

*History of Paris:
An Architectural Perspective*

SECTION I: Course Overview

UNH Course Number: ARH 420

Subject Areas: History, Architecture, Art History

Prerequisites: None

Language of Instruction: English

Contact Hours: 45

Recommended Credits: 3

DESCRIPTION

In this course you will trace the history of Paris from an architectural perspective from the Gallo-Roman times to the 21st Century. Our starting point is the conviction that architecture and city planning are more than utilitarian or aesthetic enterprises—that such efforts necessarily involve, and are often dominated by, political and ideological considerations. Therefore, you will analyze the political and historical forces at work in the many styles of modern French building in order to demonstrate how each style reflects both the contemporary historical forces at work in each period as well as the political aspirations, in both the domestic and international spheres. To this end, you will explore the crucial role played by the Monarchy, the Church, the aristocracy, the French State, the bourgeoisie, and France's many Kings, Emperors and Republican Presidents in the drafting, designing, funding, and constructing of the many grand monuments, public buildings, and private mansions in Paris.

You will see, study, sketch and photograph many structures in Paris in order to expose the political, historical and cultural considerations underlying the urban planning and various architectural and decorative styles that evolved here in Paris. In addition, you will become familiar with and able “to read” the many decorative motifs, symbols, icons and architectural techniques that evolved as a consequence and were employed so as to make pointed political statements and historical references. You will learn to recognize and critically appraise the historical, cultural, and political references manifested in different political buildings and historical monuments. In short, you will become a visually witness of and skilled commentator on the enduring fact that State architecture and style serve political objectives and power interests. These interests you will uncover and identify as you study on-site the political, religious and civil Art and Architecture which has shaped the urban development and history of Paris throughout the ages.

LEARNING OBJECTIVES

Cognitive/Knowledge Skills

- Organize the main chronological lines and stages of the history of Paris
- Trace the evolution and complexities of urban growth in medieval, modern & contemporary Paris
- Discern & describe the various architectural elements & styles of each historical period
- Read & interpret the political symbolism & historical relevance of a given style or building

Analytical/Critical Thinking Skills

- Evaluate the impact of social changes upon architectural and urban forms
- Trace the influence of technological change and political shifts on architectural development

- Be able to research, write and defend an essay in architectural analysis explaining the outlook, techniques and impact of Parisian architecture/urban design, in historical perspective
- Reveal historical, political & cultural meaning behind architectural & decorative design

Affective & Behavioral/Attitudinal Skills

- Demonstrate a heightened appreciation and curiosity for the form & content of Paris architecture and urban design
- Respond to art/architecture/urban design on critical-analytical levels appropriate for academic study as well as emotional levels appropriate for personal interest

SECTION II: Instructor & Course Details

INSTRUCTOR DETAILS

Name: Dr. Linnéa Tilly

Contact Information: LRollenhagen-Tilly@ceaStudyAbroad.com

Term: Spring 2018

Class Meetings: Tuesdays & Thursdays, 11:00am – 12:30pm

INSTRUCTIONAL FORMAT

The class meets twice per week, 1 ½ hours per day

Field Studies/Guest Speakers: The course will include the following field studies and/or guest speaker sessions:

- Notre Dame Cathedral
- Sainte-Chapelle or Saint-Denis
- Château de Vincennes
- Louvre
- Marais district
- Hôtel des Invalides
- Odéon district
- The Panthéon
- Palais Garnier
- Buttes-Chaumont
- Villa La Roche
- Centre Pompidou & Les Halles
- Front de Seine & Parc André Citroën
- Bercy district
- La Défense
- Clichy Batignolles

FORMS OF ASSESSMENT

The instructor will use numerous and differentiated forms of assessment to calculate the final grade you receive for this course. For the record, these are listed and weighted below. The content, criteria and specific requirements for each assessment category will be explained in greater detail in class. Any questions about the requirements should be discussed directly with your faculty well in advance of the due date for each assignment.

Class Participation 1	5%
Class Participation 2	5%
Onsite Drawings	5% + 5%

Note: The instructor reserves the right to make changes or modification to this syllabus as needed

Midterm Examination	20%
In Class Presentation	15%
Five written reports	25%
Final Examination	20%

Class Participation: This grade will be calculated to reflect your participation in class discussions, your capacity to introduce ideas and thoughts dealing with the texts, your ability use language effectively, and to present your analysis in intellectual, constructive argumentation.

