



University of
New Haven

Social History of the Italian Mafia

SECTION I: Course Overview

UNH Course Code: HIS341

Subject Area: History, Cultural Studies

Prerequisites: A basic knowledge of general Italian history is recommended

Language of Instruction: English

Contact Hours: 45

Recommended Credits: 3

COURSE DESCRIPTION

'Mafia' is now one of a long list of words – like 'pizza', 'spaghetti', 'opera', and 'disaster' – that Italian has given to many other languages across the world. It is commonly applied to criminals far beyond Sicily and the United States, which are the places where the mafia is historically based. 'Mafia' has become an umbrella label for whole world panoply of gangs – Chinese, Japanese, Russian, Chechen, Albanian, Turkish, and so on – that have little or nothing to do with the Sicilian original. — John Dickie, Cosa Nostra

This course will examine the history of the Sicilian mafia from the Unification of Italy in 1861 to the present day, considering how different cultural, social, political, and economic factors during this period influenced its development.

The history of the mafia is not just the chronicle of the criminal deeds of a select list of mobsters. It is at the same time a chronicle of Italy's uneasy institutional configuration, the dangerous liaison between politics and crime in the stabilization of power, the hundreds of people who have fought the mafia since the late nineteenth-century (and in many cases lost their lives), and those numerous others who have favored the mafia's cause for reasons ranging from rational fear to downright complicity.

You will be encouraged and guided to critically analyze the material discussed in class and the assigned readings. Rather than remembering the names of bosses or dates of massacres, the emphasis is upon understanding the interrelated historical and cultural dynamics such as changes in national politics and legislation and the transformation of illicit activities. In this course, students will cultivate a more incisive knowledge of the mafia.

LEARNING OBJECTIVES

- Understand the fundamental aspects of the Italian mafia
- Recognize the relationship between mafia and Italian history

The instructor reserves the right to make changes or modifications to this syllabus as needed

- Critically consider the relationship between the mafia and Italian politics and society
- Analyze the social relations within the organization and between the Mafiosi and the external world
- Distinguish the similarities and differences between the Italian and the American mafia as well as other criminal organizations in Italy
- Be in a position to chart the recent developments and shifting contexts of Italian organized crime as well as anti-mafia groups

SECTION II: Instructor & Course Details

INSTRUCTOR DETAILS

Name:	TBA
Contact Information:	TBA
Term:	Summer

INSTRUCTIONAL FORMAT

This class will meet once a week for 2 hours and 40 minutes. During each week, time will be devoted to an ongoing, chronological analysis of the mafia's development as well as to social, political, and cultural analyses of the phenomenon that will be introduced by the instructor and discussed by students. Photographic and cinematic material will also be viewed and discussed. Meetings with members of an anti-mafia association and/or personalities involved in the fight against the mafia will be arranged according to their availability.

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. However, you must complete all grading assessment categories to receive a grade for this course. In addition, your work and behavior in this course must fully conform to the regulations of the [CEA Academic Integrity Policy](#) to which you are subject. Finally, 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 such work.

Class Participation	10%
Research Project Proposal & Annotated Bibliography	15%
Midterm Examination	20%
Final Paper with Portfolio	20%
Oral Presentation	10%
Final Examination	25%

ASSESSMENT OVERVIEW

Class Participation (10%): 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. Whereas attendance and punctuality are expected and will not count positively towards the grade, laxity in these areas will have a negative effect on your grade. 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 make useful contributions and participate voluntarily, which are usually based upon some reflection and familiarity with required readings.	B/B+ 8.40-8.99
You make voluntarily 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 7.40-7.69
You very rarely make comments and resist engagement with the subject, attending class having manifestly done little if any preparation.	D+/C- 6.70-7.39
You are unable to make useful comments and contributions, being occasionally absent from, generally passive in, and unprepared for class.	D-/D 6.00-6.69
You make irrelevant and tangential comments disruptive to class discussion, a result of frequent absence and complete un-preparedness.	F Below 6.00

Research Project Proposal & Annotated Bibliography (15%): To be handed in at the beginning of week 5. The first stage of this project is a working proposal that identifies your topic, scope, approach and objectives. You will design a particular research question or identify a ‘problem’ and offer ways of approaching it and where applicable answering/solving the problem. Your research proposal must be accompanied by an annotated bibliography (that is, accompanied by your written comments on the origins, value and limitations of your sources), identifying key sources and how you plan to use them.

Final Paper with Portfolio (20%): The final paper (2,000 – 2,500 words) will be based on your research project proposal and annotated bibliography. In order to produce your final paper, you will keep a portfolio of research materials during the term. The final paper and the portfolio will both be assessed at the end of the course.

