutrition in maintaining health, mental health, and physical fitness; diet and nutrition; special needs of overweight and underweight individuals; food mythologies.

HFIT 110　　　Physical Activity　　　　　　　　　　　　　　　　　(1) [F]
This course offers students an opportunity to participate in physical activities/sports such as aerobics, yoga, basketball, soccer, volleyball or other physical activities.

HFIT 369　　　Short Course　　　　　　　　　　　　　　　　　　(1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

HFIT 388　　　Independent Study　　　　　　　　　　　　　　　　(1-3)
Permission of Instructor. Can be repeated for credit.
HFIT 389　　　Special Topics　　　　　　　　　　　　　　　　　　(3)
Permission of Instructor. Can be repeated for credit.

HISTORY (HIST)

HIST 101　　　History and Politics of Kuwait　　　　　　　　　　(3) [S]
An introduction to the contemporary political, economic, and social history of Kuwait.

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 221   Survey of Gulf History   (3) [S]

A historical understanding of the Arab Gulf, it examines key issues in the politics and society of the region before the discovery of oil and focuses on different processes of state formation. It is designed to highlight the multi-faceted nature of Gulf politics, and to provide a continuity / change perspective on themes of regional unity versus political fragmentation.

HIST 289   Topics in World History   (3) [S]

The rise and development of the modern world from various eighteenth and nineteenth century perspectives, including that of the French Revolution in the West, independence in the Americas, colonialism in Africa and India, the decay of the Ottoman Empire in the Near East, and the Opium War in China. Prerequisite: HIST 101.

HIST 303   Ancient History   (3) [S]

Comparative examination of the rise and fall, social, political, and cultural influence of Greek and Hellenistic, Indian, Classical Roman, Han, and pre-Colombian American civilizations. Sophomore class standing or Permission of Instructor. Prerequisite: ENGL 101.

HIST 305   History of the Islamic World: 622-1800   (3) [S]

Survey of Islamic history from the time of the Prophet Mohammad to 1800. Includes political, social and intellectual history. An introduction to the fundamental doctrines of Islam; Islamic institutions; classical and medieval Arab-Islamic history; major themes and disciplines that have informed the writing of Arab-Islamic history and their relation to Islamic law, theology, politics, ethics and science; selections from important and influential historians and historiographers. Sophomore class standing or Permission of Instructor.

HIST 307   Arab History in the Late Ottoman Period: 1800-1922   (3) [S]

History of the Arab World in the late Ottoman period until the Great Arab Revolt. Includes European intervention in Arab domains of the Ottoman Empire. Major doctrines and ideologies of modern Islamic and Arab thought are outlined; intellectual history of Arab-Islamic writers; writings on history, Islam, Arabism and Arab nationalism of well-known historians and intellectuals that have contributed and shaped modern Islamic and Arab thought are required reading. Transformation of Arab societies as a result of integration into European capitalism. Sophomore class standing or Permission of Instructor. Prerequisite: HIST 305.

HIST 311   Ottoman History   (3) [S]

Survey of Ottoman History with emphasis on the Nineteenth and early Twentieth Centuries. European imperialism and Ottoman responses to European encroachment and intervention; Ottoman Reforms; Ottoman and Turkish nationalism. Sophomore class standing or Permission of Instructor. Prerequisite: HIST 101.

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 an 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 class standing or Permission of Instructor. **Prerequisite HIST 101.**

HIST 333   Modern History of Kuwait and the Gulf   (3) [S]
The development of Kuwait, including independence and contemporary political, economic, and social history. Sophomore class standing or Permission of Instructor.

HIST 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

HIST 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

HIST 389   Special Topics   (3)
Senior class standing or Permission of Instructor. Can be repeated for credit.

HIST 401   Economic History: Twentieth Century   (3)
Historical investigation of economic development. Comparison of European and the Third World development. Junior class standing or Permission of Instructor. **Prerequisite: HIST 101. [Cross listed with ECON 401].**

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 class standing or Permission of Instructor. **Prerequisite: HIST 101.**

INTERNATIONAL STUDIES (INST)

INST 101   Introduction to International Studies   (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.

INST 204   Survey of European Political History   (3) [S]
Examination of the major political, economic, and social themes of western civilization. Topics include the rise of civilization in the Near East, ancient Greece and Rome, the rise of Christianity, the impact of the Germanic invasions, the rise of Islam, Europe in the High Middle Ages, the Renaissance / Reformation, the birth of diplomacy, the wars of religion, the rise of independent states and overseas expansion.

INST 205   Modern Europe   (3) [S]
The political, economic, and social development of Europe from the Peace of Westphalia to the twentieth century. Topics include the rise of absolutism, the Enlightenment and democratic revolutions, industrialization, the emergence of liberalism, capitalism, socialism, the two world wars, and the Cold War.

INST 210   Methods of Research in International Studies   (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: INST 101. [Cross listed with PLSC 210].**

INST 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 class standing or Permission of Instructor. **Prerequisite: INST 101.**

INST 310   Twentieth Century Arab Middle East   (3) [S]

Contemporary Arab history and politics including European colonialism, struggles for independence, Zionism and the colonization of Palestine, Arab nationalism, Arab socialism, the rise of oil revenues, the rise of political Islam, and current conflicts in the region. Sophomore class standing or Permission of Instructor.

INST 319   The British Empire   (3) [S]

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. Sophomore class standing or Permission of Instructor.

INST 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 class standing or Permission of Instructor. **Prerequisite: INST 101.**

INST 341   Public International Law   (3) [S]

This course emphasizes the origins, sources and subjects of International Law. It, also examines the role of the law in the international arena, insofar it facilitates relations among states, resolve disputes, protect rights of individuals, allocate resources and restrict conduct during wartime. The course is enriched with international law cases and the policy ramifications of their decisions. Sophomore class standing or Permission of Instructor. **Prerequisite: INST 101.**

INST 345   Conflict Resolution   (3) [S]

Varied theories, perspectives and practices in conflict resolution. Review of case studies of conflict resolution proposals. Research, analysis, and writing of case studies in conflict resolution. Stress is on innovative and original proposals for conflict resolution in case studies. Sophomore class standing or Permission of Instructor. **Prerequisite: INST 101.**

INST 369   Short Course   (1-3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

INST 386   Perspectives on US Foreign Policy in the Middle East   (3)
                    (Soliya Connect Program)

This course explores the major debates, both theoretical and applied that frame contemporary discussion about American foreign policy in the Middle East and illuminates the perspectives of different focal actors and institutions including: the presidency, government agencies, legislators, interest groups, the mass public and the media. It examines the interplay between policy development and institutions, and reviews normative and empirical models of American Foreign Policy. Course work is enriched with the Soliya Connect Program and accordingly it will run as a senior seminar. Senior class standing or Permission of Instructor.

INST 388   Independent Study   (1-3)
Senior class standing or Permission of Instructor. Can be repeated for credit.

INST 389   Special Topics in International Studies   (3)
Senior class standing or Permission of Instructor. Can be repeated for credit.

INST 400   Colonialism   (3)
A comparative analysis of colonialism, its rise, justification, dynamics, and consequences on the colonized societies and the colonial powers. Issues of post-colonial problems including nation building, economic development, political stability, democracy and civil rights. Junior class standing or Permission of Instructor. **Prerequisite: INST 101.**

INST 405   Comparative Economic and Political Systems   (3)
A theoretical and historical evaluation of different economic and political systems, planning strategies, and their effects on economic growth, democracy, equity, and effectiveness. The course examines the historical experience of political and economic institutional arrangements in formerly socialist societies, European counties, and nation-states in the Middle East. Junior class standing or Permission of Instructor. **Prerequisite: PLSC 200.**

INST 412   Sustainable Development   (3)
The problem of sustainable development. A survey of development models and practices; assessment of development practices in the Third World in the last three decades; new theories for sustainability of social, economic, and political development. Junior class standing or Permission of Instructor. **Prerequisites: INST 101 and ECON 409.**

INST 470   Internship in International Studies   (1-6)
An Internship experience with the requirement that the student write a report summarizing what the internship job added to his to her knowledge of International Studies. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass / Fail course. **Prerequisite: A Minimum Grade Point Average of 2.0.**

INST 484   Islamic Militant Movements   (3)
This course examines Islamic resurgence in modern society with special emphasis on theories of crisis conditions, Islamic ideology and practice, trans-national and global Islamists networks. In its militant and terrorist forms, current Islamic movements and societies, particularly those in the Arab world will be used as case studies. Senior class standing or Permission of Instructor.

INST 485   Seminar in History and International Studies   (3)
A Senior seminar that examines selected critical issues in the field of History and International Studies. Senior class standing or Permission of Instructor.

MATHEMATICS (MATH)

MATH 095   Preparatory Mathematics
This course is given at the elementary level. It is designed to strengthen a student's existing skills in elementary Algebra and Geometry and to prepare students to study College Algebra, Finite Mathematics, Introduction to Modern Mathematics, Mathematics for Business, and Statistics. This course is offered five days a week.

MATH 100   College Algebra   (3)
Intermediate Algebra, review of polynomials and rational expressions, equations and inequalities, graphs, functions and their properties, polynomial (piecewise defined), and exponential and logarithmic functions. **Prerequisite: MATH 095 or by Placement Test.**

MATH 101   Finite Mathematics   (3) [M]
Review of Algebra, sets, linear equations and nonlinear equations and inequalities, interest, systems of linear equations, functions, graphs and elementary data analysis. **Prerequisite: MATH 095 or by Placement Test.**

MATH 102   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 095 or by Placement Test.**

MATH 103   Mathematics for Business   (3) [M]
Sets, relations, functions, maxima and minima, sequences, power series; analytical geometry; conics; exponential, logarithmic, and inverse functions; rate of change, the derivative and applications, Taylor approximation, matrix Algebra, and applications. **Prerequisite: MATH 095 or by Placement Test.**

MATH 110   Pre-Calculus   (3) [M]
Polynomial, rational, exponential, logarithmic, and trigonometric functions and inverses, sequences, series, systems of linear and nonlinear equations and inequalities, complex numbers, vectors, binomial theorem, mathematical induction, conics, and the use of technology for problem solving. **Prerequisite: MATH 100 or by Placement Test.**

MATH 201   Calculus I   (3) [M]
Functions, limits and continuity, derivatives and applications, Riemann Sums, integration, transcendental functions, and introduction to the use of the computer algebra system Mathematica. **Prerequisite: MATH 110 or by Placement Test.**

MATH 203   Calculus II   (3) [M]
Fundamental integration techniques, numerical integration, applications of integration, improper integrals, differential equations, infinite series, Taylor series, polar and parametric equations, cylindrical and spherical coordinates, and the use of computer package Mathematica. **Prerequisite: MATH 201.**

MATH 205   Linear Algebra   (3) [M]
This is a first course in liner algebra. It is important to Calculus (MATH 206), engineering, and computer science. Topics include systems of linear equations, matricies, Gauss-Jordan elimination, determinants, vectors in two, three, and "n" dimensions, vector spaces, eigenvectors and eigenvalues, linear transformations, inner product spaces, complex vector spaces, and applications to various fields. **Prerequisite: MATH 203.**

MATH 206   Calculus III   (3) [M]
Extends the methods of Calculus 201 and 203 to the representation and study of functions of several variables. Topics include Fourier series, parametric equations, polar coordinates, surfaces in space, quadric surfaces, functions of several variables, limits, continuity, partial derivatives, the chain rules, gradients, directional derivatives, total derivatives, Lagrange multipliers, double integrals, Fubini's Theorem, triple integrals, cylindrical and spherical coordinates, vector fields, line integrals, Green's Theorem, curl, divergence, and surface integrals. **Prerequisites: MATH 203 and MATH 205.**

MATH 210   Differential Equations   (3) [M]
Differential equations of first order, applications, singular solutions, linear equations with constant coefficients, miscellaneous methods for equations of higher order, solution in series, total differential equations, qualitative methods, and the use of the computer package Mathematica. **Prerequisite: MATH 203.**

MATH 213   Discrete Mathematics   (3) [M]
Logic of compound and quantified statements, elementary number theory, methods of proof, sequences, mathematical induction, set theory, functions, relations, graphs, and trees. **Prerequisite: MATH 110.**

MATH 325   Numerical Computing   (3)
Introduction to numerical algorithms, root finding, Approximation of functions, collocation, numerical integration and differentiation. Sophomore class standing or Permission of Instructor. **Prerequisites: MATH 203 and CSIS 120.**

MATH 359   Principles of Operations Research   (3)
Linear programming; integer programming, mathematical models, decision trees, network flow problems, graph algorithms, decision analysis, route planning, applications. Sophomore class standing or Permission of Instructor. **Prerequisite: MATH 203.**

MATH 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

MATH 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

MATH 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

MANAGEMENT (MGMT)

MGMT 201   Principles of Management   (3)
Surveys of current management theories, research, and practice. Course content is a synthesis of behavioral sciences concepts that provide the basic framework for the practice of management. Topics include organizational goals and responsibilities, organizational control, decision making theory, planning, leadership, motivation, small group behavior, conflict and organizational development and change. **Prerequisites: COMM 204 or ENGL 204 or MGMT 204, and MATH 103 or MATH 110.**

MGMT 204   Business Writing   (3) [E]
This course explores professional approaches to communication in today's competitive, diverse and global business environment. This course focuses on verbal and nonverbal principles and practices needed for effective internal and external business communication (memos, e-mails, letters, reports, proposals, presentations, and employment messages). Students learn to plan, investigate, organize, write, and revise successful business reports and correspondence. It also gives students an opportunity to work in problem-solving and decision making teams, experiencing the potential problems that poor communication skills can create in organizational settings. MGMT 204 is a course substitute for **ENGL 102. Prerequisite: ENGL 101. [Cross-listed with COMM 204 and ENGL 204].**

MGMT 205   Human Resources Administration and Development   (3)
This course examines theories and practices of human resources management in local, regional, and global contexts. The course focuses on key aspects of human resources, planning, and their implications on public policy. It also studies major models that shape human resources development. [Cross-listed with PLSC 205].

MGMT 210   Research Methods for Business   (3)
This course explains and describes the different aspects and stages of conducting business research. It presents the various analytical frameworks and methodological tools used for this purpose with emphasis on empirical approach, data collection, and analysis. **Prerequisite: STAT 201.**

MGMT 301   Leading and Managing Organizational Change   (3)
An analysis of the key components necessary to effect organizational change including establishing vision, creating and motivating the team, creating a process and strategy to guide change, empowering others to take action, celebrating short-term and long-term accomplishments, and institutionalizing outcomes into standard operating procedures through effective knowledge management. Sophomore class standing or Permission of Instructor. Prerequisite: MGMT 201.

MGMT 303   Management and Leadership Development   (3)
Develops the management leadership and organization perspectives essential to the success of small to large businesses and individual managers. Development of management and organization leadership, creativity and innovation are stressed. Enhancing the manager's communication and negotiation skills is a critical dimension to developing effective managers. Developing an understanding of management philosophy and values and their practical impacts on managing a business is stressed. Sophomore class standing or Permission of Instructor. **Prerequisite: MGMT 201**.

MGMT 315   Decision Making in Management   (3)
The study of individual and group decision making in the organization. The process of arriving at a judgment based upon the feedback of multiple individuals and teams. Includes the use of decision making models and matrixes. Sophomore class standing or Permission of Instructor. **Prerequisite: MGMT 201.**

MGMT 321   International Business Management   (3)
Analysis of the structure and scope of international trade and investment including currency exchange markets and documentary credits. Sophomore class standing or Permission of Instructor. **Prerequisite: MGMT 201.**

MGMT 333   Organizational Behavior   (3)
This course studies human capital management. The course offers a synthesis of behavioral science theories providing a broad framework for understanding the motivation, planning, and control of business' most important assets. Sophomore class standing or Permission of Instructor. **Prerequisite: MGMT 201. [Cross-listed with PLSC 333].**

MGMT 343   Quantitative Research Methods for Business   (3)
Introduction to the scientific method, research design, data gathering, statistical analysis of data; computer applications for business issues; student develops the skills for becoming an active and informed consumer of research methodology and findings. Sophomore class standing or Permission of Instructor. **Prerequisite: MATH 103 or MATH 110, and STAT 201**.

MGMT 345   Business Operations   (3)
Concepts and analytic tools for successful management of production of goods and services: from
input of resources to finished goods and services; managing the production process, order fulfillment,
inventory, and delivery. Sophomore class standing or Permission of Instructor. **Prerequisites:
ECON 200 and ECON 201 and MGMT 201.**

MGMT 350   Organizational Communication and Leadership   (3)
Teaches students the role of communication in creating a productive organizational environment in
terms of interpersonal and group behavior. Reviews the theory and practice of team building, conflict
resolution and problem solving and explores how communication and organizational cultures relate
to each other. Sophomore class standing or Permission of Instructor. **Prerequisite: COMM 325 or
MGMT 201 [Cross-listed with COMM 350].**

MGMT 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor.
Can be repeated for credit.

MGMT 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

MGMT 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

MGMT 413   Management Strategy and International Affairs   (3)
This course focuses on the process of applying management concepts and techniques in a multinational,
multicultural environment. Along with information technology, international management is the
major strategic challenge facing organizations entering the new millennium. Senior class standing.
Prerequisites: ECON 200 and ECON 201 and MGMT 201.

MGMT 470   Internship in Management   (1-6)
An Internship experience with the requirement that students keep a journal and write a report
summarizing what the internship job added to their knowledge of management and related fields.
Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission
of Instructor. This is a Pass / Fail course. **Prerequisite: A Minimum Grade Point Average of 2.0.**

MARKETING (MRKT)

MRKT 200   Principles of Marketing   (3)
Introduction to marketing decision making in business and nonprofit organizations. Particular attention
is devoted to analysis of customer needs; segmenting markets; and developing product, promotion,
pricing and distribution strategies. Relationships between consumers, business and government are
explored. **Prerequisite: ECON 101 or ECON 200 or ECON 201**.