When determining your class participation grade, traditional criteria such as material preparation, completed reading before class, and collaborative group work are all evaluated. But it is the active, meaningful and informed verbal and written contribution that you make that is most important to your overall participation grade. Indeed, willingness to share views in classroom discussions and the insightfulness of your comments and questions about assigned readings will all be taken into account when evaluating your participation.

Additionally, it is important to demonstrate a positive and supportive attitude to the instructor and your classmates, and give full attention to class activities (i.e., cell-phones off, laptop for notes only, not sleeping or distracted, etc.). Whereas attendance and punctuality are expected and will not count positively towards the grade, laxity in these areas will have a negative effect. The instructor will use the following specific criteria when calculating your class participation grade:

Criteria for Assessing Class Participation	Grade
You make major and original contributions that spark discussion, offering both critical and analytical comments clearly based on readings and research and displaying a working knowledge of theoretical issues.	A+ (9.70–10.00)
You make significant contributions that demonstrate insight as well as knowledge of required readings and independent research.	A-/A (9.00–9.69)
You participate voluntarily and make useful contributions that are usually based upon some reflection and familiarity with required readings.	B/B+ (8.40–8.99)
You make voluntary but infrequent comments that generally reiterate the basic points of the required readings.	C+/B- (7.70–8.39)
You make limited comments only when prompted and do not initiate debate or show a clear awareness of the importance of the readings.	C-/C (7.00–7.69)
You very rarely make comments and resist engagement with the subject, attending class having manifestly done little if any preparation.	D (6.00–6.99)
You make irrelevant and tangential comments disruptive to class discussion, a result of frequent absence and complete un-preparedness.	F (0–5.99)

Weekly On-Site Drawings: The purpose of these assignments is to link the more abstract in-class lectures and assigned readings to the outside world of concrete history and architecture that is physically present here in the city of Paris. You can of course study the history of Paris anywhere on Earth and profit handsomely from the intellectual activity. But how much more rewarding, memorable, and meaningful is the exercise of experiencing such history first-hand by seeing the actual urban and architectural sites and emotively sensing the drama and reality of historical place.

Therefore, your weekly assignment is to draw or sketch, a place, building or monument of historical and architectural importance here in Paris related to the topics discussed in class for that week. And in support of your drawings you will need to include the following points:

Instructions:

- 1) A brief, written description of the composition (location, characteristics, date etc.);
- 2) A technical terminology guide describing the architectural main-elements.

You'll find a solution to illustrate different views of the monument/site (plan(s) and façades). It is not your artistic talent that will be judged but your investment in this exercise, one that is designed to be instructive and fun.

Midterm & Final Examinations: The midterm and final exams are designed to establish and communicate to you the progress you are making towards meeting the course learning objectives listed above. They are comprised of questions and exercises that test your abilities in three important areas of competency: the amount of information you master; the accuracy of the information you present; and the significance you ascribe to the facts and ideas you have integrated across your study in this course.

Five Written Reports, Guidelines: The instructor will explain in detail the specific approach, methodology and content that will be integrated into your written reports. But as a quick checklist of things to begin thinking about, the following guidelines will help you in planning its execution of five assigned weekly field studies for personal working sessions.

- Use a wide variety of your *own* images, sketches and photos.
- Make a priority of the *study on site*, and try to search out a wide variety of bibliographical sources.
- Show *personal involvement* in your subject in a demonstrable way.
- At least one of the five, written reports must come from one of the following CEA AICAP activities: Chantilly, Opéra Ballet, Giverny, Provence, Paris vert.

For your Written Reports, your work will be greatly facilitated and the results more satisfying if you use your own photos. Do not download on-line photos of Paris monuments and buildings since you are here in Paris and can take your own photos, better ones and according to your specific interests and needs.

CEA Grading Scale: Your grades will be calculated according to CEA's standard grading scale, which is as follows:

CEA Grading Scale				
Letter Grade	Numerical Grade Low Range	Numerical Grade High Range	Percentage Range	Quality Points
A+	9.70	10.00	97.0 - 100%	4.00
A	9.40	9.69	94.0 - 96.9%	4.00
A-	9.00	9.39	90.0 – 93.9%	3.70
B+	8.70	8.99	87.0 – 89.9%	3.30
B	8.40	8.69	84.0 – 86.9%	3.00
B-	8.00	8.39	80.0 – 83.9%	2.70
C+	7.70	7.99	77.0 – 79.9%	2.30
C	7.40	7.69	74.0 – 76.9%	2.00
C-	7.00	7.39	70.0- 73.9%	1.70
D	6.00	6.99	60.0 – 69.9%	1.00
F	0.00	5.99	0 - 59.9%	0.00
W	Withdrawal			0.00
INC	Incomplete			0.00

On-site Rendezvous Information: As this class is organized around on-site study excursions, I will do my best to clearly indicate for you the point of rendezvous beforehand. And I appreciate that in a large and unfamiliar city such as Paris, it is not easy for you to accurately calculate travel time, not to mention the possibility of both unforeseen transport delays and simply getting good and lost. Paris has historically been a logistical challenge even for those with a well-developed sense of direction.