Midterm & Final Examinations (45%): The midterm is comprised of two parts. The first part will test your factual knowledge relating to material from the first half of the course; the second part is an essay response question. The final consists of two essay response questions (of equal value) selected from five questions relating to material from across the entire course. The essay questions for the final exam will be distributed to students before the date of the exam in order to allow for preparation.

Grading Criteria: The following grading criteria will be used for evaluating your research project proposal, bibliography, and the final paper

- **A (100 – 90):** The student’s work directly and clearly addresses the questions raised in the exam/research project, and displays an extensive knowledge of relevant information. The work demonstrates an ability to critically evaluate historical issues regarding the mafia and possesses an element of novelty and originality. There is clear evidence of a significant amount of reading besides the key texts required for the course and, in the case of the research project and proposal, an ability to critically select and discuss literature on a chosen topic.

- **B (89 – 80):** This is a highly competent level of performance that directly addresses the questions raised in the exam or, in the case of research project and proposal, clearly identifies issues for discussion. The student’s work demonstrates some ability to critically evaluate historical issues and relate them to the development of the mafia. The student’s discussions reflect personal arguments and are not simply a repetition of standard lecture and reference material. The work does not suffer from major errors or omissions and provides evidence of reading beyond the key texts.
- **C (79 – 70):** This is an acceptable level of performance, which provides clear but limited answers/analysis that draw uncritically from information in the class lectures and selected sources.
- **D (69 – 60):** This level of performance demonstrates that the student lacks a coherent grasp of the material. Important information is omitted and irrelevant points included. In effect, the student has barely done enough to persuade the instructor that s/he should not fail.
- **F (59 – 0):** This work fails to show any knowledge or understanding of the issues raised in the question. Most of the material discussed by the student is irrelevant. Note: evidence of extensive plagiarism in the research paper (i.e. cutting and pasting from the internet) will result in an F.

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.

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	7.00	7.69	70.0 – 76.9%	2.00
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

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:

The instructor reserves the right to make changes or modifications to this syllabus as needed

Courses that meet X days per week	Allowed absences	Automatic failing grade at X th absence
SEMESTER		
Courses that meet 4-5 day per week	1	4 th absence

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
Penalty	No Penalty	1/2 letter grade	1 full letter grade	Automatic Failure
Grade	A+	A	A-	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.

Examinations will not be rescheduled except in cases of genuine emergencies. Pre-arranged travel or anticipated absence does not constitute an emergency situation. Authorizing make-up examinations is at the discretion of the onsite Academic Director.

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. The required text for this course is:

Dickie J., *Cosa Nostra: A History of the Sicilian Mafia*. Hodder, 2007.

(Please note that there are numerous copies of this book in the CEA Rome Center library)

RECOMMENDED READINGS

The following books are recommended readings and are currently available at the CEA Resource Center:

Blok, A., *The Mafia of a Sicilian Village, 1860-1960: a Study of Violent Peasant Entrepreneurs*. Oxford, 1974

Dash, M., *The First Family: Terror, Extortion, Revenge, Murder and the Birth of the American Mafia*. Ballantine Books, 2010

Di Lampedusa G., *The Leopard*. Pantheon, 1991

Foot, J., *Modern Italy*. Palgrave, 2003

Gambetta, Diego. *Codes of the Underworld: How Criminals Communicate*. Princeton University Press, 2011

Ginsborg P., *Society and Politics 1943-1988*. Penguin, 1990

Ginsborg P., *Italy and Its Discontents 1980-2001*. Penguin, 2001

Jamieson A., *The Antimafia. Italy's Fight Against Organized Crime*. St. Martin's Press, 2000

Lane D., *Into the Heart of the Mafia: A Journey Through the Italian South*. Profile Books, 2009

Lewis N., *The Honoured Society*. Eland, 1991

Lupo, S., *History of the Mafia*. Columbia University Press, 2009

Follain, J., *The Last Godfathers. The rise and fall of the mafia's most powerful family*. Hodder, 2009

Repetto, T. *American Mafia: A History of Its Rise to Power*. Holt, 2004

Saviano R., *Gomorra. Italy's other Mafia*. McMillan, 2007

Schneider, J., Schneider P., *Culture and Political Economy in Western Sicily*. Academic Press, 1976

Schneider P., Schneider J., *Reversible Destiny: Mafia, Antimafia, and the Struggle for Palermo*. UCP, 2003

Sciascia, L., *The Day of the Owl*. Nyrb Classics, 2003

Photocopied extracts from the following recommended readings are available at the CEA Resource Center:

Behan T., *See Naples and Die. The Camorra and Organized Crime*. Tauris, 2002

Duggan C., *Fascism and the Mafia*. New Haven Press, 1989

Fiandaca G., *Women and the Mafia: Female Roles in Organized Crime Structures*. Springer, 2007

