



## Photography in Rome

### SECTION I: Course Overview

**UNH Course Code:** PHT301FCO

**Subject Area:** Photography

**Prerequisites:** None

**Language of Instruction:** English

**Contact Hours:** 45

**Recommended Credits:** 3

#### COURSE DESCRIPTION

Learn how the camera can be used in a foreign environment as an exciting tool of documentary record, cross-cultural understanding, artistic expression and self-discovery. After an introduction to the fundamentals of photography, both traditional and digital, your camera will be constantly trained on the city of Rome itself, its architecture, history, people, and rich culture, and as you develop your technical, compositional and critical skills as a photographer you will create a portfolio of images that will both showcase and celebrate your whole unforgettable study abroad experience. Throughout the course you will be able to post your best work on the course website to record and display your experiences.

Your in-class workshops will develop your practical and theoretical skills, and your photographic trips throughout the streets, squares and gardens of the city centre will be complemented with a guided in-depth visit to the Rome Museums and Art Photo Galleries.

Throughout the course your instructor will frequently deliver critical reviews of your work, but you will also be actively involved in analyzing and evaluating your own work and the work of others in a collaborative atmosphere of constructive reflection and criticism.

You may choose to work with traditional or digital photography. Either way, it is absolutely mandatory that you bring a 35 mm SLR (single lens reflex) camera (digital or traditional). Digital cameras must have a minimum of 4 mega pixels. Traditional cameras must be able to be loaded with 35 mm films. Your camera must have a manual mode and at least a 50 mm lens (or a zoom including the 50 mm focal length). It must be functioning and, particularly if old and unused for a long time, has to be reviewed professionally before you leave the U.S. Do not bring any film with you as it is frequently destroyed by airport security scans.

#### LEARNING OBJECTIVES

##### Cognitive / Knowledge skills

- To comprehend and practice the basic operation and role of manual cameras in the creation of photographic images.

- To develop a more advanced understanding of the role of light and shadow in the creation of visual form and texture, for creative and artistic purposes
- To develop an awareness of the basic rules of composition to better communicate by images

#### Analytical / Critical Thinking Skills

- To become critically aware of the basic problems of communicating ideas and meaning through the photographs, by training in Travel photography, Portrait photography and Reportage
- Being able to plan and develop a project on a specific photographic subject creating a personal aesthetic style
- Awareness of the cultural and artistic aspects of Photography

#### Affective & Behavioral / Attitudinal Skills

- To build an appreciation for the culture of images by studying the great Masters of photography and their different visual styles
- Acquire new skills to use Photography as an instrument for personal growth and better understanding of the history and cultural aspects of a Country
- Developing a consciousness on Portrait photography as a tool for recording emotions and personalities

## **SECTION II: Instructor & Course Details**

### **INSTRUCTIONAL FORMAT**

This course will meet five times per week for 2 hours 40 minutes for a total of 14 class sessions.

Most classes will be onsite, including visits to important photography exhibitions in art Galleries, International Cultural Spaces and Museums. Instruction will include lectures, group works, students' critical analysis of images, presentation of portfolios, written essay /research on Masters of photography. It is very important that you use the internet as an instrument of knowledge, along with the books. Your professor will suggest some web-sites related to photography that will help you get a professional, broad understanding of the different aspects of this Art: technical and historical aspects, aesthetic, laws in photography. You are required to expose a minimum of 2 rolls of 36 exposure film (64 pictures) per week and to bring the processed film, small prints or contact sheets to the following class. A minimum of 20 rolls and 20 final prints for your Rome Portfolio are required.

### **SPECIAL ACCOMMODATIONS**

If you require any special accommodations or have any special learning needs, please inform the instructor and submit a request using CEA's *Special Accommodations Form* to the onsite CEA academic staff by the end of the first week of classes for full consideration. See Section III.B.CEA Policies below for additional details.

### **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.

FORM OF ASSESSMENT	VALUE
Class Participation	10%
Weekly journal	15%
Assignments	20%
Midterm exam	25%
Final portfolio presentation	30%

### **ASSESSMENT OVERVIEW:**

**Weekly journal:** Collecting pictures, drawings, ideas, reflections on Photography and your images of Rome.

**Assignments:** See the syllabus: assignments are different and depend on the level of the class.

**Midterm Exam:** Individual critiques on composition, lenses, technical tools, natural and artificial light. Oral and written presentation of the students 'reports on the Masters of Photography. Short answers on the technical aspects of Photography. 12 films developed / contact sheets required plus 10 finished prints for the portfolio.