But you can avoid the consequences of most all of these delays by planning to arrive at the pre-scheduled meeting place well-in-advance of the beginning of class. This is Paris where there is almost unfailingly a charming café located somewhere nearby. So come early and plan to have coffee with friends. But at the very least, arrive for class 10 minutes early.

Class will begin precisely at the scheduled hour and we will be on the move shortly thereafter. Consequently, if you arrive late you will not be able to find us and I will have to mark you absent. If you are late however, do not give up. But don't let this situation happen in the first place. It is up to you to make the necessary bus or metro connections in order to arrive on time for each class at the specified place.

CEA ATTENDANCE POLICY

Every student is expected to attend all scheduled class sessions (including field studies), arriving on time, and thoroughly prepared for the day's class activities. In compliance with NEASC and UNH accreditation requirements, CEA instructors compile regular attendance records for every course and take these records into account when evaluating student participation and overall course performance.

In this course, students are allowed to have the following number of absences due to sickness, personal emergency, inevitable transport delay, and other related impediments:

Courses that meet 2 days per week	Allowed absences	Automatic failing grade at 8 th absence
SEMESTER		
Courses that meet 2 days per week	2	8

No documentation is required for such absences, as CEA does not distinguish between excused or unexcused absences. For every additional absence beyond the allowed number, the final course grade will drop down to the subsequent letter grade (e.g., A+ to A).

The following table below outlines how your absence(s) will impact your overall grade:

Absence	1	2	3	4	5	6	7	8
Penalty	No Penalty	No Penalty	1/2 letter grade	One full letter grade	One and half letter grade	Two full letter grades	Two and half letter grades	Automatic Failure
Grade	A+	A+	A	A-	B+	B	B-	F

Late arrivals or early departures from class can result in being marked absent. Furthermore, to comply with UNH, CEA and in country immigration regulations, you must maintain full-time student status by enrolling and regularly attending at least 12 credit hours per week for the duration of the semester. Consequently,

CEA will dismiss from all CEA courses, programs, activities and housing any student who fails to maintain satisfactory academic progress or full-time student status.

WORKLOAD EXPECTATIONS

In conformity with CEA policy, all students are expected to spend at least two hours of time on academic studies outside of, and in addition to, each hour of class time.

REQUIRED READINGS

Listed below are the required course textbooks and additional readings. Whether you buy your books from our locally affiliated merchants or whether you acquire these before arrival, you must have constant access to these resources for reading, highlighting and marginal note-taking. It is required that you have unrestricted access to each. Additional copies will be placed on reserve in the Academic Affairs office for short-term loans. Access to additional sources required for certain class sessions will be provided in paper or electronic format consistent with applicable copyright legislation. In addition, the Academic Affairs Office compiles a bank of detailed information about the many libraries, documentation centers, research institutes and archival materials located in the host city and accessible to CEA students. You will be required to use these resources throughout your studies. Direct access to additional resources and databanks are available to you through the online library of the University of New Haven.

Weekly Readings on Moodle

Anthony Sutcliffe, *Paris - An Architectural History*, Yale University Press, (New Haven and London), 1993, 221 p.

Andrew Ayers, *The Architecture of Paris*, Menges, London 2004, 296pp.

Philippe Simon, *Paris Visite Guidée. Architecture, Urbanism, History and Actuality*, Picard, Paris 2007, 223 p.

Martin Padberg, *Art & Architecture*, Paris, H.F. Ullmann, China 2007, 479 p.

Alistair Horne, *Seven Ages of Paris*, Vintage, USA 2002, 458 p.

David H. Pinkney, *Napoleon III and the Rebuilding of Paris*, Princeton University Press, (Princeton, New Jersey), 1958, 245pp.

Cyril M. Harris (ed.), *Illustrated Dictionary of Historic Architecture*, Dover Pub., (NY), 1977, 580pp.

Recommended Readings

Richard Barber, *The Penguin Guide to Medieval Europe*, Penguin Books, 1984.

Maria Costantino, *Treasures of the Louvre*, Bdd Promotional Book Co., 1992, 160pp.

Claire Downey, "False Façades", *Paris City Magazine*, (Paris) n.d.