Gambetta D., *The Sicilian Mafia. The Business of Private Protection*. Harvard University Press, 1996

Paoli L., *Mafia Brotherhoods: Organized Crime, Italian Style*. Oxford, 2003

Schneider J. (ed.), *Italy's Southern Question. Orientalism in one Country*. Berg, 1998

The following items can be purchased at the Anglo American Bookstore or online (cost between 10 and 20 euros):

Glenny M., *McMafia: A Journey Through the Global Criminal Underworld*. Knopf, 2008

Maran A. G. D., *Mafia: Inside the Dark Heart*. Mainstream Publishing, 2008

Finckenauer J., *Mafia and Organized Crime: A Beginner's Guide*. Oneworld Publications, 2007

De Vico P. J., *The Mafia Made Easy: The Anatomy and Culture of La Cosa Nostra*. Tate, 2007

Raab S., *Five Families. The Rise, Decline and Resurgence of America's Most Powerful Mafia Empires*. Robson Books, 2006

Repetto T., *Bringing Down the Mob: The War against the American Mafia*. Henry Holt, 2004

ADDITIONAL RESOURCES

UNH Online Library: As part of this program, you are provided with direct access to additional resources and databases available through the online library of the University of New Haven. To access the online UNH library, go to <http://www.newhaven.edu/library/Services/CEA/>.

Students at CEA Study Abroad Centers have access to the several online research databases through the University of New Haven Library for the purposes of research. Access to these online databases is granted only during the time of enrollment, requires the use of a UNH ID number, which is issued individually to all Study Abroad Center students at the start of the semester. Access to the UNH Library is available through the

MyCEA Account. You must comply with UNH policies with regard to library usage. Policies can be found at: <http://www.newhaven.edu/library/general/Policies/>

CEAClassroom – CEA's Moodle CMS: CEA instructors use the open source course management system (CMS) called Moodle that creates an interactive virtual learning environment for students and educators alike. This web-based platform provides you with 24/7 access to the course syllabus, daily schedule of class lectures and assignments, non-textbook required readings, and additional resources directly related to your studies. Moodle includes the normal array of forums, up-loadable and downloadable databases, wikis, and related academic support designed for helping you achieve the many course learning objectives. The ceaClassroom website is located here: <https://www.ceaClassroom.com/>

During the first week of class, the CEA academic staff and instructors will provide you with log-in information and corresponding passwords to access this site. They will also help you navigate through the many functions and resources Moodle provides. While you may print a hard copy version of the syllabus that is projected on the first day of class, it is the class schedule on Moodle that is the definitive and official one, given that the instructor will be announcing updates and additions there and nowhere else. It is your responsibility to ensure that you have access to all Moodle materials related to your course and that you monitor Moodle on a daily basis so as to be fully informed of required course assignments and any scheduling changes that might occur.

Online Reference & Research Tools: The class will be encouraged to monitor and research mafia-related events on English-language media websites such as *The Economist* or the *New York Times* as well as specialized e-journals. Recommended reference and research tools are listed below:

www.economist.com

www.nytimes.com

www.iht.com

www.mafiatoday.com

www.guardian.co.uk (*The Guardian*, British newspaper with extensive archive)

www.newcriminologist.com/home.asp (online journal of criminology)

www.corriere.it/english/ (major Italian daily newspaper based in Milan, English version)

www.ansa.it (major Italian press agency; click for English version)

www.centroimpastato.it (Sicilian Centre of Documentation on the Mafia; click for English version)

www.libera.it (click for English page of Libera antimafia organization)

www.istat.it (Italian statistics agency; click for English version)

Films & Field Trips: At least one film will be viewed during the semester. Two field trips will be scheduled during the term where we will visit locations with particular interest to organized crime in Rome. Details will be announced once you are onsite.