MRKT 309   Principles of E-Commerce   (3)
Internet marketing; decision making regarding promotion, pricing and distribution strategies via the
Internet; product development and e-marketing; electronic markets; Internet purchasing behavior;
Internet and e-mail advertising; Web sponsorships; Internet marketing ethics. Case studies of U.S. and
Kuwaiti companies that have active Internet presence.   Sophomore class standing or Permission of
Instructor. **Prerequisite: MRKT 200.**

MRKT 329   International Marketing   (3)
Examines theories, practices, and contemporary issues related to global marketing management and the
international marketing environment. The course discusses strategic decisions related to international
product and policies and examines ethical issues, global marketing organizations, and multi-national
economic integration. Applications of global marketing strategies will be discussed through case
analysis. Sophomore class standing or Permission of Instructor. **Prerequisite: MRKT 200.**

MRKT 349   Consumer Behavior   (3)
The course examines the patterns and factors influencing the consumer and organizational behavior.
The course material also includes concepts and findings from behavioral sciences. Analysis includes
an integrated model of consumer behavior and the elements that influence decision-making process.
Consumer behavior in global markets is also emphasized. Sophomore class standing or Permission of
Instructor. **Prerequisite: MRKT 200.**

MRKT 355   Promotion and Advertising   (3)
Development of a promotional and advertising campaign for clients; formulation of advertising strategy,
targeted audiences and consumer; multimedia campaign planning, campaign execution, and campaign
evaluation. Sophomore class standing or Permission of Instructor. **Prerequisite: MRKT 200.**

MRKT 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor.
Can be repeated for credit.

MRKT 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

MRKT 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

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 class standing or Permission of Instructor. **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. Capstone Course. Senior class 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. Junior class standing or Permission of Instructor.
Prerequisite: MRKT 200.

MRKT 470   Internship in Marketing   (1-6)

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 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass / Fail course. Prerequisite: A Minimum Grade Point Average of 2.0.

MUSIC (MUSC)

MUSC 101   Music Appreciation   (3) [H]

Chronological study of music styles of the western world, including an introduction to music Elements and a review of the lives and works of famous composers.

MUSC 105   Introduction to World Music   (3) [H]

An introduction to various music cultures through musical, social, and aesthetic approaches. The cultures featured can vary from semester to semester.

MUSC 110   Applied Lessons   (1 - 2) [H]

Private instrument instruction. Attendance is mandatory. Students are required to be evaluated by a jury panel of faculty each semester. **Extra fee per semester**. Permission of instructor. May be repeated for credit if previous grade was a "C" or higher.

MUSC 160   Ensemble   (3) [H]

Students sing and/or perform musical instruments in a group setting. Permission of Instructor. Can be repeated for credit.

MUSC 215   Guitar Class   (3) [H]

Development of basic guitar skills, including sight-reading and accompanying.

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.

MUSC 220   Music Theory   (3) [H]

Skill development in the foundations of music. Students learn to read and write music notation, sing from musical scores, and analyze chords, melody, rhythm, and musical form.

MUSC 369   Short Course   (1-3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

MUSC 370   Music of the Arabian Peninsula   (3) [K], [H]

Examination of music and poetic genres of Kuwait and regions of the Arabian Peninsula including structural analysis and study of the context in which creative forms exist.   This course satisfies the General Education Requirement for Arab Culture. Junior class standing and Permission of Instructor. [Cross-listed with SBSA 370].

MUSC 388   Independent Study   (1-3)

Permission of Instructor. Can be repeated for credit.

MUSC 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

MUSC 399   Music and Culture Study Abroad   (1-3)
Introduces students to the dynamics of traditional cultures through ethno musicological research and observance of live music, dance, and dramatic performances. The close interaction with other cultures enables students to better appreciate societies and sensibilities that may be different from their own. Schedule can vary each semester. Junior class standing and Permission of Instructor. Can be repeated for credit.

NATURAL SCIENCES (NSCI)

NSCI 100   Introduction to Natural Sciences   (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   Introduction to Natural Sciences, Lab   (1) [P]
This laboratory course provides experiments and exercises relating to concepts presented in first year courses in Natural Sciences. It is intended for students needing to fulfill the general education requirements in General Sciences. Permission of Instructor.

NSCI 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

NSCI 388   Independent Study   (1-4)
Permission of Instructor. Can be repeated for credit.

NSCI 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

PHILOSOPHY (PHIL)

PHIL 100   Critical Reasoning   (3) [H]
This is an introductory course designed to improve students' ability to think and reason critically about everyday judgments. This course combines the science of logic with the art of rhetoric. Students will learn the basic skills of reasoning well and how to prepare and present well-written arguments. Course content will focus on informal fallacies, deductive inferences, as well as analyzing argumentative essays.

PHIL 101   Introduction to Philosophy   (3) [H]
An introduction to basic doctrines and concepts in philosophy through an analytical reading of selections from the writings of Western philosophers who have had a major impact on the development of philosophical discourse. The course also addresses the relationship of philosophy to the development of other disciplines, such as theology, history, politics, social science, science, and literature. Some of the perennial issues in philosophy are identified and discussed.

PHIL 201   Medieval Arabic Philosophy   (3) [H]
Survey of the works of major philosophers in Islam, such as Al-Ghazali, Ibn Rushd, the Sufis, and others. Course will include analysis of their religious and philosophical doctrines.

PHIL 203   Professional Ethics   (3) [H]
This course examines ethical debates facing individuals in the professional work-place. This course will examine the ethical nature of various professional relationships, including between employer and employee, client and business, colleagues and issues of transparency. Questions surrounding the duties of report writing, ethical obligations regarding report writing, environmental duties, etc. are also discussed. The objective of the course is to provide students with a critical understanding of the ethical issues in their professional lives.

PHIL 220   Philosophy of Education   (3) [H]
This course examines the purpose and method of education. Topics include the nature and meaning of knowledge, purpose of education and the role of various teaching methods in producing knowledge. Students will evaluate historical and contemporary educational theories, as well as formulate and defend their own theories of education. Students will also debate contemporary issues such as the role of technology in the classroom, gender segregation and multicultural education. Figures covered include Plato, Aristotle, Rousseau, Wollenstonecraft, Marx, Dewey, Greene and Neill. **Prerequisite: EDUC 100.** Co-requisite: ENGL 101.

PHIL 240   Philosophy of Women   (3) [H]
This course will provide you with a framework for a variety of feminist theories. Our goal is to offer students a broadly based understanding of contemporary feminist theory and a specialized focus on selected issues that inform current theoretical debates in women's studies, feminist political movements, and the politics of everyday life. This course will not only expand student comprehension of different feminist theories, but it will also improve general theoretical skills: how to read theory, how to use theoretical language, how to write analytically and critically about social and personal issues. Discussed theories will include Wollstonecraft, various suffrage movements, Mill, de Beauvoir, postmodernism, liberal feminism and social feminism, among others. **Co-requisite: ENGL 101.**

PHIL 280   International Ethics   (3) [H]
This course raises ethical questions in a global or international context. Questions of cross-cultural, conflicting values are of particular concern in this course. Specific topics may include: the theoretical bases for human rights, ethical questions of social or political identity, individual versus the state, immigration and refugee issues as well as ethical issues surrounding the environment and globalization. The objective of this course is to improve student's critical awareness and reasoning about ethical issues in a global context. **Prerequisite: ENGL 101.**

PHIL 310   Environmental Ethics   (3) [H]
This course examines normative issues in the study of the environment. Students will learn basic ethical concepts and theories and how to apply them to specific environmental concerns. Students will be asked to develop arguments to defend their own respective views regarding the environment and to develop viewpoints reflecting thoughtful and scholarly consideration of human duties, both individual and social, to the environment. Sophomore class standing or Permission of Instructor. **Prerequisite: ENGL 101. [Cross-listed with ENVS 310].**

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 class 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 class standing or Permission of Instructor. **Prerequisites: PHIL 101 or previous INST/PLSC and ENGL 101. [Cross-listed with PLSC 322].** Fulfills major requirement for 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, mid/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 class standing or Permission of Instructor. **Prerequisites: Any PHIL course and ENGL 102.**

PHIL 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

PHIL 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

PHIL 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

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. This course objective is to improve students' critical understanding and ethical decision-making in the workplace. Required for Business Majors. Prerequisite: **MGMT 345 or Senior class standing**. [Cross-listed with BEAL 403].

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 110   Astronomy   (3) [P]
This course is a one semester introduction to astronomy. The course describes various important phenomena in astronomy, the physical principles underlying these phenomena, and methods of observing and interpreting them. Course topics include the principles of motion, universal gravitation, orbital motion, the nature of light and the operation of telescopes. Topics in astronomy include stellar astronomy, celestial coordinates, the Solar System, the Sun, the eight planets, and our Galaxy.

PHYS 115   General Physics I   (4) [P]
An Introductory calculus based course covering motion in one dimension, projectile motion, Newton's laws of force, concepts of work, energy and momentum, circular motion and rotational dynamics with laws of conservation of energy and angular momentum. A required laboratory that offers experiments in mechanics, momentum, work and energy is part of this course. **Prerequisite MATH 101 or MATH 103 or MATH 110.**

PHYS 116   General Physics II   (4) [P]
The second semester of calculus-based physics covers electromagnetic wave theory, AC and RC circuits, magnetic theory and applications to magnetic storage devices, electromagnetic induction and optical phenomena with applications to optical devices. A required laboratory is part of this course with experiments in oscillatory motion, electricity, magnetism, and basic optics. **Prerequisite: PHYS 115.**

PHYS 212   Classical Mechanics   (3) [P]
A calculus-based general physics course. Includes kinematics, conservation of momentum, elastic and inelastic collisions, the scalar product, Newton's Law of Gravitation, conservation forces and law, Kepler's Laws, circular motion, equilibrium and elasticity, laws, projectiles, angular momentum, rotational motion, simple harmonic motion, energy, temperature, heat and the first law of thermodynamics, sound and mechanical waves. **Prerequisite: PHYS 115.**

PHYS 216   Electricity and Magnetism   (3) [P]
An introduction to the basic principles of electricity and magnetism including the contributions of Gauss, Faraday, Ampere, Maxwell, and others; capacitance, dc circuits, magnetic fields; electromagnetic propagation, antenna design, microwaves, radio wave transmission and reception, etc. **Prerequisite PHYS 116.**

PHYS 312   Modern Physics   (3) [P]

An introduction to the history and nature of quantum mechanics; special theory of relativity; basic introduction to nuclear and elementary particle physics; discussion of classical laws, their modification and replacement to account for the behavior of atoms, subatomic particles, and matter at the macroscopic level; lasers, flux quantization. Sophomore class standing or Permission of Instructor. **Prerequisite: PHYS 116.**

PHYS 369   Short Course   (1-3)

Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

PHYS 388   Independent Study   (1-4)

Permission of Instructor. Can be repeated for credit.

PHYS 389   Special Topics   (3)

Permission of Instructor. Can be repeated for credit.

POLITICAL SCIENCE (PLSC)

PLSC 200   Introduction to Political Science   (3) [S]

An investigation into the nature of government and politics; exploration of the basic philosophies, principles, and concepts of governance, and of the structures and processes of political systems. Topics include the structure and function of states, forms of government, public administration, the nature and character of domestic, foreign, and national security policy, relations between states, the international system and international organizations.

PLSC 201   Introduction to Public Administration   (3) [S]

A course on the nature of public administration. Basic concepts, processes, and approaches in the field of public administration are introduced so that the student will develop a sense of appreciation for the role of public administration in modern society.

PLSC 202   International Relations   (3) [S]

An examination of the basic factors and conditions which determine or influence relations among governments and states. Analysis of conflict and cooperation in a rapidly-changing world; impact of non-state actors and international organizations such as the United Nations; determinants of foreign policy; and sources of national economic and political power. Some attention is paid to contemporary developments including the post-Cold War unipolar order.

PLSC 203   Comparative Politics   (3) [S]

Analysis of how varied Western and other polities address the enduring problems of order, political responsiveness, political change, and the legitimacy of government structures. The course includes the comparative investigation of the relationships between the individual, social groups, and the state. Issues of individual freedom and collective responsibility are also addressed.

PLSC 204   International Political Economy   (3) [S]

An examination of the interaction between politics and economies in international affairs. The course includes the effect of economic conditions on foreign military and security policy, and the impact of foreign and military policies on economic relations. Topics also include imperialism, globalization, regional economic systems and international economic institutions such as the WTO, World Bank and International Monetary Fund. **Prerequisite: INST 101 or PLSC 200.**

PLSC 205   Human Resources Administration and Development   (3)
This course examines theories and practices of human resources management in local, regional, and global contexts. The course focuses on key aspects of human resources, planning, and their implications on public policy. It also studies major models that shape human resources development. **[Cross-listed with MGMT 205].**

PLSC 207   International Relations of Arab States   (3) [S]
Historical and contemporary analysis of the foreign policies of Arab States. Intra-Arab state relations; the Arab League; Euro-Arab relations, US-Arab relations, Arab-East Asian relations and Arab-African relations. **Prerequisite: INST 101.**

PLSC 210   Methods of Research in Political Science   (3) [S]
Introduction to scientific method, data gathering, research design, statistical analysis, and computer applications for international relations and comparative studies research. The course develops analytical skills that students need as active consumers of research findings. **[Cross listed with INST 210].**

PLSC 302   Public Policy   (3) [S]
A survey of concepts and issues in public policy. This course acquaints the student with basic theoretical frameworks for the study and analysis of policy-making as both a problem-solving process and a political process. This course also examines closely the application of these concepts, frameworks, and criteria in selected policy areas. Sophomore class standing or Permission of Instructor. **Prerequisite: PLSC 200 or PLSC 201.**

PLSC 303   Politics of Postindustrial Societies   (3) [S]
Comparative study of postindustrial society; public policy and policy-making; domestic and foreign policy; politics and economics of welfare states; and political participation and oppositional movements in postindustrial societies. The course assesses the impact of technology, science, the information revolution and national and international social movements on politics. Sophomore class standing or Permission of Instructor. **Prerequisite: PLSC 200.**

PLSC 304   Arab Politics   (3) [S]
The course investigates contemporary Arab political culture, its historical, economic, geographic, ideological and social roots, dynamics of Arab nationalism and political Islam. Sophomore class standing or Permission of Instructor. **Prerequisite: PLSC 200.**

PLSC 315   American Government   (3) [S]
Structure and function of the American governmental system; the constitutional bases of government; federal, state and local government systems; intra-governmental relations; the Presidency and the Executive Branch, the Supreme Court and Congress, and the role of business, industry, non-governmental agencies and interest groups. Sophomore class standing or Permission of Instructor. **Prerequisite: PLSC 200.**

PLSC 316   Political and Social Forces in the U.S.   (3) [S]
An overview of the social bases of politics in the U.S.; political participation and elections; political parties, special interests, the role of religion in politics; public opinion and the major national institutions influencing the making and implementation of domestic and foreign policy. Sophomore class standing or Permission of Instructor. Prerequisite: PLSC 200.

PLSC 317   Government and Politics of Kuwait   (3) [S]
Analysis of the contemporary political institutions and behavior of the Kuwaiti political system; an overview of political participation and elections; the relationship among the executive, legislative and judicial branches; the major national institutions involved in domestic and foreign policy-making. Sophomore class standing or Permission of Instructor. **Prerequisite: PLSC 200.**

PLSC 321   Islamic Political Philosophy   (3) [S]
A survey of Islamic political thought from the time of the Prophet Mohammad until the present. Investigation of the development and evolution of institutions in the Islamic state; Ibn Khaldoun's views on history, society and the state. Theories of the state, including contemporary Shi'i and Sunni thought are also addressed. Sophomore class standing or Permission of Instructor.

PLSC 322   Western Political Theory   (3) [S]
A survey of Western political thought from ancient times to the present. Analysis of major themes such as the relationship of the individual to the state, political authority, political legitimacy, cooperation and conflict, and political change through the works of Plato, Aristotle, Rousseau, Machiavelli, Hobbes, Locke, and contemporary political theorists such as Rawls. Sophomore class standing or Permission of Instructor. **Prerequisites: PHIL 101 or previous INST/PLSC and ENGL 101. [Cross listed with PHIL 322].**

PLSC 327   Comparative Ethnicity, Identity, and Ethnic Conflict   (3) [S]
Comparative examination of the complex configuration of identity, identity politics, ethnicity, and the role of race, religion, culture and nationalism in ethnic identity, population, migration, and ethnic politics and conflict. The rise of ethnic conflict globally. Sophomore class standing or Permission of Instructor. **Prerequisite: PLSC 200.**

PLSC 333   Organization Theory   (3) [S]
A course that explores the major debates, both theoretical and applied, that frame contemporary discussions about organizing in the public and nonprofit sectors. The course introduces organization theories about public organizations and the basic methods to study organizational behavior in non-private spheres. Sophomore standing or Permission of Instructor. **Prerequisite: PLSC 201. [Cross-listed with MGMT 333].**

PLSC 334   E-Government   (3) [S]
This course explores the impact of information and communication technology on information management, government decision-making and communication, service delivery, and public policy in the public sector. Sophomore class standing or Permission of Instructor. **Prerequisite: PLSC 201.**

PLSC 335   Current Trends in Public Administration   (3) [S]
A course that deals with the contemporary transformation of the public sector and its relationship with government and society. This course evaluates managerialism in the public sector, privatization, and entrepreneurial government. Sophomore class standing or Permission of Instructor. **Prerequisite: PLSC 200 or PLSC 201.**

PLSC 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

PLSC 388   Independent Study   (1-3)
A research and writing project to be determined in consultation with the Instructor. Senior class standing or Permission of Instructor.

PLSC 389   Special Topics   (3)
Senior class standing or Permission of Instructor. Can be repeated for credit.

PSYCHOLOGY (PSYC)

PSYC 101   Introduction to Psychology   (3) [S]
General Psychology introduces students to principles of human behavior. It explores individual differences in personality development, emotion, sensory functions and perceptions, learning, as well as psychopathology and clinical interventions.