Norbert Elias, "The Structure of Dwellings as an Indicator of Social Structure," in *The Court Society*, Basil Blackwell, (Oxford) 1983, translated from the German.

Robert Hughes, *The Shock of the New*, Knoph, (London) 1992.

Barbara Miller Lane, "Architects in Power: Politics and Ideology in the Work of Ernst May and Albert Speer", in Robert I. Rotberg (ed.) *Art & History: Images and Their Meaning*, Studies in Interdisciplinary History, Cambridge University Press, 1988.

David Macaulay, *Cathedral: The Story of Its Construction*, Collins, (London), 1973.

H. Martin, *Guide to Modern Architecture in Paris*, Syros (several editions).

Stan Neumann, *Paris: Roman d'une ville*, Les Films d'ici, Paris 52' Film, Translated by Scott Blair.

Stephen O'Shea, "Paris", in *The Penguin Guide to France 1989*, Penguin Books, (New York) 1989.

John Summerson, *The Classical Language of Architecture*, Thames and Hudson, World of Art, 1988.

Jack Tresidder, *Symbols and their Meanings*, Duncan Baird, 2nd rev. ed., (London) 2006, 184pp.

Philippe Velay, *From Lutetia to Paris*, Presses du CNRS, (Paris) 1992. Translated from French.

Additional Suggested Readings:

Note: The instructor reserves the right to make changes or modification to this syllabus as needed

M. Béhar, M. Salama, *Paris Nouvelle/New Architecture*, Paris: Regireix-France, 1985.
B. Bergdoll, *European Architecture 1750-1890*, Oxford History of Art, OUP, 2000.
A. Blunt, *Art and Architecture in France. 1500-1700*, The Pelican History of Art, 1982.
N. Evenson, *Paris: A Century of Change, 1878-1978*, YUP, New Haven and London, 1979.
M. Fleury, V. Kruta, *The Castle of the Louvre*, ed. Fajon, 1998.
A. Gleiniger, G. Matzig, S. *Contemporary Architecture*, Prestel, Munich New York, 1997.
Pavillion de l'Arsenal, *Paris: A City in the Making*, Babylone, Pavillion de l'Arsenal (several editions).

Online Reference & Research Tools

Aids for History:

Frances Condon, Grazyna Cooper, *Welcome to Internet for Historians*, <http://www.vts.rdn.ac.uk/tutorial/history>
Jo Bell Whitlatch, *Library Research in History*, <http://www.library.sjsu.edu/leaphist.htm>
Cornell University Library, *Research Guide for History*, <http://www.library.cornell.edu/okuref/history.html#toc>

Aids for Architecture:

Resources for the study of Architecture: <http://witcombe.sbc.edu/ARTHLinks.html>
UNLV Library Resources in Architecture: <http://library.nevada.edu/arch/rsrce/webrsce/contents.html>
A Digital Archive of Architecture: http://www.bc.edu/bc_org/avp/cas/fnart/arch/contents_europe.html
Vassar College Art Library: <http://artlibrary.vassar.edu/>
Symbols in Christian Art & Architecture: <http://home.att.net/~wegast/symbols/symbols.htm>
On-line Encyclopedia of Western Signs and Ideograms <http://www.symbols.com/>
Jim Kunstler's Architectural Eyesore of the Month, <http://www.kunstler.com/eyesore.html>

History of Paris : An Architectural Perspective
Course Content Chart

Session	Topic	Activity	Student Assignments
1	Introduction to Course Guidelines for Architectural & Urban Analysis	Presentation of Syllabus Lecture & Discussion	Be Ready to Discuss your first impressions of the Architecture & Urban fabric of Paris
2	Antic Paris	Principles of Roman Engineering Urban Life Comes to <i>Lutetia</i> Metro 10: Cardinal Lemoine	Readings: Velay: <i>From Lutetia to Paris</i> A. Ayers, <i>passim</i>
3	Religious Medieval Paris: The Romanesque & Gothic Styles Origins & Characteristics	Lecture & Discussion	Readings: Sutcliffe: pp.8–11 A. Ayers, <i>passim</i> . Macaulay : <i>Cathedral</i>
4	Religious Medieval Paris: The cathedral of Paris: Notre-Dame	Metro 4 : Cité or Saint-Michel, meet in front of the Cathedral	
5	Medieval Paris: A Fortified City Civil & Military Architecture	Lecture & Discussion	Readings: Sutcliffe: pp.8–11 A. Ayers, <i>passim</i> . R. Barber, <i>Penguin Guide to Medieval Europe</i> Draw: a Gothic church
6	Siege & Defense in the Middle Ages Vincennes Fortress	Study Excursion: <i>Château de Vincennes</i> Métro 1 Château de Vincennes (Meet in front of the fortress)	

