



SECTION I: Course Overview

Spanish Civilization and Culture

UNH Course Number:	SPN 352
Subject Area(s):	Cultural Studies, Anthropology, Sociology, History
Level:	300
Prerequisites:	Advanced level of Spanish
Language of Instruction:	Spanish
Contact Hours:	45
Recommended Credits:	3

Description: The aim of this course is to analyze Spanish culture from both a historical and sociological perspective while you acquire strong Spanish writing and speaking skills. The course has an intercultural component and you will study the history of Spanish civilization from pre-history to modern times while interacting with the reality of modern day Spain in order to interpret and understand contemporary culture. By learning about Spanish culture in Spanish, you will be able to reflect on the ties between language and culture. In such a way, you will acquire general knowledge of the main events of Spanish history and their influence upon current life. How significant issues have changed over the last century will be discussed in class so as to better understand the main underlying ideological, political and cultural tendencies in modern Spain.

Furthermore, in order to maximize your integration into Spanish culture, this course guides you to critically analyze what is culture and how you can achieve intercultural strategies so as to understand, adapt and learn local customs more easily. Thus, you are asked to reflect on cultural differences between U.S and Barcelona so as to analyze in greater depth the host culture and navigate in your new surroundings successfully. Thus, by the end of the course, you will understand that a country's customs and traditions are linked to its historical, social and economic evolution.

Learning Objectives:

- to explain and interpret how the history of Spain influences contemporary Spanish society
- to recognize and apply both conceptual tools and historical and academic vocabulary in order to produce high quality papers and cultural analysis in Spanish
- to recognize and apply conceptual tools required in cultural studies and give special importance to intercultural strategies and sensibility
- to value cultural studies as a method for learning about a different culture and ultimately give an insightful perspective towards your home culture
- to develop critical thinking as a way to read and understand political, social and economic factors reflected in contemporary Spanish culture

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

SECTION II: Instructor & Course Details

INSTRUCTOR DETAILS

NAME:

CONTACT INFORMATION:

Instructional Format: The class will meet twice a week for 90 minutes, in a seminar format. You will be asked to come to class ready to discuss different texts from which you will learn about the history and society of Spain. Similarly, in order to understand the cultural, historical, and ideological aspects of Spanish reality as you are experiencing in your study abroad context, you will reflect upon relevant aspects of Barcelona through a diary which will be revised and commented in class. You will be asked to interact with native speakers in tasks related to this diary so as to strengthen your language and cultural learning. The “cultural diary” will be part of a project focused on one particular aspect of Spanish culture in which you will be asked to carry out research, conduct interviews and reflect upon cultural differences in Spain and the U.S. so as to acquire intercultural competences and a better knowledge of Spanish reality. During class, we will watch movies, comment on advertising campaigns, newspaper stories, songs or any other cultural forms. Your active participation is of maximum importance as the class will be taught as a seminar and it will be based on debates, group work and presentations.

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.

Class Participation	10%
Field Studies	10%
Quiz 1	5%
Quiz 2	5%
Quiz 3	5%
Quiz 4	5%
Oral Presentation	10%
Final Project	10%
Mid-Term Exam	20%
Final Exam	20%

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ASSESSMENT OVERVIEW:

Field Studies (10%): the attendance is absolutely necessary to complete the knowledge acquired in class.

Quizzes (20%): Four multiple choice tests during the course to review the contents before the exams.

Oral Presentation (10%): A research project orally presented in class, and critically discussed with your fellow students and the course instructor. The subject of your paper should be a critical exploration of an issue raised during this course and studied in greater depth.

Final Project (10%): A research paper focused on one of the topics studied in class during the whole semester and studied in greater depth. It must be at least 6 pages long and include a bibliography of the sources used.

Mid-Term Exam (20%): A multiple choice test on the history of Spain and two short essay questions in which you analyze the effect of history on current Spanish culture.

Final Exam (20%): A multiple choice test on Spanish history and two short essay questions in which you analyze the effect of history on Spanish current culture. This exam is wide-ranging and includes all course content.

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)

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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 Sevilla Study Center 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:

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.

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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: The required course textbook listed below is available for purchase at the local bookstore. You must have constant access to these texts for reading, highlighting and marginal note-taking. It is required that you have a personal copy of each. 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 (in Moodle). Other reference books and materials are located on the Academics Office for in-house consultation. 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.

García de Cortázar, Fernando. *Historia de España De Atapuerca al Estatut*. Ed. Planeta. 2007.