PSYC 200   Research Design and Methods   (3) [S]
This course is an introduction to psychological research design and methods. Students will learn experimental and non-experimental methodologies, including measurement and error, experimental control, descriptive statistics, statistical inference, observation, correlative research, surveys, archival research, and quasi-experimental and ex post facto designs. The course develops critical research and analytical skills, attending to the ethical issues in applying psychological methods to a broad range of research topics.

PSYC 202   Developmental Psychology   (3) [S]
This course is an introduction to human development from infancy through death, focusing on the interactions of personal and environmental factors in the development of perception, language, cognition, and sociality. Topics include developmental theories, infant perception, attachment, the development of language and memory; identity transitions; and peer relations, schools, families and communities as the contexts of life-cycle changes.

PSYC 203   Social Psychology   (3) [S]
This course introduces students to theory and research about the dynamics of individuals and social groups. It includes studies of how we perceive ourselves and others, how we form our beliefs, judgments, and attitudes, social influences such s cultural or gender expectations, persuasion and pressures to conform, as well as our social relations, whether prejudicial, aggressive, intimate or helpful.

PSYC 204   Abnormal Psychology   (3) [S]
This course orients students to a range of behaviors classified as "abnormal", and to theories and research about the dynamics, diagnoses and treatments of neuroses, psychoses, character disorders, psychosomatic reactions, and other abnormal personality patterns. **Prerequisite: PSYC 101.**

PSYC 234   Cultural Psychology   (3) [S]
This course introduces students to the dynamics of culture and psychology. Through in-depth studies of cultures and psychological processes such as sensation, perception, emotion, and learning, students will assess psychological diversity and complexity in multi-cultural communities. Offered fall and spring terms.

PSYC 235   Child Psychology   (3) [S]
This course is a study of the physical, psychological and social development of individuals from infancy through childhood. Offered Fall term only. **Prerequisite: PSYC 101.**

PSYC 236   Psychology of Adolescence   (3) [S]
This course focuses on the biological, cognitive, and social-emotional issues that face young people as they approach adulthood. Theoretical perspectives, diversity and gender- specific issues in development will be discussed. Offered Spring term only. **Prerequisite: PSYC 101.**

PSYC 332   Personality Theories   (3) [S]
This course provides an understanding of theories and research from each of the major approaches to the study of personality; psychoanalytic, learning, cognitive, dispositional, humanistic, and intervention strategies derived from these approaches. Offered fall term only. Sophomore class standing or Permission of Instructor. **Prerequisite: PSYC 101.**

PSYC 335   Psychology of Addictions   (3) [S]
This course assesses theory and research about the social impact, causes, characteristics, and treatment of addictions, including alcohol and drug addictions and eating disorders. Offered Spring term only. Sophomore class standing or Permission of Instructor. **Prerequisite: PSYC 101.**

PSYC 337   Community Psychology   (3) [S]
In this course, students will apply psychological principles to understanding and solving community problems. Topics include industrial hazards and pollution, community health and mental health, alcohol and drugs, violence, racism and other forms of bigotry.   Sophomore class standing or Permission of Instructor. Offered Fall term only. **Prerequisite: PSYC 101.**

PSYC 365   Marriage and Family   (3) [S]
This course offers students an understanding of the social, historical and biological significances of "family" in Kuwait, as well as the diverse stresses on Kuwaiti families, and the forms of problem solving they employ.   Sophomore class standing or Permission of Instructor. Offered Spring term only. **Prerequisite: PSYC 101.**

PSYC 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

PSYC 388   Independent Study   (1-3)
Prerequisite PSYC 101. Permission of Instructor. Can be repeated for credit.

PSYC 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

PSYC 440   Cognitive Psychology   (3)
This course offers current perspectives on how people acquire, represent, transform, and use verbal and nonverbal information. Topics include perception, attention, memory, action, thinking, language and representations of knowledge. Offered fall term only. Junior class standing or Permission of Instructor. **Prerequisite: PSYC 101.**

PSYC 442   Sensation and Perception   (3)
In this course, students evaluate how we acquire information about the physical and social world through basic sensory systems, including vision, smell, hearing, and touch, and the impact of such sensations on our perceptions of objects, events and human interactions. Offered Spring term only. Junior class standing or Permission of Instructor. **Prerequisite: PSYC 10**1.

PSYC 470   Internship in Psychology   (1-6)
An Internship experience with the requirement that the student write a report summarizing what the internship job added to his to her knowledge of Psychology. Students are limited to a maximum of 6 internship credit hours. Junior class standing and Permission of Instructor. This is a Pass / Fail course. **Prerequisite: A Minimum Grade Point Average of 2.0.**

PSYC 475   Current Issues   (3)
Seminar on current research, theory and applications of psychological principles. Offered fall term only. Junior class standing or Permission of Instructor. **Prerequisite: PSYC 101.**

RELIGION (RELG)

RELG 101   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]
Review and analysis of major religions of the world, including varieties of Christianity, Islam, Judaism, Hinduism, and Buddhism. Comparative social organization of religion and religious practices, currents in religious transformations; the rise of fundamentalism in the late twentieth century, and the role of religion in social, political and economic life are included.   Sophomore class standing or Permission of Instructor.

RELG 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

RELG 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

RELG 389   Special Topics   (3)
Selected topics of interest in religion. Permission of Instructor. Can be repeated for credit.

SOCIAL AND BEHAVIORAL SCIENCES (SBSA)

SBSA 101   Introduction to Social and Behavioral Sciences,   (3) [S]
                    Concentration in Anthropology
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   Research Methods: Ways of Seeing and Knowing   (3) [S]
An introduction to ethnographic fieldwork and research design. The course covers both issues that confront researchers in the field as well as the methodology used to collect data. Among the methods to be presented are interviews with individuals, focus groups, surveys and questionnaires, data analysis and presentation. Students will have opportunities 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: nomadic pastoralists, villager, and townspeople. 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 archaeological 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 219   Developing Museum Exhibitions   (3) [S]
This course provides students with the opportunity of producing a museum exhibition on a cultural topic or issue. Students will develop a chosen topic, research public perceptions on the issue, obtain funding, expand exhibit ideas and determine how to convey them visually, conduct background research, write label copy, collect and install artifacts and photographs, write a press release and a brochure, and organize the exhibition's opening. **It is strongly recommended that students take SBSA 218 prior to this 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 commercialization, 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. They learn analytical techniques to probe the social and ideological meanings invested in goods, and thereby gain a critical, self-reflective perspective on cultural differences.

SBSA 228   African Healing   (3) [S]
This course examines concepts and experiences of African healing in diverse communities. It traces the history of African therapeutic forms as a vehicle for understanding the relationship of health and healing to colonial and post-colonial life, and as a venue for interpreting the relationships among colonial and African ideologies, science, medicine, spiritualism, and magic.

SBSA 230   Genocide and Refugees   (3) [S]
A critical, historical approach to contemporary studies of genocide and refugees, in relation to colonialism, power, domination, ideology, identity, resources such as oil, media and propaganda, and revenge. Students will assess the destruction and survival of societies, from the 19th century slaughter of Amazonian Indians to more recent genocides in Cambodia, Bosnia, Rwanda and the Sudan.

SBSA 235   Identity, Difference, and Deviance   (3) [S]
A critical, historical assessment of concepts of abnormality and deviancy as they emerge across time and cultures. The course covers longstanding debates about the relations of human nature and culture from 19th century measurements of "primitives" and "freaks," to contemporary studies of mental illnesses, witchcraft, affliction and spirit possession, drug and alcohol abuse, moral panics, social control, outlawed deviancy, and acceptable forms of deviancy.

SBSA 239   Nation and Migration   (3) [S]
Mobility, a key feature of contemporary life, has led to fundamental changes in our understanding of identity, culture and community. Drawing on an inter-disciplinary range of debates, the course examines how, while nationalism and migration might be seen as opposing processes, migration often leads to reinvigoration and rephrasing of national identity, frequently with important political consequences. The course also discusses the range of phenomena that make up the "endless motion" of migration that shapes our everyday experiences.

SBSA 249   Images of Women in Media   (3) [S]
Offers examples of media representations of women's identity contextualized within a broader framework of characteristics of contemporary culture. This course will "cross borders" of disciplines, methods, and approaches, and build bridges in examining how women in certain contexts are represented and understood in various forms of media today.

SBSA 250   Religion and Spirituality   (3) [S]
An evaluation of major concepts and topics in anthropological studies of religion. The course covers distinctions between local and global religious forms, between science, religion, and magic, the natural and the supernatural, taking up, for example, questions of religious practice and meaning, the roles of thinking and experience, subjectivity and objectivity, idealism and materialism, consciousness and unconsciousness, and perceptions of power and truth.

SBSA 260   Ethnographic Film   (3) [S]
A survey of historical and contemporary trends in ethnographic films and film-making. This course explores the use of film in anthropological analysis, documentation, and representation, and the technical limitations and ethical issues encountered by ethnographic filmmakers. We will screen and discuss films that portray the lives of diverse people and communities.

SBSA 265   South Asian Film: A Global Perspective   (3) [S]
The Indian film industry is the largest in the world, of which Hindi films is its most popular component. This course uses popular Hindi films as anthropological texts through which we consider broader questions about the anthropology of representations – in examining roles and representations of femininity and masculinity, tradition and modernity, the importance of family and family values, the Indian diaspora, and the Hindi film phenomenon as it develops in the age of globalization. In this course we treat visual representation as an aspect of material culture and practice as understood by anthropologists and other social scientists.

SBSA 341   Women in Cross-Cultural Perspective   (3) [S]
Explores the biological and cultural basis of gender, examines the factors that influence the relative status of men and women, and investigates the relationship between gender and such fields as politics, economics, health, violence, the family, and the media. Sophomore class standing or Permission of Instructor. **Prerequisite: SBSA 101.**

SBSA 344   Tourism and Cultural Change   (3) [S]
Analyzes tourism from a cultural perspective. Explores issues such as the impact of tourism on the environment and society, culture as a commodity, authenticity, touristic imagery, material aspects of tourism such as souvenirs, gender roles in tourism, and exploitation. Sophomore class standing or Permission of Instructor. **Prerequisite: SBSA 101.**

SBSA 345   Globalization: In its Defense and its Discontents   (3) [S]
The course provides an anthropological and ethnographic introduction to globalization and a world of flows and interconnections. We will focus on how through globalizing processes, peoples and cultures are becoming increasingly interconnected, and also on ways how people in different parts of the world mediate these processes in culturally specific ways. Sophomore class standing or Permission of Instructor. **Prerequisite: SBSA 101.**

SBSA 355   Politics and Popular Culture in Africa   (3) [S]
An introduction to politics and popular culture in multiple African communities. For most people in Africa, participating in popular culture may be the best or only means of political expression. The course covers a range of African expressive forms including art, literature, film and video, music, dance, and spirit possession rituals, and the political contexts through which these genres emerge and are performed. Sophomore class standing or Permission of Instructor. **Prerequisite: SBSA 101.**

SBSA 361   Mind, Mood, and Medicine   (3) [S]
This course offers in-depth study of the impact of global processes on individuals, and their social and cultural communities, ranging from studies of consciousness and time, emotion, dreaming, and memory, to the lingering effects of racism, ethnocentrism, and violence, and to changes in identity and subjectivity. Sophomore class standing or Permission of Instructor. **Prerequisite: SBSA 101.**

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. Sophomore class standing or Permission of Instructor. Prerequisite: SBSA 101. It is recommended that students take SBSA 265 prior to this course.

SBSA 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor.
Can be repeated for credit.

SBSA 370   Music of the Arabian Peninsula   (3) [K], [S]
This course deals with music, dance, and poetic genres of Kuwait and regions of the Arabian Peninsula.
It includes structural analysis and an examination of the context in which these creative forms exist.
This course satisfies the General Education Requirement for Arab Culture. Sophomore class standing
and Permission of Instructor. **[Cross-listed with MUSC 370].**

SBSA 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

SBSA 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

SBSA 470   Internship in Social and Behavioral Sciences,   (1-6)
                     Concentration Anthropology
An Internship experience with the requirement that the student write a report summarizing what
the internship job added to his to her knowledge of Social and Behavioral Sciences, Concentration
Anthropology. Students are limited to a maximum of 6 internship credit hours. Junior class standing
and Permission of Instructor. This is a Pass / Fail course. **Prerequisite: A Minimum Grade Point
Average of 2.0.**

SBSA 485   Seminar in Social and Behavioral Sciences,   (1-3)
                     Concentration in Anthropology
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.

SPANISH (SPAN)

SPAN 101   Introduction to Spanish I   (3) [H]
Beginning Spanish course based on the communicative method. Emphasis on vocabulary-building,
listening comprehension, speaking and grammar through context.

SPAN 369   Short Course   (1-3)
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor.
Can be repeated for credit.

SPAN 388   Independent Study   (1-3)
Permission of Instructor. Can be repeated for credit.

SPAN 389   Special Topics   (3)
Permission of Instructor. Can be repeated for credit.

STATISTICS (STAT)

STAT 201   **Statistics**   **(3) [M]**
Topics include data classification, means, measures of central tendency and dispersion, frequency distributions, probability, sampling distributions, point and interval estimates, hypothesis testing, non-parametric techniques, simple regression and correlation. Computer-based statistical packages are utilized.

STAT 369   **Short Course**   **(1-3)**
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

STAT 388   **Independent Study**   **(1-3)**
Permission of Instructor. Can be repeated for credit.

STAT 389   **Special Topics**   **(3)**
Permission of Instructor. Can be repeated for credit.

TRANSLATION (TRANS)

TRAN 101   **Introduction to Translation**   **(3)**
The study of the translation process is examined through the analysis and translation of authentic texts of various types. Basic concepts of translation theory are introduced, and elementary skills are developed.

TRAN 201   **Theoretical and Practical Issues in Translation**   **(3)**
The theoretical and practical issues associated with problems of translation in varied types of texts. Topics include the review of types of dictionaries, thesauruses, idiomatic expressions, and proverbs, synonyms and antonyms. **Prerequisite: TRAN 101.**

TRAN 369   **Short Course**   **(1-3)**
Topic varies by semester. Classes are taught by a guest lecturer or lecturers. Permission of Instructor. Can be repeated for credit.

TRAN 381   **Practicum in Translation**   **(3)**
Practices in Arabic to English and English to Arabic translations are highlighted. Review and critique of translated texts are included. Sophomore class standing or Permission of Instructor. **Prerequisite: TRAN 201.**

TRAN 388   **Independent Study**   **(1-3)**
Permission of Instructor. Can be repeated for credit.

TRAN 389   **Special Topics**   **(3)**
Permission of Instructor. Can be repeated for credit.

The Pre-University Intensive English Program

- **ADMISSION AND PLACEMENT**
- **DURATION OF INTENSIVE ENGLISH LANGUAGE STUDY**
- **PEDAGOGICAL FOCI**
  - READING
  - WRITING, GRAMMAR AND VOCABULARY
  - LISTENING AND SPEAKING
  - HOURS OF STUDY
  - METHODS OF INSTRUCTION IN INTENSIVE ENGLISH
  - EVALUATION OF STUDENT PROGRESS
  - POLICY ON ATTENDANCE AND LATENESS
  - PROGRAM BENEFITS
  - ADVISING
  - SATISFACTORY COMPLETION OF THE INTENSIVE ENGLISH PROGRAM
  - CERTIFICATE OF COMPLETION
  - ACADEMIC DISMISSAL
  - APPEAL PROCESS AND REINSTATEMENT

- **DEVELOPMENTAL ENGLISH COURSE**
  - ENGLISH 099 PROGRAM OBJECTIVES
  - ENGLISH 099 LEARNING OUTCOMES

- **PRE-UNIVERSITY INTENSIVE ENGLISH PROGRAM(IENG) COURSE DESCRIPTION**

IEP MISSION STATEMENT

The mission of the American University of Kuwait Intensive English Program is to prepare students seeking admission to enter the academic degree programs of AUK, by enabling them to gain sufficient mastery of the English Language and successfully apply the critical thinking skills they need to excel as students both during and after their formal studies. IEP will achieve its mission by training non-native English speakers in specific uses of English for academic purposes, by providing quality English language instruction to all who have chosen English as their medium of communication for academic pursuits and by promoting international, intercultural and self-understanding.

The American University of Kuwait has developed a special preparatory program in Intensive English for students who qualify for admission into the University but whose English Language skills fall below the minimum TOEFL score (520) needed for University studies. The Program is designed to increase the language skills of students and empower them to succeed in University studies. This preparatory program is intended to provide the student not only with the necessary skills for English language but also in study skills, note taking, and other learning methods for success in the University.

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 who score below 520 on the Test of English as a Foreign Language (TOEFL) or 190 on the computerized version <u>and</u> 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.

A student who scores between 179 and 190 on the computerized version of TOEFL may be permitted to take course work in the University undergraduate program. Students must gain the approval of the Director of the Intensive English Program. (For IEP Application Requirements see Admissions, Registration Guidance, and Tuition section in the Catalog.)

DURATION of INTENSIVE ENGLISH LANGUAGE STUDY

The length of time required to complete the Intensive English Program varies with the language ability, the background, and the performance of the student in his/her studies. Students who enter the program require from one to three semesters to complete the objectives and attain the necessary skills for admission into the degree programs of the University.

PEDAGOGICAL FOCI

Throughout all of the levels of instruction the focus is on reading, writing, listening and speaking, integrating grammar and vocabulary. As the student's proficiency in English increases, the Intensive English courses become increasingly academic in character. At the advanced level, coursework simulates the academic, credit-bearing University courses.

Reading

The two objectives of the reading component of Intensive English Program are: to improve the student's reading comprehension and to familiarize students to academic readings. These objectives will be achieved through intensive practice in a variety of reading skills of diverse textual forms and literary genres. Through these techniques, it is hoped that students will gain an appreciation for the importance of reading not only in the academic context but also in life and at work.

Writing, Grammar and Vocabulary

The writing component of Intensive English Program is designed to educate the student in the different steps of the writing process: from generating and organizing ideas to writing, revising, and editing written work. The student will be expected to develop the necessary skills to produce academic texts, from basic sentences to paragraphs to essays and other academic papers and reports. Instruction will focus on developing writing fluency, grammatical and lexical accuracy, and a strong and varied vocabulary. This will be achieved through analysis and application typically found and required in academic writing.