**Final portfolio presentation:** Individual critics on Composition, Technical solutions, use of Light, Lenses used. Presentation of the Portfolios accompanied by an oral thesis.

**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 (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)

**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 on time and be 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. CEA tolerates reasonable, but limited absences not to

exceed more than five contact hours of accumulated absences in any given course due to sickness, personal emergency, inevitable transport delay and other related impediments. No documentation is required for such absences, as CEA does not distinguish between excused or unexcused absences.

- In this course, the following attendance policy applies:
  - A maximum of **one** (1) day of accumulated absences due to sickness, personal emergency, inevitable transport delay and other related impediments will be tolerated.
  - Your final course grade will drop one full letter grade (e.g. A+ to B+) for missing two days of class, regardless of the reason for your absence.
  - If your absences exceed two (2) days of class, you will automatically fail this course (e.g., C+ to F; miss three (3) or more days to receive an “F”).

Late arrivals or early departures from class, sleeping or causing disruptions in class or during class activities can result in being marked absent from class. Furthermore, to comply with immigration and financial regulations, you must maintain full-time student status and attend at least 12 hours of class every 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.

### **RECOMMENDED READINGS**

Additional copies of the recommended text will be placed on-reserve in the Resource Center for short-term loans. Periodical literature, articles, documents, maps, digital images and other sundry materials also required for your class are available in PDF or Word format, are stored in the e-course file assigned to each class, and are located on the CEA shared drive for in-house consultation or copying to your own USB flash-drive. 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 (please consult your handbook). In addition, the Academic Advisor compiles a bank of detailed information about the libraries located here in the city and accessible to CEA students.

- John Hedgecoe, *The Photographer's Handbook*, New York, Knopf Editions, 2005, 352 pp.
- Tom Ang, *Digital Photographer's Handbook*, London, DK editions, 2012, 407 pp.
- Richard Anson, *Travel Photography*, Lonely Planet editions, 2000, 368 pp.
- Susan Sontag, *On Photography*, London, Penguin, 1977, 207 pp.

### **Online Reference & Research Tools:**

Photography techniques :

<http://photographycourse.net>

<http://www.digital-photography-school.com>

Masters of Photography :

[http://dir.yahoo.com/Arts/Visual\\_Arts/Photography/Photographers/Masters/](http://dir.yahoo.com/Arts/Visual_Arts/Photography/Photographers/Masters/)

Night Photography :

<http://www.schoolofphotography.com/courses/free-night-photography-lesson.html>

### **Required Supplies/Fees:**

- Digital camera (DSLR, or with full manual functions, minimum of 4 megapixels)
- or**
- 35 mm camera (SLR, full manual functions)
- 50 mm or equivalent lens (also a zoom including the 50 mm)

If you use a traditional camera, you will be required to spend between \$150 and \$200 on film and developing during this course.

### **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/>

#### **Photography in Rome Q&A:**

PLEASE NOTE: THIS COURSE DOES NOT INCLUDE ANY WORK IN A DARKROOM.

**Q:** What kind of camera is suitable for this course?

**A:** An ordinary digital camera without manual mode will NOT suffice! Your camera MUST be either a digital single lens reflex camera (full manual functions, minimum of 4 megapixels), or a 35mm single lens reflex camera (full manual functions) and/with 50mm or equivalent lens (or a zoom lens including the 50 mm).

**Q:** Do I need to bring my camera's instruction manual?

**A:** Yes!

**Q:** Can I share a camera during this course?

**A:** No. It will be impossible to get your work done properly if you don't have constant access to your own camera.

**Q:** What kind of film is recommended if I do not have a digital camera?

**A:** I recommend color slides / transparencies. It is better that you do not buy them in the US since they can be fogged and damaged by the x-ray machines at the airport. Instead, you should wait to buy them here in Rome (we will go to the photo store together during the first lesson.)