Recommended Readings:

ALVAREZ, J. "The Nation Building Process in Nineteenth-Century Spain," in Mar Molinero and Angel Smith, *Nationalism and the Nation in the Iberian Peninsula*, Oxford: Oxford University Press, 1996. pp: 89-106.

BURNS, J. *Barça: a people's passion*. London: Bloomfield, 1998.

CARR, Raymond: *Historia de España*. Madrid: Ediciones Península, 2007.

CANCLINI, Nestor García. *Cultura Transnacional y Culturas populares*. Ipal: Lima, 1988.

CARO Baroja, Julio: *Estudios sobre la vida tradicional española*. Barcelona: Ediciones Península, 1988.

Culturas híbridas. Estrategias para entrar y salir de la modernidad, Grijalbo: México, 1990.

DOWLING, A. "Convergència i Unió, Catalonia and the new Catalanism" in *The Politics of Contemporary Spain* edited by Sebastian Balfour. New York: Routledge, 2005: 106-121.

FREIRE, Espido. *El Mileurista*. Barcelona: Ariel, 2006.

GALEANO, Eduardo. *Fútbol: a sol y sombra*. Madrid: Siglo XXI, 2006.

GRAHAM, Helen and Jo Labanyi (ed): *Spanish Cultural Studies. An Introduction. The Struggle for Modernity*. Oxford: Oxford University Press, 1995.

MERIMEE, Prosper: *Cartas de España*. Madrid: Renacimiento, 2005.

Ministerio de Cultura: *Certamen de Fotografía sobre Cultura Popular*. Madrid: Ministerio de Cultura, Secretaría General Técnica, D.L. 2007.

PEREZ Galdós, Benito. *Episodios Nacionales*. Madrid: Aguilar, 1950.

PRESTON, Paul. *¡Comrades!* London: Fontana Press, 2000.

STANTON, Edward F.: *Culture and Customs of Spain*. London: Greenwood Publishing, 2002.

VAZQUEZ Montalbán, Manuel: *Crónica sentimental de España*. Barcelona: Mondadori, 2003.

Online Reference & Research Tools:

<http://www.lanuevaespana.es>

<http://www.nucleosoa.org/Nosotros/Documentos/CulturaPopular.htm>

<http://www.culturaspopulares.org/links.php>

<http://www.funjdiaz.net/folklore/07ficha.cfm?id=1595>

<http://www.udc.es/congresos/traduccion/selicup/ActasII.pdf>

www.esflamenco.com

<http://www.rae.es/>

<http://refranes.dechile.net/>

<http://www.clubcultura.com/clubcine/clubcineastas/almodovar/>

<http://www.sciencedirect.com/science/journal/01471767>

<http://cms.interculturalu.com/>

<http://culturelinker.blogspot.com/2007/11/culturelinker-is-on-line.html>

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www.ncrlc.org/
<http://ctaar.rutgers.edu/presentations/facdev/MCCfacdevday.ppt>
<http://www.thinkspain.com/hottopics/historyculture/>
<http://www.travelingspain.com/culture.html>
<http://www.infoplease.com/ipa/A0107987.html>
<http://www.lanuevaespana.es>
<http://www.ine.es/>
<http://www.multilingualbooks.com/online-magazines-spanish.html#spanish>
<http://www.jstor.org><http://www.upf.edu/bi>

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.

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Session	Topic	Activity	Student Assignments
1 Jan 14 Tuesday	Course description. Syllabus How do we define culture? How can we learn about culture? Stereotypes	What is this object for? What would you do with it?	<u>For next time:</u> Reading: News paper Article Fill out Spain Map
2 Jan 16 Thursday	Cultural Clichés: Americans, Catalans, Spanish	What adjectives do you use to describe Americans/ Spaniards/ Catalans? Debate: Financial and Values Crisis Group activities	<u>For next time:</u> Reading: Chapter of <i>La Tesis de Nancy</i> by Ramón J. Sender
3 Jan 21 Tuesday	Geography Prehistory times and first newcomers to the peninsula Intercultural sensibility: ethnographic stages	Spanish traditions: toros, flamenco, tapas	<u>For next time:</u> Reading: Chapter of <i>Historia de España</i>
4 Jan 23 Thursday	Roman Spain	The trace of romans in the spanish culture Tarragona, Barcelona romana (Barcino)	<u>For next time:</u> Reading: Chapter of <i>Historia de España</i>
5 Jan 28 Tuesday	Visigoths Those barbarian tribes	Debate: Is Spain a religious country	<u>For next time:</u> Reading: Chapter of <i>Todo lo que era sólido</i> , de Antonio Muñoz Molina
6 Jan 30 Thursday	Al-Andalus Legends of Al-Andalus Spain under the sky of Allah	Muslim legacy to Spanish culture: music, food, customs Spanish Traditions (Tomatina)	<u>For next time:</u> Reading: <i>Tales of the Alhambra</i> by Washington Irving