Vocabulary is an essential and integral part of every language skill. Student acquisition and development of the English language vocabulary is integrated into all the courses of the Intensive English Program. Vocabulary instruction will focus on the Academic Word List. By the time the student completes the Intensive English Program he or she will be familiar with much of the commonly used academic vocabulary. This is significant because the vocabulary learned will focus on the fields of study where it is commonly used and necessary for success in University coursework.

Listening and Speaking

The fundamental objective of the listening and speaking components is to improve the student's ability to effectively comprehend English in academic and social settings. This goal will be achieved through

repeated practice in interactive listening and speaking activities. Initially, instruction will include training in comprehending short, simple lectures. The highest-level Intensive English Program courses will focus on improving the student's comprehension of longer and more complex academic lectures. The student will also learn to develop methods of accurate note taking in lectures and texts and to organize the ideas and information in a useful written format.

The speaking component leads the student to communicate effectively and successfully in social and academic contexts. Instruction will be given in how to describe an event, make an observation correctly, express an opinion confidently, agree or disagree effectively, and argue and persuade convincingly. Instruction in developing the ability to make oral presentations and to participate in classroom discussions will also be provided. Instruction in the use of computer technology for presentations will be developed. All these important skills will, over the years of studying at AUK, improve both the student's speaking fluency and accuracy and will prepare him or her for public speaking and communication in varied contexts.

Hours of Study

On average, a student will receive 20 hours of classroom instruction a week. In addition, a student is required to participate in self-access computer-aid instruction and participate in reading groups for five or more hours each week. These programs consist of independent learning modules in computer, reading, and audio-visual labs.

Methods of Instruction in Intensive English

The 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 specially trained and experienced in teaching English as a second language, especially for academic contexts. Intensive English classes are small, and each student will receive extensive individual attention.

Evaluation of Student Progress

Varied progress tests in proficiency are held regularly and frequently. 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. Students are eligible to matriculate to undergraduate program if they have earned a C or better on the IEP portfolio.

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.

Lateness and/or absence hinder the learning process not only for the individual student but also for the class.

Instructors will provide students with written statements on the course syllabus of their policies with respect to absences and lateness. A more stringent attendance policy is at the discretion of the Instructor.

University guidelines for lateness, absence and attendance are as follows:

1.   Any absence may affect the student's grade.

2.   Instructors are not obligated to give substitute assignments or examinations to students who miss class.

3.   Two occasions of lateness (5 minutes or more) count as one absence.

4.   In the event a student misses more than 10% of the class sessions for any reason, the Instructor will inform the Director of the Intensive English Program. The Department of Student Success will issue a warning letter to the student with a copy to his/her parents.

5.   If the student misses an additional 10% of the class sessions after the warning, the Instructor, with the approval of the Director, may initiate administrative withdrawal of the student from the course.

6.   If the notification reaches the Director before the end of the eighth week of classes, a grade of "W" will be entered on the student's permanent record. If notification reaches the Director's Office after the eighth week of classes, the student will receive a W for passing the course or an F if the coursework to date is not satisfactory.

7.   In case of serious illness, the student must contact the Program Director and provide official supporting documentation. The Program Director, in consultation with the faculty member, will determine the course of action regarding the student's progress in his/her course(s).

Program Benefits
The Intensive English Program at the American University of Kuwait helps prepare students with intensive English training for entrance to the University. Students in the program are integrated into the academic, social, and cultural life of the university giving them a fully enriched experience. A few advantages include:
- Intensive instruction in American English
- Preparation for college entrance
- Cultural orientation to the American model of higher education
- Familiarity and facility with current electronic technologies
- 16-week courses are available from September to January, or from February to June each year
- 11-week summer course available from June to September
- Small class sizes
- Qualified, advanced-level students may be admitted to AUK without a TOEFL score
- Efficient, effective, integrated, focused and challenging program
- Outstanding instructors with Master's degrees in Teaching English as a Second Language (TESL) and years of teaching experience
- Scholarships for qualified students
- Certificate of Completion or Attendance, along with grade transcript
- Variety of courses and curriculum for intermediate to advanced learners
- Students may enroll in morning, afternoon, or evening classes:
    - o   Oral communication/Grammar/Vocabulary
    - o   Reading/Writing/Grammar/Vocabulary

- Student services:
  - o Computer lab access with Internet, e-mail, and software resources
  - o Counseling
  - o Orientation session
  - o Advising

Advising
IEP students are provided academic advisement by the Student Success Center. Depending on the intended major, the student will receive assistance with developing an educational plan designed to ensure progress towards the degree. Intensive English Program students that matriculate to the undergraduate program will be assigned a faculty advisor after officially declaring a major.

Satisfactory Completion of the Intensive English Program
Satisfactory completion of the IEP course is determined by the following criteria:

1. Students course grade results of 'C' or better
2. Students achievement in the iBT TOEFL of 68/IELT of 5.5 Exam
3. Instructor Recommendations
4. Exit Exams
5. Portfolios assessment with a grade of 'C' or better

Continuing students are placed by their completion of and proficiencies assigned 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 are exempt from the English admissions test and TOEFL required for post-secondary programs at the American University of Kuwait.

Academic Dismissal
It is applied at the end of the third consecutive semester with a grade below 70. Academically dismissed students should remain dismissed for a period of one semester and may again seek readmission to AUK-IEP after this period of dismissal.

Appeal Process and Reinstatement
If a student chooses to appeal an academic dismissal, the appeal will be reviewed by the Academic Standards Committee. The Academic Standards Committee may elect to allow the dismissed student to return to AUK as a reinstated student for a period of up to one year (two consecutive regular semesters and a Summer). Reinstated dismissed students are only allowed to repeat courses in which grades of D or F were earned.

Students are required to participate in the academic support programs as defined by the Retention Specialist. Failure to comply with the program as defined by the Retention Specialist jeopardizes the student's continued enrollment at AUK-IEP.

If the reinstated student has not increased their grade to C or above by the end of the reinstatement period, he/she will be academically dismissed without appeal.

Developmental English Course

The American University of Kuwait has developed a special developmental course for students who qualify for admission into the University undergraduate program but whose English Language skills fall below the minimum Accuplacer placement score of 110-Reading Comprehension and 9-Essay. The course is designed to introduce students to the complex processes of reading, writing, and research for the academic environment. The program goal is to facilitate student's understanding of how written language—through revision, in negotiation with other writers, and in the different conventions and genres used for different academic and intellectual purposes and audiences—is a complicated and challenging medium, one that extends beyond the boundaries of much of what they have previously encountered. Students will not only get practice in writing and revising essays for a variety of audiences—they will also begin to understand how the conventions of written language work, and what happens when they are put to different purposes. By focusing on these issues, English 099 also prepares students for academic reading and writing in future courses.

English 099 Program Objectives

- **To engage students in critical analysis of writing.** Towards this goal, students spend time identifying and evaluating writers' viewpoints, examining what a writer may be leaving unsaid, and synthesizing diverse views into their own written responses to course texts.
- **To develop thorough research techniques.** Students spend time conducting primary and/or secondary research, learning to use the library on campus (including the electronic information sources), and using the disciplinary conventions appropriate to their work (which may include the conventions for writing both within English as a discipline (field of study), as well as within their chosen, or prospective, Majors).
- **To teach students how to write clear and coherent papers.** In so doing, students will learn to express themselves clearly in well-organized essays that demonstrate logical progression of thought. Towards this goal, students spend time defining problems or issues that motivate their writing; finding and using information from different sources to make an original argument; identifying and sustaining a focus; adapting their work to different audiences; and learning and using the conventions appropriate to the context in which they are writing.

English 099 Learning Outcomes

Upon successful completion of the course, the students will demonstrate a working ability to:
1. Paraphrase and summarize multi-paragraph texts accurately;
2. Analyze the perspectives and arguments presented by a variety of sources;
3. Synthesize information from a variety of sources;
4. Evaluate ideas presented in multi-paragraph texts;
5. Integrate their own ideas and experiences into the topics discussed in multi-paragraph texts;
6. Attribute, quote, and cite information from a source;
7. Develop and refine their ideas and language using various composing processes (prewriting, drafting, revising, final editing; analyzing audience and purpose);
8. Compose sentences free of serious grammatical and mechanical errors;
9. Participate in group discussion of assignments with student presentations of essay drafts.

Students placed in English 099 are allowed to enroll in up to six (6) credit hours courses in Math, Arabic, Computer Science, Education, Health and Fitness, Graphic Design, Images of Media, and French.

Course Description Pre-University Intensive English (IENG)

IENG 010   Intermediate Intensive English Language   Level 1, Oral Communication I
The focus of this course is on academically-oriented listening and speaking skills at the intermediate level. Students receive opportunities to improve oral vocabulary, grammar, and fluency through a variety of communicative activities including pair work, group presentations, and interviews. Students listen to academically-oriented texts while practicing note-taking skills. Exit Exam required. Credit earned cannot be used for graduation. **Prerequisite: Accuplacer (LOEP 62-77) Co-requisite IENG 011**

IENG 011   Intermediate Intensive English Language   Level 1, Reading and Writing I
This course focuses on refining sentence writing skills as well as introducing paragraph structure and organization. Students learn to write well-developed sentences and paragraphs including both personal and academic topics. There is a focus on grammatical accuracy, revision, and editing. Both in-class as well as at-home writing is practiced. Students also read academically-oriented texts and practice critical thinking skills for the purpose of analysis, synthesis, and evaluation. Exit Exam required. Credit earned cannot be used for graduation. **Prerequisite: (LOEP 62-77) (Write Placer 2-3). Co-requisite: IENG 010.**

**IENG 020   High Intermediate Intensive   Level 2, Oral Communication II
                English Language**
The focus of this course is on academically-oriented listening and speaking skills at the high intermediate level. Students practice listening to and understanding academic lectures and taking notes. Students will learn to recognize a variety of verbal and non-verbal clues to signal main ideas in a lecture; prepare and deliver formal oral presentations; improve discussion skills; learn how to support their opinions and respond to the opinions of others as well as practice high intermediate grammar at the discourse level. Exit Exam required. Credit earned cannot be used for graduation. **Prerequisite: Accuplacer (LOEP 78-93). Co-requisite: IENG 021.**

**IENG 021   High Intermediate Intensive   Level 2, Reading and Writing II
                English Language**
This course focuses on refining writing techniques through the development of paragraphs on academic topics with correct structure and organization. The writing of expository essays is introduced. Academic vocabulary is developed in the context of readings. Students focus on improving academic reading skills, comprehension and critical thinking in preparation for university studies. Exit exam required. Credit earned cannot be used for graduation. **Prerequisite: Accuplacer (LOEP 78-93) (Write Placer 3-4). Co-requisite: IENG 020.**

**IENG 030   Advanced Intensive   Level 3 Oral Communication III
                English Language**
This course prepares students for college-level academic listening and speaking. Focus is on note-taking strategies, developing content vocabulary, giving oral summaries, participating in small group formal and informal discussions, delivering formal presentations, providing appropriate feedback and practicing advanced grammar at the academic discourse level. Exit Exam required. Credit earned cannot be used for graduation. **Prerequisite: Accuplacer (LOEP 94-109) .   Co-requisite: IENG 031.**

IENG 031   **Advanced Intensive Level 3**   **Critical Reading and Writing III**
                   English Language

This course focuses on developing academic reading and language skills necessary for success in the academic environment. Under the close supervision of the instructor and using the workshop method, students will refine their reading, vocabulary, and sentence skills while producing a portfolio ofmulti-paragraph writings that demonstrates their ability to summarize, paraphrase, synthesize, analyze, and evaluate information and ideas taken from a variety of sources. Exit exam required. Credit earned cannot be used for graduation. Successful completion of this course will prepare students for entry to English 101.**Prerequisite: Accuplacer (LOEP 94-109) (Write Placer 5-6) Co-requisite: IENG 030.**

Division of Student Affairs

- **DEAN OF STUDENT AFFAIRS OFFICE**
- **OUTREACH AND EVENTS DEPARTMENT**
- **OFFICE OF ADMISSIONS**
- **OFFICE OF THE REGISTRAR**
- **STUDENT SUCCESS CENTER**
  - ○ ACADEMIC ADVISING
  - ○ ACADEMIC SUPPORT
  - ○ CAREER AND PERSONAL COUNSELING
  - ○ DISABILITY SUPPORT SERVICES
  - ○ HEALTHY STUDENT LIVING
  - ○ STUDENT OMBUDSMAN
- **TESTING SERVICES**
  - ○ PLACEMENT TESTING AND PAR
- **STUDENT LIFE**
  - ○ STUDENT ACTIVITIES
  - ○ CLUBS AND ORGANIZATIONS
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DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs is home to a variety of programs and services designed to help students meet their educational, career and life goals. The following organizational units are housed within the Division: Dean of Student Affairs Office, Outreach and Events, Office of Admissions, Office of the Registrar, Health Services, Student Life, Student Success Center and Alumni Affairs Department. The goals of the Division of Student Affairs include:

- Identification and selection of talented students to join the AUK family;
- Assisting students in their transition to university life by providing a comprehensive placement and orientation program;
- Enhancing the learning environment and opportunities for success through academic support programs;
- Providing enriching experiences for students through sport, cultural, entertainment activities, and special interests clubs;
- Encouraging student participation in clubs and activities where they learn to exercise responsibility and leadership skills;
- Providing opportunities to stimulate interaction among students, faculty and staff in areas of common interest;
- Assisting students in developing their sense of self-awareness, physical and emotional wellness, and personal growth while encouraging them to live by the highest moral and ethical standards;
- Providing students with a venue by to stay connected to AUK;
- Providing efficient services designed to facilitate student matriculation through to graduation.

Our university is a community dedicated to working together to create conditions that support learning and personal growth. This relationship is guided by a sense of mutual respect and responsibility. Each individual is expected to honor his/her obligations and commitments. Thus, the rules and regulations of the University constitute not only basic and uncompromising standards and guidelines for conduct on and off campus, but are also commitments that one and all are obligated to respect, honor and promote when one becomes a member of the AUK community. The Division of Student Affairs enforces the rules and regulations concerning student conduct at the University. The University reserves the right, through due process, to take disciplinary action against students for violations of institutional standards of behavior and academic regulations and procedures, which are defined in this Catalog, and the Student Handbook.

AUK, as a learning community, is compelled morally and ethically, to uphold and promote the highest academic and behavioral standards among its students.

The Division of Student Affairs fosters a developmental approach to student success by building alliances among students, faculty and staff and implementing strategies designed to integrate students academic and socially. This approach is only successfully accomplished through mutual trust, shared responsibilities, and a commitment to helping students identify, clarify, and realize their life, career, and educational goals.

Dean of Student Affairs Office
Greetings from the Dean of Student Affairs

Welcome to the AUK family. The Division of Student Affairs lives by the motto of *Bringing the University to Life!* Over the next few years, you will be challenged intellectually, personally, physically and emotionally. And you will win! The odds are in your favor because there is a team of professionals ready to assist you in defining and reaching your personal, educational and career goals. We are committed to providing you with the tools and guidance you will need to succeed.

In partnership with many others at AUK, the Dean of Student Affairs Office is responsible for leading the organizational units that support the moral, psychological, social, cultural, and physical development of the student. From academic support, medical clinic services, and student leadership to athletics, career exploration, or just simply listening to your concerns, we encourage you to take full advantage of all of the resources and opportunities that AUK has to offer. Challenge yourself. We are confident that our numerous programs and services will help you rise to the occasion and turn your dreams into realities.

Outreach and Events Department
The Office of Outreach and Events, a department within the Division of Student Affairs, provides a variety of opportunities for AUK students to get involved.

The Department organizes and supports programs for prospective and current students, and alumni. Students experience these opportunities through a variety of initiatives such as the PAR program (placement testing, advisement and registration process), senior day, parents' day, graduation ceremony, the Taste of AUK, Mall events, marathons, home-coming, community outreach activities, mother/daughter tea, and various campaign fund-raisers. The Office of Outreach and Events is dedicated to making the student's experiences at AUK memorable and special!

Office of Admissions

The Office of Admissions is the first point of contact for all new and transfer students. The Office of Admissions provides prospective students with information on the admissions process, degree programs, application requirements, financial assistance, and other services AUK has to offer. The office also provides counseling for students that have general concerns about the transition into AUK.

Office of the Registrar

The Office of the Registrar provides administrative services that support the faculty and the instructional mission of AUK and that facilitate the matriculation of students. Services include class scheduling and student registration, grade reporting, graduation certification and academic transcript processing. Additional responsibilities include learning space scheduling and management, transfer credit evaluation, degree audit development, maintenance of the curriculum dictionary, degree and enrollment verification, academic record maintenance, enrollment reporting, and course inventory maintenance.

Records Confidentiality: All student records are considered confidential and will not be released without the expressed written consent of the students. Confidentiality of records includes grades, counseling and advising information, and student progress. The University has the right to share whether a student is enrolled and their degree program. Certain circumstances require the University to release information: Government requirement, legal request and health and safety risk.

Student Success Center

The Student Success Center (SSC) is a department within the Division of Student Affairs. The SSC provides academic, personal and career support to all currently enrolled students. Programs include academic advising, academic support, retention, personal/career counseling, and disability services. The Director of the Student Success Center serves as the University Student Ombudsman.

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

Academic Advising

The SSC provides academic advising for new students and those who have yet to declare a Major. Students meet with the advisor to discuss educational plans based upon possible career goals and academic requirements. Once a student has declared a Major, they are then assigned to a faculty advisor. Advising services are also available to Level III Intensive English Program students.

A sector within the Academic Advising program is the Peer Academic Leaders Program (PALs). The peer academic advising program is comprised of Dean's List students who serve as Peer Academic Advisors. This service was created to provide a mutual connection between existing and newly admitted students. Peer Academic Advisors offer support in areas of educational planning, advice with course selection, academic support advice, and academic information during PAR, Pre-Registration and Registration week. Peer Academic Advisors serve Freshman Students only and are guided by the Student Success Center professional staff.