Course Calendar
Social History of the Italian Mafia

Session	Session focus/activity	Student Assignments
1	Outline of course. Introduction to Italy/Sicily/South Introduction to the Italian mafias: differences, terminology and approaches	
2	Introduction to the history of the Italian South and the origins of the Sicilian Mafia	Textbook reading: - Dickie: pp. XI-XXII; 1-91. Assigned supplementary reading: - Lupo, S., 'Introduction' in <i>History of the Mafia</i> , Columbia University Press, 2009: 1-30.
3	The 19 th -century origins of the Sicilian mafia Cultural Norms and Symbolism	Assigned supplementary reading: - Blok, A. 'Genesis of Mafia' in <i>The Mafia of a Sicilian Village, 1860-1960: A Study of Violent Peasant Entrepreneurs</i> , Oxford, 1974: 89-102. Assigned supplementary reading: - Schneider, J., Schneider P., <i>Culture and Political Economy in Western Sicily</i> . Academic Press, 1976: 81-109.
4	The mafia in the early twentieth century: fascism and socialism Cesare Mori: Fascism's Iron Prefect	Assigned supplementary reading: - Dickie: pp. 172-191. Assigned supplementary reading: - Duggan C., 'Sicily, "The Siege of Gangi"', in <i>Fascism and the Mafia</i> . New Haven Press, 1989: 132-146.
5	The Second World War, Allied Occupation and the Rebirth of the Mafia in Sicily Guest speaker(s)	Assigned supplementary reading: - Paoli L., 'The Italian and American Mafia: a comparison' in <i>Mafia Brotherhoods</i> . Oxford, 2003: 3-23. - Lupo, S., 'The Allies and the mafia', <i>Journal of Modern Italian Studies</i> , 1997 2(1): 21-33. Speaker(s) T.B.A. (possibly FBI official(s) from US Embassy in Rome on fighting Organized Crime in global context, or Italy's Direzione Investigativa Antimafia) **Research project proposal & annotated bibliography to be handed in by today

The instructor reserves the right to make change or modifications to this syllabus as needed

6	<p>Construction and heroin: Cosa Nostra in post-war Sicily</p> <p>Antimafia (1890 – 1970)</p> <p>Feedback on research project proposals and Exam Review</p>	<p>Textbook reading:</p> <ul style="list-style-type: none"> - Dickie: 271-301. - Dickie: 305-328. <p>Assigned supplementary reading:</p> <ul style="list-style-type: none"> - Schneider J. & Schneider P., ‘The Mafia and the Cold War’ in <i>Reversible Destiny</i>, UCP, 2003: 49-80.
7	<p>Midterm Exam</p> <p>Film: <i>I Cento passi</i> (2000), (with subtitles, 114mins)</p>	
8	<p>Class discussion of <i>I Cento Passi</i></p> <p>Women and the Mafia</p> <p>Class discussion of <i>The Day of the Owl</i></p>	<p>Assigned supplementary reading:</p> <ul style="list-style-type: none"> - Small, P., ‘Giordana’s <i>I Cento passi</i>: renegotiating the mafia codes’ in <i>New Cinemas: Journal of Contemporary Film</i>, vol.3 no.1: 41-54 - Dino, A., ‘Symbolic Domination and Active Power: Female Roles in Criminal Organizations’ in G. Fiandaca (ed.) <i>Women and the Mafia</i>, 2007: 67-86. - Sciascia L., <i>The Day of the Owl</i>. Nyrb Classics, 2003 [1961]: 9-32.
9	<p>1980-1993: War between Cosa Nostra and Italian State</p> <p>Documentary film and class discussion</p>	<p>Textbook reading:</p> <ul style="list-style-type: none"> - Dickie: 356-425. <p>Assigned supplementary reading:</p> <ul style="list-style-type: none"> - Ginsborg, P., ‘Corruption and Mafia’ in <i>Italy and Its Discontents</i>. Penguin 2001: 179-212.
10	<p>Other criminal organizations of Italy: Rome and <i>La Banda della Magliana</i></p>	<p>Lecture</p> <p>Banda della Magliana site visit: Ministero della Sanità (EUR, Rome)</p>
11		<p>Banda della Magliana site visit: Basilica di Sant’Apollinare (Historic Center, Rome)</p>

12	<p>Other criminal organizations of Italy: The Camorra and the notion of “Ecomafia”</p> <p>Other criminal organizations of Italy: The Calabrian ‘Ndrangheta</p> <p>Guest speaker</p>	<p>Assigned supplementary reading: - Behan, T., ‘The origins of the Camorra and the Mafia’ in <i>The Camorra</i>. Routledge, 1996: 1-30. - Saviano R., ‘Land of Fires’ in <i>Gomorra. Italy’s other Mafia</i>. McMillan, 2007</p> <p>Assigned supplementary reading: Lane, D., ‘Reggio Calabria – Violent Death’ in <i>Into the Heart of the Mafia</i>. Profile, 2010: 82-105.</p> <p>Specialist in RICO investigations</p>
13	<p>Oral Presentations Final review and discussion</p>	<p>**Hand in final paper with Portfolio</p>
14	<p>Final Exam</p>	

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.

The instructor reserves the right to make change or modifications to this syllabus as needed

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.

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 may do so until the Course Withdrawal Deadline, which is the end of the fourth week of classes in a semester or the end of the first week of classes in a summer program. Course withdrawal requests approved during this timeframe will appear as a “W” on the academic transcript. To request a withdrawal, you must complete the *Change of Course Petition Form* and submit to your local academic staff. You must also notify your instructor in writing of your intent to withdraw from the course. You must remain academically eligible as a full-time student. No tuition or course fee refunds will be granted for approved 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 Dean, 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