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Session	Topic	Activity	Student Assignments
7 Feb 4 Tuesday	FIELD STUDY 1 Barcino (La Barcelona romana)	Viaje subterráneo por Barcelona	QUIZ sobre la visita a Barcino
8 Feb 6 Thursday	The Reconquest Christians against muslims	Debate: The eternal crusade Actividad: mapas interactivos de España	<u>For next time:</u> Reading: <i>Chapter of Historia de España</i> by G. de Cortázar
9 Feb 11 Tuesday	Stereotypes How do we see Spanish culture? How do Spaniards perceive Americans? The Catholics Kings	Film: Juana la loca	<u>For next time:</u> Essay on the film
10 Feb 13 Thursday	The Universal Monarchy Charles V The Spanish Empire	Bars, food and drink in Spain	<u>For next time:</u> Reading: <i>Historia de España</i> by G. del Cortázar
11 Feb 18 Tuesday	The Spanish Empire Phillip II	Imágenes de la película The Golden Age La Inquisición	<u>For next time:</u> Reading: <i>Chapter of Don Quijote</i>
12 Feb 20 Thursday	Century XVII El Siglo de Oro Español	Review for Midterm	Study for Midterm
13 Feb 25 Tuesday	STUDY DAY		

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Session	Topic	Activity	Student Assignments
14 Feb 27 Thursday	MIDTERM		
15 March 4 Tuesday	The Fall of the Empire & The Bourbons - Century XVIII Be a perfect guest in Spain	En route to the traditions	<u>For next time</u> Reading: Chapter of <i>Los Episodios Nacionales</i> by Galdós
16 March 6 Thursday	War of Independence 19th Century Napoleon in Spain	Documentales de Goya, sus fantasmas, Sangre de mayo	<u>For next time:</u> Reading: <i>Historia de España</i> by G. del Cortázar
17 March 11 Tuesday	Birth of political parties The Industrial Revolution	Debate: Como se vivía en la España de Isabel II Spain century XIX	Reading <i>Un Viaje por España</i> by Christian Andersen
18 March 13 Thursday	First Republic	Debate: Republicans against monarchists	<u>For next time:</u> Interview: Qué piensan los españoles sobre la monarquía y los nacionalismos
19 March 18 Tuesday	Alfonso XIII and The Second Republic	Film: La Lengua de las mariposas	<u>For next time</u> Essay on the film
20 March 20 Thursday	Spanish Civil War (1936-1939)	Leadind discussion of the war Images, Films, songs	<u>For next time:</u> Reading: Chapter of <i>Homenaje a Cataluña</i> by George Orwell

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Session	Topic	Activity	Student Assignments
21 March 25 Tuesday	Field Study	Bomb Shelter	Quiz Bomb Shelter
22 March 27 Thursday	Franco's dictatorship	Songs of democracy. The important role of singers-songwriters	<u>For next time:</u> Reading: <i>Chapter of Historia de España by García de Cortázar</i>
23 April 1 Tuesday	La transición a la democracia	La movida madrileña, Almodóvar y Alaska	<u>For next time:</u> Reading: Nosotros, los Indignados
24 April 3 Thursday	The terrorism of ETA Spain actually A walk for the cinema, literature, and painting	Debate Atentado del 11 M La gran mentira Al-qaeda in Spain Debate	<u>For next time:</u> Reading: Nosotros, los Indignados
25 April 8 Tuesday	Spain actually	15 M Financial Crisis Spanish Youth	<u>For next time:</u> Student presentations
26 April 10 Thursday	FINAL PROJECTS		
27 April 15 Tuesday	SEMANA SANTA		

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Session	Topic	Activity	Student Assignments
<p style="text-align: center;">28 April 17 Thursday</p>	SEMANA SANTA		
<p style="text-align: center;">29 April 22 Tuesday</p>	FINAL PROJECTS	Review for Final Exam	Study Final Exam
<p style="text-align: center;">30 April 24 Thursday</p>	FINAL EXAM		

IMPORTANT NOTE:

- **TUTORING SESSIONS AND CO-CURRICULAR ACTIVITIES WILL BE HELD PERIODICALLY TO REINFORCE AND/OR EXPAND MATERIAL AND CONCEPTS COVERED IN CLASS.**

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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.

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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.

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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.

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

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](http://www.ceastudyabroad.com/docs/CEA_POLICIES.PDF)

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