The Academic Advising program includes educational planning, course selection, and registration. Please note: Students are ultimately responsible for reviewing and understanding the requirements of their chosen degree program.

Academic Support
The Student Success Center coordinates academic support programs such as tutoring, Supplemental Instruction (SI), and academic skills workshops. Programs are designed to help students become independent and successful learners by improving their study skills, increasing their understanding of course content, enhancing their self-confidence, and encouraging them to develop a positive attitude towards learning.

Retention
The SSC Retention Specialist is responsible for encouraging academic success of at-risk students by providing individual academic counseling, identifying student needs and trends, and implementing programs designed to promote student retention. The specialist develops and maintains appropriate files and records and works with faculty for the benefit of the student. Students in academic jeopardy are required to participate in the programs defined by the Retention Specialist.

Career Counseling
Students can prepare to make informed decisions about their futures through a variety of resources coordinated by the Student Success Center. Programs that focus on career development, internships, summer and full-time employment, and graduate school are available. Counselors assist students in understanding career options and employer expectations. In addition, students can receive support preparing resumes and locating internships and employment.

Personal Counseling
The SSC counseling staff works with students as they explore attitudes and interests relating to their academic, social and emotional lives.

University life can be both exciting and stressful. Students may have problems that are not easily resolved. Some common concerns students confront include personal issues, low self-confidence, relationship conflicts, academic problems, talking to family, and decision-making dilemmas. The SSC provides assistance with these concerns through counseling. No information is released to others without the student's written consent unless the situation is deemed a health and safety concern. All counseling sessions are confidential.

Disability Support Services
The campus of the American University of Kuwait is architecturally designed to provide access to all members of the community. The Student Success Center staff works with individuals having temporary or permanent disabilities in an effort to promote full participation in academic programs and campus life. Disabled student seeking support services at AUK must submit adequate documentation not less than five years old to the SSC before accommodations will be provided.

Students with Learning Disabilities and documentation not less than five years old may receive accommodations designed to enhance chances of success. Accommodations are provided based upon the availability of resources. Such accommodations include note taking assistance, tutoring, special desk, and extra time during an exam.

The Student Success Center also provides information, consultation and relevant training with regards to understanding and accommodating physical and learning disabilities for faculty, staff and students, with the overall goal of ensuring non-discriminatory practices in an equal access environment.

Healthy Student Living
The Student Success Center sponsors healthy living programs in an effort to promote "wellness" throughout the academic year. Students are encouraged to participate in the lectures and awareness campaigns that include such topics as emotional wellness, eating disorders, and substance abuse. These educational workshops and events are available in addition to the required General Education course in Health and Fitness.

Student Ombudsman
The Director of the Student Success Center serves as the University Student Ombudsman. The role of the Ombudsman is to provide students with independent, confidential and impartial assistance when their complaints or concerns have not been resolved through usual procedures. The Ombudsman guides students to appropriate personnel and assists students with interpreting University Policies and Procedures.

Testing Services
Various tests are required of students throughout their academic program. New students are required to take the Placement exam and in some instances the TOEFL exam. Placement Tests are administered through the Intensive English Program (IEP) for students who have not taken the TOEFL exam and must be placed in the Intensive English Program. Outreach and Events coordinates the Undergraduate Placement, Advisement and Registration program (PAR). New undergraduate students to AUK are required to take the placement test for placement in English, Math and Arabic. Registered students needing special accommodations for in-class exams receive assistance from the appropriate academic department through arrangements made by the faculty member. Exam proctoring for non-AUK students is managed through the Center for Continuing Education.

Placement Testing and PAR
As part of the transitioning process to the undergraduate program, new students are required to participate in the PAR (Placement, Advising and Registration) program.

The Accuplacer Placement Test, an internationally approved type of assessment, is administered to evaluate each student's competency and readiness for College-level English and Math. It is an objective, online examination that tests a student's aptitude in grammar, reading, essay writing and math.

The assessment of English and Math skills serve as the prerequisite guideline for registration in undergraduate courses. Students whose placement scores do not meet the required college level score for registration in English or Math must enroll in college preparatory courses. These courses are designed to provide students with the requisite skills to enhance their chances of success in college level courses. Please Note: while preparatory courses do not carry credit towards graduation, students must complete all course requirements in order to be eligible for enrollment in college level courses. The Arabic placement exam is designed to determine the appropriate Language course which would partially meet the General Education Requirement of Language & Culture.

Student Life
Involvement in campus life outside the classroom is an important component of a well-rounded college experience. The Department of Student Life hosts a variety of cultural, educational, social and recreational activities. In addition, the Department provides programming and support for student organizations and the Student Government Association. Co-curricular, student leadership, athletic and intramural sports programs are also coordinated by the Student Life Department.

Participation in Student Life programs provides opportunities for making personal connections on campus with other students, faculty, and staff. Students are encouraged to get involved on campus, to develop important life skills, and to have a positive and enriching educational experience that fosters personal growth. In addition, students learn skills to enhance their career and educational goals.

Student Activities
Student Life organizes a variety of events throughout the year. Events have included social nights, movie nights, theme days, guest speakers, Ramadan festivities, charity fundraisers, and various educational activities. In addition, a variety of annual events take place including new student orientation, welcome back barbecue, scavenger hunt, international week, and art exhibition/contest.

Clubs and Organizations
Student organizations and clubs also contribute to the total experience of the college student. Through the Department of Student Life, students can join or establish an array of clubs and organizations, from the academic and literary to the athletic and social. Involvement provides students with an opportunity to develop communication, leadership, and social skills. Student organizations are open to any registered student in good academic and behavioral standing at the American University of Kuwait. Detailed information on campus organizations can be obtained from the Department of Student Life.

Student Government Association
The University encourages the active participation of the Student Government Association (SGA) in university life. SGA provides an opportunity for students to hone their leadership skills and practice participatory government.

The Student Government Association is the principal medium for student voice in University affairs. It can express student concerns and participate through representation on University Committees to help formulate policies and priorities. The SGA also has a voice in the creation, organization, and functioning of student activities including special events, clubs, sport clubs, and student media.

Student Publications
Student publications for the University are important media for information and communication with fellow students, and for creating and maintaining an environment of academic freedom and free expression. The University-sponsored student newspaper, The Voice of AUK, provides students with reporting, editorial and management experiences and skills development. All student-run print or electronic media are expected to observe the established standards of professional journalism.

Students are advised and guided by faculty. The Dean of Student Affairs has the supervisory and ultimate responsibility for all student publications.

Intramural & Athletic Sports
Students participating in intramurals sports and athletic programs are given the opportunity to develop and excel in physical skills, team play, sportsmanship and emotional and moral growth. Intramural sports allow members of the university community to compete against one another in a variety of sports including chess, football (soccer), table tennis, volleyball, basketball, dodge ball, and foosball to name a few.

In addition to the on-campus intramural sports programs the Department of Student Life, assists in the organization of university athletic teams. Separate opportunities for men and women to participate in football (soccer), basketball, volleyball, and tennis are provided. Competitions are held with universities in Kuwait and regional universities throughout the year. For more information contact the Department of Student Life.

On-Campus Student Employment

Student employment is designed to enhance students' educational experience while providing a necessary service to the university community. Students acquire skills that can enhance their employability and benefit them in any career. AUK students have the opportunity to work in various departments of the University. The university employs students based on departmental needs and resources, and the individual skill sets an applicant brings to the required position. Student employment on campus is a privilege, not a right. A large number of students apply each term for a limited number of positions, making the selection process very competitive.

Students can find out more information about on-campus employment through the Department of Student Life.

Alumni Affairs Department

The American University of Kuwait's Alumni Affairs department exists to strengthen and promote the interests and welfare of AUK through lifelong commitment and support by its Alumni. Through a variety of initiatives, events, services and communication, the Alumni Affairs department promotes positive interaction between the University and Alumni.

The Alumni Association considers all graduates from the American University of Kuwait as members of the Alumni Association. Alumni Association members receive several benefits including an AUK Alumni ID card, Bi-annual Newsletter, Library access and database privileges, Alumni e-mail account, Career Services support, Center for Continuing Education discounts as well as an invitation to networking and university events.

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 keep in contact with Alumni Association members.

For additional information about the Alumni Association, please contact the Alumni Office at (+965) 802040/ (+965) 224-8399 ext. 256 or visit the Alumni Office. To update address or telephone records, e-mail: alumni@auk.edu.kw.

University Policies and Regulation

- UNIVERSITY CODE OF CONDUCT
- STUDENT CODE OF CONDUCT
- CODE OF ACADEMIC HONESTY AND INTEGRITY

UNIVERSITY CODE OF CONDUCT

APPLICABILITY:
This Code of Conduct applies to:
a.   all American University of Kuwait (AUK) employees, including faculty, staff, and student-workers, when working for the University or otherwise engaged in activities that are in the course and scope of their employment with the University;
b.   consultants, vendors, and contractors as they do business with the University when required by contract;
c.   individuals who perform services for the University as volunteers, including the Trustees, and those who assert an association with the university; and
d.   students of AUK when on campus or off-campus in a University-sponsored activity.

The code refers to all these persons as "members of the university community" or "community members."

1.   INTRODUCTION AND PURPOSE

a.   INTRODUCTION:
As members of the university community, all faculty, staff, students, members of the Board of Trustees, university officers, and affiliates are responsible for sustaining the highest ethical standards of this institution, and of the broader community in which we function. The University values honesty, integrity, fairness, and responsible stewardship, and strives to integrate these values into all that we do, as reflected in the (draft) Faculty Manual, Student Code of Conduct, Administrative Policies and Procedures, and all other university policies. This Code of Conduct is intended to provide an overarching general statement that supplements, but does not replace, existing university policies and codes. Other university policies and codes provide more specific guidance and must be used as appropriate.

b.   PURPOSE:
In this spirit, this Code of Conduct (the "Code") is a shared statement of our commitment to upholding the ethical, professional and legal standards we use as the basis for our daily and long-term decisions and behavior. We will all be cognizant of, and comply with, the relevant policies, standards, laws, and regulations that guide our efforts. We are each individually accountable for our own actions and, as members of the university community, are collectively accountable for maintaining these standards and for compliance with all applicable laws and policies.

2. **STANDARDS OF INTEGRITY AND QUALITY**

   The University recognizes the importance of maintaining a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. AUK strives at all times to maintain the highest standards of quality and integrity.

   Frequently, the operating activities and conduct of the community members of AUK are not governed by specific laws or regulations. In these instances, rules of fairness, honesty, and respect for the rights of others, for local tradition and values, and for shared global human values govern our conduct at all times. In addition, each individual is required to conduct university business and academic activities with the utmost honesty, professionalism, accuracy and fairness.

3. **COMPLIANCE WITH LAWS**

   The University is in a heavily regulated environment. Compliance with laws is important as a matter of principle. Members of the university community will conduct university activities in compliance with applicable laws, regulations, and university policies and procedures. Administrators, supervisors, and faculty are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, the individual with a question should contact the appropriate individual or office that has oversight responsibility for the policy.

4. **CONTRACTUAL OBLIGATIONS**

   The acceptance of an agreement may create a legal obligation on the part of the American University of Kuwait to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate university official are authorized to commit to, or enter into agreements on behalf of the university.

5. **CONFIDENTIALITY AND PRIVACY**

   On behalf of the University, community members receive and have access to various types of confidential, proprietary and private information. Each community member will comply with all Kuwait laws and regulations, agreements with third parties, and university policies and principles pertaining to the use, protection and disclosure of such information. No unauthorized use or disclosure of such information is allowed either during the community member's association with the University or after the association with the University ends.

6. **CONFLICT OF INTEREST**

   Community members are responsible for being familiar with, and are bound by, applicable conflict of interest policies. Outside professional activities, private financial interests or the receipt of benefits from third parties can sometimes cause an actual or perceived divergence between the university mission and an individual's private interests.

7. **HUMAN RESOURCES**

   American University of Kuwait is an institution dedicated to the pursuit of excellence and facilitation of an environment that fosters this goal. Central to that institutional commitment is the principle of treating each community member fairly and with respect. To encourage such behavior, the university prohibits discrimination and harassment and provides equal

opportunities for all community members and applicants regardless of their sex, race, religion, age, disability, or any other basis prohibited by Kuwait laws. Where actions are found to have occurred that violate this standard, the University will take prompt action to cease the offending conduct, prevent its recurrence and discipline those responsible.

8.   FINANCIAL REPORTING

All university accounting entries, accounts, financial reports, expense reimbursements, time sheets, and other documents, including supporting documentation, must be accurate, clear and complete, and in accordance with applicable policies, agreements, standards, and regulations.

9.   USE OF UNIVERSITY RESOURCES

University resources are reserved for operating purposes on behalf of the University in the pursuit of its mission. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental and reasonable in light of the person's role and responsibilities. University resources include, but are not limited to, the use of university systems, such as telephone systems, data communication and networking services, and the American University of Kuwait domain for electronic communication forums; and the use of university equipment, such as computers and peripherals, university vehicles, and other equipment; and the use of procurement tools such as credit/purchasing cards and petty cash; and the time and effort of other staff, students, and others at the University.

10.   PROFESSION-SPECIFIC STANDARDS

Some professions and disciplines represented at the University are governed by standards and codes specific to their profession. Those professional standards generally advance the quality of the profession and/or discipline by developing codes of ethics, conduct, and professional responsibility and standards by which their members are guided. Those belonging to such organizations are expected to adhere to university policies and codes of conduct in addition to any professional standards. If a community member believes there is a conflict between a professional standard and university policy, he/she will consult with the appropriate member of the university administration.

11.   REPORTING POSSIBLE VIOLATIONS

Members of the AUK community should report possible violations of applicable laws, regulations, contractual requirements, or other violations of this Code. The reporting should be made through avenues specified in applicable university policies and codes, normally beginning with the immediate supervisor. In the absence of applicable university policies and reporting processes, possible violations should be reported to the Executive Assistant to the President, the Executive Director of Finance and Administration, or by email to **president@auk.edu.kw** . Reports may be made confidentially, and the University will make every effort to honor confidentiality to the extent it does not conflict with external regulations and laws.

Each report will be reviewed as timely as possible, and at the appropriate level within the University. If a report involves an issue that should be dealt with through processes identified in other published university policies and codes, an appropriate and timely referral will be made. The Executive Committee of the Board of Trustees will receive regular reports of compliance violation from the Executive Director of Finance and Administration or the Office of the President.

12. **CONSEQUENCES OF VIOLATIONS**
Community members should recognize that noncompliance can have severe adverse financial and other consequences, potentially affecting the reputation and operations of the entire University. Violation of the Code, of laws and regulations, or of related university policies and procedures may carry disciplinary consequences up to and including dismissal.

13. **QUESTIONS**
Please direct questions regarding the intent or applicability of this Code to the Executive Assistant to the President.

THE STUDENT CODE OF CONDUCT
The Student Code of Conduct governs behavior on or off campus that is illegal according to Kuwaiti law, affects the learning and teaching process in the University and that disrupts or potentially disrupts the learning process of fellow students or the teaching or administrative processes of the University. Because learning and intellectual growth can only be achieved in an atmosphere free of intimidation and coercion, students must observe local and state laws as well as the academic and behavioral regulations of the American University of Kuwait. Examples of violations of Student Code of Conduct include but are not limited to the following:

VIOLATIONS OF STUDENT CODE OF CONDUCT

1.   CAMPUS WELFARE AND SAFETY
1.1.   Abuse:
Physical abuse, verbal abuse, threats, and intimidation, harassment, coercion and/or other conduct, which threatens or endangers the physical or emotional health or safety of any person.

1.2.   Hazing:
Persecuting, humiliating, or harassing another on campus.   Especially when related to the initiating process of a campus group or organization.

1.3.   Fire Regulations:
Abuse, removal, tampering or wrongly activating fire and safety equipment. Falsely reporting a fire or dangerous materials on campus, and failure to comply with fire and safety regulations.

1.4.   Controlled Substances:
Use, possession or distribution of narcotics or other controlled substances except as expressly permitted by law.

1.5.   Alcohol:
Use, possession or distribution of alcoholic beverages is not permitted by the law and AUK regulations.

1.6.   Weapons and Dangerous Materials:
Illegal or unauthorized possession of firearms, explosives, other weapons, dangerous chemicals, or other dangerous articles or substances on AUK premises. AUK has a zero tolerance policy for drugs and alcohol use, weapons and dangerous materials brought to campus or any university sanctioned event, and physical altercations. Such violations of the Code of Conduct may lead to immediate dismissal from the University.

1.7. Discrimination as defined in AUK Policy - see details later in this section

1.8. Sexual Harassment as defined in AUK Policy - see details later in this section

1.9. Disruptive Student as defined in AUK Policy - see details later in this section

1.10. Violation of Law and AUK Discipline:

a. Violation of local or country law on AUK premises or at AUK sponsored or supervised activities.

b. If a student is charged only with an off-campus violation of the law, but not with any other violation of the Code, disciplinary action may be taken and sanctions imposed for grave misconduct that demonstrates flagrant disregard for the AUK community and/or disrupts the educational mission of the University.

c. AUK disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Code. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

d. When local authorities with a violation of law charge a student, AUK will neither request nor agree to special consideration for that individual because of his or her student status. If the alleged offense is also the subject of a proceeding before the Code of Conduct Committee under the Student Code, AUK may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the AUK community.

e. AUK will cooperate fully with law enforcement and other agencies to the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

2. UNIVERSITY OPERATIONS

2.1. Inappropriate Conduct
Conduct which violates Islamic values, practices, beliefs; or that violates AUK's expectations on personal conduct either on AUK premises or at functions sponsored by, or participated in by AUK.

2.2. Disorderly Conduct:
Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on AUK premises or at functions sponsored by, or participated in by AUK.

2.3. Offensive Material:
Students are not to produce, view, store, possess, or transmit materials which are of an offensive nature (including harassing or obscene). Although personal opinions as to what is considered offensive may vary, the following items are viewed as offensive: lewd images, excessively violent or graphic content, and items considered to be discriminatory or demeaning in content.