**Q:** How much will I need to spend on film and developing?

**A:** You will be required to spend between \$150 and \$200 on film and developing during this course, if you have a non-digital SLR camera. If you have a digital SLR, you will be required to buy only CDs for your assignments.

**Q:** Is there a darkroom?

**A:** No. This course focuses on shooting and interpretation, and does not include the use of a darkroom or hands-on developing.

**Q:** What happens if I arrive without the right camera but I am enrolled on the course?

**A:** If you don't have the right kind of camera you will have a chance to purchase one after you arrive, as your professor will guide you in your purchase.

**COURSE CALENDAR**  
**Course Title: Photography in Rome**

Session	Topic	Activity	Student Assignments
<b>1</b>	<p style="text-align: center;"><b>Course Introduction: Class Requirements &amp; Objectives</b></p> <p>The camera body. Basic camera functions: exposure and how to meter light, focus the subject, the shutter speed (controlling movement). ISO and white balance.</p> <p>The camera lenses (wide-angle, telephoto, standard lens, zoom lenses). The depth of field and the aperture.</p>	<p>Meeting place: CEA Rome.</p> <p>Showing prints and books about the techniques and aesthetics of the language of images.</p> <p>Distribution of maps of Rome with the places where we shall meet during the on-site classes.</p> <p><b>Slide Lecture and short video: “The Art of street Photography”</b></p> <p>What is Photography?</p> <p><b>Basic Italian language dictionary : words-phrases for communicating with your subjects in Italy</b></p>	<p>1) Choosing one subject and taking different pictures with various aperture/shutter speed values. 2) Taking the same subject’s picture by different focal lengths.</p> <p style="text-align: center;">Studying on web-sites internet The work of Steve Mc Curry and Robert Doisneau (in black and white)</p>
<b>2</b>	<p style="text-align: center;"><b>Project # 1: Getting the Pictures:</b></p> <p>The Urban Landscape of Rome (How will you represent it?)</p> <p style="text-align: center;"><b>The human being in his urban landscape</b></p>	<p>Meeting point: metro station Ottaviano-S.Pietro.</p> <p>Visit to photo stores and labs in case you need purchasing or repairing your equipment.</p>	<p>Taking pictures of the same subjects using different points of view, using foreground and background as an important role in the composition.</p> <p style="text-align: center;">Water and stone, elements in Rome landscape</p>



<p>3</p>	<p><b>Evaluation of the photo - image for shadows and highlights.</b> High contrast and low contrast images. <b>Evaluating the Pictures</b> What is a good photograph? How to visually communicate the topic?</p>	<p>Meeting point: Piazza Navona, Four Rivers Fountain. Piazza Navona, il Pantheon , Trevi Fountain . Visiting a photo store and a Photo gallery. Visiting a photography exhibition if scheduled. Visiting Caravaggio's paintings in the church St Louis des Francais. Group discussion and analysis on the work made by the students.</p>	<p>Light and shadows : students shall take pictures of people, street portraits, textures, patterns, monuments and urban landscape</p>
<p>4</p>	<p><b>The use of filters for black and white and color photography:</b> red filter, polarizer, uv/skylight filter. How to use the hand –incident light meter to control high lights and shadows.</p>	<p>Meeting point: the central obelisque in Piazza del Popolo. The students shall take pictures of Piazza del Popolo (architecture, urban landscape), then the excursion will continue in the Villa Borghese -Park gardens and the lake (nature photography) and Spanish steps. Visiting an Exhibition of Photography.</p>	<p>Past, present and future in Rome. Visible and invisible. Panning and Zooming techniques. Masters: Ansel Adams, Man Ray, Sebastiao Salgado, Edward Weston, Josef Koudelka, William Klein .</p>
<p>5</p>	<p><b>The self portrait in the contemporary Art of Photography.</b> The Still life photography.</p>	<p>CEA classroom: Projection of a cd /slides and a dvd / youtube tutorials. Group discussion on the students work and visual perception.  <b>Slide Lecture:</b> <b>Slide lecture and brief Film screening:</b> <b>“To learn to look” and “The</b></p>	<p>Studio Portrait and use of artificial light: practical test. Assignment for the week : a research on the internet and/or in books , bringing a written report on a Master of Photography / favourite photographer -three pages including 1) the photographer's pictures/visual examples, 2) Speaking about the Photographer's life and works 3) the students own reflections on the Master of Photography' style.</p>