Note: The instructor reserves the right to make changes or modification to this syllabus as needed

History of Paris : An Architectural Perspective
Course Content Chart

7	The French Renaissance Origins & Characteristics	Lecture & Discussion	<p align="center">Readings: Sutcliffe: pp.12–19 A. Ayers, <i>passim</i>. J. Summerson, <i>The Classical Language of Architecture</i></p> <p align="center">Draw: <i>A Medieval fortification system</i></p>
8	The French Renaissance <i>The building of the Louvre</i>	<p align="center">Study Excursion: <i>Le Louvre</i> M 1 Palais Royal –Musée du Louvre Meet outside the Pyramid</p>	
9	17th century Paris Early Projects for Urban Renewal	Lecture & Discussion	<p align="center">Readings: Sutcliffe: pp. 19-24; A. Horne: <i>Seven Ages of Paris</i>, pp. 78-145. A. Ayers, <i>passim</i>.</p> <p align="center">Draw: The classical orders</p>
10	Private Architecture & Style Medieval & Modern Private Building Codes in Paris	<p align="center">Study Excursion: <i>Le Marais</i> <i>Meet outside M1 St-Paul</i></p>	
11	18th Century Bourbon Styles Origins & Characteristics	Lecture & Discussion	<p align="center">Readings: Sutcliffe Chapter 4 A. Horne: <i>Seven Ages of Paris</i>, pp.145-156. A. Ayers, <i>passim</i>.</p> <p align="center">Draw: <i>French classicism and/or a Parisian Mansion house (hôtel particulier)</i></p>

Note: The instructor reserves the right to make changes or modification to this syllabus as needed

History of Paris : An Architectural Perspective
Course Content Chart

12	Public and Royal projects : from the century of Enlightenment	Study Excursion: <i>Odéon district & Le Panthéon</i> Meet outside M 4/10 Odéon	
13	Mid-term Review		
14	Mid-term examination	Exam	
15	19th century Paris Origins & Characteristics	Lecture & Discussion	Readings: Sutcliffe Chapters 5 & 6 A. Horne: <i>Seven Ages of Paris</i> , pp.159-250. A. Ayers, <i>passim</i> . Pinkney: <i>The Rebuilding of Paris</i>
16	The Second Empire The Triumph of Bourgeois Style in the Working districts	Study Excursion: <i>Opéra Garnier</i> <i>M Opéra</i> <i>Meet on the stairs outside the Opéra</i>	
17	Modern Movements Art Nouveau, Belle Epoque and International Styles in Paris	Lecture & Discussion	
18	Modern Styles Paris World's Fair area	Study Excursion : <i>16th district: Le Corbusier, Mallet-Stevens, Hector Guimard, Auguste Perret</i> <i>Meet outside M9 Jasmin</i>	
19	Post War Paris	Lecture & Discussion	
			Draw: <i>Haussmann Paris</i>
			Readings: Sutcliffe: chapter: 9

Note: The instructor reserves the right to make changes or modification to this syllabus as needed

History of Paris : An Architectural Perspective
Course Content Chart

20	Post War Paris <i>Les Halles and Le Centre Pompidou</i> Gigantism & Urban Renewal	Study Excursion: Le Centre Pompidou and Les Halles Meet on the slope in front of Centre Pompidou	Le Corbusier Athens Charter <i>A.Ayers, passim</i> Draw : Modern movements
21	New urban concepts		
22	Paris Today	Study Excursion: Clichy-Batignolles Meet outside M 13: Brochant	Readings: Sutcliffe: Preface, chap.1 & 10 Ayers: Introduction, pp.1-18 Le Corbusier Athens Charter. Continue Reviewing All Class Readings, Notes & Materials Draw: Post-war Paris
23	Paris Tomorrow ?	Lecture & Discussion	
24	<i>La Défense :</i> A Modern Paris EPAD/Defacto & Cooperative Urban Planning	Study Excursion: la Défense Meet outside M1 Esplanade de La Défense, exit 1	Readings: Sutcliffe: Preface, chap.1 & 10 Ayers: Introduction, pp.1-18 Le Corbusier Athens Charter. EPAD Documentation on <i>La Défense</i> Continue Reviewing All Class Readings, Notes & Materials Draw: Contemporary urban concepts

Note: The instructor reserves the right to make changes or modification to this syllabus as needed

History of Paris : An Architectural Perspective
Course Content Chart

25	Review at the Cité de l'Architecture Meet outside Métro 6/9 Trocadéro exit Palais Chaillot – on the stairs of the Cité de l'Architecture	Review	Review all Class Readings, Notes & Materials
26	Student Conference Day @ CEA	Presence required	
27	Final Examination	Exam	Review all course materials

Note: The instructor reserves the right to make changes or modification to this syllabus as needed

SECTION III: CEA ACADEMIC POLICIES

CEA is committed to providing excellent educational opportunities to all students. The policies outlined in this section outline general expectations for CEA students. Please carefully review the relevant course policies outlined below to ensure your success in this course and during your time abroad.