2.4.   Disruption:
Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other AUK activities, including its public-service functions on or off campus, or other authorized non- AUK activities, when the act occurs on AUK premises. *See disruptive student policy later in this section.*

2.5.   Unauthorized Demonstration:
Participation in a campus demonstration which disrupts the normal operations of AUK and infringes on the rights of other members of the AUK community, or leading or inciting others to disrupt scheduled and/or normal activities within any campus/center building or area, or intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

2.6.   Non-Compliance with Directions:
Non-compliance with directions of AUK officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

2.7.   University ID:
Failure to adequately identify oneself and/or produce a valid AUK student identification card to a University official or designee upon request.

2.8.   University Guests & Visitors:
Failure to comply with university regulations regarding guests and visitors. Students are responsible for all actions of their guests while on campus.

2.9.   Unauthorized Soliciting
Unauthorized soliciting, selling or promoting private business by any individual, group, or organization on University Campus or any University event or function without authorization is a violation of the Code of Conduct.

2.10.   Charitable Fundraising
All fundraising initiatives must be registered and approved in advance through the Division of Student Affairs. Students or student organizations must submit in writing the following:
a.   For whom the funds are being raised,
b.   When, how, and for how long funds will be collected,
c.   How funds will be stored,
d.   Date the funds will be distributed and to whom (i.e. Red Crescent, etc).

In addition, the total amount raised must be announced on campus, and written confirmation of the delivery of funds to the appropriate parties must be submitted to the Division of Student Affairs.

2.1.   Violation of published AUK policies/procedures, rules or regulations.

2.2.   Bribery:
Offering or giving money or any item of service to an AUK employee for the purpose of attempting to obtain assistance that would not have otherwise been provided.

2.3.   Abuse of the student discipline system, including but not limited to:

a.   Failure to appear before the chief student affairs officer, Code of Conduct Board Chair, Code of Conduct Board, or other AUK officials when requested to do so.

b.   Falsification, distortion, or misrepresentation of information presented as part of the adjudication process.

c.   Disruption or interference with the orderly conduct of the disciplinary hearing and overall process.

d.   d. False accusations of student misconduct knowingly without cause.

e.   Attempting to discourage an individual's proper participation in, or use of, the student discipline system.

f.   Attempting to influence the impartiality of a member of the Code of Conduct Board prior to, and/or during the course of, the Code of Conduct Hearing.

g.   Harassment (verbal or physical) and/or intimidation of a member of the student disciplinary process, including the Code of Conduct Board prior to, during, and/or after the Conduct Hearing.

h.   Failure to comply with the sanction(s) imposed under the Student Code.

i.   Influencing or attempting to influence another person to commit an abuse of the student discipline system.

3.   UNIVERSITY FACILITIES AND PROPERTY

3.1.   Unauthorized Usage of University Facilities:
         Enter or use AUK facilities or property without consent or authorization.

3.2.   Theft or Damage to Property:
         Attempted or actual theft of and/or damage to property of AUK or property of a member of the AUK community or other personal or public property.

3.3.   Keys:
         Unauthorized possession, duplication, or use of keys to any AUK premises or unauthorized entry to or use of AUK premises.

3.4.   Obstruction of Movement:
         Obstruction of the free flow of pedestrian or vehicular traffic on any AUK premises or at AUK sponsored or supervised functions.

3.5.   Computer Usage:

a.   Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

b.   Unauthorized transfer of a file.

c.   Unauthorized use of another individual's identification and password.

d.   Use of computing facilities to interfere with the work of another student, faculty member or AUK official.

e.   Use of computing facilities to send or receive obscene or abusive messages.

f.   Use of computing facilities to interfere with the normal operation of AUK computing system.

4. DISHONESTY AND FALSE REPRESENTATION

4.1 Dishonesty, including but not limited to the following:

a. Cheating, plagiarism, or other forms of academic dishonesty. The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor, looking at text, notes or another person's paper during an examination when not permitted to do so. Cheating also includes the giving of work information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.

b. The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own. Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

Breaches of the University's policies pertaining to academic dishonesty may result in academic penalties and/or disciplinary action at the discretion of the instructor. Academic penalties may include, but are not limited to, a failing grade for the particular assignment or a failing grade for the particular course. The Code of Academic Honesty and procedures for violations are outlined in the Academic Catalog. Additionally, the student may be referred to the Director of Student Life for violations of the Student Conduct Code if applicable.

4.2 Furnishing false information to any AUK official or faculty member.

4.3 Forgery, alteration, or misuse of any AUK document, record, or instrument of identification.

4.4 False Representation: Contracting or representation in the name of the University.

4.5 Tampering with the election of any recognized AUK student organization.

4.6 Recording Prohibition: Students may not make an audio or video recording of an instructor or speaker without prior consent. However, if such recording is a Disabilities Act accommodation, such consent must be granted.

5. STUDENT ORGANIZATIONS

Student organizations, members and officers individually and collectively, may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any of the following conditions apply:

5.1. The offense occurred at an event that was sanctioned by an officer of the organization.

5.2. Organizational/University funds are used to finance the activity.

5.3. The event where the offense occurred is substantially supported by the organization's membership.

5.4. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction.
5.5. The organization fails to report or chooses to protect the individual(s) alleged to have committed the offense.

Non-Discrimination
Discrimination towards a person or group on the basis of age, sex, sexual orientation, religion, race, color, disability, marital status or national origin is against University policy. Please refer to the current Student Handbook for additional information and processes.

Sexual Harassment
Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, which makes submissions to or rejection of such conduct either an explicit or implicit basis for academic decisions affecting the individual, or unreasonably interferes with the individual's academic performance by creating an intimidating, hostile, or offensive environment.

Conduct which falls into the definition of sexual harassment includes, but is not limited to unwelcome physical contact of a sexual nature such as patting, pinching, or unnecessary touching; overt or implied threats against an individual to induce him or her to perform sexual favors or to engage in an unwelcome sexual relationship; verbal innuendos or jokes of a sexual nature, including graphic or degrading verbal comments about an individual and/or his/her appearance; use of sexually suggestive terms or gestures to describe a person's body, clothing, or sexual activities.

Please refer to the current Student Handbook for additional information and processes.

Disruptive Students
The Disruptive Student Policy protects students, faculty and staff from any disruptive behavior of students: Students who cannot conform to the standards of appropriate behavior as set forth by the American University of Kuwait, shall not be permitted to interfere with other students' access to a university education. American University of Kuwait students are subject to country laws and all policies and procedures of the Board of Trustees of AUK. Violation of these published laws; policies and procedures may subject the violator to appropriate action by University authorities. The Dean of Student Affairs (or designee-Assistant Dean of Student Affairs) is authorized to suspend or expel students because of disruptive behaviors. If required, the Dean of Student Affairs will use the appropriate legal processes.

Nonviolent student dissent does not fall under the purview of this policy. For students who exhibit disruptive behavior serious enough to merit disciplinary action, the University may refer the students for appropriate psychological/psychiatric evaluation.

Rights and Responsibilities
Each student has a duty to understand the rules and regulations set forth by the University. Ignorance of a rule or regulation shall not be an acceptable defense during the adjudication process.

No student or member of the University community shall be deprived of academic freedom, civil rights and liberties without due processes of applicable University regulations.
No disciplinary sanctions may be imposed upon any student or member of the University community under authority of the University without due process provided.

Student Code of Conduct Procedures

The administration of student discipline shall be flexible and consistent with the philosophy and educational objectives of the American University of Kuwait. The Dean of Student Affairs or designee shall have the responsibility for the administration of student sanctions and may impose varying degrees and types of disciplinary actions. For more information regarding disciplinary procedures, please refer to the current Student Handbook.

CODE OF ACADEMIC HONESTY AND INTEGRITY

Members of the American University of Kuwait community study and work together in an institutional framework dedicated to the pursuit of knowledge and learning. Freedom of inquiry, learning and intellectual pursuit flourishes only in a community in which the participants are committed to the mutual respect of each other's role and activity. Academic freedom, freedom of expression and dissent, tolerance of diversity are values that guide the norms of conduct of students, faculty, staff and administration at AUK. The educational mission of the University community is best realized and advanced when the rights, responsibilities, and reasonable standards of conduct and academic integrity are observed. The American University of Kuwait expects the highest standards of academic integrity and honesty from its students.

In light of the above noted values and norms of conduct, the Student Code of Academic Honesty outlines acceptable and unacceptable academic behavior for AUK students as well as appropriate disciplinary procedures, penalties and sanctions for violations of academic integrity.

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of academic, personal and social conduct and to take full responsibility for their individual and collective action. Such regulations are found in the American University of Kuwait Catalog, Student Handbook, other official publications, and the AUK website at **www.auk.edu.kw**.

Any student or student organization found to have committed the following violations or misconduct, either on or off campus, is subject to the disciplinary sanctions outlined in Adjudication Procedures:

VIOLATIONS OF ACADEMIC HONESTY AND INTEGRITY

Academic Dishonesty
Including but not limited to the following:

• **Cheating**

The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the Instructor, looking at and/or copying text, notes or another person's paper during an examination when not permitted to do so.

Cheating also includes the giving of work information to another student to be copied and/or used as his/her own. This includes but is not limited to giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic semester; giving or selling a term paper, report, project or other restricted written materials to another student. Some forms of dishonesty are detailed below.

• **Plagiarism**

The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of

another as the product of his/her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an Instructor as one's own work. Plagiarism also includes handing in a paper to an Instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own.

Individual academic departments may provide additional examples in writing of what does and does not constitute plagiarism, provided that such examples do not conflict with the intent of this policy.

- **Violations of Copyrights**

International copyright laws must be observed by all students. Violations of copyright laws include making unauthorized use of printed materials, duplicating computer software, duplicating copyrighted materials, and reproducing audio-visual works.

- **Dishonesty in Papers**

Papers submitted in courses must be the original work of the student with appropriate citations and references. Papers or other reports prepared by another person or purchased from another person or company and submitted as one's own work is a violation of academic honesty.

- **Work for One Course Submitted for Another**

Work submitted for one course may not be submitted for another. It is a violation of academic integrity to submit the same work in more than one course. The incorporation by students of past writing or research into current projects must be clearly indicated.

- **Falsification of Data**

Deliberate falsification of data for coursework, research papers or projects and other academic activity is a violation of academic integrity.

- **Inappropriate Collaboration**

Working and collaborating with a fellow student or others without acknowledging their assistance is a violation of academic integrity.

- **Dishonesty during Exams**

This includes the use of unauthorized materials, receipt of information and/or answers from others during the examination, or the transfer of unauthorized materials, information or answers to another student.

- **Adjudication of Academic Dishonesty**

The University reserves the right of imposing on the violators of academic honesty disciplinary action ranging from a failing grade in the exam, paper or course to suspension or dismissal from the University.

JURISDICTION

- **Faculty Jurisdiction**

The course Instructor has full authority to impose penalties in cases of academic violation of the University's Code of Academic Honesty that occur in his/her course.

Students wishing to bring charges of violation of academic honesty against another student should do so through the faculty member in whose course or academic activity the alleged code violation has occurred. In the case of students bringing charges against other students, the student bringing charges must identify himself or herself to the faculty member.

All cases of violations of academic honesty must be reported to the Division Head of the appropriate discipline.

- **Administration Jurisdiction**

In circumstances in which the faculty member chooses to refer such violation to the Division Head, the following procedures will be observed:

Faculty members reporting an alleged case or incident of dishonesty must do so within two weeks from the date of discovery of the alleged dishonesty. The charge of dishonesty must be supported by appropriate documentation for the Division Head's review.

The Division Head will notify the student of the charge and will arrange to discuss the charge with the student in a preliminary meeting. The Division Head will also notify the Dean of the College of Arts and Sciences that the alleged offense occurred. At the preliminary meeting, the student will be presented with the charge made and the evidence provided by the faculty member. The student will be advised of the adjudication procedures including his/her rights and given the opportunity to respond. The student may respond immediately or may be asked to respond in writing within five (5) working days. Any statement or signed document by the student will become part of the evidence in the case.

If the student fails to attend the preliminary meeting, the Division Head may proceed with the process as appropriate. The Division Head may gather additional evidence from the student, the complainant, and other appropriate parties prior to the adjudication process.

Faculty members will not submit grades for the work in question or for the course until the case has been adjudicated. The faculty member may, at his/her discretion, discuss the alleged case of dishonesty with the student before the case has been adjudicated. If a semester grade is to be submitted before the resolution of the case, a grade of N will be entered on the transcript for that course.

After reviewing the charges and evidence, the Division Head will make a decision about the case. The Head may dismiss the case, remand the case to the faculty member bringing charges or assign a penalty. The Head has the authority to request a meeting with the student at any time.

No legal counsel or external advisor is permitted at any point during the adjudication procedure.

- **Penalties**

Students are advised that violations of the Code of Academic Honesty will be treated seriously by the University. The adjudication of violations will take into account both the seriousness of the offense and any particular circumstances involved in assigning a penalty. Repeat offenders may be subject to more severe penalties.

Penalties for an academic offense may include but are not limited to one or more of the following, progressively more severe:
- Resubmission of the work or the retaking of the exam in question;
- Submission of alternative work or exam for the course in which the offense occurred;

- Disciplinary probation;
- A grade or F for the work found to be in violation of the Code of Academic Honesty;
- A grade of F for the course in which the offense occurred
- Denial of credit for the course in which the offense occurred;
- Suspension for one or more academic semesters, including the semester or session in which the offense occurred;
- Dismissal for a specified time or permanently from the University.

The student found in violation of the Code may not withdraw from a course in which an academic infraction has occurred and a penalty applied.

No refund or cancellation of tuition or fees is provided in such cases.

The Division Head of the department will notify the student in writing of the finding of violation and the appropriate penalty assigned. The faculty member bringing the charge will also be notified in writing of these results.

- **Student's Right of Appeal**

Students have the right of appeal of the adjudication process. Appeals must be made in writing within 21 calendar days of the date of notice.

Appeals are limited to grounds of improper procedure or lack of relevant evidence at the time of the original administrative review, or excessive penalty. The Dean of the College of Arts and Sciences will review appeals. The Dean may consult the record of the case, the appeal request, and any person involved in the process of adjudication. The Dean of the College of Arts and Sciences will make the final decision.

- **Records of Disciplinary Actions**

All records related to student violation of the Code of Academic Honesty will be retained for a period of seven (7) years after the student's last registration at the American University of Kuwait. The record will be housed in the division adjudicating the student. If the violation and penalty is noted on the student's permanent record, the record is maintained indefinitely. These, as all student records, are subject to University regulations of confidentiality of student records.

Students have the right to review their records of the violations of the Code of Academic Honesty through a written request to the Dean of the College of Arts and Sciences.

University Faculty & Administration

UNDERGRADUATE FACULTY

DIVISION OF BUSINESS AND ECONOMICS

ABDUL CADER, Hanas, Assistant Professor of Economics; Ph.D., 2006, Kansas State University, USA

AL-JAMAL, Ali, Assistant Professor of Economics; Ph.D., 1999, University of Arizona - Arizona, U.S.A

AL-SALEM, Athmar, Assistant Professor of Management; D.Sc., 1989, School of Engineering and Applied Science (SEAS), The George Washington University - Washington DC, Engineering Administration: Engineering Management and Marketing of Technology

BAGNIED, Mohsen, Associate Professor of Marketing and Management; Ph.D., 1973, University of Maryland, College Park - Maryland; M.S. Penn State University, Post-Doc., George Washington University, USA

CHIEMEKE, Charles, Assistant Professor of Economics; Ph.D., 2004, Vienna University of Economics and Business Administration

CRIPPS, Jeremy, Professor of Management and Accounting; FCA, CPA, FCCA, Ph.D., 1992, The Union Institute and University, Cincinnati, Ohio; Fellow of the Institute of Chartered Accountants in England and Wales; Certified Public Accountant (Ohio); Fellow of the Association of Chartered and Certified Accountants

DAKHLI, Mourad, Assistant Professor of International Business and Management; Ph.D., 2002, University of South Carolina - South Carolina; International Business, cross-cultural Management and Strategy

KHALEDI, Naser, Assistant Professor of Accounting; Ph.D., 2006, Temple University, Philadelphia, PA, USA

MACDONALD, Penny, Associate Professor of Management; Ph.D., 2005, University of Canterbury - New Zealand

MACDONALD, Robin, Associate Professor of Management; Ph.D., 2002, University of Canterbury - New Zealand

MADZIKANDA, David Dean; Associate Professor of Management and Finance; Ph.D., 2003, University of Wales, UK

MERZA, Ebrahim, Assistant Professor of Economics; Ph.D., 2007, Kansas State University, USA

PALLIAM, Ralph, Associate Professor of Business Administration; Ph.D., 1998, University of Pretoria - South Africa

RITCHIE, Robert J., Visiting Associate Professor of Law; J.D., 1983, Temple University School of Law, Philadelphia, PA

RUSSELL, John, Professor of Accounting; Ph.D., 1998, Pennsylvania State University Pennsylvania, USA

RUTLAND, John, Associate Professor of Business; Ph.D., 1983, University of Washington Seattle, USA

DIVISION OF HUMANITIES & ARTS

AHMAD, Rizwan, Assistant Professor of English Language and Literature; Ph.D., 2007, University of Michigan, Ann Arbor, Michigan, USA

AKBAR, Mohammad, Assistant Professor of Communication; Ph.D., 2005, American University of London, London, UK

ALAKI, Ahlam, Assistant Professor of English Language and Literature; PhD. 2002, University of East Anglia – Norwich, UK

ANDERSEN, William, Assistant Professor of Studio Arts/Graphic Design, MFA, 2000, School of Arts Institute of Chicago, USA

AWWAD, Rawda, Assistant Professor of English Language and Literature; Ph.D., 1997, Duquesne University, Duquesne, Pennsylvania, USA

FARRIN, Raymond, Assistant Professor of Arabic Language and Literature; Ph.D., 2006, University of California at Berkeley, California, USA

FIANNACA, Joseph, Instructor of French Language; M.A. 2002, French as a Foreign Language, Stendhal University - France.