		<p><b>decisive moment”- Henry Cartier Bresson</b>  <b>Working Session:</b>          Preparing for the Outside Shoot</p>	
6	<p><b>Reportage photography and photo- journalism</b></p>	<p>Outing: visiting and taking pictures of the area of Roman Forum and the Colosseum, S.Pietro in Vincoli</p>	<p>Learning to describing by images the main interest points of a place: describe by your picture a place and/or an event in Rome as if you are illustrating a travel magazine: “speaking by images”.</p>
7	<p><b>Midterm Examination</b></p>	<p>Individual critiques.          Oral and written presentation of the students’ reports on the Masters of Photography.          Short answers on the technical and cultural –artistic aspects of Photography          15 films developed / contact sheets required plus 10 finished prints for the portfolio.</p>	<p>Prepare for Exam</p>
8	<p><b>Travel Photography</b></p>	<p>Meeting Point: Largo Argentina, in front of the Theatre Argentina.          Visiting Piazza delle Coppelle, Tiberina Island and the Mouth of Truth, Trastevere.          Visiting a photography exhibition if scheduled</p>	<p>Choose five images from magazines and create your journal, including your own written commentary and reflections, criticizing the images’ potentialities in visual communication (images can be related to Fashion, Advertising, Reportage, etc.).</p>

9	<p><b>The relationship between words and images.</b>  <b>Photography and the Law</b>  <b>The Portfolio:</b>  How to put together the collective work Exploring Formats  (book, brochure, poster, pamphlet)</p>	<p>CEA, classroom: Internet class to use the computers and visit several websites about the Art and history of Photography.  <b>Working session:</b> critique &amp; Discussion on presentation of a project</p>	<p>Students shall choose a text (a poem, the text of a song, a novel...) and take pictures inspired by the words, translating the text into images (examples by Masters of Photography).</p>
10	<p><b>Night photography:</b> long exposure's times, "painting by light", people/cars in movement, abstract images.</p>	<p>Night Photography: the class, instead of meeting in the morning will meet at 19:00, in the square of Campidoglio, near Piazza Venezia, for taking pictures with tripod and experiencing long exposures times.</p>	<p>Photographing a story, a day in your life, photo sequences of an event.</p>
11	<p><b>How to make the real unreal.</b></p>	<p>Outing : Piazza Barberini, Via Veneto, Basilique S. Maria degli Angeli. Visiting an exhibition of Photography (Gagosian gallery or other).</p>	<p>Make double exposures and multiple images.  The digital manipulation of an image. Editing an image by software: levels, brightness, contrast, color balancing, saturation, cropping, etc.</p>
12	<p><b>Advanced photo techniques in shooting pictures</b></p>	<p>Outing: Night Photography 2: Castel S. Angelo, The Bridge of Angels, St. Peter' Square.</p>	<p>Buying folders and cardboards and starting organizing the visual style of your personal Portfolio of images.</p>

<p>13</p>	<p><b>Mounting the prints</b> and how to make your portfolio a mirror of your personal “way of seeing”. Writing titles and/or technical data. <b>Photoshop</b> and photo-editing of chosen images .</p>	<p>Group critique. Printing for exhibition and final portfolio. Reflection on the students’ experiences, personality, inner world, beliefs and emotions and how the students translated and expressed them into their final Portfolios.</p>	<p>Starting Creating the Final : choosing the last prints to include in your Portfolio, including black and white images, colour pictures, digital manipulated images, pictures in sequences, etc.</p>
<p>14</p>	<p><b>Final Exam</b></p>	<p>Individual critics on Composition, Technical solutions, use of Light, Lenses used. Presentation of the Portfolios accompanied by an oral thesis. The students will present their Portfolios to the class, as a printed portfolio or as an audiovisual presentation, describing how they achieved their goal, explaining their personal aesthetic choices.</p>	<p>Prepare your printed pictures’ portfolio, power-point presentation or audiovisual project.</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 preparations, 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.

**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 determines 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](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](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](mailto: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 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](mailto: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)