Furthermore, as a participant in the CEA program, you are expected to review and understand all [CEA Student Policies](#), including the academic policies outlined on pages 19-23 of this document. CEA reserves the right to change, update, revise or amend existing policies and/or procedures at any time.

A. CLASS/INSTRUCTOR POLICIES

PROFESSIONALISM AND COMMUNICATIONS: As a student, you are expected to maintain a professional, respectful and conscientious manner in the classroom with your instructors and fellow peers. Following class policies as outlined in the sections below set the general expectations for your behavior and performance in CEA classes.

You are expected to take your academic work seriously and engage actively in your classes while abroad. Advance preparation, completing your assignments, showing a focused and respectful attitude are expected of all CEA students. In addition, expressing effective interpersonal and cross-cultural communication is critical to your success. Demonstrating your effort to do the best work possible will be recognized, whereas unconstructive arguments about grades, policies, procedures, and/or trying to get out of doing required work will not be tolerated. Simply showing up for class or meeting minimum outlined criteria will not earn you an A in this class. Utilizing formal communications, properly addressing your faculty and staff, asking questions and expressing your views respectfully demonstrate your professionalism and cultural sensitivity.

ARRIVING LATE / DEPARTING EARLY FROM CLASS: Consistently arriving late or leaving class early is disruptive and shows a lack of respect for instructor and fellow students. For persistently missing class time, the instructor deducts percentage points from the overall participation grade as indicated earlier in the syllabus. Missing a significant portion of one of your classes may constitute a full day's absence. If you arrive late due to serious and unforeseen circumstances, or if you must leave class early due to illness or emergency, you must inform the instructor immediately. The instructor will determine if the amount of class time missed constitutes an absence.

SUBMITTING WORK: All formal written work you carry out in this course (research papers, projects, studies, etc.) must be submitted in electronic format. Your instructor may also require that you hand in a hard copy of your work in class. You should keep copies of your work until your academic records have been recorded at your home institution, which may take 3 – 12 months after the completion of your program. As a student, you are responsible for providing copies of your work in the event of grade appeals, credit transfer requirements, faculty requests, etc.

LATE HOMEWORK: Homework is due at the specified date and time stated by your instructor. Late homework may not be accepted and/or points may be deducted as a result. Typically, homework submitted several days after the deadline, with no previous discuss with your instructor will not be accepted. It is up to your instructor's discretion to determine penalties for homework submitted after the deadline.

EXTRA CREDIT: Individual student requests for extra credit are not permitted. Extra credit for students' who miss classes, quizzes, exams is not available in any circumstance. Typically, extra credit will not be awarded, however, in the special event your instructor determines extra credit is available for the class, it is up to his/her discretion on how and when to award opportunities for credit. Under no circumstance will extra credit exceed more than 5% of your overall course assessment.

SECTIONS: Students must attend the class section they are registered in and may not switch sections for any reason. Students who turn up in a section of a class they are not registered in will not be able to stay for the lesson and will not be considered present unless they attend their assigned section that week.

Note: The instructor reserves the right to make changes or modification to this syllabus as needed

MAKE-UP CLASSES: CEA reserves the right to schedule make-up classes in the event of an unforeseen or unavoidable schedule change. All students are expected to attend any make-up classes and the standard attendance policy will apply. Make-up classes may be scheduled outside of typical class hours, as necessary.

MISSING EXAMINATIONS: Examinations will not be rescheduled. Pre-arranged travel or anticipated absence does not constitute an emergency and requests for missing or rescheduling exams will not be granted.

USE OF CELL PHONES, LAPTOPS AND OTHER ELECTRONIC DEVICES: Always check with your faculty about acceptable usage of electronic devices in class. Devices may be used during class breaks and before/after official class times only. Students who create a disturbance or fail to pay attention in class due to electronic devices, will receive a warning and must immediately put devices away unless otherwise instructed by your professor. Inappropriate usage of your electronic devices or repeat warnings will result in a warning and may lead to a deduction in participation grades and/or class dismissal. Any students asked to leave class will be counted absent for the day.