GOTTSCHALK, Christopher, Assistant Professor of Humanities (Theatre/Drama); MFA 2003; University of San Diego, USA

HOSSEINNIA, Maryam, Assistant Professor of Graphic Design; MFA, 2002, Minneapolis College of Art and Design, Minnesota, USA

KAPOSI, Ildiko, Assistant Professor of Communication; Ph.D., 2006, Central European University, Budapest, Hungary

KLEYPAS, Kathryn, Assistant Professor of English Language and Literature; Ph.D., 2001, State University of New York at Stony Brook, New York, USA

KULCHITSKY, Marcella, Instructor of Graphic Design; MFA, 1989, Boston University, Boston, Massachusetts, USA

LAWRENCE, Sharon, Assistant Professor of Studio Arts; MFA, 2007, Savannah College of Art and Design, Savannah, Georgia, USA

LOOMIS, Craig, Associate Professor of English Language and Literature; Ph.D., 1992, University of Toledo, Ohio, USA

MAHMOUD, Dahlia, Assistant Professor of Graphic Design; MA, 2003, Maryland Institute College of Art, Baltimore - Maryland, USA

McDOUGALL, James, Assistant Professor of English Language and Literature; Ph.D., 2007, University of Florida, Gainesville, Florida, USA

MITCHELL, Charles, Instructor of Journalism; M.S., 2001, Columbia University, New York, USA

MOHAMMED, Shaheed, Associate Professor of Communication; Ph.D., 1998, University of New Mexico, Albuquerque, New Mexico, USA

NASSIR, Ghazi, Associate Professor of English Language and Literature; Ph.D., 1989, Florida State University, Tallahassee, Florida, USA

NIXON, Kathy, Assistant Professor of English Language and Literature; Ph.D., 2008, University of Virginia, Charlottesville, USA

O'MEARA, Simon, Assistant Professor of History of Art; Ph.D., 2004, University of Leeds, Leeds, UK

QUEEN, Mary, Assistant Professor of English Language and Literature; Ph.D., 2005, Syracuse University, Syracuse, New York, US, Composition and Cultural Rhetoric

SHAHIDI, Hossein, Assistant Professor of Journalism; D.Ph., 2005, St. Antony's College, Oxford University, UK

TAMIMI, Maher M., Instructor of Arabic; MA, 1998, Ohio State University, Columbus, Ohio, USA

URKEVICH, Lisa, Associate Professor of Musicology/Ethnomusicology; Ph.D., 1997, University of Maryland, College Park, Maryland, USA

ZAVALIY, Andrei G., Assistant Professor of Philosophy; Ph.D., 2008, The City University of New York, USA

DIVISION OF SCIENCES AND ENGINEERING

ABU AL-MAATI, Shereef, Assistant Professor of Computer Science and Information Systems; Ph.D., 1998, Florida Institute of Technology - Florida, USA

AL-MUTAIRI, Mutlaq, Assistant Professor of Mathematics, Ph.D., 2004, University of Central Florida - Florida, USA, Mechanical Engineering

AL-OMARI, Sa'ad, Assistant Professor of Environmental Studies; Ph.D., 2004, University of Cambridge, UK

CHARARA, Ali, Assistant Professor of Biology; Ph.D., 1997, Laval University, Quebec, Canada

ELGINDY, Hossam, Associate Professor of Computer Science; Ph.D., 1985, McGill University, Montreal, Canada

JALLAD, Karim , Assistant Professor of Chemistry; Ph.D., 2001, Purdue University, West Lafayette

LIVSEY, Monique, Instructor of Mathematics; Master of Architecture, 1999, Georgia Institute of Technology, Atlanta, Georgia USA

MAHASSEN, **Hania,** Assistant Professor of Mathematics; Ph.D., 2007, University of Vermont, USA

MOSAAD, Neamat, Associate Professor of Physics; Ph.D., 1987, University of Strathclyde, Scotland, UK

RISHARD, Mohamed Z., Chemistry Lab Instructor; Ph.D., 2007, Texas A & M University, College Station, Texas

TESSIER, Fernand, Associate Professor of Mathematics; M.Sc., 1970, McGill University, Canada.

ZEID, **Dr. Amir,** Assistant Professor of Computer Science; Ph.D., 2000, Carleton University, Ottawa, Canada

Division of Social Sciences

AL-AWADI, Hesham, Assistant Professor of International Studies/History; Ph.D., 2003, University of Exeter, United Kingdom.

CASEY, Conerly, Associate Professor of Anthropology and Psychology; Ph.D., 1997, University of California at Los Angeles, California, USA

DINKHA, Juliet, Assistant Professor of Psychology; Psy.D., 2000, Illinois School of Professional Psychology, Illinois, USA

HAMZEH, Nizar, Professor of Political Science and International Relations; Ph.D., 1986, University of Southern California at Los Angeles, California, USA

KELLY, Marjorie, Assistant Professor of Anthropology; Ph.D., 1993, University of California at Los Angeles, California

KULCHITSKY, Dmytro Roman, Assistant Professor of International Studies; Ph.D., 2001, George Mason University, Virginia, USA

MUNSHI, Shoma, Professor of Anthropology; Ph.D., 1990, Ecole des Hautes Etudes en Sciences Sociales, Paris, France

OHAN, Christopher, Assistant Professor of History; Ph.D., 1997, University of Texas at Arlington, Texas

VATANDOUST, Gholamreza, Visiting Associate Professor of International Relations/History in the International Studies Program; Ph.D., University of Washington, Seattle, USA

INTENSIVE ENGLISH PROGRAM INSTRUCTORS

ARTHUR, Pauline, Instructor; M.A., 1982, Applied Linguistics, *Ball State University* - Indiana

AWWAD, Beth, Instructor; M.Sc., 2004, English Education, *Syracuse University*, New York

BARNETT, John, Senior Instructor; M.A., 1967, Reading and Counseling, *University of Tulsa* – Oklahoma

BROWN, Robert, Instructor; M.A., 1976, Special Education, *University of Northern Colorado* – Colorado

GREENE, Jami, Instructor; M.Sc., 2005, Education, *Nova Southeastern University* – Florida

HOBBS, Robert, Instructor; M.A., 2005, Education, *University of Phoenix* – Arizona

HOFFER, Debra, Instructor; M.A., 2005, Education, *Ball State University* – Indiana

JACQUES, Stephen, Senior Instructor, M.Sc., 2005, Teaching English for Specific Purposes, *Aston University* - United Kingdom

JOHNSON, Garth, Instructor; M.A., 2008, TESOL, *University of Auckland* – New Zealand

JOHNSON, Yvonne, Instructor; M.A., 2008, TESOL, *University of Auckland* – New Zealand

LOGUE, Joan, Instructor; M.Ed., 2003, TESOL, *University of Pittsburgh* – Pennsylvania

McMURRAY, Michael, Senior Instructor/Coordinator, M.S., 1994, Education, *East Texas State University* – Texas

PARKS, Derek, Instructor ; M.A., 1989, TESOL, *University of Arizona* – Arizona

PEPPARD, Kevin, Instructor; M.A., 1989, Social Studies, *New York University* – New York

PRADES, Donald, Instructor; M.A., 1985, TESOL, *Florida State University* – Florida

SANCHEZ-LOOMIS, Rebecca, Instructor/Curriculum Coordinator; M.A., 1997, English*, University of California at Davis* – California

STEIN, Sandra, Instructor; M.Ed., 2000, TESOL, *The College of New Jersey* – New Jersey

SUFFI, Kimberly, Senior Instructor; M.A., 1992, Education, Education Policy and Administration, *University of Maryland* – Maryland

TESSIER, Marisa, Instructor; M.A., 2008, Education, *Bishop's University* – Lennoxville

ZAGORIN, Steven, Instructor; M.A., 1996, British Imperial History, *University of Saskatchewan* – Canada

ZREBA, Joy, Instructor; M.A., 1999, Linguistics, *Indiana State University* – Indiana

UNIVERSITY ADMINISTRATION

OFFICE OF THE PRESIDENT
President: **Marina Tolmacheva**
Senior Assistant to the President: **Patricia Read Hunter**
Assistant to the President: **Shareefa Al-Adwani**
Arabian Heritage Project: **Dr. Lisa Urkevich**
Executive Assistant: **Hala Auchey**
Executive Assistant - IPR: **Annie Arabian**
Driver: **Syed Fazululla**

COLLEGE OF ARTS AND SCIENCES (CAS)

OFFICE OF THE DEAN
Dean of the College of Arts and Sciences: **Nizar Hamzeh**
Assistant to the Dean: **Sameera Al-Qenna**
Executive Assistant: **Emily Sharpe**
Faculty Support Coordinator: **Dalia Hassaan**

BUSINESS and ECONOMICS DIVISION
Division Head: **Jeremy Cripps**
Administrative Assistant: **Amal Hadeed**

HUMANITIES and ARTS DIVISION
Division Head: **Dr. Craig Loomis**
Administrative Assistant: **Hadeer Mathews**

SCIENCES and ENGINEERING DIVISION
Division Head: **Shereef Abu Al-Maati**
Administrative Assistant: **Magdalene Al Neaman**

SOCIAL SCIENCES DIVISION
Division Head: **Shoma Munshi**
Administrative Assistant: **Micheline Zouein**

WRITING CENTER
Director: **Dr. James McDougall**
Administrative Assistant: **Hanouf Al-Juhail**

GULF STUDIES CENTER
Director: **Dr. Hesham Al-Awadi**

DIVISION OF STUDENT AFFAIRS

OFFICE OF the DEAN
Dean of Student Affairs: **Dr. Carol Ross**
Assistant Dean of Student Affairs: **Tadd Kruse**
Executive Assistant to the Dean: **Lamees Hettini**
Office Facilitator: **Nawaj Pradania**

OFFICE of OUTREACH and EVENTS
Outreach & Events Coordinator: **Alia El-Assaad**

OFFICE of ADMISSIONS
Director of Admissions: **Maher Dabbouseh**
Admissions Coordinator: **Amal Jaber**
Senior Admissions Counselor: **Safa Choudary**
Senior Admissions Counselor: **Eman Kamel**
Coordinator of Scholarship & Financial Aid Programs: **Amani Al-Dajane**
Admissions Counselor: **Rama Sabano**
Admissions Counselor: **Manar M. Khamis**
Admissions Counselor: **Dana Al-Mansour**

OFFICE of the REGISTRAR
Registrar: **Dr. James Smalley (Interim)**
Assistant Registrar: **Hana Mathews**
Registration Coordinator: **Noushig Momdjian**
Registration Coordinator: **Noura Al-Aleiwi**
Registration Coordinator: **Suzan Ghattas**
Registration Coordinator: **Mohamed Da'na**

STUDENT SUCCESS CENTER
Director of Student Success Center: **Joanne Hands**
Academic Advisor: **Hala Al-Abdulrazzaq**
Academic Support Specialist: **Tebyan Nawasreh**
Counselor: **Andrea Al-Adwani**
Retention Specialist: **Basema Da'na**

OFFICE of STUDENT LIFE
Director of Student Life: **Damian Medina**
Senior Coordinator of Student Activities: **Fatma Hayat**
Student Life Coordinator: **Laveena Lobo**
Evening Activities Coordinator: **Basel Da'na**

ALUMNI AFFAIRS
Coordinator of Alumni Affairs: **Dana H. Taqi**

FINANCE AND ADMINISTRATION

OFFICE of the EXECUTIVE DIRECTOR of FINANCE and ADMINISTRATION
Executive Director: **Ernest Conklin**
Executive Assistant: **Faten F. Al-Kadiri**

Human Resources
Director: **Cecil Hill**
Administrative Assistant: **Doaa Abdul Al-Majeed**
Assistant Director-HR Logistics: **Norma Badran**
HR Senior Generalist & HRIS Analyst: **Hugh Lauxley**
HR Specialist-Payroll: **Suad Al-Zadjali**
HR Specialist-Compensation & HR Administration: **Gretta AlSawah**
HR Specialist-Recruitment & Training: **Ange Ibrahim**
Senior HR Assistant: **Ashoor Moussa**
HR Assistant: **Ahmed Bagheri**
HR Assistant: **Mohammad Alavi Nejad**

Finance
Director: **Xavier (Prem) Kumar**
Senior Accountant: **Sarathy Varadharajan**
Accountant-Receivables: **Abdulraheem Sallam**
Accountant-Payables: **Suresh John**
Financial Controller: **Lalitha Varadarajan**
Purchasing Officer: **Eman Al-Gallad**
Stores Clerk: **Leonilo Calingasan**
Accountant: **Youssef Habib**

Information Technology
Director: **Maha Khlat**
Administrative Assistant: **Carla Saliba**
Database Administrator: **Hussein Diab**
IT Support Unit Administrator: **Zeina Itani**
Information System Analyst: **Fatma Bu Talaf**
IT Systems Adminstrator: **Jean Barakat**
IT Applications Developer: **Nabegh Al Thalji**
IT Technical Support: **Mohammed Mahussain**
IT Technical Support: **Ali Bedawala**
IT Technical Support: **Ali Kutbuddin**
Multimedia Applications Expert: **Nezam Hamzeh**
Multimedia Equipment Technician: **Munawar Mullaji**
Senior IT Technical Support: **Hossam Omar**

Campus Services
Director: **Abolghasem Alavinejad**
Administrative Assistant: **Joy John**
Senior Coordinator: **Mazin Younes**
Safety & Security Coordinator: **Nawaf Al-Banai**
Senior Technician: **Eric Louis Fernandes**
Campus Security: **Musbah Khalifa Jomma**
Facility Technician: **Liaquat Ali**
Facility Helper: **Abdul Rahim Aman Ullah**
General Maintenance Worker: **Balu Nath**
Driver : **Kalimullah Bhuiyan**
Driver/Services Assistant: **Nadeem Rahman**

Center for Continuing Education
Assistant Director: **Jeanne Al-Failakawi**
Program Coordinator: **Frances Bogle**
Operations Manager: **Pareen Tajani**
Corporate / Training Advisor: **Dalal Al-Hubail**
Instructor - IELTS/TOEFL: **Steven Urbano**
Instructor - Arabic: **Suhair Al-Hamlawi**

Intensive English Program
Director: **Margaret Combs**
Assistant to the Director: **Majeda Najaa**
Laboratory Assistant: **Jabran Butt**

Library
Director: **Amna Al-Omare**
Library Automation Analyst: **Hana Kaouri**
Evening Reference/Instruction Librarian: **Asma Yaqoub**

Public Relations and Marketing
Director: **Amal Al-Binali**
Administrative Assistant: **Hilda Bou Hatoum**
Senior Coordinator Publications Planning and Design: **Amer El-Assaad**
Web Developer: **Roland Lopes**
Web Designer: **Saleem Aboobacker**
Public Relations Officer/University Photographer: **Fatma Khamis**

GLOSSARY

A

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E

Elective courses: There are two kinds of elective courses. One type of elective may be courses within the Major, such as "English electives." These electives are courses within the Major discipline (field of study) that the student may select from in order to complete the degree requirement. The other type of elective is the "free elective." Free electives are courses in several disciplines (fields of study) to be completed outside the Major that fulfill the interdisciplinary nature of a liberal arts university degree.

Executive Director of Finance and Administration: The Executive Director of Finance and Administration is the person responsible for the following areas of the University: Campus Services, The Center for Continuing Education, Finance, Human Resources, and Information Technology.

F

Freshman: The "freshman" status is given to a student who has completed between 0 – 30 credit hours. Usually, a freshman student is a first-year student.

G

General Education Requirements: General Education Requirements or GERs found at almost all American model universities, are courses in various discplines that require a student to develop breadth within his or her studies beyond the Major. Students are expected to complete all General Education courses within their first two years at AUK.

Grade Point Average (GPA): A student's Grade Point Average is a calculation of the average of a student's grades on a 4-point scale. A 4.0 is an "A," a 3.0 is a "B," etc.

Grievance: A grievance is a formal statement of complaint against another student, staff, or faculty member. A grievance is usually about the mishandling or misinterpretation of the application of AUK policies and procedures.

H

Health Services: AUK maintains a health care clinic operated by the International Clinic of Kuwait. At the on-campus clinic, a nurse and receptionist provide first aid, primary medical assistance, and minor emergency care for members of the University Community.

I

Incident: An incident is an occurrence that involves a breach of the AUK Code of Conduct.

Incomplete: A grade of "I," or "Incomplete", is c to a student who has not completed all the requirements of a course. In extenuating circumstances, such as authentic and confirmed emergencies (as per faculty discretion), the student may be able to finish the course work and receive their grade. If the student is not allowed to complete the coursework (as per faculty discretion) or unable to complete the work on time, the student will receive an "F" (failing grade) for the course.

Independent Study: The Independent Study, an upper-level Pass / Fail course open to Juniors and Seniors, is a course which is individually supervised and is about a topic or course that is not offered at AUK that semester. The student is allowed to take an independent study course after consultation with his or her faculty advisor.

Information Technology Department: The Information Technology Department provides integrated computing and communications infrastructure, services, and support to the University community. Services include academic and administrative applications for faculty, staff, and students. The Information Technology Department supports AUK's SunGard SCT Banner, Horizon library management, and Luminis (MyAUK Portal).

Intensive English Program: The Intensive English Program, or IEP, is a special preparatory program in Intensive English for students who qualify for admission into the University but whose English Language skills fall below the minimum TOEFL score (520) needed for University studies. The Program is designed to increase the language skills of students and empower them to succeed in University studies.

Internship: An internship is a supervised work 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. Internship may be paid or unpaid and may be taken for academic credit upon prior approval.

J

Junior: The "junior" status is given to a student who has completed between 61 – 90 credit hours. Usually, a junior student is a third-year student.

L

Lab: A lab course is a course or course component conducted in a laboratory. Students spend three hours a week in a lab, which awards the student one credit hour upon successful completion of the course.

Lecture: A lecture course is a classroom course. At AUK, lecture courses meet 150 minutes per week and awards the student three credit hours upon successful completion.

Liberal Arts: The Liberal Arts is a university curriculum and philosophy of education designed to develop intellectual capacities and general knowledge of science, humanities, and the arts (as opposed to technical or professional curriculum).

Library: The library is the facility that serves as a repository for information. It facilitates access to scholarly books, journals, and other information resources.

Lower-level courses: Lower-level courses are courses for freshman and sophomore students. These courses are at the 100 or 200 level.

M

Major: A student's Major is his or her principal field of study. The Major allows a student to have depth in their degree program, as each Major requires at least 42 credit hours in the field. AUK offers 13 Major degree programs.

Mascot: A Mascot is an animal or object adopted by the university to provide a symbolic identity. The AUK mascot is the Wolf.

Minor: A Minor is a specialization in a discipline (field of study) outside the Major degree program. The Minor requires fewer credits hours than a Major (usually 18 credit hours). AUK offers 22 Minors.

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

Memorandum of Understanding: An MOU is a document of agreement between two parties stating the rights, roles, and responsibilities of each party in regard to a certain program or project.

O

Office of Admissions: The Office of Admissions is responsible for guiding prospective students from the application process to enrollment at the University. Every semester the Office of Admissions evaluates all qualified applications and extend offers of admission to the most academically deserving applicants. Admissions is responsible for admitting both Undergraduate (First Year and Transfer) and Pre-University Intensive English students to the University.

Office of Student Life: The Office of Student Life is responsible for supporting the educational process through co-curricular programming and social activities, as well as through leadership opportunities. Student Life programs include: student activities, student clubs and organizations, student publications, intramural sports, leadership programming, AUK athletic teams, student employment program, and the AUK-Dartmouth Exchange and Internship program.

Office of the Registrar: The Office of the Registrar is the department at the university responsible for the management and administration of student records of courses taken, credit hours, and grade point averages.

Orientation: An orientation is a program for new students, staff, and faculty at AUK that is designed to acquaint them with the University's day-to-day processes, facilities, and opportunities.

P

Portal: SunGard's Luminis MyAUK Portal is an informational gateway that allows a student access to all of his or her personal university information in one place. For example, a student may access his or her financial information, grades, e mail, and university announcements.

Program: A program is usually a course of study. AUK offers several programs, such as Major Programs, Minor Programs, Certificate Programs, Internship programs, etc.

Program Lead: A Program Lead is a faculty member who is the head of a program and the leader of faculty in a discipline (field of study) or field. Usually, the field of study with a Program Lead has either a Major or a Minor.

Prerequisite: A prerequisite is a course that a student must complete in order to gain entry into certain upper-level courses.

President: The President of the University is the Head Administrator and the Chief Executive Officer of the University.

S

Semester: A Semester is a period of time during the academic year. It is composed of approximately 16 weeks.

Senior: The "senior" status is given to a student who has completed between 91 – 120 credit hours. Usually, a senior student is a fourth-year student.

Sophomore: The "sophomore" status is given to a student who has completed between 31 – 60 credit hours. Usually, a sophomore student is a second-year student.

Special Topics: A Special Topics course is a course that may only be offered that semester. Special topics courses are all upper-level courses, and may be repeated for credit with any other Special Topics course in the same discipline (field of study).

Student Code of Conduct: The AUK Student Code of Conduct is a group of policies and procedures intended to provide an overarching general statement which outlines acceptable and unacceptable behavior for AUK students as well as appropriate disciplinary procedures and sanctions.

Student Success Center: The Student Success Center is a department within the Division of Student Affairs. The Center offers advising and academic support services to all students who want to become more efficient and effective learners. The Student Success Center coordinates the following academic support programs: Tutoring, Supplemental Instruction, Writing Lab, Honor Code, and College Success workshops. These programs are designed to help students become independent and successful learners by improving their writing skills, study skills, increasing their understanding of course content, enhancing their self-confidence, and encouraging them to develop a positive attitude toward learning.

Summer Block course: The Summer term is approximately 8 weeks long. A student may take a course that is offered as a "full summer" course (an 8 week course), or may take a course that is offered as a "Summer Block 1" or a "Summer Block 2" course. These Summer block courses are approximately 4-weeks long. In order to ensure that the student receives all of the information necessary for the course, a Summer Block course often meets for longer sessions every day. This way, the student is able to receive the same amount of instructional time in a Summer Block course as he or she would in a semester (40 hours).

Syllabus: A syllabus is an outline of the course given to students. This document often contains the course description, learning outcomes, class policies, grading and assessment criteria, the calendar of assignments, and announcements regarding the midterm and final exams.

T

TBA: TBA stands for "To Be Announced." Students may see this abbreviation on Banner when looking up courses without instructors or without an assigned classroom. If the student registers for the course, the student will eventually be sent an e mail announcing the classroom number, instructor's name, etc.

Transcript: The transcript is a student's formal record of academic work, including courses taken, course grades, and GPA. Transcripts are issued by the Office of the Registrar.

Transfer Credit: Transfer credit is credit awarded by another academic institution and may be accepted at AUK as credit towards the degree. Transfer credit grades are not calculated into AUK GPA. Not all transfer credits will be accepted by AUK. Some coursework transferred to AUK will not have the same prefix or numbering scheme once transferred.

U

University Code of Conduct: The University Code of Conduct is the set of rules and regulations a student is expected to follow in order to maintain desirable behavioral standards at the University.

Upper-level courses: Upper-level courses are courses for junior and senior students. These courses are at the 300 or 400 level.

W

Withdraw: A student may drop a course (de-register from a course) after the "Add / Drop" period with the proper forms, permission, and financial penalty. A "Withdraw", or "W" mark, will be noted on the student's academic record.

Notes

AMERICAN UNIVERSITY *of* **KUWAIT**

AUK CAMPUS MAP

SALEM AL-MUBARAK STREET

Entrance

Entrance

ABDULLAH BIN MASOUD STREET

Soccer Field

Staff and Faculty Parking Lot

The Diner

AMRO BIN ASSE STREET

1 | Liberal Arts Building
-Auditorium
-The Diner
-Computer Labs
-MAC Computer Labs
-Classrooms
-Faculty Offices
-Student Success Center
-Student Clubs & Organizations

2 | Sciences Building
-Office of Student Life
-Computer Labs
-Tutoring Center
-Writing Center
-Classrooms
-Faculty Offices
-IT Department
-Starbucks

3 | Admissions & Registration
-Office of the Dean, Division of Student Affairs
-Office of Admissions
-Office of the Registrar
-Outreach & Events
-Alumni Affairs
-International Clinic

4 | Administration Building
-AUK Bookstore
-Finance Department
-Human Resources
-PR & Marketing
-Office of the President

5 | Library
American Corner
Conference Room
La Maison Du Cafe

6 | Intensive English Program (IEP)
IEP Classrooms
IEP Labs

7 | Center for Continuing Education

8 | Campus Services
Safety & Security

9 | Multipurpose Room

10 | Music Room

11 | Kwik Kopy

12 | Drama Room

13 | Physics Lab

14 | Biology Lab

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16 | Prayer Rooms

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Department of Public Relations and Marketing: The Department of Public Relations & Marketing reports to the Office of the President and is responsible for coordinating strategic initiatives and providing services that enhance the University's image, branding, media and public relations, and potential for recruiting and fundraising. The department encompasses the University's primary communications services: media relations and news services, design and production of all Major institutional publications, photo and video production, advertising, the institutional logo and identity program, and oversight of AUK's website Luminis Portal.

Discipline (Field of Study): A discipline is an academic field that may or may not have a major. Course offerings in a discipline may be taken as an elective or constitute a minor. For example, Biology, Drama, History, and Entrepreneurship Studies are all disciplines. AUK has courses in 37 disciplines.

Division Head: The Division Head is the person responsible for the administration of courses and personnel within their field of study. There are four Division Heads at AUK, one for each academic area: Business Administration & Economics, the Humanities & Arts, the Sciences & Engineering, and the Social Sciences.

E

Elective courses: There are two kinds of elective courses. One type of elective may be courses within the Major, such as "English electives." These electives are courses within the Major discipline (field of study) that the student may select from in order to complete the degree requirement. The other type of elective is the "free elective." Free electives are courses in several disciplines (fields of study) to be completed outside the Major that fulfill the interdisciplinary nature of a liberal arts university degree.

Executive Director of Finance and Administration: The Executive Director of Finance and Administration is the person responsible for the following areas of the University: Campus Services, The Center for Continuing Education, Finance, Human Resources, and Information Technology.

F

Freshman: The "freshman" status is given to a student who has completed between 0 – 30 credit hours. Usually, a freshman student is a first-year student.

G

General Education Requirements: General Education Requirements or GERs found at almost all American model universities, are courses in various discplines that require a student to develop breadth within his or her studies beyond the Major. Students are expected to complete all General Education courses within their first two years at AUK.

Grade Point Average (GPA): A student's Grade Point Average is a calculation of the average of a student's grades on a 4-point scale. A 4.0 is an "A," a 3.0 is a "B," etc.

Grievance: A grievance is a formal statement of complaint against another student, staff, or faculty member. A grievance is usually about the mishandling or misinterpretation of the application of AUK policies and procedures.

H

Health Services: AUK maintains a health care clinic operated by the International Clinic of Kuwait. At the on-campus clinic, a nurse and receptionist provide first aid, primary medical assistance, and minor emergency care for members of the University Community.

I

Incident: An incident is an occurrence that involves a breach of the AUK Code of Conduct.

Incomplete: A grade of "I," or "Incomplete", is c to a student who has not completed all the requirements of a course. In extenuating circumstances, such as authentic and confirmed emergencies (as per faculty discretion), the student may be able to finish the course work and receive their grade. If the student is not allowed to complete the coursework (as per faculty discretion) or unable to complete the work on time, the student will receive an "F" (failing grade) for the course.

Independent Study: The Independent Study, an upper-level Pass / Fail course open to Juniors and Seniors, is a course which is individually supervised and is about a topic or course that is not offered at AUK that semester. The student is allowed to take an independent study course after consultation with his or her faculty advisor.

Information Technology Department: The Information Technology Department provides integrated computing and communications infrastructure, services, and support to the University community. Services include academic and administrative applications for faculty, staff, and students. The Information Technology Department supports AUK's SunGard SCT Banner, Horizon library management, and Luminis (MyAUK Portal).

Intensive English Program: The Intensive English Program, or IEP, is a special preparatory program in Intensive English for students who qualify for admission into the University but whose English Language skills fall below the minimum TOEFL score (520) needed for University studies. The Program is designed to increase the language skills of students and empower them to succeed in University studies.

Internship: An internship is a supervised work 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. Internship may be paid or unpaid and may be taken for academic credit upon prior approval.

J

Junior: The "junior" status is given to a student who has completed between 61 – 90 credit hours. Usually, a junior student is a third-year student.

L

Lab: A lab course is a course or course component conducted in a laboratory. Students spend three hours a week in a lab, which awards the student one credit hour upon successful completion of the course.

Lecture: A lecture course is a classroom course. At AUK, lecture courses meet 150 minutes per week and awards the student three credit hours upon successful completion.

Liberal Arts: The Liberal Arts is a university curriculum and philosophy of education designed to develop intellectual capacities and general knowledge of science, humanities, and the arts (as opposed to technical or professional curriculum).

Library: The library is the facility that serves as a repository for information. It facilitates access to scholarly books, journals, and other information resources.

Lower-level courses: Lower-level courses are courses for freshman and sophomore students. These courses are at the 100 or 200 level.

M

Major: A student's Major is his or her principal field of study. The Major allows a student to have depth in their degree program, as each Major requires at least 42 credit hours in the field. AUK offers 13 Major degree programs.

Mascot: A Mascot is an animal or object adopted by the university to provide a symbolic identity. The AUK mascot is the Wolf.

Minor: A Minor is a specialization in a discipline (field of study) outside the Major degree program. The Minor requires fewer credits hours than a Major (usually 18 credit hours). AUK offers 22 Minors.

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

Memorandum of Understanding: An MOU is a document of agreement between two parties stating the rights, roles, and responsibilities of each party in regard to a certain program or project.

O

Office of Admissions: The Office of Admissions is responsible for guiding prospective students from the application process to enrollment at the University. Every semester the Office of Admissions evaluates all qualified applications and extend offers of admission to the most academically deserving applicants. Admissions is responsible for admitting both Undergraduate (First Year and Transfer) and Pre-University Intensive English students to the University.

Office of Student Life: The Office of Student Life is responsible for supporting the educational process through co-curricular programming and social activities, as well as through leadership opportunities. Student Life programs include: student activities, student clubs and organizations, student publications, intramural sports, leadership programming, AUK athletic teams, student employment program, and the AUK-Dartmouth Exchange and Internship program.

Office of the Registrar: The Office of the Registrar is the department at the university responsible for the management and administration of student records of courses taken, credit hours, and grade point averages.

Orientation: An orientation is a program for new students, staff, and faculty at AUK that is designed to acquaint them with the University's day-to-day processes, facilities, and opportunities.

P

Portal: SunGard's Luminis MyAUK Portal is an informational gateway that allows a student access to all of his or her personal university information in one place. For example, a student may access his or her financial information, grades, e mail, and university announcements.

Program: A program is usually a course of study. AUK offers several programs, such as Major Programs, Minor Programs, Certificate Programs, Internship programs, etc.

Program Lead: A Program Lead is a faculty member who is the head of a program and the leader of faculty in a discipline (field of study) or field. Usually, the field of study with a Program Lead has either a Major or a Minor.

Prerequisite: A prerequisite is a course that a student must complete in order to gain entry into certain upper-level courses.

President: The President of the University is the Head Administrator and the Chief Executive Officer of the University.

S

Semester: A Semester is a period of time during the academic year. It is composed of approximately 16 weeks.

Senior: The "senior" status is given to a student who has completed between 91 – 120 credit hours. Usually, a senior student is a fourth-year student.

Sophomore: The "sophomore" status is given to a student who has completed between 31 – 60 credit hours. Usually, a sophomore student is a second-year student.

Special Topics: A Special Topics course is a course that may only be offered that semester. Special topics courses are all upper-level courses, and may be repeated for credit with any other Special Topics course in the same discipline (field of study).

Student Code of Conduct: The AUK Student Code of Conduct is a group of policies and procedures intended to provide an overarching general statement which outlines acceptable and unacceptable behavior for AUK students as well as appropriate disciplinary procedures and sanctions.

Student Success Center: The Student Success Center is a department within the Division of Student Affairs. The Center offers advising and academic support services to all students who want to become more efficient and effective learners. The Student Success Center coordinates the following academic support programs: Tutoring, Supplemental Instruction, Writing Lab, Honor Code, and College Success workshops. These programs are designed to help students become independent and successful learners by improving their writing skills, study skills, increasing their understanding of course content, enhancing their self-confidence, and encouraging them to develop a positive attitude toward learning.

Summer Block course: The Summer term is approximately 8 weeks long. A student may take a course that is offered as a "full summer" course (an 8 week course), or may take a course that is offered as a "Summer Block 1" or a "Summer Block 2" course. These Summer block courses are approximately 4-weeks long. In order to ensure that the student receives all of the information necessary for the course, a Summer Block course often meets for longer sessions every day. This way, the student is able to receive the same amount of instructional time in a Summer Block course as he or she would in a semester (40 hours).

Syllabus: A syllabus is an outline of the course given to students. This document often contains the course description, learning outcomes, class policies, grading and assessment criteria, the calendar of assignments, and announcements regarding the midterm and final exams.

T

TBA: TBA stands for "To Be Announced." Students may see this abbreviation on Banner when looking up courses without instructors or without an assigned classroom. If the student registers for the course, the student will eventually be sent an e mail announcing the classroom number, instructor's name, etc.

Transcript: The transcript is a student's formal record of academic work, including courses taken, course grades, and GPA. Transcripts are issued by the Office of the Registrar.

Transfer Credit: Transfer credit is credit awarded by another academic institution and may be accepted at AUK as credit towards the degree. Transfer credit grades are not calculated into AUK GPA. Not all transfer credits will be accepted by AUK. Some coursework transferred to AUK will not have the same prefix or numbering scheme once transferred.

U

University Code of Conduct: The University Code of Conduct is the set of rules and regulations a student is expected to follow in order to maintain desirable behavioral standards at the University.

Upper-level courses: Upper-level courses are courses for junior and senior students. These courses are at the 300 or 400 level.

W

Withdraw: A student may drop a course (de-register from a course) after the "Add / Drop" period with the proper forms, permission, and financial penalty. A "Withdraw", or "W" mark, will be noted on the student's academic record.

AUK CAMPUS MAP

SALEM AL-MUBARAK STREET

Entrance

Entrance

ABDULLAH BIN MASOUD STREET

AMRO BIN ASSE STREET

17

16

8

3

6

10

5

9

4

2

7

1

Soccer Field

The Diner

14 **13** **12** **10** **14** **15**

Staff and Faculty Parking Lot

1 | Liberal Arts Building
-Auditorium
-The Diner
-Computer Labs
-MAC Computer Labs
-Classrooms
-Faculty Offices
-Student Success Center
-Student Clubs & Organizations

2 | Sciences Building
-Office of Student Life
-Computer Labs
-Tutoring Center
-Writing Center
-Classrooms
-Faculty Offices
-IT Department
-Starbucks

3 | Admissions & Registration
-Office of the Dean, Division of Student Affairs
-Office of Admissions
-Office of the Registrar
-Outreach & Events
-Alumni Affairs
-International Clinic

4 | Administration Building
-AUK Bookstore
-Finance Department
-Human Resources
-PR & Marketing
-Office of the President

5 | Library
American Corner
Conference Room
La Maison Du Cafe

6 | Intensive English Program (IEP)
IEP Classrooms
IEP Labs

7 | Center for Continuing Education

8 | Campus Services
Safety & Security

9 | Multipurpose Room

10 | Music Room

11 | Kwik Kopy

12 | Drama Room

13 | Physics Lab

14 | Biology Lab

15 | Campus Store

16 | Prayer Rooms

17 | The Hangout *(Activity Tent)*