Cell Phones: Use of a cell phone for phone calls, text messages, emails, or any other purposes during class is impolite, inappropriate and prohibited. Students are asked to show common courtesy to others in order to create a positive learning environment and eliminate distractions for everyone. Cell phones, tablets, watches and other electronic devices are to be turned off or silenced (do not set to vibrate) and placed in your purse, backpack, briefcase, etc. during class and any parts of the course including guest lectures, academic excursions, site visits and so on.

Laptops: Faculty determine whether laptops will be allowed in class. The use of a laptop may be limited to specific purposes including note taking, as allowed by special needs/academic accommodations, and/or at the discretion of the instructor. The use of a laptop is prohibited during all tests and quizzes, unless otherwise specified by your instructor. If you have any questions, check with your instructor.

ACTIVE LEARNING - ACADEMIC EXCURSIONS, FIELD TRIPS, SITE VISITS, GUEST LECTURES, ETC:

Students will have the opportunity to participate in a variety of experiential learning activities throughout the course. These activities may take place during regular class hours, or they may be scheduled outside class hours on occasion. Students should be mindful to arrive well prepared and on time for these activities and be engaged and respectful as it is a privilege to be invited to these visits and meet with local experts. Disrespectful behavior will result in a warning and/or dismissal from the activity and may result in a grade deduction or absence for the class period.

GRADE DISPUTES: Any questions about grades or grade dispute you encounter in this course must immediately be discussed with the instructor and resolved onsite before the last week of class. Only end-of-term assignments graded after the end of your program are subject to CEA's formal grade appeal procedure. For more information, see *CEA Academic Policies* at http://www.ceastudyabroad.com/docs/CEA_Policies.pdf.

B. CEA GENERAL ACADEMIC POLICIES

COURSE REGISTRATION: It is your responsibility as a student to ensure that your course registration records are accurate for all enrolled courses throughout the semester. At the beginning of the semester and at the end of course registration, check your *MyCEA Account* to ensure you are properly enrolled in all of your desired courses. If a course is missing or an additional course is present, you must resolve with CEA academic staff immediately.

ADD/DROP POLICIES: Students may make changes to registration once onsite, as long as full-time student status is maintained (12 credit hours in the semester) and academic program requirements are maintained. All changes must be made at the start of each term during the designated Add/Drop Period, which concludes at the end of the first week of classes during a semester or on the second day of classes during summer programs. Some limitations may apply. You are responsible for notifying your home institution of any schedule changes.

COURSE WITHDRAWAL:

Students wishing to withdraw from a course after the conclusion of the CEA Add/Drop period must do so by completing the [Change of Course Petition Form](#). Course withdrawals filed after the end of the first week of classes until the Course Withdrawal Deadline will be reported as a “W” on the academic transcript. The Withdrawal Deadline for a semester program is the Friday of the ninth week of classes. The Course Withdrawal Deadline for a summer program is at the end of the first week of classes. Course withdrawals for special programs such as Early Start, may vary, or may not be available. Please see the Academic Calendar for specific course withdrawal dates for your session. You must also notify your instructor in writing of your intent to withdraw from the course. After the Course Withdrawal Deadline, any student effectively withdrawing from a course by virtue of not attending will be given an “F” in accordance with the CEA Attendance Policy. You must remain academically eligible in all cases by complying with the minimum number of credits required to maintain full-time status. No tuition or course fee refunds or adjustments will be made due to course withdrawals.

MONITORING GRADES AND ATTENDANCE: You are responsible for monitoring your grades and attendance records throughout the course. Any questions or concerns should be discussed immediately with your instructor and/or local academic staff. Your grades and attendance records can be accessed via your *MyCEA Account* online at any time throughout the semester.

ACADEMIC INTEGRITY: CEA is an academic community based on the principles of honesty, trust, fairness, respect and responsibility. Academic integrity is a core value which ensures respect for the academic reputation of CEA, its students, faculty and staff. CEA expects that you will learn in an environment where you work independently in the pursuit of knowledge, conduct yourself in an honest and ethical manner and respect the intellectual work of your peers and faculty. Students, faculty and staff have a responsibility to be familiar with the definitions contained in, and adhere to, the CEA Academic Integrity Policy.

For the complete policies, please see the Academic Integrity Policy in its entirety by visiting http://www.ceastudyabroad.com/docs/GC_Academic_Integrity_Policy.pdf.

Violations of CEA’s Academic Integrity Policy may result in serious consequences, including program dismissal. CEA also reserves the right to share information of such violations with your home institution.

SPECIAL ACCOMMODATIONS: CEA is supportive of students with the need for special accommodation(s) on its study abroad programs. In order to accommodate special requests, students must notify CEA in advance and provide documentation no later than one week from the start of classes. Students requesting special accommodation(s) must submit CEA’s Special Accommodation(s) Form. CEA will review requests to determine what accommodation(s) can be granted. The extent to which accommodations can be provided depends on the nature of the accommodation needed, the general situation in the host country regarding accessibility and available services and costs of services. Late requests are subject to review, and CEA may not be able to provide accommodations. Retroactive requests for accommodations will not be considered. Additional details can be found: <http://www.cEAStudyAbroad.com/docs/CEA-DisabilityPolicy.pdf>

RELIGIOUS HOLIDAYS: CEA is sensitive to, and supportive of, the fact that faculty, staff and students constitute a rich mixture of religious and ethnic groups. CEA recognizes that many religious holidays merit or require absence from class. To strike a reasonable balance between accommodating religious observance and meeting academic needs and standards, CEA instructors will make reasonable accommodation when a student must miss a class, exam or other academic exercise because of a required religious observance, when the instructor/Academic Office is informed of the specific instance in need of accommodation within the first two weeks of the semester course, or by the end of the second class meeting of summer or short session. Students must submit any missed work in advance of the holiday and will be required to make up missed class time through alternate assignments to receive full credit for time out of class. Students must

submit a written request for religious accommodations using *CEA's Religious Observance Request Form* in the timeline stated above for full consideration.

ACADEMIC ELIGIBILITY: You must remain academically eligible to participate in CEA classes. Factors determining eligibility are outlined in [CEA Student Policies](#), including: full-time status, satisfactory academic progress and complying with academic and attendance policies. Whether you plan to transfer letter grades back to your home institution or not, CEA expects that you will complete all graded assessment categories in each course in which you are enrolled. Failure to complete course requirements will result in grade penalties, and may lead to academic probation and/or program dismissal if you are unable to maintain satisfactory academic progress or full-time student status in your program.

EARLY PROGRAM DEPARTURE: CEA does not allow early program departures. Students departing the study abroad program prior to the end date remain subject to all course policies, including attendance. Assignments, presentations, examinations, or other work will not be rescheduled for voluntary early program departures. In the event of an emergency in which a student is unexpectedly unable to complete the program, students may submit a request for *Leave of Absence or Program Withdrawal* using the appropriate form for CEA review and approval. Contact CEA academic staff to request these forms.

COURSE AND INSTRUCTOR EVALUATIONS: Students will have the opportunity to evaluate both the class and the instructor at the conclusion of the course. Your constructive participation in the evaluation process is important and appreciated.

TRANSCRIPTS: CEA transcripts for this course will be available approximately 90 days from your program completion.

APPEALING A GRADE: Students who decide to appeal a course grade must do so within the **60-day period** following the end of your academic program (or, for academic year students, the end of the semester in which the course was taken). Upon receiving course grades through the *MyCEA Account*, you may initiate the appeal process by filling out and submitting to Academics@ceastudyabroad.com and your onsite academic staff the CEA *Grade Appeal Application Form*.

The grade appeal must concern an end-of-semester form of assessment calculated after the Program End date. It is your responsibility to address all interim grading issues directly with your instructor(s) while onsite. The appeal procedure and the grade re-evaluation it requires do not guarantee a change in grade and could result in an increase, no change, or decrease in the final grade. Any change is subject to a ruling by the course instructor, in consultation with the Academic Director, and must be based on the academic evidence provided by you to support the appeal. Keep in mind that you may need to submit copies of your work, emails to/from faculty if you are disputing a grade. We recommend keeping records of your work and communications for 3 – 12 months after program completion, until your academic records have been recorded at your home institution.

Upon receiving the results of the review and the decision of the instructor, CEA staff will inform you of the outcome of the appeal. Students who decide to submit a secondary appeal must submit a *Grade Appeal Review Petition* to the Department of Academic Affairs at Academics@ceastudyabroad.com within 15 days of being informed of the initial appeal decision. Secondary appeals will be reviewed by CEA's Academic Review Board. All decisions from the Academic Review Board are final.

A FULL LIST OF CEA POLICIES IS AVAILABLE ONLINE:

[HTTP://WWW.CEASTUDYABROAD.COM/DOCS/CEA_POLICIES.PDF](http://www.ceastudyabroad.com/docs/CEA_POLICIES.PDF)